

CUSTOMS HINTS

W.E.F. 1st April 1994, the Singapore Government has implemented a 3% Goods and Services Tax (GST) on the declared value of ALL import shipments. However, shipments of used personal effects/household goods are exempted from paying GST provided the owner can produce the following documents to use (fax or mail) before shipment arrives for our application to Customs for an exemption on his/her behalf.

For Foreigners Working in Singapore

- Declaration of Facts
- Passport copies showing personal particular

→ If Employment Pass / Work Permit has been approved

- Employment Pass / Work Permit (front & back copies of the card)
- Copy of the passport page showing Immigration Department's endorsement of the Employment Pass / Work Permit.

→ If Employment Pass / Work Permit has not yet been approved

- Copies of the Employment Pass application (Form 8)
- Copy of company's letter to Singapore Immigration Department for this application
- Copy of the acknowledgment receipt from Immigration Department for this application

For Returning Singapore Citizen

- Declaration of Facts
- Passport copies showing personal particular
- Company's letter to Singapore Customs giving details such as, dates of return, reasons for return, etc. (a sample copy is available at our office)
- Copies of passport pages showing the Immigration Department's (foreign country) endorsement of his arrival and departure dates. (This is to prove that owner has resided in a foreign country for not less than 6 months)

For Foreigners Acquiring Permanent Residence Status

- Declaration of Facts
- Passport copies showing personal particulars
- Copy of passport page showing Singapore Immigration's endorsement of Entry Permit
- Copy of the Approval for Permanent Residence letter or In-Principle Approval for Permanent Residence letter from Singapore Immigration.

On top of these, if owner has video tapes / disc and alcohol in consignment, he has to complete these two forms:

- Video statement for exemption from censorship (please refer to explanation notes on importation of videos)
- Wine List (for Customs to access Duty & GST amount)

Please note that alcohol, tobacco products, motor vehicles etc are not eligible for any Duty & GST exemption.

If owner does not have any of these documents ready when shipment has arrived, he could choose to EITHER

- Customs clear shipment by paying 3% GST, or
- Hold shipment at Port until documents are ready (Port store rent / Demurrage charges will incur and will be invoiced either to Origin Agent or owner)

NOTE: Surface shipments will incur Port store rent & Demurrage charges if they remained at the Port after 3rd day of its arrival.
Air shipments will incur Port store rent & Removal charges if they remained at airport after 48 hours of its arrival.

Attached please find copies of the following:

1. Declaration of Facts (Page 1 & 2)
2. Video statement for exemption from censorship
3. Wine list

Please request owner to complete the above documents at origin and fax to us before shipment arrives. As for other documents that need to be obtained from account (i.e. Employment Pass application, Company's letter etc), please provide contact at account in Singapore. We will liaise with them from here.

Customs Declaration

Dear Sirs,

Below I declare to the best of my knowledge, that which I understand to be of interest to the Singapore Customs Authorities, I indemnify Pacific Transitions PTE Ltd. for any fines/confiscations, owing to a delay caused by my incorrect declaration.

A detailed list of the following Prohibited/Restricted articles included in my shipment is attached for:

	YES	NO
1. Liquor / Tobacco (please specify quantity and type of alcohol)	()	()
2. Weapons / "Gun" shaped toys	()	()
3. Walkie-Talkie / Portable phone	()	()
4. Pornographic Materials (inc Playboy)	()	()
5. Vehicle / Motor Bike	()	()
6. New Items (such as furniture)	()	()
7. Video tapes(subject to Board of Film Censor's approval)	()	()
8. Locked Items (please provide keys)	()	()
9. Piano / Organ (please specify if it is a baby grand, upright etc.)	()	()

All items being imported into Singapore have been in my possession for more than six (6) months (except those listed in number 6, above).

The total value of my shipment consisting of new/old/new and used household and personal effects is estimated at approximate _____ (Declaration is strictly for Goods & Services Tax purpose only).

I take full responsibility for the above declaration. I understand that alcohol, new items and video tapes will incur customs duties/taxes, fees which are for my account.

Signature / Date

Shipper's Full Name: _____

Passport No.: _____

As soon as my shipment has cleared through customs, I request that it be delivered to:

Delivery address: _____

The above residence is available as of _____ date.

OR

I wish to have my household effects shipment held in storage at your warehouse until _____ (date). A letter from my company authorizing storage is attached.

Declaration of Facts

I hereby provide the following information in support of my application for Goods and Services Tax Relief on my used household articles and personal effects under item 8 of The Goods and Services Tax (Import Relief) Order 1994:

- (a) I am changing my place of residence from _____ (country) to Singapore.
- (b) I am the owner of the articles and effects imported and these have been in my possession and use for a period of not less than three months.
- (c) The articles and effects are imported within 6 months of my first arrival _____ (date) in Singapore.
- (d) I am aware that the GST relief I am applying does not cover any motor vehicle, liquor or tobacco product.
- (e) The customs duty on the following motor vehicle, liquor or tobacco product included in the consignment will be paid by me before I take delivery of them:

Motor Vehicle _____

Tobacco Products _____

Liquors _____

(NIL is required if there is none)

I affirm that the information given above is true and correct.

I also undertake not to dispose of the articles and effects within three months from the date of importation.

Signature	Name of Declarant	Passport No.
Occupation	Name of Employer	Date

.....
FOR OFFICIAL USE

Name of Forwarding Agent: _____

CCC Permit No.: _____

Container No.: _____

Signature/ Name of

Permits Officer/Date

Declaration For Video Tapes / Discs To Be Exempted From Censorship (For Personal Use)

I, _____, NRIC/Passport No.: _____,
Occupation _____, Address _____

(Name and address of Company / Organisation)

that the video tape(s) / disc(s) accompanying this statement are as indicated within the following categories of films exempted from censorship and that they do not contain any objectionable scenes/dialogue/themes in accordance with the guidelines furnished by the Board of Film Censors in Annex A.

Code	Categories	No. of tapes / discs
PE	Training and Educational	
PP	Personal Recordings include wedding, family, family gathering, tour and other private functions	
PO	Ballet, Opera, Classical, Jazz, Folk and Instrumental Music	
PD	Documentary	
PS	Sports	
PC	Programs meant for Children only; include cartoons, movies music and other features	
PL	Local TV Programs; include Singapore TV Programs and Malaysia RTM Programs only	
PM	Pre-1966 movies of the Selected countries / languages only: (1) US / UK (English) (2) Hong Kong (Chinese) (3) India (Hindi/Tamil) (4) Malaysia / Singapore (Malay)	
	Total	

I declare that this statement (consisting of one page signed by me) is true to the best of my knowledge and I make it knowing I may be liable to prosecution under the Penal Code if I have willfully stated in it anything which I know to be false or do not believe to be true.

Signature of Declarant

Date

For Official Use Only

Signature of Witness: _____

Name: _____

Designation: _____

Date: _____

Declarant's Contact

Tel. No.: _____

Fax No.: _____

BFC Tel No. 8389371 / 8389381

Fax No: 7387332 / 7382686

(Sponsor letter from employer - On Company's Letterhead)

4 February 2005

To Whom It May Concern:

This is to Certify that **Name of Client**, Passport No. _____, FIN No. _____, is employed by Name of Company in the capacity of Position in company from _____ till present. Name of Client has just been transferred to our Singapore Office with effect from Date of Commencement.

Name of Company will be responsible for Name of Client maintenance during his stay in Singapore and eventual repatriation from the country.

Yours faithfully,

Name of Company

(Please insert signature & Company Stamp)

Name of Personnel
Position of Personnel