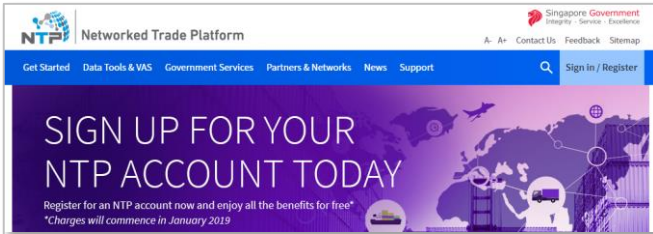


# Quick Reference Guide: Submit Applications to Singapore Customs

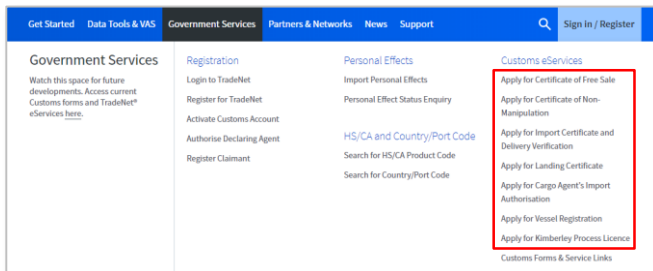
## Pre-requisites:

- Registered with an [NTP Account](#)
- Established [partnership](#)\* with Singapore Customs

## Step 1 Download Customs eService Application Form



**a** Access NTP website ([www.ntp.gov.sg](http://www.ntp.gov.sg)).



**b** Go to Government Services, under Customs eServices, click on the **relevant Customs eService Application Form**.

No.	Forms	Related Link
1.	Application for Certificate of Non-Manipulation (CNM)	Word Doc (86KB)
2.	Application for Certificate of Free Sale (CFS)	Word Doc (90KB)
3.	Application for Import Certificate and Delivery Verification (ICDV)	Word Doc (161KB)

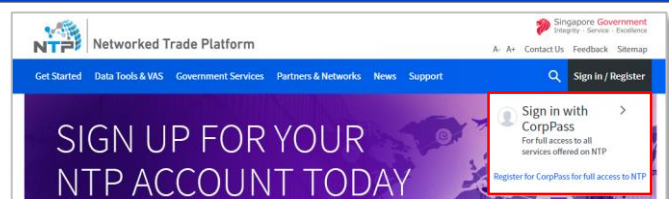
**c** Scroll down to **Networked Trade Platform (NTP) eServices** and click on the **Related Link** to download the relevant Customs eService Application form.

5.	Application for Kimberley Process Licence (KPL)	Word Doc (77KB)
6.	Application for Landing Certificate (LC)	Word Doc (344KB)
7.	Application for Vessel Registration (VR)	Word Doc (82KB)

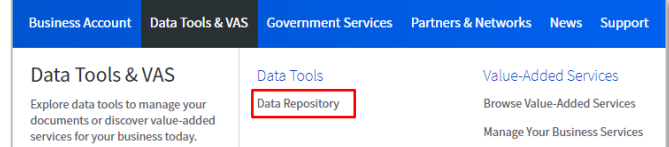
**d** The application form will be downloaded to your local drive.

## Step 2 Submit Customs eService Application

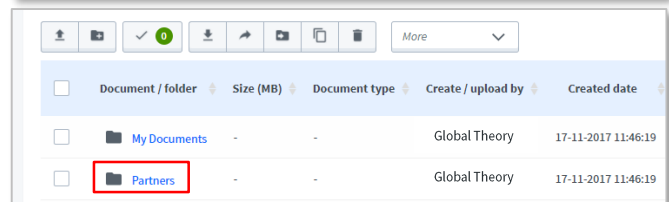
**a** **Sign in** to your NTP Account via CorpPass.



**b** Go to Data Tools & VAS, under Data Tools, click **Data Repository**.



**c** Click on the **Partners** folder.

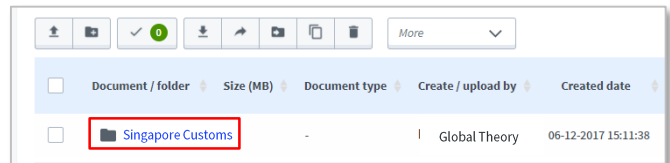


\*Note: Please login to your NTP Account to access the Online Guides.

