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Committee on Import Licensing

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## REPLIES TO QUESTIONNAIRE ON IMPORT LICENSING PROCEDURES<sup>1</sup>

### NOTIFICATION UNDER ARTICLE 7.3 OF THE AGREEMENT ON IMPORT LICENSING PROCEDURES (2020)

#### SINGAPORE

The following communication, dated 12 October 2020, is being circulated at the request of the delegation of Singapore. In support of the WTO Secretariat's work to update Singapore's *Member Profile* and Singapore's import licensing requirements on the new import licensing website, modifications have been introduced (highlighted in bold) in this new submission, for the easy reference of Members.

<b>1 OPTICAL DISC MASTERING AND REPLICATION EQUIPMENT .....</b>	<b>2</b>
<b>2 ROUGH DIAMONDS.....</b>	<b>3</b>
<b>3 CHEMICAL WEAPONS .....</b>	<b>5</b>
<b>4 FOOD AND FOOD APPLIANCES .....</b>	<b>7</b>
<b>5 REPRODUCTION OF SINGAPORE CURRENCY IMAGES .....</b>	<b>10</b>
<b>6 HAZARDOUS SUBSTANCES AND HAZARDOUS WASTE .....</b>	<b>11</b>
<b>7 RADIOACTIVE MATERIALS AND IRRADIATING APPARATUS.....</b>	<b>14</b>
<b>8 PETROLEUM AND FLAMMABLE MATERIALS.....</b>	<b>16</b>
<b>9 CONTROLLED DRUGS AND CONTROLLED EQUIPMENT, MATERIALS OR SUBSTANCES USED FOR THE MANUFACTURING OF CONTROLLED DRUGS.....</b>	<b>18</b>
<b>10 MEDICAL AND THERAPEUTIC PRODUCTS .....</b>	<b>21</b>
<b>11 TOBACCO PRODUCTS.....</b>	<b>23</b>
<b>12 HUMAN AND ZONOTIC PATHOGENS, TOXINS AND INACTIVATED BIOLOGICAL AGENTS.....</b>	<b>25</b>
<b>13 RICE.....</b>	<b>26</b>
<b>14 CONSTRUCTION MATERIALS - SAND AND GRANITE .....</b>	<b>28</b>
<b>15 PLANTS AND PLANT MATERIALS, PRODUCTS OF LIVE ANIMALS AND BIRDS, AND ORNAMENTAL FISH .....</b>	<b>30</b>
<b>16 ARMS, EXPLOSIVES AND EXPLOSIVES PRECURSORS.....</b>	<b>33</b>
<b>17 AMUSEMENT GAMING MACHINES.....</b>	<b>37</b>
<b>18 FRUIT MACHINES .....</b>	<b>38</b>
<b>19 NATURAL GAS AND LIQUEFIED NATURAL GAS .....</b>	<b>40</b>

<sup>1</sup> See document G/LIC/3, Annex, for the Questionnaire.

<b>20 TELECOMMUNICATION EQUIPMENT .....</b>	<b>42</b>
<b>21 PUBLICATIONS.....</b>	<b>44</b>

## **1 OPTICAL DISC MASTERING AND REPLICATION EQUIPMENT**

### **Outline of system**

1. Singapore Customs maintains an import licensing system for optical disc mastering and replication equipment. Importers of optical disc mastering and replication equipment must apply for a Manufacturer Number from the Singapore Economic Development Board (EDB).

### **Purpose and coverage of licensing**

2. The licensing system applies to mastering equipment and replication equipment for any of the following:

- CD (compact disc);
- CD-ROM (compact disc-read only memory);
- VCD (video compact disc);
- DVD (digital video disc); and
- DVD-ROM (digital video disc-read only memory).

3. The licensing system applies to products originating in and coming from all countries.

4. The licensing system is not intended to restrict the quantity or value of imports, but to prevent illegal trade of pirated goods.

5. The licensing procedures are maintained under the Regulation of Imports and Exports Regulations and the Manufacture of Optical Disc Act (MODA). The import licensing procedures are statutorily required and published in government gazettes. While the administration of the licensing system is undertaken by the relevant agencies, the designation of products to be subjected to licensing and the abolishment of the licensing system require legislative approval.

### **Procedures**

6. Not applicable.

7. There are no limitations on the period of the year during which applications for licence and/or importation may be made. Consideration of licence application is effected by a single administrative body. The importer does not have to approach more than one administrative body.

8. An application for an import licence is usually granted if it meets the stipulated criteria. Singapore Customs will generally provide the reason(s) for the rejection of a licence.

### **Eligibility of importers to apply for a licence**

9. Generally, all persons, registered firms and institutions are eligible to apply for licences and no registration fee is required. Interested parties must first obtain a Manufacturer Number from EDB, before applying for an import permit from Singapore Customs.

### **Documentation and other requirements for application for license**

10. The following information is required in applications for import licences: particulars of importer, company registration certificate issued by the Accounting and Corporate Regulatory Authority, product description, product quantity, mode of transport, port of shipment/transport and country/**region** of origin.

11. Upon actual importation, importers are required to make an Inward Declaration showing the correct description and quantities of each consignment made electronically through TradeNet. Shipping documents such as the Bill of Lading/Airway Bill and invoice are also required.

12. **There is a fee of \$10 for the application to EDB to be an approved manufacturer.**

13. There are no deposit or advance payment requirements associated with the issuance of licences.

#### **Conditions of licensing**

14. **The MODA licence is valid for 5 years. The validity of the licence may be extended by renewal.**

15. There is no penalty for the non-utilisation of licence or a portion of it.

16. Licences are not transferable without the approval in writing from the relevant authority.

17. **The license is location specific, which means that the manufacturer may only manufacture optical discs in the premises stated in the license.**

#### **Other procedural requirements**

18. There are no other administrative procedures, apart from import licensing and similar administrative procedures, required prior to importation.

19. Not applicable.

## **2 ROUGH DIAMONDS**

#### **Outline of system**

1. Singapore Customs maintains an import licensing system for rough diamonds.

#### **Purpose and coverage of licensing**

2. The licensing system applies to rough diamonds.

3. The licensing system applies to products originating in and coming from all countries. As a participant of the Kimberley Process Certification Scheme (KPCS), Singapore is only permitted to trade rough diamonds with fellow KPCS participants. Please refer to <http://www.kimberleyprocess.com/> for a list of KPCS participants.

4. The licensing system is not intended to restrict the quantity or value of imports, but to discharge Singapore's commitments under the KPCS.

5. The licensing system is maintained under the Regulation of Imports and Exports (Kimberley Process) Regulations. The licensing system is statutorily required and published in government gazettes. While Singapore Customs administers the licensing system, the designation of products to be licensed and the abolishment of the licensing system require legislative approval.

#### **Procedures**

6. Not applicable.

7.(a) Licence to import rough diamonds are generally processed within 5 working days upon receipt of the completed application form and full set of supporting documents. A licence would not be required if the rough diamonds are in transit or transshipment through Singapore.

(b) Applications may be expedited, if licensing requirements are fulfilled.

(c) There are no limitations on the period of the year during which applications for licence and/or importation may be made.

(d) Consideration of licence application is effected by a single administrative body (i.e. Singapore Customs). The importer does not have to approach more than one administrative body.

8. An application for an import licence is usually granted if it meets the stipulated criteria. Singapore Customs will generally provide the reason(s) in the event of a refusal to issue a licence. Traders may appeal to Singapore Customs against a rejection of their application for a Kimberley Process licence.

### **Eligibility of importers to apply for a licence**

9. Generally, all persons, registered firms and institutions are eligible to apply for licences and no registration fee is required.

### **Documentation and other requirements for application for license**

10. The following information is required in applications for import licences: particulars of importer, company registration certificate issued by the Accounting and Corporate Regulatory Authority, information on their business profile, product description, product quantity, mode of transport, port of shipment/transport and country/**region** of origin.

11. Upon actual importation, importers are required to make an Inward Declaration showing the correct description and quantities of each consignment made electronically through TradeNet. At the point of import, the shipment should be presented to a customs officer at the customs station along with the shipping documents (e.g. Bill of Lading/Airway Bill and invoice) and a valid Kimberley Process certificate issued by the relevant overseas KPCS participant.

12. Annual fee for a Kimberley Process Licence is S\$50.

13. There are no deposit or advance payment requirements associated with the issuance of the licence.

### **Conditions of licensing**

14. An issued Kimberley Process Licence is valid until the end of the calendar year regardless of the date of application. The validity of these licences may be extended by renewal on an annual basis.

15. There is no penalty for the non-utilisation of licence or a portion of it.

16. Licences are not transferable without the approval in writing from the relevant authority.

17. The company to whom a Kimberley Process Licence has been issued, in relation to the importation and exportation of rough diamonds under the KPCS, shall abide by the following Terms and Conditions:

- (a) To import and export rough diamonds only under a Kimberley Process Licence issued by the Director-General of Singapore Customs;
- (b) To import and export rough diamonds from and to participants of the KPCS only;
- (c) To allow Singapore Customs to submit import and export data with regard to the shipments declared under the KPCS in accordance with the provisions under Section V, Annex III of the Kimberley Process Core Document;
- (d) To comply with Regulation 35F(1)(b) of the Regulation of Imports and Exports Regulations to keep all import and export documentation including copy of Kimberley Process certificates for a period not less than 5 years;
- (e) To indicate the standard affirmative clause in all invoices to confirm that the shipment does not contain conflict diamonds;
- (f) To export rough diamonds with the Kimberley Process Certificate issued by the Director-General of Singapore Customs;
- (g) To comply with all Terms and Conditions as stated in the Kimberley Process Certificate for the export of rough diamonds.

### Other procedural requirements

18. There are no other administrative procedures, apart from import licensing and similar administrative procedures, required prior to importation.

19. Not applicable.

## 3 CHEMICAL WEAPONS

### Outline of system

1. Singapore Customs, as the National Authority (Chemical Weapons Convention), maintains an import licensing system for scheduled chemicals under the Chemical Weapons Convention (CWC).

### Purpose and coverage of licensing

2. The licensing system applies to scheduled chemicals under the CWC.

3. The licensing system applies to products originating in and coming from all countries.

4. The licensing system is not intended to restrict the quantity or value of imports, but to discharge Singapore's obligations under the CWC.

5. The licensing procedures are maintained under the Chemical Weapons (Prohibition) Act and its Regulations. The import licensing procedures are statutorily required and published in government gazettes. While the administration of the licensing system is undertaken by Singapore Customs, the designation of products to be subjected to licensing and the abolishment of the licensing system require legislative approval.

### Procedures

6. Not applicable.

7. (a) In accordance with the Chemical Weapons (Prohibition) Regulations, licence applications for Scheduled chemicals must be received by the National Authority (CWC) at least 14 working days prior to the import. Singapore Customs will assess and verify the application based on criteria such as the intended source of importing country and the intended destined country for export. Generally, applications will be processed within 7 working days upon receipt of the completed application form and full set of supporting documents.

(b) Applications may be expedited, if licensing requirements are fulfilled.

(c) There are no limitations on the period of the year during which applications for licence and/or importation may be made.

(d) Consideration of licence application is effected by a single administrative body – Singapore Customs. The importer does not have to approach more than one administrative body.

