



Mail completed form to:  
 Registration Unit, Procedures & Systems Branch  
 Singapore Customs  
 55 Newton Road  
 #02-01 Revenue House  
 Singapore 307987  
 Form Reference: SC-A-020 (Ver 15 – 06/25)

Drop-off completed form at:  
 55 Newton Road  
 Revenue House  
 Singapore Customs Document Deposit Box  
 (located at Revenue House Vehicle Drop-off Point)

## APPLICATION FOR INTER-BANK GIRO (For Payment of Duties, Taxes, Fees, Penalties and Other Charges on Services Offered by Singapore Customs)

**PART 1: FOR APPLICANT'S COMPLETION (Please fill in all fields. Incomplete forms may not be processed.)**  
 This form may take you 5 minutes to fill in if you have your bank passbook / statement on hand.

Name of Billing Organisation: Singapore Customs

(1) Date (DD/MM/YYYY):

(2) My / Our Contact Person Name(s):

(3) My / Our Unique Entity Number (will be used as Entity Reference Number):

(5) My / Our Contact Number(s):

(4) My / Our Entity Name (as in Bank's record):

(6) My / Our Email Address:

(7) My / Our Bank Name ("Bank"):

(8) My / Our Entity's Bank Account Number:

- (a) I / We undertake to inform Singapore Customs immediately of any change(s) to my / our account as stated in this form and any changes to the Inter-Bank GIRO arrangement set with the Bank.
- (b) I / We hereby instruct the Bank to process Singapore Customs' instructions to debit payment from my / our account.
- (c) The Bank is entitled to reject Singapore Customs' debit instruction if my/our account does not have sufficient funds and charge me / us a fee for this. The Bank may also at its discretion allow the debit even if this results in an overdraft on the account and impose charges accordingly.
- (d) This authorisation will remain in force until:
  - (i) the Bank's written notice sent to my / our address last known to the Bank;
  - (ii) upon the Bank's receipt of my/our written termination; or
  - (iii) upon the Bank's receipt of the notice of expiry from Singapore Customs.

(9) My / Our Entity's Signature(s) / Thumbprint(s) as in Bank's records:

For thumbprint(s), please go to the branch with your identification

**PART 2: FOR SINGAPORE CUSTOMS' COMPLETION**

(10) For official use only

SWIFT BIC	Singapore Customs' Bank Account Number:
DBSSSGGXXX	001-038761-8

Note: The Singapore Customs bank account number 001-038761-8 is strictly for Interbank Giro deductions only and not for bank fund transfer

(11) Please fill in this section

SWIFT BIC	Account Number To Be Debited:

Entity Reference Number will be as per Part 1, field (3)

**PART 3: FOR BANK'S COMPLETION**

To: Singapore Customs (For clarifications, please email to [customs\\_documentation@customs.gov.sg](mailto:customs_documentation@customs.gov.sg))

(12) This Application is hereby REJECTED (Please tick ✓) for the following reason(s):

- |  |  |
|--|--|
| <input type="checkbox"/> Signature / thumbprint* differs from Bank's records<br><input type="checkbox"/> Signature / thumbprint* incomplete / unclear*<br><input type="checkbox"/> Account operated by signature / thumbprint* | <input type="checkbox"/> Wrong Account Number<br><input type="checkbox"/> Amendments not countersigned by Bank Account Holder(s)<br><input type="checkbox"/> Others: _____ |
|--|--|

(13) Name of Approving Officer:

(14) Authorised Signature:

(15) Date:

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\* Please delete where inapplicable.

## IMPORTANT NOTES

You are required to maintain an Inter-Bank GIRO (IBG) with Singapore Customs to facilitate the payment of duties, taxes, fees, penalties and other charges on services offered by Singapore Customs.

Fees may include Customs licence fees (licensed warehouse, duty-free shop, factory warehouse, bottling warehousing, manufacturing, bonded warehouse etc.), supervision fees, Declaring Agent related fees, Competent Authorities (CAs) licence fees and other fees for services offered by Singapore Customs.

Upon approval of your IBG application, Singapore Customs will instruct your Bank to automatically deduct any payment from your bank account.