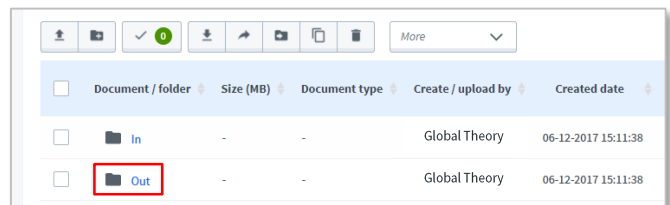
# Quick Reference Guide: Submit Applications to Singapore Customs

## Step 2 Submit Customs eService Application (*continued*)

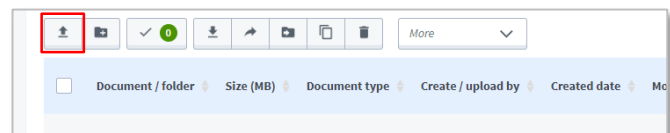
**d** Click on the **Singapore Customs** folder.



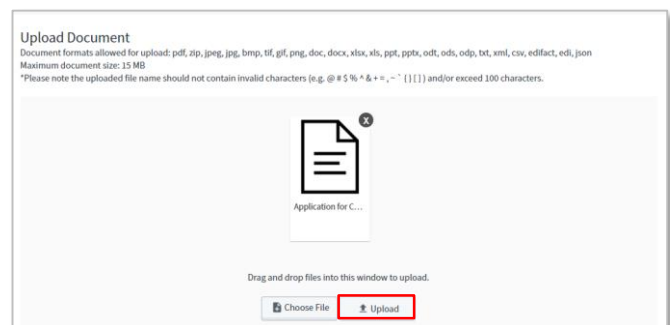
**e** Click on the **Out** folder.



**f** Click **Upload**.

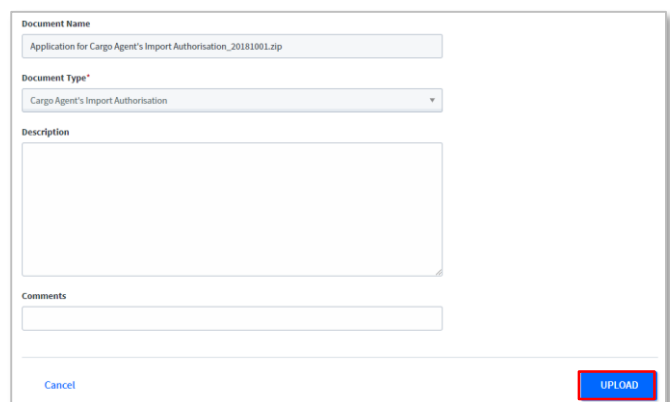


**g** Do one of the following\*:  
• Click **Choose File** and select the document that you would like to upload.  
• Drag and drop the document into the upload window.



**h** Click **Upload**.

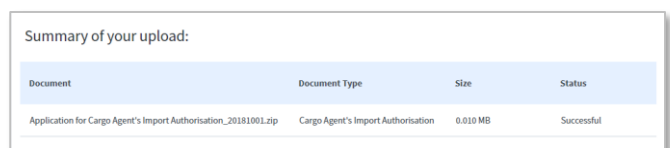
**i** Select the application type as the Document Type. (e.g. Cargo Agent's Import Authorisation)



A screenshot of the application form. It has the following fields:  
- **Document Name**: Application for Cargo Agent's Import Authorisation\_20181001.zip  
- **Document Type\***: Cargo Agent's Import Authorisation (dropdown menu)  
- **Description**: A large empty text area.  
- **Comments**: A smaller empty text area.  
At the bottom, there are 'Cancel' and 'UPLOAD' buttons, with the 'UPLOAD' button highlighted by a red box.

**j** Click **Upload**.

**k** Your application has been submitted to Singapore Customs. You can also access your NTP Notifications to view the details of your submission.