8. An application for an import licence is usually granted if it meets the stipulated criteria. Singapore Customs will generally provide the reason(s) in the event of a refusal to issue a licence. **Under the Chemical Weapons (Prohibition) Regulations, Singapore Customs may refuse to grant a CWC licence to an applicant if he/she has made any false or fraudulent declaration or has been convicted of an offence under the Chemical Weapons (Prohibition) Act, among others.** An applicant who is aggrieved by a decision of Singapore Customs not to grant a CWC licence to him may appeal to the Minister within 30 days of the decision.

### Eligibility of importers to apply for a licence

9. Generally, all persons, registered firms and institutions are eligible to apply for licences and no registration fee is required.

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**Documentation and other requirements for application for license**

10. The following information is required in applications for import licences: particulars of importer, product description, product quantity, and a Safety Data Sheet for each scheduled chemical to be imported.

11. Upon actual importation, importers are required to make an Inward Declaration showing the correct description and quantities of each consignment made electronically through TradeNet. Shipping documents such as the Bill of Lading/Airway Bill and invoice are also required.

12. There are no licensing fees or administrative charges for a CWC licence currently.

13. There are no deposit or advance payment requirements associated with the issuance of the licence.

**Conditions of licensing**

14. An issued CWC Licence is valid until the end of the calendar year regardless of the date of application. The validity of these licences may be extended by renewal on an annual basis.

15. There is no penalty for the non-utilisation of licence or a portion of it.

16. Licences are not transferable without the approval in writing from the relevant authority.

17. The Terms & Conditions of a CWC licence are listed below:

- (a) Licensees shall not develop, produce, stockpile, acquire, retain, or use Schedule 1, 2, 3 chemicals or unscheduled Discrete Organic Chemicals (DOCs) for purposes prohibited under the CWC;
- (b) Licensees shall apply for the necessary permits prior to any import of CWC Scheduled chemicals;
- (c) Licensees shall not transfer any Schedule 1 chemical to or from any CWC non-States Parties;
- (d) Licensees shall implement such security measures on or for premises storing or handling Schedule 1, 2 or 3 chemicals as are required from time to time by inspectors or authorized persons;
- (e) Licensees shall not import any Schedule 2 chemicals to a CWC non-States Party, unless the items are:
  - Products containing 1% or less by weight of a Schedule 2A or 2A\* chemical;
  - Products containing 10% or less by weight of a Schedule 2B chemical; or
  - Products identified as consumer goods packaged for retail sale for personal use or packaged for individual use.
- (f) Licensees shall declare to the National Authority (CWC) before and after any import of any Schedule 1 chemical;
- (g) Licensees shall declare in the prescribed forms, not later than 31 January, of the import of any CWC scheduled chemical in the preceding year;
- (h) Licensees shall notify National Authority (CWC) immediately if the company has reached or exceeded the maximum approved aggregate for the specific scheduled chemical;
- (i) Licensees shall notify National Authority (CWC) immediately if there is any change in the licence information;

- (j) Licensees shall apply for an amendment to the licence at least 14 working days in advance for the:
- Addition of new chemical(s);
  - Addition of new product(s) containing any licensed chemical;
  - Addition of new activity(ies) involving any licensed chemical; or
  - Increase in the maximum aggregate allowed for the specified activity(ies) of any licensed chemical;
- (k) Licensees shall provide the necessary documents to validate any permitted activities within the licence period upon request;
- (l) Licensees shall comply with all applicable written laws in Singapore, including the Chemical Weapons (Prohibition) Act, Chapter 37B and the Chemical Weapons (Prohibition) Regulations 2007.

#### Other procedural requirements

18. There are no other administrative procedures, apart from import licensing and similar administrative procedures, required prior to importation.

19. Not applicable.

## 4 FOOD AND FOOD APPLIANCES

#### Outline of system

1. Traders who intend to import food and food appliances into Singapore are required to meet the import conditions and licensing requirements of the Singapore Food Agency (SFA).

#### Purpose and coverage of licensing

2. The products subject to SFA's licensing schemes are listed in the table below.

Product	Laws/Regulations
Meat and meat products	Wholesome Meat and Fish Act
Fish and fish products	Wholesome Meat and Fish Act
Fresh fruits and vegetables	Control of Plants Act
Processed food <b>and food appliances</b>	Sale of Food Act
Animal feed	Feeding Stuffs Act
Livestock and Animal Products	Animals and Birds Act

3. The licensing requirements apply to products originating in and coming from all countries.

4. SFA's import licensing procedures are maintained for food safety and public health reasons and are not intended to restrict the quantity or value of imports.

5. The laws, regulations and/or administrative orders under which the licensing procedures are maintained are listed under question 2. All import licensing procedures are statutorily required and published in government gazettes. While SFA administers the licensing system, the designation of products to be subjected to licensing and the abolishment of any licensing system require legislative approval.

#### Procedures

6. Not applicable.

7.(a) Applications should be made in advance of arrival of the goods. The importer's licence application will be processed within 5 working days upon receipt of the completed application

form and required information/documents. SFA provides for same-day processing for some products at an additional fee equal to the licence cost.

- (b) A licence can be granted on the same working day upon submission of the complete application form and supporting documents.
- (c) There are no limitations on the period of the year during which applications for licence and/or importation may be made.
- (d) Consideration of licence application is effected by a single administrative body (i.e. SFA). The importer does not have to approach more than one administrative body.

8. An application for an import licence is granted if it meets the stipulated criteria. SFA will generally provide the reason(s) in the event of a refusal to issue a licence. Applicant may contact SFA to appeal against the rejection of a licence application.

### Eligibility of importers to apply for a licence

9. Generally, all persons, registered firms and institutions are eligible to apply for licences/**registration with SFA**.

### Documentation and other requirements for application for license

10. The following information is required in applications for import licences: particulars of importer, company registration certificate issued by the Accounting & Corporate Regulatory Authority, and statement of Medisave contribution (for self-employed persons only). **For table eggs, a Business Continuity Plan is required in addition to the above.**

11. Upon actual importation, importers are required to make an Inward Declaration showing the correct description and quantities of each consignment made electronically through TradeNet. Shipping documents such as the Bill of Lading/Airway Bill and invoice are also required. Additional requirements for the importation of certain products include:

- for meat and meat products, imports must be accompanied by a veterinary health certificate issued by the approved sources in the exporting country.
- for live poultry, imports must be accompanied by a veterinary health certificate issued by the approved sources in the exporting country.
- for livestock, imports must be accompanied by a master's/captain's declaration and a veterinary health certificate issued by the approved sources in the exporting country.
- for selected fish or fish products, additional health certificate and quarantine requirements apply.
- for selected processed food products, additional supporting documents (e.g., health certificates or laboratory analytical reports) to certify the safety of the products are required.
- for table eggs and egg products, imports must be accompanied by a veterinary health certificate issued by the approved sources in the exporting country, the invoice and the packing list.
- for animal feed meant for food-producing animals, imports must be accompanied by the bill of lading/airway bill, invoice, packing list, ingredient list/product composition, product specifications/data sheet, and manufacturer's declaration (stating that the product does not contain meat/meat products and is meant for animal consumption only).

In addition, some types of food imports require inspection upon entering the country. These include all food consignments, live poultry and livestock imports. The requirement for an inspection will be indicated on the Cargo Clearance Permit (CCP) issued. The inspection may involve a collection of samples by SFA for laboratory analysis. In some cases, consignments may also be placed on "hold



and test", i.e. the consignment cannot be sold or distributed until the laboratory results have been released and the sample found compliant with Singapore food laws.

12. SFA's licensing/registration fees for food importers are provided in the table below.

Type of Food to be imported	Licence/Registration Name	Fees
Meat and fish	Licence for Import/Export/Transshipment of Meat and Fish Products	S\$84 per annum
Fresh fruit and vegetables	Licence for Import/Transshipment of Fresh Fruits and Vegetables	S\$378 per annum
Fresh eggs	Licence to Import Table Eggs	Free
Processed eggs, processed food, and food appliances	Registration to Import Processed Food Products and Food Appliances	Free
Animal feed	Registration to Import Animal Feed	Free

SFA's licensing/registration fees for importers of food-producing animals and animal feed are provided in the table below.

Type of Food to be imported	Licence/Registration Name	Fees
Sheep and Goats	Licence to Import/Export/Transship Animals, Birds, Eggs and Biologics	S\$87 per consignment
Day-old-chicks	Licence to Import/Export/Transship Animals, Birds, Eggs and Biologics	S\$62 per consignment
Sheep and Goat	Licence to Import Sheep and Goat	Free
Broiler Chickens and Broiler Ducks	Licence to Import Poultry	Free
Animal feed	Registration to Import Animal Feed	Free
Live frog	Registration to Import Live Frogs for Consumption	Free

The CCP fees for the import of various types of food are provided in the table below.

Type of Food	Fees
Meat (chilled, frozen or processed)	S\$4.60 per 100 kg or part thereof
Meat (canned)	S\$77 per consignment
Fish	S\$3 per consignment
Fresh fruits and vegetables	S\$3 per consignment
Fresh eggs	S\$62 per consignment
Processed eggs (salted/preserved eggs)	S\$62 per consignment
Other processed egg products	S\$22 per consignment
Live poultry	S\$62 per consignment
Live pigs	S\$87 per consignment
Animal feed for food producing animals (livestock or aquaculture)	S\$22 per consignment
Processed food	Not applicable
Food appliances	Not applicable

13. There are no deposit or advance payment requirements associated with the issuance of licences.

### Conditions of licensing

14. Importer's and consignment licences are valid for a year and 14 days from the date of issue respectively.

15. There is no penalty for the non-utilisation of licence or a portion of it.

16. Licences are not transferable without the approval in writing from SFA.

17. Traders who wish to import food into Singapore must ensure that their products meet SFA's import conditions, including importing from approved sources, obtaining health certificates, providing required food labels, etc. Such information can be found on SFA's website. Additional conditions for the following products are listed below:

- To import sheep/goat, importers are required to obtain a Special Slaughter Permit from SFA for each consignment.
- To import fresh table eggs, importers must have their egg storage premises inspected and approved by SFA to meet SFA's requirements on hygiene and sanitation, location (i.e. away from heavy industries), storage conditions, etc. Importers are also required to submit a Business Continuity Plan (BCP) for approval prior to licence application and/or renewal. This BCP would detail preventive strategies adopted by the importer to mitigate the impact of supply disruptions.

### Other procedural requirements

18. There are no other administrative procedures, apart from import licensing and similar administrative procedures, required prior to importation.

19. Not applicable.

## 5 REPRODUCTION OF SINGAPORE CURRENCY IMAGES

### Outline of system

1. The Monetary Authority of Singapore (MAS) maintains import licensing procedures on merchandise or products containing a photograph, drawing or design or part thereof used in or on any Singapore currency note or coin.

### Purpose and coverage of licensing

2. The products subject to MAS' non-automatic import licensing procedures are listed in the following table.

Product	Laws and Regulations Authorising Import Licensing	Controlling Agency
Merchandise or product containing: <ul style="list-style-type: none"> <li>• any photograph of, or any drawing or design in any size, scale or colour, resembling; or</li> <li>• any design or part thereof used in or on, any Singapore currency note or coin.</li> </ul>	Currency Act	MAS

3. The licensing system applies to products originating in and coming from all countries.

4. The import licensing procedures are not intended to restrict the quantity or value of imports. They are maintained for national security reasons.