<p><b>How do I get started?</b></p> <p>After completing Part 1 of the application form, <u>mail</u> the completed form with original signature / thumbprint as registered under your bank account to:</p> <p style="text-align: center;">Registration Unit Procedures &amp; Systems Branch Singapore Customs 55 Newton Road #02-01 Revenue House Singapore 307987</p> <p>You may also drop-off the form at:</p> <p style="text-align: center;">55 Newton Road Revenue House Singapore Customs Document Deposit Box (located at Revenue House Vehicle Drop-off Point)</p> <p>Please <b>DO NOT</b> send photocopies of this form as the <b>original signature / thumbprint</b> is required by the Bank for verification. All amendments must be countersigned, <b>DO NOT</b> use correction fluid. Submission by hand is <b>NOT</b> required but if you still wish to do so, you may deposit the application form at the Singapore Customs Document Deposit Box.</p>	<p><b>What happens if the IBG deduction is unsuccessful?</b></p> <p>If an IBG deduction is unsuccessful (e.g. due to insufficient funds in your bank account etc.), Singapore Customs may, without further notification to you, re-initiate the IBG deduction(s) to recover the outstanding payment, until the full payment is recovered by Singapore Customs.</p> <p>Please ensure that sufficient funds are maintained in your bank account to cover the required payment. Singapore Customs reserves the right to suspend or terminate your registration and services with Singapore Customs (e.g. Declarant Agent account, permit application services etc.) due to non-payment of duties, taxes, fees, penalties and other charges on services offered by Singapore Customs.</p> <p>[Note: Singapore Customs may impose a penalty for an unsuccessful IBG deduction(s) and some banks may charge a service fee for an unsuccessful IBG deduction(s).]</p>
<p><b>What is the processing time for my IBG application?</b></p> <p>After Singapore Customs has received your completed IBG application form, we will verify the IBG application before submitting it to your bank for further processing. Upon receiving your bank's approval, we will email the Primary Contact (or Secondary Contact should transmission to the Primary Contact fails) registered in your entity's Customs Account. Please note the IBG application will take up to 4 <u>weeks</u> to be processed.</p>	<p><b>What is my Entity Reference Number (i.e. DDA Reference Number)?</b></p> <p>Your Entity Reference Number is your Unique Entity Number.</p> <p>[Note: For IBG applications submitted in 2008 or earlier, your Entity Reference Number is the Central Registration Number (CR No.) issued by Singapore Customs.]</p>
<p><b>How do I change my bank account used for IBG deduction?</b></p> <p>If you wish to change your bank account, please submit a new IBG application. Your existing IBG will be terminated when your new IBG application is approved. Please separately inform your Bank to terminate your existing IBG after your new IBG application is approved.</p>	<p><b>How do I terminate my IBG?</b></p> <p>Please contact your bank directly to terminate your IBG arrangement. Upon successful termination by your Bank, please submit your IBG termination to Customs via <u><a href="http://go.gov.sg/customs-doc">go.gov.sg/customs-doc</a></u>.</p> <p>If you are a Declaring Agent, it is mandatory for you to maintain a valid IBG with Singapore Customs. If you intend to change your bank account used for IBG deduction, you are required to submit a new IBG application. Your existing IBG with Singapore Customs will be terminated when your new IBG application is approved.</p>
<p><b>How do I know if the IBG deduction is successful?</b></p> <p>Your bank statement will reflect successful IBG deductions initiated by Singapore Customs. The format and type of information such as permit number reflected in the bank statement may differ for different banks.</p>	<p><b>Should I set an IBG Limit?</b></p> <p>It is recommended not to set an IBG limit so that you can use the permits for clearance of goods immediately without the hassle of preparing cash or cheque payment before goods can be removed from Customs control. To ensure that the deductions for duty/GST are successful, please ensure that your company's IBG limit (with Singapore Customs) matches your bank's limit for GIRO deductions.</p> <p>Please note that permits declared with duty/GST exceeding the IBG limit with Singapore Customs will be issued with a "G1" permit condition. Permits with "G1" permit condition will require you to make the duty/GST payment at any UOB branch by cash or cheque before goods can be removed from Customs control.</p>