Template for Letter of Undertaking (LOU) for TradeNet® Unavailability

Instructions for Use

Please read the following instructions before completing the LOU template (listed in Sheets 2 and 3) using your company's letterhead:

1. Importer, exporter, shipping agent, air cargo agent, freight forwarder, common carrier or declaring agents are eligible users for this LOU template.

2. User will only be allowed to submit this LOU template during unscheduled TradeNet® unavailability or when such use is announced by Customs.

3. User is required to fill in the required information for all the mandatory fields listed under Sections I and V of the LOU template and the Section IV if the cargo is containerised.

4. The "Document Reference Number" field indicated in the LOU template refers to the unique number issued by the user or user's company. The intent is to facilitate the user and/or its company to track the use of the LOU efficiently.

5. For controlled goods, user may be required to fulfil additional requirements imposed by the Competent Authorities (CAs), e.g. LOU must be endorsed by the CA before presenting for clearance.

6. User can provide information in a separate sheet of paper which must be issued under the company's letterhead specified with the document reference numbers and page numbers as well as signed and dated for every page and/or additional sheet of paper. These additional sheets of paper must be attached to this LOU and will form part of this LOU.

7. User should submit one LOU for each TradeNet® permit to be applied subsequently during TradeNet® restoration.

8. User must sign the LOU and are responsible for the true and correctness of all the information provided in the LOU. Customs reserves the right to take appropriate compliance action against any user who declares incorrect information to Customs at the time of application.

9. User must produce the completed LOU, invoice, packing list and Bill of Landing/AirWay Bill for clearance at places manned by Immigration and Checkpoint Authority or Singapore Customs or applicable security posts requiring permits upon entry and/or exit.

10. User must indicate the information "LOU [Full Name of importer/exporter] [Document Reference Number]" into the "Trader's Remarks" field of the TradeNet® permit e.g. "LOU ABC Pte Ltd C.07.2015".

11. User must apply for a TradeNet® Permit within 3 working days after TradeNet® services are restored.

12. User must submit a copy of the approved TradeNet® permit and the LOU to Singapore Customs: Attn – PSB Officer via fax 6250 9605 or via email to customs_documentation@customs.gov.sg, within 3 working days after TradeNet® services are restored.

Letterhead of the Company

Document Reference Number: _____   Page: ____ of ____

Section I: Consignment Details (Mandatory to be filled up)

To: Singapore Customs   Date: _____

I undertake to apply for a TradeNet® permit through TradeNet® for the following purpose as per the attached invoice(s) within 3 working days from the date TradeNet® services are restored (please tick one of the following boxes):

Import / Re-import	Export / Re-export / Seastores	Transhipment / Movement
☐ Payment for Duty and/or GST	☐ Export of controlled goods (excluding Strategic Goods under STS Individual Permit)	☐ Through Transhipment with Inter-gateway Movement
☐ Approved Premises/Schemes	☐ Approved Premises/Schemes	☐ Inter-gateway Movement
☐ Temporary Import for Repairs, Sales & Exhibitions (excluding Other Purposes)	☐ Re-export of temporarily imported goods	
☐ Return of temporarily exported local goods	☐ Temporary Export of local goods	
☐ Import for Re-Export	☐ Export with Inter-gateway Movement	
☐ Shut-Out / Destruction	☐ Seastores	

2   The corresponding details of the invoice and *Bill of Lading / AirWay Bill are:

*Bill of Lading / AirWay Bill	Invoice Number

3   I declare that all information provided in this letter of undertaking is true and correct.

_____
Signature of User
Name of User: _____   Contact Number: _____
Email Address: _____   Fax Number: _____

Section II: Endorsement by the Competent Authority (if applicable)

Approval granted for the *import/export/transhipment of goods listed under invoice no(s). _____ by _____ (name of *importer/exporter/handling agent).

Signature: _____   Rubber Stamp: _____
Name of Approving Officer: Name of Approving Authority:
_____   _____

Section III: Clearance by ICA / Security Post

_____   _____
Date & time of Clearance   Date & time of Clearance
Name/Staff No. of officer & Signature   Name/Staff No. of officer & Signature

*Delete as appropriate   Sheet 2

Letterhead of the Company

Section IV: Container Details (Mandatory if cargo is containerised)

The container numbers are:

  a. _____   c. _____
  b. _____   d. _____

Section V: Details of the Declaring Agent and Haulier (Mandatory to be filled up)

Description	Declaring Agent	Haulier
Company Name		
Name of Representative		
Contact Number		
Fax Number		
Email Address		

_____
Signature of User