5. The licensing procedures are maintained under the Currency Act. All import licensing procedures are statutorily required and published in government gazettes. While the administration of the licensing system is undertaken by MAS, the designation of products to be subjected to licensing and the abolishment of the system require legislative approval.

### Procedures

6. Not applicable.

7.(a) Applications should be made in advance of arrival of the goods.

(b) **MAS would require some time for clarification and assessment before granting approval.**

- (c) There are no limitations on the period of the year during which applications for licence and/or importation may be made.
- (d) Consideration of licence application is effected by a single administrative body. The importer does not have to approach more than one administrative body.

8. An application for an import licence is usually granted if it meets the requirements of MAS. In the event of a refusal to issue a licence, MAS will generally provide the reason(s). Although there are no avenues for appeal under the Currency Act, an aggrieved applicant has a right to bring an action for judicial review in the Singapore Courts.

### Eligibility of importers to apply for a licence

9. Generally, all persons, registered firms and institutions are eligible to apply to MAS for a licence.

### Documentation and other requirements for application for license

- 10. Applicants are required to submit visuals or samples of the merchandise or product.
- 11. Upon actual importation, importers are required to make an Inward Declaration showing the correct description and quantities of each consignment made electronically through TradeNet. Shipping documents such as the Bill of Lading/Airway Bill and invoice are also required.
- 12. MAS does not impose any licensing fee.
- 13. There are no deposit or advance payment requirements associated with the issuance of licences.

### Conditions of licensing

- 14. Only a one-time approval is required.
- 15. There is no penalty for the non-utilisation of licence or a portion of it.
- 16. Licences are not transferable without the approval in writing from the relevant authority.
- 17. Reproduction of Singapore currency images on any product or merchandise must adhere to the list of conditions on currency reproduction, which can be found in the following link: <https://www.mas.gov.sg/currency/Using-Images-of-Singapore-Currency>.

### Other procedural requirements

- 18. There are no other administrative procedures, apart from import licensing and similar administrative procedures, required prior to importation.
- 19. Not applicable. **Foreign exchange issues are not applicable to import licensing for Singapore, as only Singapore-registered importers are able to obtain licences.**

## 6 HAZARDOUS SUBSTANCES AND HAZARDOUS WASTE

### Outline of system

- 1. The Singapore National Environment Agency (NEA) regulates the importation of (a) hazardous substances and (b) hazardous waste **and other waste defined by the Basel Convention.**

### Purpose and coverage of licensing

- 2. The products subject to NEA's import licensing procedures are listed in the table below.

Products	Laws/Regulations
Hazardous Substances	<ul style="list-style-type: none"> <li>Environment Protection and Management Act</li> <li>Environmental Protection and Management (Hazardous Substances) Regulations</li> </ul>
Hazardous Waste	<ul style="list-style-type: none"> <li>Hazardous Waste (Control of Export, Import and Transit) Act</li> <li>Hazardous Waste (Control of Export, Import and Transit) Regulations</li> </ul>

3. There is no restriction on the countries from which Singapore imports the hazardous substances and hazardous wastes except for obligations under the Multilateral Environmental Agreements to which Singapore is a Party. These are summarised below:

- (a) Trade ban with non-Parties to the Montreal Protocol and relevant amendments on ozone depleting substances **and hydrofluorocarbons (HFCs)** listed in the Annexes of the Protocol;
- (b) Prior Informed Consent for importation of chemicals listed in Annex III under the Rotterdam Convention;
- (c) Prohibition and restriction of chemicals (including products containing the chemicals) listed respectively in Annex A and B under the Stockholm Convention;
- (d) Prohibition of mercury containing products listed in Annex A of the Minamata Convention **and obligations on the trade in mercury under Article 3 of the Minamata Convention**;
- (e) **Prior Informed Consent (PIC) is to be sought by Parties to the Basel Convention for the transboundary movement of hazardous waste and other waste defined by the Convention. Under the PIC procedure**, the State of export shall notify, or shall require the generator or exporter to notify, in writing, through the channel of the competent authority of Singapore (i.e. NEA) of any proposed trans-boundary movement of hazardous wastes or other wastes prior to the actual movement of them.

4. The import licensing procedures **for hazardous substances and hazardous waste** are not intended to restrict the quantity or value of imports. They are maintained for the purpose of discharging Singapore's obligations under **multilateral environmental** agreements (e.g. Basel Convention) or for health, safety, and environmental reasons.

5. The laws, regulations and/or administrative orders under which the licensing procedures are maintained are listed under Question 2. All import licensing procedures are statutorily required and published in government gazettes. While NEA administers the licensing system, the designation of chemicals and hazardous waste to be subjected to licensing and the abolishment of any licensing system require legislative approval.

## Procedures

6. Not applicable.

- 7.(a) Applications should be made in advance of arrival of the goods. Licences will be processed within 7 working days upon receipt of complete and accurate submission of all required documents.
- (b) Under certain circumstances, a licence may be granted immediately upon submission of application.
- (c) There are no limitations on the period of the year during which applications for licence and/or importation may be made.
- (d) Consideration of a **Hazardous Substances** licence **and Basel permit for hazardous waste** application is effected by a single administrative body (i.e. NEA). The importer does not have to approach more than one administrative body.

8. An application for an import licence is usually granted if it meets NEA's environmental pollution requirements. NEA will generally provide the reason(s) in the event of a refusal to issue a licence.

### Eligibility of importers to apply for a licence

9. Generally, all persons, registered firms and institutions in Singapore are eligible to register with NEA and apply for licences. The applicant must be a professional or a senior management staff, who has the necessary knowledge of how to handle the hazardous substances safely and has passed an examination for the module on "Manage Hazardous Substances" under the WSQ Specialist Diploma in Occupational Hygiene". The module covers technical knowledge on the safe handling of the hazardous substances and on the Environmental Protection and Management Act and its Regulations.

### Documentation and other requirements for application for license

10. The following information is required in applications for import licences: particulars of importer, company registration certificate issued by the Accounting & Corporate Regulatory Authority, product description, product quantity, mode of transport, port of shipment/transport, product brand/serial number/model/make and country of origin. Additional requirements in applications to import the following products include:

- (a) for hazardous substances, documents of approval from the **Development Control and Licensing Division (DCLD)** and a valid Hazardous Substances Licence or Permit from the **Pollution Control Division 1 (PCD1)** to show that the applicant has approved storage and handling facilities to handle hazardous substances safely; a layout plan to show areas for storing hazardous substances; and an emergency action plan to indicate how a chemical release from the storage area will be contained, detoxified and cleaned up.
- (b) for hazardous waste, any person who wishes to export, import or transit hazardous wastes shall obtain a permit from **the Chemical Control and Management Department**, NEA. NEA adopts the Prior Informed Consent (PIC) procedure of the Basel Convention in granting any permit for the export, import or transit of hazardous wastes.

11. Upon actual importation, most importers are required to make an Inward Declaration showing the correct description and quantities of each consignment made electronically through TradeNet. Shipping documents such as the Bill of Lading/Airway Bill and invoice are also required.

12. Licensing fees are required for the following classes of licences:

- (a) For hazardous waste,
  - an annual Basel permit fee of S\$335 for the export, import or transit of hazardous waste; or
  - a 3-month Basel permit fee of S\$125 for the export, import or transit of hazardous waste.
- (b) For hazardous substance,
  - an annual licence fee of S\$525 for the import, export, sale, storage and transport of hazardous substances; and
  - an annual permit fee of S\$115 for the purchase, use and storage of hazardous substances.

13. There are no deposit or advance payment requirements associated with the issuance of licences.

### Conditions of licensing

14. Please refer to response in question 12 for the length of validity of the classes of licences.

15. There is no penalty for the non-utilisation of licence or a portion of it.

16. Licences are not transferable without the approval in writing from the relevant authority.

17. There are no other conditions attached to the issuance of a licence.

#### Other procedural requirements

18. There are no other administrative procedures, apart from import licensing and similar administrative procedures, required prior to importation.

19. Not applicable.

## 7 RADIOACTIVE MATERIALS AND IRRADIATING APPARATUS

#### Outline of system

1. The Singapore National Environment Agency (NEA) regulates the importation of radioactive materials, ionising radiation irradiating apparatus and non-ionising radiation irradiating apparatus.

#### Purpose and coverage of licensing

2. The licensing system applies to radioactive materials, ionising radiation irradiating apparatus and non-ionising radiation irradiating apparatus.

3. The licensing system applies to products originating in and coming from all countries.

4. The import licensing procedures are not intended to restrict the quantity or value of imports. They are maintained for health, safety, and environmental reasons.

5. The licensing procedures are maintained under the Radiation Protection Act and its Regulations. All import licensing procedures are statutorily required and published in government gazettes. While NEA administers the licensing system, the designation of products to be subjected to licensing and the abolishment of any licensing system require legislative approval.

#### Procedures

6. Not applicable.

7.(a) Application for an import licence should be submitted a week prior to the shipment arrival date. The licence processing time generally takes 1-3 working days if all required supporting documents are provided during application. A notification should be made for radioactive materials under Category 1-2 before the shipment of the radioactive source.

(b) All required supporting documents must be furnished for the licence application to be expedited. However, at least 1 working day is needed to assess and process the licence.

(c) There are no limitations on the period of the year during which applications for licence and/or importation may be made.

(d) Consideration of licence application is effected by a single administrative body (i.e. NEA) **for most products**. The importer does not have to approach more than one administrative body **except for irradiating apparatus classified as medical devices that are also subject to evaluation and approval by the Singapore Health Sciences Authority (HSA) before they can be imported**.

8. An application for an import licence is usually granted if it meets NEA's requirements. NEA will generally provide the reason(s) in the event of a refusal to issue a licence. Applicants may appeal to the Minister in writing within 30 days of the communication of the rejection of the licence application.

#### Eligibility of importers to apply for a licence

9. Generally, all persons, registered firms and institutions in Singapore are eligible to register with NEA and apply for licences. Importers (end-user individuals) who intend to use radioactive materials/irradiating apparatus are required to demonstrate proof of competency by passing a

proficiency test administered by the Radiation Protection and Nuclear Science Department, before a licence to use the item is issued (to the individuals).

### Documentation and other requirements for application for license

10. The following information is required in applications for import licences: particulars of importer, company registration certificate issued by the Accounting & Corporate Regulatory Authority, product description, product quantity, mode of transport, port of shipment/transport, product brand/serial number/model/make and country of origin. Applicants are also required to furnish documentations showing the relevant radiation licences and compliance with international standards.

11. Upon actual importation, most importers are required to:

- (a) make an Inward Declaration showing the correct description and quantities of each consignment made electronically through TradeNet;
- (b) produce shipping documents such as the Bill of Lading/Airway Bill and invoice;
- (c) produce the radioactive source certificate, shipper's declaration for dangerous goods and type of packaging for each consignment.

For consignments of Naturally Occurring Radioactive Materials (NORMs), each consignment must produce the Analysis Certificate from competent laboratories on the NORMs.

12. Licensing fees are required for the following classes of licences:

- a licence fee of S\$40 per consignment;
- an annual licence fee of S\$210 to manufacture, possess for sale or deal in irradiating apparatus or radioactive materials;
- an annual licence fee of **S\$65** – S\$155 to keep or possess radioactive materials and irradiating apparatus other than for sale (note: each unit of ionising irradiating apparatus requires individual licence);
- an annual licence fee of S\$145 to use radioactive materials or irradiating apparatus;
- an annual licence fee of S\$155 to handle and transport radioactive materials; and
- an annual licence fee of S\$105 to use high-power laser apparatus.