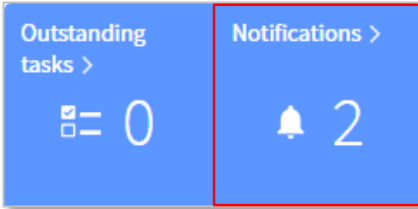
A screenshot of the 'Summary of your upload:' section. It contains a table with the following data:

Document	Document Type	Size	Status
Application for Cargo Agent's Import Authorisation_20181001.zip	Cargo Agent's Import Authorisation	0.010 MB	Successful

### \*Note:

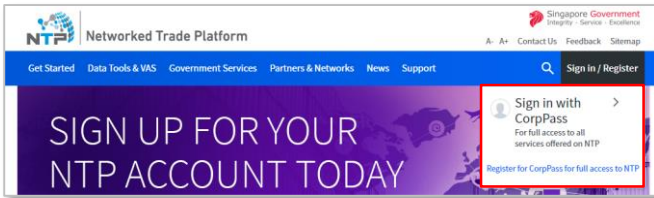
- You should upload each application form and all its supporting documents (if any) as a single file (e.g. JPG, GIF, PDF and ZIP). You should also label the file name according to the type of application(s).
- Recommended filename for submission: *Application for <insert application name>\_YYYYMMDD*. (e.g. *Application for Cargo Agent's Import Authorisation\_20181001*)
- If you submit more than one of the same type of application a day, please number your documents (e.g. *Application for Cargo Agent's Import Authorisation\_20181001\_2*)

# Quick Reference Guide: Submit Applications to Singapore Customs

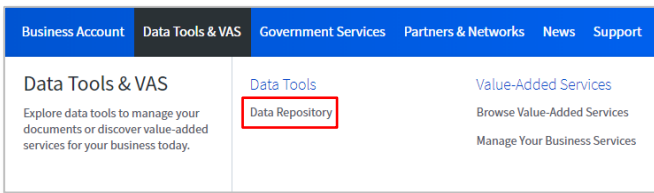


You will be notified on NTP Notifications when Singapore Customs sends the certificate to you via NTP (upon approval of your application).

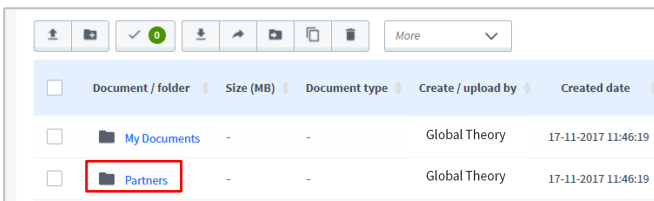
## Step 3 View Customs e-Service Certificate



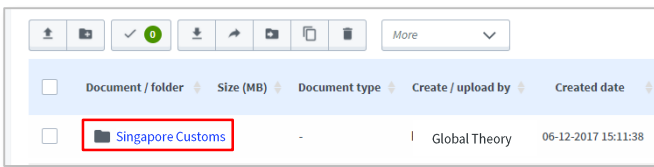
**a** Sign in to your NTP Account via CorpPass.



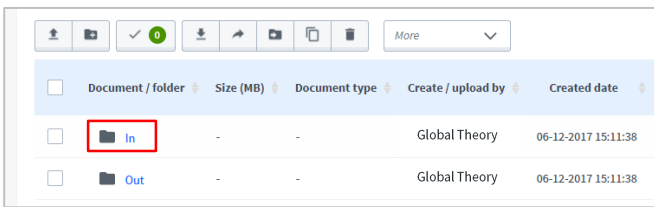
**b** Go to Data Tools & VAS, under Data Tools, click **Data Repository**.



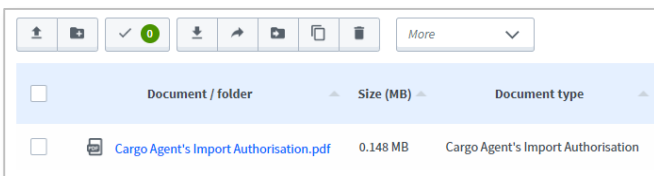
**c** Click on the **Partners** folder.



**d** Click on the **Singapore Customs** folder.



**e** Click on the **In** folder.



**f** Once the application is approved, the certificate will be found in this folder.