

Import Procedures and Permits

A step-by-step guide for businesses



Step 01. Before Importing Determine If Your Goods are Controlled or Dutiable

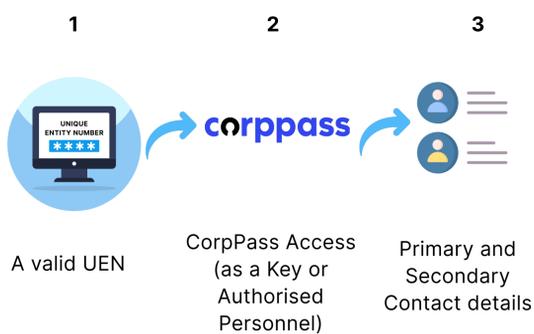
- Identify if any Competent Authority is regulating your goods and comply with any additional requirements for the import such goods.



[Check if the goods are controlled or dutiable](#) →

Step 02. Activate Your Customs Account One Time Setup

To activate Customs Account, you must have:



To import goods, you will need:

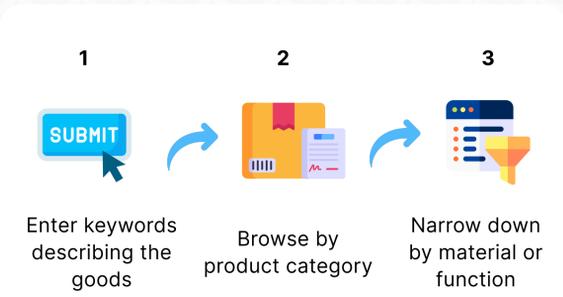


All businesses must have an active Customs Account before applying for any permit.

[Set up your Customs Account](#) →

Step 03. Search For the HS Code

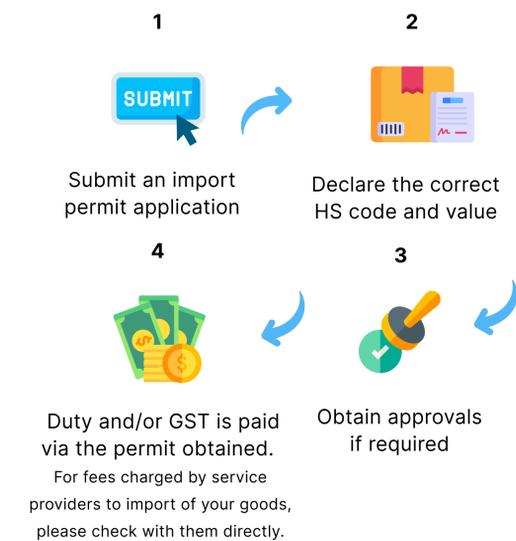
The HS/CA Product Code Checker is available for you to do a quick search for the HS codes, product codes and descriptions of a product within the Singapore Trade Classification, Customs & Excise Duties.



Do not rely on supplier descriptions alone.

[Search for your HS code](#) →

Step 04. Obtain Import Permit Before Your Goods Arrive



Permits must be approved before import.

[Apply for an import permit](#) →

Step 05. Pay Duties and GST Before Release

Pay duties and GST if required.

[Pay duties and GST](#) →



Goods are released only after payment is completed.

Step 06. Goods Arrive in Singapore At the Border

- Permit details are checked
- Duties and GST are assessed if applicable
- Goods may be selected for inspection



[Prepare documents for clearance](#) →

Clearance depends on accurate declarations and valid permits.

Step 08. Common Questions from AskGov

- Q1: Do all goods require an import permit?**
All imports require a permit unless otherwise stated (e.g. permit exemption or waiver).
- Q2: When should I apply for an import permit?**
Permits must be obtained before importing goods into Singapore.
- Q3: Can I import goods first and apply for a permit later?**
No. Importing goods without a valid permit, if required, is an offence.
- Q4: Who can apply for an import permit?**
You, or your appointed local freight forwarding or declaring agent registered as a TradeNet user with Singapore Customs, can apply for a permit.

[Related AskGov questions here](#) →

Step 07. Goods Clearance and Document Retention After Clearance

- Check the conditions of your import permit carefully before clearing your goods.
- Make payments using your own Inter-Bank Giro (IBG) or your Declaring Agent's IBG.
- Keep trade documents for at least 5 years from the permit approval date, and produce them when requested or as required by the permit
- Keep permit and invoice records for compliance.



[Review Import Dos and Don'ts](#) →