13. There are no deposit or advance payment requirements associated with the issuance of licences.

### Conditions of licensing

14. Each import licence is valid for one month or until the shipment is cleared, whichever is shorter. Validity can be extended if the consignee can prove that the shipment was delayed.

15. There is no penalty for the non-utilisation of licence or a portion of it.

16. Licences are not transferable without the approval in writing from the relevant authority.

17. Applications for licences to deal in radioactive materials and irradiating apparatus are subject to the following conditions:

- **For radioactive materials imported by the end-user company, the company** must have a possession licence that specifies the type, quantity and serial number (for sealed sources) and quantity of radioactive materials that may be possessed. **Individuals in the company using the source must have a licence to use radioactive materials;**
- **The company handling the transport of radioactive materials must possess a licence to transport radioactive materials. The transporter** must ensure that the

vehicle transporting radioactive materials displays a proper placard showing the radiation sign and that it is not left unattended;

- **The disposal of unwanted, defective or decayed sources shall be the responsibility of the licensee who shall follow an approved method of disposal (e.g. Return to the manufacturer);**
- **For irradiating apparatus imported by the end-user company, the company must have a possession licence that specifies the model and serial number of the machine that may be possessed. Individuals in the company using the machine must have a licence to use these machines;**
- Irradiating apparatus classified as medical devices are also subject to evaluation and approval by HSA before they can be imported for use in Singapore;
- NEA retains the right to impose additional licensing conditions and other administrative controls.

### Other procedural requirements

18. There are no other administrative procedures, apart from import licensing and similar administrative procedures, required prior to importation.

19. Not applicable.

## 8 PETROLEUM AND FLAMMABLE MATERIALS

### Outline of system

1. The import of petroleum and flammable materials is regulated by Singapore Civil Defence Force (SCDF). Any person who is to import any scheduled products above the exemption quantities is required to obtain an import licence from SCDF.

### Purpose and coverage of licensing

2. The list of scheduled petroleum and flammable materials is divided into the following three groups:

- (a) Petroleum – SCDF only regulates diesel, liquefied petroleum gas, and any petroleum products having a flashpoint of 60oC and below.
- (b) Flammable materials – there are 366 groups of chemicals in the current list which is accessible on SCDF's website.
- (c) Mixtures that contain component of petroleum and/or flammable materials and have a flashpoint of 60oC and below.

3. The licensing system applies to products originating in and coming from all countries.

4. The import licensing procedures are not intended to restrict the quantity or value of imports. They are maintained for public safety reasons.

5. The licensing procedures are maintained under the Fire Safety Act, and Fire Safety (Petroleum and Flammable Materials) Regulations. All import licensing procedures are statutorily required and published in government gazettes. While the administration of the licensing system is undertaken by SCDF, the designation of products to be subjected to licensing and the abolishment of the licensing system require legislative approval.

### Procedures

6. Not applicable.



- 7.(a) Applications should be made in advance of arrival of the goods. The import licence will be approved and sent to the applicant via email after the payment has been deducted successfully within 1 working day. The import licence number and importer information will be updated in TradeNet.
- (b) Request for immediate granting of licence will be considered on a case-by-case basis.
- (c) There are no limitations on the period of the year during which applications for licence and/or importation may be made.
- (d) Consideration of licence applications is effected by a single administrative body. The importer does not have to approach more than one administrative body.
8. An application for an import licence is usually granted if it meets the stipulated criteria. SCDF will generally provide the reason(s) in the event of a refusal to issue a licence. The applicant is allowed to submit a new application online after the applicant has met the stipulated criteria.

### **Eligibility of importers to apply for a licence**

9. Generally, all persons, registered firms and institutions are eligible to apply under the licensing system.

### **Documentation and other requirements for application for license**

10. The applicant is required to declare the following for the import licence:

- EI (Entity Identifier) number and information.
- Type & quantities of petroleum & flammable materials.

The applicant will proceed to make payment after submitting the application. The import licence will be approved and sent to the applicant via email after the payment has been deducted successfully. The import licence number and importer information will be updated in TradeNet.

11. Upon actual importation, most importers are required to make an Inward Declaration showing the correct description and quantities of each consignment made electronically through TradeNet. Shipping documents such as the Bill of Lading/Airway Bill and invoice are also required.

12. SCDF charges a licensing fee of S\$70.

13. There are no deposit or advance payment requirements associated with the issuance of licences.

### **Conditions of licensing**

14. Importers can apply for an import licence duration that lasts up to 3 years.

15. There is no penalty for the non-utilisation of licence or a portion of it.

16. Licences are not transferable without the approval in writing from the relevant authority.

17. Applicants of the import licence are required to have a valid Petroleum & Flammable Materials (P&FM) Storage Licence, which licenses premises to store the imported flammable products. In addition, an import licence granted is subject to the provisions of Fire Safety Act and Fire Safety (P&FM) Regulations, including the following conditions:

- Importer must ensure that the imported goods are stored in P&FM-licensed premises.
- Importer must ensure that the imported goods shall not cause the fire safety requirements of the licensed storage premises to be compromised in any manner such as exceeding the licensed storage quantity or not in accordance to approved storage licence.

- Importers using third party licensed storage premises must ensure that the necessary authorization must be obtained from the licensed storage premises. The use of unauthorized storage licences will render the licence holder/company liable for prosecution.
- Importer must ensure that the imported goods are transported by a P&FM-licensed vehicle.
- Flammable materials in packaging such as drums, carboys etc. are to be kept in a sheltered store with adequate security, ventilation and control facilities to contain spillage or leakage.
- For the import of flammable material controlled by SCDF, you are to ensure that your company or your declaring agent declares the appropriate HS codes & product codes when submitting the inward/outward permit applications. Misuse of the HS codes & product code will render the licence holder/company liable to prosecution.
- Import of LPG and Compressed Natural Gas (CNG) in cylinder is not allowed apart from the exemption quantity.

### Other procedural requirements

18. There are no other administrative procedures, apart from import licensing and similar administrative procedures, required prior to importation.

19. Not applicable.

## 9 CONTROLLED DRUGS AND CONTROLLED EQUIPMENT, MATERIALS OR SUBSTANCES USED FOR THE MANUFACTURING OF CONTROLLED DRUGS

### Outline of system

1. The Health Science Authority (HSA) of Singapore and the Central Narcotics Bureau (CNB) jointly regulate the import, export or transshipment of any controlled drugs and substances, including poppy seeds and its products.

Singapore abides by the International Narcotics Control Board's (INCB) allocation of quotas for narcotic drugs and psychotropic substances controlled under the UN Single Convention on Narcotic Drugs 1962 and UN Convention on Psychotropic Substances 1971.

A HSA licence is required for the application of import for controlled drugs. A CNB licence is required for the application of an import permit for controlled equipment, materials or substances used for the manufacturing of controlled drugs. Importation of poppy seeds or any food products containing poppy seeds requires the Inward Declaration Form to be approved by CNB.

### Purpose and coverage of licensing

2. The controlled narcotic drugs and psychotropic substances subject to HSA's and CNB's import licensing procedures are listed in the table below.

Product	Laws/Regulations
Substances regulated as controlled drugs (CD), as specified in the First Schedule of the Misuse of Drugs Act	Misuse of Drugs Act and its Regulations
Controlled equipment, materials or substances used for the manufacturing of controlled drugs, as specified in the Third Schedule of the Misuse of Drugs Act	Misuse of Drugs Act and its Regulations
Poppy Seeds (kaskas)	Regulation of Imports and Exports Regulations

In addition, some of the psychotropic substances listed in the UN Convention on Psychotropic Substances 1971 are subject to control and quotas under HSA's regulations relating to therapeutic product and clinical research materials. This licensing system is described in the next section 10.

3. The licensing requirements apply to products originating in and coming from all countries.

4. The licensing requirements are for health and safety reasons, and to discharge Singapore's obligations under international agreements, such as the 1961 United Nations Single Convention on Narcotic Drugs, and the 1971 United Nations Convention on Psychotropic Substances.

5. The laws, regulations and/or administrative orders under which the licensing procedures are maintained are listed in our response to Question 2. The licensing requirements are statutorily required and published in government gazettes. While the administration of the licensing requirements is undertaken by the respective agency, the designation of products to be subjected to licensing and the abolishment of any licensing system require legislative approval.

### Procedures

- 6.(I) The INCB allocates annual quotas on its website, based on the local consumption needs. HSA also provides information on Singapore's quotas to interested parties upon request. The quota does not discriminate between countries of origin. There is no limit to the amount an importer can import as long as Singapore's quota for that controlled drug is not exceeded, and the purpose of the import is for legitimate uses (e.g. medical needs, scientific research or testing). Where there is a need to go beyond Singapore's current annual quotas due to legitimate reasons, HSA can submit a request to INCB for an increase in the quota allotted.
  - (II) The import licence is valid for the import consignment of a specific controlled drug for 6 months from the date of issuance. The importer will need to apply for a new import licence for another consignment or if the licence has expired.
  - (III) The quota applies to all narcotic drugs and psychotropic substances controlled under the UN Single Convention on Narcotic Drugs. Unused quantities from unfulfilled importations are credited back to the quota for the current year. There is no carryover of unused quantity from the previous year. Prior to importation of the narcotic drugs and psychotropic substances into Singapore, the competent authority of the exporting country will request for Singapore's import licence to ascertain that Singapore has authorised the import before a corresponding export licence is issued. The import licence contains details of the substance to be imported, particulars of the importer and exporter, purpose of import, licence validity period and licensing conditions.
  - (IV) There are no limitations on the period of the year during which applications for licence may be made.
  - (V) Import licences for controlled drugs will be issued within 20 working days upon receipt of the completed application form and full set of supporting documents.
  - (VI) There are no limitations on the period of the year during which importation may be made. Import licences are granted for immediate importation and are valid for 6 months from the date of issuance.
  - (VII) Consideration of importer's licence for controlled drugs is effected by a single administrative body (i.e. HSA). The importer does not have to approach more than one administrative body.
  - (VIII) The licences are processed and issued on a first come, first serve basis. There is no maximum amount allocated per applicant as long as Singapore's quota for that controlled drug is not exceeded and the purpose of import is for legitimate use.
  - (IX) The UN Single Convention on Narcotic Drugs requires the authorisation from both the importing and exporting countries for the controlled narcotic drug or psychotropic substance.
  - (X) Not applicable.
  - (XI) All imports should be for legitimate uses, whether it is for local consumption or for export. If the importer has declared for a consignment of narcotic drugs and psychotropic substances to be imported for export only, this purpose of the request will be indicated on the import licence, and the quantity approved for import will not be counted towards Singapore's annual quota.
- 7.(a) For poppy seeds, controlled equipment, materials or substances used for the manufacturing of controlled drugs, permit applications should be made in advance of arrival of the goods.

The application processing time generally takes 5 working days if all required supporting documents are provided.

- (b) Processing time will be required as per the application type. Please refer to 7(a).
- (c) There are no limitations on the period of the year during which applications for licence and/or importation may be made.
- (d) For controlled equipment, materials or substances, the consideration of application is effected by solely CNB. For poppy seeds and its products, the importer must first obtain a sample analysis report from HSA. If there are no traces of morphine detected, CNB will endorse and approve the Inward Declaration Form.

8. An application for an import licence is usually granted if it meets the stipulated criteria. In the event of a refusal for issuance, the reason(s) is/are generally provided. An applicant who is refused a licence may appeal against the decision in writing for reconsideration.

### Eligibility of importers to apply for a licence

9. Generally, all persons, registered firms and institutions are eligible to apply for import licensing/approval.

### Documentation and other requirements for application for license

10. The following information is required in applications for import permits: particulars of importer, company registration certificate issued by the Singapore Registry of Companies and Businesses, product description, product quantity, mode of transport, port of shipment/transport, product brand/serial number/model/make, country of origin, applicant details, warehouse details and responsible person. The following additional information is required for the specified permits:

- For application of import permit for controlled equipment, materials or substances, a valid CNB Licence number, descriptions of goods and packaging, purpose and usage of goods, date of permit application, name of supplier and consignee.

For application of HSA's licence, the requirements can be found on its website.

For application of CNB's licence, the necessary supporting documents include sale agreement, invoice and purchase order.

11. Upon actual importation, importers are required to make an Inward Declaration showing the correct description and quantities of each consignment made electronically through TradeNet. Shipping documents such as the Bill of Lading/Airway Bill and invoice are also required.

For poppy seeds and its products, the submission of the Inward Declaration Form should be accompanied by a HSA sample analysis report, and an export authorisation issued by the exporting country, if any.

12. The fees related to HSA's importer licence are published on HSA's website. CNB does not charge any licensing fee or administrative charge.

13. There are no deposit or advance payment requirements associated with the issuance of licences.

### Conditions of licensing

14. For the import of controlled drugs, the licence, approval or authorisation is issued on a per consignment basis and is valid for 6 months from the date of issuance. **There is no renewal for an import licence.**

CNB's importer licence is valid for 3 months and the validity may be extended by renewal.

15. There is no penalty for the non-utilisation of licence or a portion of it.

16. Licences are not transferable without the approval in writing from the relevant authority.

17. There are no other conditions attached to the issuance of the licences.

### Other procedural requirements

18. There are no other administrative procedures, apart from import licensing and similar administrative procedures, required prior to importation.

19. Not applicable.

## 10 MEDICAL AND THERAPEUTIC PRODUCTS

### Outline of system

1. Therapeutic products, medical devices, Chinese proprietary medicines and oral dental gum are subject to licensing/approval requirements of the Health Science Authority (HSA) of Singapore before an import licence/permit can issued for their entry into Singapore.

### Purpose and coverage of licensing

2. The products subject to HSA's import licensing procedures are listed in the table below.

Product	Laws/Regulations
Chinese proprietary medicines	Medicines Act and its Regulations
Clinical research materials	Health Products (Therapeutic Products as Clinical Research Materials) Regulations
Clinical research materials containing psychotropic substances	Health Products (Therapeutic Products as Clinical Research Materials) Regulations
Medical Devices	Health Products (Medical Devices) Regulations
Therapeutic products	Health Products (Therapeutic Products) Regulations
Substances specified in the Poisons Act including diagnostic kits and reference standards containing these substances	Poisons Act and its Rules
Oral Dental Gums	<ul style="list-style-type: none"> <li>Health Products (Oral Dental Gums) Regulations</li> <li>Regulation of Imports and Exports (Chewing Gum) Regulations</li> </ul>

3. HSA's licensing requirements apply to products originating in and coming from all countries.

4. The licensing requirements are maintained for health and safety reasons. They are not intended to restrict the quantity or value of imports.

5. The laws, regulations and/or administrative orders under which the licensing requirements are maintained are listed in our response to Question 2. The licensing requirements are statutorily required and published in government gazettes. While the administration of the licensing requirements is undertaken by HSA, the designation of products to be subjected to licensing and the abolishment of any licensing system require legislative approval.

### Procedures

6. Singapore abides by the International Narcotics Control Board's (INCB) allocation of quotas for narcotic drugs and psychotropic substances controlled under the UN Single Convention on Narcotic Drugs 1962 and UN Convention on Psychotropic Substances 1971. Therapeutic products or clinical research materials that contain controlled drugs or psychotropic substances are also subject to INCB's quota system. Such therapeutic products or clinical research materials are regulated by HSA

through licensing procedures similar to that of controlled drugs, as described in the previous section 9.

7.(a) Applications should be made in advance of arrival of the goods.

Importer's licence will be issued within 10 working days from the date of completion of the necessary audit (excluding any time incurred by the applicant's request for clarifications and additional information). For Oral Dental Gum, the issuance of the relevant importer's licence does not require an audit.

Importing of clinical research materials for use in clinical trials does not require an import licence and can be carried out after a Clinical Research Material Notification (CRM-N) has been made to HSA.

(b) Processing time will be required as per the application type. Please refer to 7(a).

(c) There are no limitations on the period of the year during which applications for licence and/or importation may be made.

(d) Consideration of importer's licence is effected by a single administrative body. The importer does not have to approach more than one administrative body.

8. An application for an import licence is usually granted if it meets the stipulated criteria. In the event of a refusal for issuance, the reason(s) is/are generally provided. Applicant who is refused a licence may appeal against the decision in writing for reconsideration.

### **Eligibility of importers to apply for a licence**

9. Generally, all persons, registered firms and institutions are eligible to apply for import licensing/approval. The licensee must appoint a registered pharmacist to be the responsible person when applying for:

- a Form A Poisons Licence, unless the company is not dealing with Active Pharmaceutical Ingredients (API) that are intended for local clinical use.
- an importer's licence for therapeutic products if the company is dealing with:
  - pharmacy-only medicines (P-only);
  - prescription-only medicines (POM) for local supply;
  - controlled drugs that are in the form of therapeutic products; and
  - unregistered therapeutic products for patients' use.

### **Documentation and other requirements for application for license**

10. The following information is required in applications for import permits: particulars of importer, company registration certificate issued by the Singapore Registry of Companies and Businesses, product description, product quantity, mode of transport, port of shipment/transport, product brand/serial number/model/make and country of origin, applicant details, warehouse details and responsible person. In addition, importers of the products listed under question 2 are required to apply and obtain an importer's licence from HSA, whose requirements can be found on its website.

Therapeutic products, medical devices (unless it is a Class A medical device which is exempted from registration), Chinese proprietary medicines, oral dental gums, and tobacco products are required to be registered with HSA prior to importation. Therapeutic products and medical devices imported through a special authorisation/approval route from HSA (e.g. for re-exports, supply to ships and/or aircraft, clinical trials, non-clinical purposes and personal use) do not require a product registration.

For the import of poisons and psychotropic substances, the following information is also required:

- A valid Form A poison licence number.
- A valid psychotropic substance import authorisation number.

- A valid approval to import therapeutic products containing psychotropic substances.

11. Upon actual importation, importers are required to make an Inward Declaration showing the correct description and quantities of each consignment made electronically through TradeNet. Shipping documents such as the Bill of Lading/Airway Bill and invoice are also required.

12. The various fees related to registration of products/devices and importer's licences are published on HSA's website.

13. There are no deposit or advance payment requirements associated with the issuance of licences.

### Conditions of licensing

14. The importer licences for therapeutic products, medical devices, Chinese proprietary medicines, and oral dental gum are issued with one-year validity.

For the import of controlled drugs and psychotropic substances, the licence, approval or authorisation is issued on a per consignment basis and is valid for 6 months from the date of issuance.

For therapeutic products, HSA offers annual and consignment licences.

The validity of annual licences may be extended by renewal.

15. There is no penalty for the non-utilisation of licence or a portion of it.

16. Licences are not transferable without the approval in writing from the relevant authority.

17. Importers of therapeutic products, poisons and Chinese proprietary medicine are required to comply with HSA's Good Distribution Practice (GDP) requirements to ensure that products are handled, stored and distributed in a proper manner to assure their quality and integrity throughout the supply chain. Issuance of import licence is subject to the satisfactory close-out of GDP audit.

Importers of medical devices of risk categories other than Class A medical devices are required to be certified to ISO 13485 **or** Good Distribution Practice for Medical Devices (GDPMDS) as a pre-requisite for licence application. Certification to GDPMDS is performed by third party certification bodies that are accredited by the Singapore Accreditation Council.

### Other procedural requirements

18. There are no other administrative procedures, apart from import licensing and similar administrative procedures, required prior to importation.

19. Not applicable.

## 11 TOBACCO PRODUCTS

### Outline of system

1. Tobacco products are subject to licensing/approval requirements of the Health Science Authority (HSA) of Singapore before an import and wholesale licence can issued for their entry into Singapore.

### Purpose and coverage of licensing

2. The licensing system applies to tobacco products.

3. HSA's licensing requirements applies to products originating in and coming from all countries.

4. The purpose for the licensing of tobacco importers/wholesalers is to better regulate the supply and distribution of tobacco products in the Singapore market and to ensure greater accountability and compliance by these importers.

5. The licensing procedures are maintained in the Tobacco (Control of Advertisements and Sale) Act and its Regulations. The licensing requirements are statutorily required and published in government gazettes. While the administration of the licensing requirements is undertaken by HSA, the designation of products to be subjected to licensing and the abolishment of any licensing system require legislative approval.

### **Procedures**

6. Not applicable.

7.(a) Applications should be made in advance of arrival of the goods. The import and wholesale licence for tobacco products will be issued within 14 working days from the date of completion of the necessary inspection (excluding any time incurred by the applicant's request for clarifications and additional information).

(b) Processing time will be required as per indicated in 7(a).

(c) There are no limitations on the period of the year during which applications for licence and/or importation may be made.

(d) Consideration of importer's licence is effected by a single administrative body. The importer/wholesaler do not have to approach more than one administrative body.

8. An application for an import and wholesale licence is usually granted if it meets the stipulated criteria. In the event of a refusal for issuance, the reason(s) is/are generally provided. Applicant who is refused a licence may appeal against the decision in writing for reconsideration.

### **Eligibility of importers to apply for a licence**

9. All registered firms are eligible to apply for the licence.

### **Documentation and other requirements for application for license**

10. The following information is required in applications for import permits: particulars of importer, company registration certificate issued by the Singapore Registry of Companies and Businesses, product description, product quantity, mode of transport, port of shipment/transport, product brand/serial number/model/make, country of origin, applicant details, warehouse details and responsible person.

The following information is required in applications for a tobacco import and wholesale licence: particulars of the licence applicant/company, warehouse and office details, manufacturer details and brands/types of tobacco products to be imported.

11. Upon actual importation, importers are required to make an Inward Declaration showing the correct description and quantities of each consignment made electronically through TradeNet. Shipping documents such as the Bill of Lading/Airway Bill and invoice are also required.

12. The various fees related to the import and wholesale licence are published on HSA's website.

13. There are no deposit or advance payment requirements associated with the issuance of licences.

### **Conditions of licensing**

14. The import and wholesale licence for tobacco products is issued with one-year validity. The validity may be extended by renewal.

15. There is no penalty for the non-utilisation of licence or a portion of it.

16. Licences are not transferable.

17. The licensing conditions attached to the issuance of the import and wholesale licence can be found on HSA's website.



### Other procedural requirements

18. There are no other administrative procedures, apart from import licensing and similar administrative procedures, required prior to importation.

19. Not applicable.

## 12 HUMAN AND ZOO NOTIC PATHOGENS, TOXINS AND INACTIVATED BIOLOGICAL AGENTS

### Outline of system

1. The Singapore Ministry of Health (MOH) regulates the import and transshipment of human pathogens, selected toxins and inactivated biological agents. MOH and the Animal and Veterinary Service (AVS) jointly regulate the import and transshipment of zoonotic pathogens.

### Purpose and coverage of licensing

2. Import permits are required for the importation of biological agents and selected toxins, which are capable of causing death, disease or other biological malfunction in a human. The requirement for import permit is also applicable to any material (e.g. clinical samples, biological specimens, environmental samples and proficiency test samples) that are known to contain the biological agents and selected toxins. MOH also controls the importation of selected inactivated biological agents.

The list of biological agents and selected toxins requiring import permits is categorised according to their risk profile under the Biological Agents and Toxins Act (BATA) First to Fourth Schedule for biological agents and Fifth Schedule for selected toxins.

Do note that the list is non-exhaustive and stakeholders are advised to consult MOH on import requirements for biological agents/items not on the list, prior to the importation.

3. The system applies to products originating in and coming from all countries.

4. Singapore's import requirements for the biological agents and toxins regulated under the BATA are intended to safeguard national safety and security **in relation to the biological agents and toxins**.

5. The import permit requirement for the biological agents and toxins is stipulated under the BATA. The licensing requirements are statutorily required and published in government gazettes. While the administration of the licensing requirements is undertaken by MOH, the designation of products to be subjected to licensing and the abolishment of any licensing system require legislative approval.

### Procedures

6. Not applicable.

7.(a) MOH advises importers to submit applications for import permits at least 5 working days before the item is scheduled to arrive in Singapore. An import permit is usually processed within 2 working days provided all the criteria/requirements for the application has been satisfied.

(b) A licence will be granted immediately on request if all the criteria/requirements for the application have been satisfied.

(c) Import permit applications and its associated requirements can be made throughout the year.

(d) Import licence for a toxin, inactivated biological agent or solely human pathogen, is effected by a single administrative body (i.e. MOH) and the importer does not have to approach more than one administrative body. However, as MOH and AVS jointly control zoonotic pathogens, the import permit/licence for zoonotic pathogens may require approval from both MOH and AVS.

8. An application for an import permit is granted if all stipulated criteria are met. MOH will provide the reason(s) in the event an import permit application is rejected.

#### **Eligibility of importers to apply for a licence**

9. All persons, firms and institutions (applicants) are eligible to apply for an import permit for BATA Fourth Schedule biological agents without prior additional approvals.

Applicants must be registered with MOH and be granted an approval to possess the respective biological agent/toxin, prior to the application and granting of an import permit for BATA First Schedule biological agents, Second Schedule biological agents, and Fifth Schedule toxins. **Conditions of the approval are available on the biosafety website (<http://www.moh.gov.sg/biosafety/home>).**

#### **Documentation and other requirements for application for license**

10. Import permit applications are made on TradeNet. An inward declaration is required and must accurately state numerous information such as the description and quantities of each consignment, particulars of importer and company and company registration number. Additional documents such as shipping documents (i.e. airway bills, house airway bills, commercial invoice) may also be required. For inactivated biological agents, evidential documentation of inactivation verification must also be submitted.

11. Importers are required to produce the import permit granted for the biological agents/toxins for the release from Singapore Customs.

12. MOH does not charge any licensing fees.

13. MOH does not require any deposit or advance payment requirements associated with the issuance of import permits.

#### **Conditions of licensing**

**14. Import permits are valid for up to two weeks following issuance. Validity of issued import permits are extendable. Extension requests are made on Tradenet and processed by Singapore Customs.**

15. There is no penalty for the non-utilisation of licence or a portion of it.

16. Licences are non-transferable.

17. Any other conditions (if applicable) may be advised on a case-by-case basis and will be listed in the import permit issued.

#### **Other procedural requirements**

18. As mentioned under question 9.

19. Not applicable.

### **13 RICE**

#### **Outline of system**

1. In Singapore, rice of all descriptions is a controlled item. Companies are required to apply for a valid licence to import, re-export and conduct wholesale dealings in rice. They are also required to apply for permits and obtain approvals for every import and re-export consignment of rice. This licensing system generally divides rice imports into 2 categories, requiring (i) a stockpile licence; and (ii) non-stockpile licence. For imports of stockpile grade rice, companies will need to participate in the Rice Stockpile Scheme (RSS).

### Purpose and coverage of licensing

2. Under the RSS, all white rice, basmati rice, ponni rice and parboiled rice are classified as stockpile grade rice. Other types of rice such as husked rice and glutinous rice are classified as non-stockpile grade rice.

3. The licensing system applies to rice originating in and coming from all countries.

4. RSS ensures that there should be an adequate supply of rice in the market. Rice is an important staple food for Singapore and there is no domestic production.

5. The RSS is currently operated under the legal framework for the Price Control Act (Cap 244) and the Price Control (Rice) Order 1990. The licensing requirements are statutorily required and published in government gazettes. While the administration of the licensing requirements is undertaken by Enterprise Singapore (ESG), the designation of products to be subjected to licensing and the abolishment of any licensing system require legislative approval.

### Procedures

6.(I) There is no maximum quota for the importation of rice. All stockpile licensees who import stockpile grade rice for local distribution are required to participate in the RSS. Under this scheme, licensees shall keep a rice stockpile quantity, which is derived from their import quantities. Information is available at <https://rice.enterprisesg.gov.sg/>.

(II) Stockpile licensees who import white rice have to pre-commit the Monthly Import Quantity (MIQ), which is the quantity that they wish to import every month for local distribution. The minimum MIQ is 50 tonnes. The licensees can adjust their MIQ under certain conditions and notice period.

Stockpile licensees who import basmati rice, ponni rice and parboiled rice are not subject to MIQ. They need to pre-commit the import quantity for local distribution for a 6-month period and can adjust their Max Import Quantity under certain conditions and notice period.

(III) The import licensing system applies to all types of rice and rice imported from all countries. All stockpile licensees are required to participate in the RSS.

(IV) There are no limitations on the period of the year during which applications for licence may be made.

(V) Generally, it would take three working days to process the application, upon receiving all necessary documents.

(VI) There are no limitations on the period of the year during which importation may be made.

(VII) Rice licence applications are processed by ESG. The importer does not have to approach more than one administrative body.

(VIII) The licences are processed and issued on a first come, first serve basis. There is no maximum amount allocated per applicant.

(IX) Not applicable.

(X) Not applicable.

(XI) **Rice imported into Singapore's Free Trade Zone under licence to import rice for re-export should be exported and not sold in the domestic market.**

7. Not applicable.

8. An application for an import licence is usually granted if it meets the stipulated criteria. ESG will generally provide the reason(s) in the event of a refusal to issue a licence. Unsuccessful applicants can appeal by contacting ESG.

**Eligibility of importers to apply for a licence**

9. Singapore-registered companies are eligible to apply for rice licence. The lists of licensees are published at <https://rice.enterprisesg.gov.sg/>.

**Documentation and other requirements for application for license**

10. Information required in the licence application includes information such as the type of licence, types of rice, applicant's particulars, organisation's details, MIQ, import starting date, country of import, details of rice supplier and warehousing details. Applicants are also required to submit their business profile obtainable from the Accounting and Corporate Regulatory Authority.

11. Upon actual importation, importers are required to make an Inward Declaration showing the correct description and quantities of each consignment made electronically through TradeNet. Shipping documents such as the Bill of Lading/Airway Bill and invoice are also required.

12. ESG charges a fee of S\$50 for a lifetime licence.

13. There are no deposit or advance payment requirements associated with the issuance of licences.

**Conditions of licensing**

14. The licence has a lifetime period of validity.

15. There is no penalty for the non-utilisation of licence or a portion of it. Non-fulfilment of licensing conditions may result in revocation of licence.

16. Licences are not transferable without the approval in writing from the relevant authority.

17. The licensing conditions are attached to the issuance of the licence and are available at <https://rice.enterprisesg.gov.sg/>.

**Other procedural requirements**

18. There are no other administrative procedures, apart from import licensing and similar administrative procedures, required prior to importation.

19. Not applicable.

**14 CONSTRUCTION MATERIALS - SAND AND GRANITE****Outline of system**

1. The Building and Construction Authority (BCA) regulates the import of sand and granite, used as construction materials. The import of each consignment requires an import permit from BCA. In addition, an importer of sand and granite must have a valid licence. The licensee can apply for a licence for import of either sand or granite or both.

**Purpose and coverage of licensing**

2. BCA's import licensing scheme covers essential construction materials, specifically sand and granite.

3. The licensing system applies to products originating in and coming from all countries.

4. BCA's import licensing procedures are not intended to restrict the quantity or value of imports. They are maintained for the purpose of ensuring the quality of these essential construction materials for public safety reasons.

5. The laws, regulations and/or administrative orders under which the licensing procedures are maintained are listed Building and Construction Authority Act. The licensing requirements are statutorily required and published in government gazettes. While the administration of the licensing

requirements is undertaken by BCA, the designation of products to be subjected to licensing and the abolishment of any licensing system require legislative approval.

### **Procedures**

6. Not applicable.

7.(a) Applications should be made in advance of arrival of the goods. The time taken for processing the licence applications falls within the periods stipulated in the Agreement on Import Licensing Procedures.

(b) Processing time will be required.

(c) There are no limitations on the period of the year during which applications for permit/licence and/or importation may be made.

(d) Consideration of licence application is effected by a single administrative body (i.e. BCA). The importer does not have to approach more than one administrative body.

8. An application for an import permit/licence is usually granted if it meets the stipulated criteria. In the event of a refusal for issuance, the reason(s) is/are generally provided.

### **Eligibility of importers to apply for a licence**

9. Generally, all persons, registered firms and institutions are eligible to apply for the import permit/licence. All importers licensed to carry on business of importing essential construction materials will be listed on the Register of Licensed Importers, which is accessible for free on BCA's website.

### **Documentation and other requirements for application for license**

10. For Import Permit, the following information must be declared in the application: licence number issued by BCA; HS Code and Product Code; Product Quantity (in TNE); Source Code; Landing Point; In-Transport Mode; Port of Loading Code; Vessel Name/Vehicle Registration Number; and Arrival Date.

For Importer's Licence, application will largely require the particulars of importer and the company. The following supporting documents are also required:

(a) the latest copy of business profile from the Accounting and Corporate Regulatory Authority;

(b) the procurement plan; and

(c) for an incorporated entity, copies of a duly passed resolution to the effect that it is duly authorised to carry on the business of an importer of essential construction materials and its memorandum and articles of association.

11. Upon actual importation, most importers are required to make an Inward Declaration showing the correct description and quantities of each consignment made electronically through TradeNet. Shipping documents such as the Bill of Lading/Airway Bill and invoice are also required.

12. Licensing fees are required for the following classes of licences:

(a) For Import Permit, a fee of S\$0.12 per tonne or part thereof of the consignment to which the import permit is to relate; or S\$10, whichever is higher.

(b) For Importers' Licence, an application/renewal fee of S\$120. Application fee for a hardcopy of an Importer's Licence is S\$30 per copy.

13. There are no deposit or advance payment requirements associated with the issuance of licences.

### Conditions of licensing

14. An Importer's Licence is valid for one year. Import permit will cease to be valid once the importation of the concerned products is effected. The validity of these licence and permit may be extended by renewal.

15. There is no penalty for the non-utilisation of licence or a portion of it.

16. Licences are not transferable without the approval in writing from the relevant authority.

17. There are no other conditions attached to the issuance of BCA's import permit and importers' licence.

### Other procedural requirements

18. The sand and granite import must meet the Test Requirements in BCA Testing Requirements for Imported Aggregates, in order to be determined to be of acceptable quality for use as construction materials in Singapore. The testing requirements comprise three stages:

- (a) pre-import test (S1 test);
- (b) confirmation test (S2 test) on first consignment from a new source; and
- (c) random test (S3 test) on subsequent consignments imported.

For new sources, importers are also required to seek BCA's approval for a storage permit and an isolation location plan.

19. Not applicable.

## 15 PLANTS AND PLANT MATERIALS, PRODUCTS OF LIVE ANIMALS AND BIRDS, AND ORNAMENTAL FISH

### Outline of system

1. The National Parks Board (NParks) regulates the importation of plants and plant materials; products of live animals and birds; and ornamental fish.

### Purpose and coverage of licensing

2. The products subject to NParks' import licensing scheme are listed the following table.

Product	Laws/Regulations
Plants and propagatable plant parts including genetically modified plants and cuttings, cut flowers, foliage, seeds, tubers, soil, bulbs, peat moss, wood bark and other potting media, organic fertilisers of plant origin and mushroom spawn. Live insects including eggs, larvae and pupae, microorganisms of agricultural importance and biocontrol agents	Control of Plants (Plant Importation) Rules
Endangered animals, species of wild fauna and flora (CITES live specimens, parts and products)	Endangered Species (Import and Export) Act
Live animals (including ornamental fish), live birds, products of animals/birds, shell eggs and veterinary biologics/vaccines	Animals and Birds Act
Veterinary medicaments (containing controlled substances such as Schedule Poison under the Poisons Act or Controlled Drugs under the Misuse of Drugs Regulations)	Medicines Act

3. The licensing requirements apply to products originating in and coming from all countries.

4. The licensing requirements are maintained for the protection of plant life and health, and to discharge Singapore's obligations under international agreements, such as the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) and International Plant Protection Convention.

**For animals, The Animals and Birds Act is an Act for preventing the introduction into, and the spreading within, Singapore of diseases of animals, birds or fish; for the control of the movement of animals, birds or fish into, within and from Singapore; for the prevention of cruelty to animals, birds or fish; for measures pertaining to the general welfare and improvement of animals, birds or fish in Singapore and for purposes incidental thereto.**

5. The laws, regulations and/or administrative orders under which the licensing procedures are maintained are listed under question 2. All import licensing procedures are statutorily required and published in government gazettes. While NParks administers the licensing system, the designation of products to be subjected to licensing and the abolishment of any licensing system require legislative approval.

### Procedures

6. Not applicable.

7.(a) Applications should be made in advance of arrival of the goods. Importer's licence **(ornamental fish)** will be processed upon receipt of the completed application form and required information/documents **as well as successful on-site inspection. There is no importer's licence required for import of plants & plant products.**

**After successfully obtaining a licence to import/export ornamental fish, each import consignment must be accompanied with a valid ornamental fish import permit. Similarly, applications must be submitted in advance of arrival of the consignment.**

**For animals and birds, a licence is required to import any animal, bird or veterinary biologics. As such it is necessary for a licence to be obtained prior to the arrivals in Singapore. The licence is valid 30 days from the date of issue.**

(b) **The licence applicant would still have to submit the application with complete information and supporting documents as well as pass the inspection prior to licence approval.**

(c) There are no limitations on the period of the year during which applications for licence and/or importation may be made.

(d) Consideration of licence applications are effected by a single administrative body (i.e. NParks). The importer does not have to approach more than one administrative body.

8. An application for an import licence is usually granted if it meets the stipulated criteria. NParks will generally provide the reason(s) in the event of a refusal to issue a licence.

### Eligibility of importers to apply for a licence

9. Generally, all persons, registered firms and institutions are eligible to apply for licences. Applicants for the importation of the following products must meet additional criteria:

(a) only certain institutions or organisations such as zoos, museums and research institutions may apply for a licence to import certain CITES endangered species, mainly species listed in CITES Appendix I;

(b) only licensed personnel with relevant qualification and experience may import veterinary biologics. A key criterion for the issuance of the dealer's licence for veterinary biologics is the suitability of the facilities/premises; applicants dealing in ornamental fish import or export activities must have approved premises with facilities for holding, quarantining, and packing of ornamental fish;

(c) only institutions or importers who are granted approval after import risk assessment may apply for a licence to import microorganisms (plant pest), insects, organic fertilisers, biocontrol agents and plant pathogens for research purposes.

- (d) **for animals, all persons may apply for the import licence. However for commercial consignments, only the Animal and Veterinary Services (AVS) licensees e.g. pet shops, pet farms, research facilities may apply.**

#### **Documentation and other requirements for application for license**

10. The following information is required in applications for import licences: particulars of importer, company registration certificate issued by the Accounting and Corporate Regulatory Authority, **floorplan, GIRO application form, TradeNet activation form, and tenancy agreement, if applicable.**

**For animals, supporting documents such as rabies vaccination records, serology test reports, quarantine reservation may be required.**

In addition, for applications of CITES permits to import CITES specimens (live, parts or products), they would require the CITES export or re-export permits issued by the CITES Management Authority of the exporting or re-exporting country. Importation of plants and plant products would also require phytosanitary certificate from the National Plant Protection Organization (NPPO) country of origin or export in accordance to Singapore's import requirements.

11. Upon actual importation, most importers are required to make an Inward Declaration showing the correct description and quantities of each consignment made electronically through TradeNet. Shipping documents such as the Bill of Lading/Airway Bill and invoice are also required. Additional requirements for the importation of certain products include:

- (a) for live animals/birds/ornamental fish, products of live animals/birds and veterinary biologics, importers are required to show the import permits issued by the NParks together with relevant documents (such as veterinary health certificate, QC report, **import licence, vaccination records, serology test report**) from the exporting country. All ornamental fish **and live animals** imported must be healthy and free from any clinical signs of disease at the time of import. Sources may need to be approved by the NParks prior to import application, depending on the type of product. Endangered species must be accompanied by CITES permits.
- (b) for plants and plant products, importers are required to produce the relevant documents (such as phytosanitary certificate, CITES permit for endangered plant species, and post entry inspection form). In addition, a letter of approval for import issued by NParks is also required for the import of microorganisms (plant pest), insects, organic fertilisers, and plant pathogens for research purposes.

12. Licensing fees are required for the following classes of licences:

- (a) **Import Permits (for actual imports)**
  - A permit fee of S\$11 per consignment of plants and plant products. Other fees for and incidental to any inspection or examination activities are also specified under the Control of Plants (Plant Importation) Rules.
  - A permit fee of S\$3.50 per consignment applies for ornamental fish.
  - A permit fee of S\$50 per permit for pet animals/birds; and S\$22 per permit for veterinary biologics.
  - A permit fee of S\$12 per scheduled CITES endangered species or parts/derivatives, subject to a minimum amount of S\$60 per consignment, depending on the species. Each permit is valid for three months and may be extended for another three months.
  - **A permit fee of \$50 (personal) and \$87 (commercial) per consignment of live animals.**
  - **A permit fee of \$62 per consignment of live birds.**
- (b) Dealers' licences



- An annual licence fee of S\$350 for ornamental fish.
- An annual licence fee of S\$45 for **the licence to possess** veterinary biologics.

13. There are no deposit or advance payment requirements associated with the issuance of licences.

#### Conditions of licensing

14. **For the import of animals, the licence is valid 30 days from the date of issue. The licence could be extended to a maximum of 90 days from the date of issue by submitting through the online system.**

15. There is no penalty for the non-utilisation of licence or a portion of it.

16. Licences are not transferable without the approval in writing from the relevant authority.

17. For the import of plants and plant products, **there is no importer's licence required**, but NParks would conduct post-entry inspection on the consignment. Importer is required to comply with the conditions stipulated (e.g. transport and storage condition) in the approval letter for consignments that require import risk analysis.

**For the import of animals and birds, all consignments are subjected to post-arrival inspections. Importers are required to comply with the all the conditions and submit all the original supporting documents as stipulated on the import licence.**

#### Other procedural requirements

18. For the import of plants and plant products, **there is no importer's licence required**. Institutions or importers are required to submit relevant documents (e.g. production process, list of species, list of ingredients, etc.) prior to importation. These documents would be required by NParks to conduct import risk analysis on the consignment such as microorganisms (plant pest), insects, organic fertilisers, biocontrol agents and plant pathogens for research purposes. The result of risk analysis would determine if the importation would be allowed.

**For the import of animals for commercial purposes, only AVS licensees are allowed to import (e.g. pet shops, pet farms, research facilities).**

19. Not applicable.

## 16 ARMS, EXPLOSIVES AND EXPLOSIVES PRECURSORS

#### Outline of system

1. The Singapore Police Force (SPF) regulates the import of arms, explosives and explosives precursors, and other controlled items such as replica guns/explosives, bulletproof vest, handcuffs, etc.

#### Purpose and coverage of licensing

2. The products subject to SPF's import licensing scheme are listed the following table.

Product	Laws/Regulations
<p>"Arms" are defined as:</p> <p>(a) Firearms, air-guns, air-pistols, stun guns, electronic dart guns, automatic guns, automatic pistols, guns or any other kind of gun from which any shot, bullet or other missiles can be discharged or noxious fumes or noxious substance can be emitted, and any component part of any such arms;</p> <p>(b) bayonets, swords, daggers, spears and spearheads; and</p>	Arms and Explosives Act, Cap 13

Product	Laws/Regulations
<p>(c) <b>An arrow with (a) a broadhead tip; (b) a field arrow tip; (c) a blunt arrow tip; (d) a grabbing arrow tip; (e) a fishing arrow tip;</b></p> <p>(d) <b>Heavy Bows such as (a) an arbalest; (b) a device (commonly called a crossbow) consisting of a bow fitted transversely on a stock that has a groove or barrel, designed to direct an arrow or a bolt; (c) a bow with a draw weight of more than 27.215 kilograms;</b></p> <p>(e) such weapon, accessory, or other article or thing, as the Minister may, by notification in the <i>Gazette</i>, specify to be arms for the purposes of this Act or any part thereof.</p> <p>"Explosives" are defined as:</p> <p>(a) Gunpowder, nitro-glycerine, dynamite, gun-cotton, blasting powder, fulminate of mercury or of other metals, coloured fires and every other substance, whether similar to those abovementioned or not, used or manufactured with a view to produce a practical effect by explosion or a pyrotechnic effect;</p> <p>(b) includes fog signals, fireworks, fuses, rockets, percussion-caps, detonators, cartridges and ammunition of all descriptions, and every adaptation of preparation of an explosive as above defined; and</p> <p>(c) includes sand crackers, and any substance declared to be deemed an explosive by notification under section 10(1)(a) of the Arms and Explosives Act.</p> <p>The definition of "explosive precursors" are defined as any substance specified in the Second Schedule of the Arms and Explosives Act.</p>	
<p>(a) Articles of clothing intended as protection against attack, including bullet-proof vest</p> <p>(b) Helmets intended as protection in military combat</p> <p>(c) Toy or replica guns</p> <p>(d) Toy or replica explosives, grenades, ammunitions or improvised explosive devices (IED)</p> <p>(e) Handcuffs</p>	Regulation of Imports and Exports Regulations

3. The licensing system applies to products originating in and coming from all countries.

4. SPF's import licensing procedures are not intended to restrict the quantity or value of imports. They are maintained for public safety and security reasons.

5. The laws, regulations and/or administrative orders under which the licensing procedures are maintained are listed in Question 2. All import licensing procedures are statutorily required and published in government gazettes. While the administration of the licensing system is undertaken by SPF, the designation of products to be subjected to licensing and the abolishment of the licensing system require legislative approval.

### Procedures

6. Not applicable.

- 7.(a) All permit applications received will be processed on first come, first serve basis. Importers of arms, explosives and explosive precursors are encouraged to submit their declarations early (at least 5 working days before the import) to avoid delay in the permit approval.
- (b) A licence cannot be granted immediately on request. Any application for an import licence has to be duly assessed before a decision is taken approve or reject the application by the Licensing Officer.
- (c) There are no limitations on the period of the year during which applications for licence and/or importation may be made.
- (d) Consideration of licence application is effected by a single administrative body, i.e. SPF. The importer does not have to approach more than one administrative body.

8. An application for an import licence is usually granted if it meets the stipulated criteria. SPF will generally provide the reason(s) in the event of a refusal to issue a licence. Under Sec. 21H of the Arms and Explosives Act, any person who is dissatisfied with any refusal by the Licensing Officer to issue him a licence under this Act may within 14 days of the decision appeal in writing to the Minister whose decision shall be final and conclusive.

### Eligibility of importers to apply for a licence

9. Generally, all persons, registered firms and institutions are eligible to apply under the licensing system.

For the import of arms or explosives or explosive precursors, the applicant must hold a dealer's licence before he can apply for an import licence. The following criteria for dealer's licence applies:

- Criteria for applicant, directors/partners and staff:
  - (a) The applicant must be:
    - (i) a Singaporean or Permanent Resident of Singapore;
    - (ii) at least 21 years old at the time of application;
    - (iii) must be the following business stakeholders as registered with the Accounting and Corporate Regulatory Authority (ACRA):
      - A Director - For companies
      - A Partner - For Partnerships, Limited Partnerships (LP) and Limited Liability Partnerships (LLP)
      - The Sole Proprietor - For Sole Proprietorships
  - (b) The applicant, directors/partners and staff who will be directly involved in the handling of arms or explosives must fulfil the following criteria:
    - (i) be a "fit and proper person" – **the criteria and requirements for a person to be considered fit and proper are (but not limited to) whether the person has honesty, integrity, a good reputation, competence and capability;** and
    - (ii) have the relevant experience and knowledge in the handling of arms or explosives.
- Criteria for company:
  - (a) The company must be registered with the Registry of Companies and Businesses.

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**Documentation and other requirements for application for license**

10. The applicant is required to submit the following documents to SPF following the submission of an application for an import licence for arms or explosives or explosive precursors:

- (a) A catalogue or brochure or Safety Data Sheet showing the type of arms or explosives or explosive precursors to be imported;
- (b) The Purchase Order or End User Certificate (EUC) from the government department that is making the purchase;
- (c) Export Licence/approval from the country of origin;
- (d) Bill of Lading or Airway Bill; and
- (e) Invoice from the supplier.

For the application for dealer's licence, the following documents are required:

- (a) A catalogue or brochure showing the type of arms or explosives that he intends to deal in/manufacture/repair; and
- (b) Documentary proof showing his experience in handling arms or explosives.

11. Upon actual importation, importers are required to make an Inward Declaration showing the correct description and quantities of each consignment made electronically through the Singapore Customs' TradeNet System. Shipping documents such as the Bill of Lading/Airway Bill and invoice are also required. For arms, explosives and explosive precursors, imported goods may have to be produced for further inspection at the Police Licensing & Regulatory Department immediately after customs clearance.

12. SPF charges a licence fee of S\$22 per consignment for import of arms, explosives and explosive precursors; and a maximum duration of 2-year dealer's licence fee ranging from S\$285 - S\$1,850 for arms, explosives and explosive precursors.

13. There are no deposit or advance payment requirements associated with the issuance of licences.

**Conditions of licensing**

14. Import Licences are valid for **30** days. The validity of a licence cannot be extended. A new import licence can be applied by the importer.

15. There is no penalty for the non-utilisation of licence or a portion of it.

16. Licences are not transferable.

17. The following conditions are attached to the issuance of a licence:

- (a) For the import of arms or explosives, the licence is issued subject to all the provisions of the Arms and Explosives Act (Chapter 13) and of the Rules made thereunder. For transportation of firearms and explosives, armed escort by Auxiliary Police Officers will be required.
- (b) For the import of explosive precursors, it shall be for the supply to licensed companies only. Upon import, all consignment shall be immediately delivered to approved storage facilities. The licensee shall ensure that the container security seal is intact upon discharge from the vessel/aircraft. The licensee shall also ensure that the transportation of explosive precursors meets all of SPF's conditions and the Singapore Civil Defence Force's requirements on Road Transportation of Hazardous Materials (HazMat).
- (c) For dealer's licence for arms or explosives, the licensee is required to maintain stock books/records that meets SPF's requirements. The licensee is also required to make prior

notification to SPF of any change of address, employment of new employees and cessation of employment.

### **Other procedural requirements**

18. There are no other administrative procedures, apart from import licensing and similar administrative procedures, required prior to importation.

19. Not applicable.

## **17 AMUSEMENT GAMING MACHINES**

### **Outline of system**

1. The Singapore Police Force (SPF) regulates the import of amusement gaming machines. SPF's approval to import and operate such machines is required before an import permit can be issued for their entry into Singapore.

### **Purpose and coverage of licensing**

2. The import licensing scheme covers amusement machines, coin or disc operated, including pin-tables, shooting galleries and cinematography machines.

3. The licensing system applies to products originating in and coming from all countries.

4. The import licensing procedures are not intended to restrict the quantity or value of imports. They are maintained for public safety reasons.

5. The licensing procedures are maintained under the Regulation of Imports and Exports Regulations. All import licensing procedures are statutorily required and published in government gazettes. While the administration of the licensing system is undertaken by SPF, the designation of products to be subjected to licensing and the abolishment of the licensing system require legislative approval.

### **Procedures**

6. Not applicable.

7.(a) All applications received will be processed on first come, first serve basis. Importers are required to submit their applications for approval at least six weeks before the arrival of the goods in Singapore.

(b) An approval cannot be granted immediately on request. Any application has to be duly assessed by SPF before it undertakes the decision to approve or reject the application.

(c) There are no limitations on the period of the year during which applications for approval and/or importation may be made.

(d) Consideration of approval application is effected by a single administrative body, i.e. SPF. The importer does not have to approach more than one administrative body.

8. An application for an approval is usually granted if it meets the stipulated criteria. SPF will generally provide the reason(s) in the event of a refusal to issue an approval.

### **Eligibility of importers to apply for a licence**

9. Generally, all persons, registered firms and institutions are eligible to apply under the licensing system.

### Documentation and other requirements for application for license

10. Application for SPF's approval must be supported with as much information about the item as possible, e.g. brochures (in English) with pictures of game machines, description of the objectives and modes of play.

For applications for import permits, the following information is required: particulars of importer, company registration certificate issued by the Singapore Registry of Companies and Businesses, product description, product quantity, mode of transport, port of shipment/transport, product brand/serial number/model/make and country of origin.

11. Upon actual importation, importers are required to make an Inward Declaration showing the correct description and quantities of each consignment made electronically through TradeNet. Shipping documents such as the Bill of Lading/Airway Bill and invoice are also required.

12. SPF does not charge any licensing or administrative fees for the importation of amusement machines.

13. There are no deposit or advance payment requirements associated with the issuance of licences.

### Conditions of licensing

14. The import permit ceases to be valid once the importation of the concerned amusement gaming machine is effected. The validity of the permit may be extended by renewal.

15. There is no penalty for the non-utilisation of licence or a portion of it.

16. Licences are not transferable.

17. Applicants dealing in fruit/jackpot machines must ensure that these machines are to be used in licensed clubs.

### Other procedural requirements

18. There are no other administrative procedures, apart from import licensing and similar administrative procedures, required prior to importation.

19. Not applicable.

## 18 FRUIT MACHINES

### Outline of system

**1. The Gambling Regulatory Unit (GRU) under Ministry of Home Affairs regulates the import of fruit machines ("FMs"). GRU's approval for the import of the FMs is required before an import permit can be issued for the FMs' entry into Singapore.**

### Purpose and coverage of licensing

**2. The system for the approval of FMs' import covers all types of fruit machines, jackpot machines or electronic gaming machines.**

**3. The system applies to FMs originating in and coming from all countries.**

**4. The import licensing procedures are not intended to restrict the quantity or value of imports. They are maintained for public safety reasons.**

**5. The approval procedures are stipulated in the Regulation of Imports and Exports Regulations. All import permit procedures are statutorily required and published in government gazettes. While the administration of the permit issuance is undertaken by GRU, the designation of FMs/jackpot machines, as controlled imports to be subjected for**

approval before an import permit can be granted, and the abolishment of the approval of these controlled imports require legislative approval.

### Procedures

6. Not applicable.

- 7.(a) All applications received will be processed on first come, first serve basis. Importers are required to submit their applications before the arrival of the goods in Singapore.
- (b) An approval cannot be granted immediately on request. Any application has to be duly reviewed and assessed by GRU before it undertakes the decision to approve or reject the application.
- (c) There are no limitations on the period of the year during which applications for approval and/or importation may be made.
- (d) Consideration of approval application is effected by a single administrative body, i.e. GRU. The importer does not have to approach more than one administrative body.

8. An application for an approval is usually granted if it meets the stipulated criteria. GRU may provide the reason for refusal for a permit, which may be reviewed by GRU should the importer provide new or additional relevant information.

### Eligibility of importers to apply for a licence

9. Generally, all persons, registered firms and institutions are eligible to apply under the permit system.

### Documentation and other requirements for application for license

10. Application for GRU's approval must be supported with any prior approvals from GRU for (i) the installation of the FMs in the clubhouse of a Private Lotteries (Fruit machine) permit holder, as well as (ii) type of games for sale to Singapore clubs. Import request for purposes not for such permit holders will have to seek GRU's approval, with relevant supporting documents for GRU's considerations on a case by case basis.

For applications for import permits, the following information is required: particulars of importer, company registration certificate issued by the Singapore Registry of Companies and Businesses, product description, product quantity, mode of transport, port of shipment/transport, product brand/serial number/model/make and country of origin.

11. Upon actual importation, importers are required to make an Inward Declaration showing the correct description and quantities of each consignment made electronically through TradeNet. Shipping documents such as the Bill of Lading/Airway Bill and invoice are also required.

12. GRU does not charge any licensing or administrative fees for the importation of FMs.

13. There are no deposit or advance payment requirements associated with the issuance of import permits.

### Conditions of licensing

14. The import permit ceases to be valid once the importation of the concerned FM is completed. The validity of the permit may be extended by renewal.

15. There is no penalty for the non-utilisation of licence or a portion of it.

16. Import permits are not transferrable.

17. **Applicants must ensure that these FM's are to be used in Singapore clubs with valid Private Lotteries (Fruit Machines) permits.**

#### Other procedural requirements

18. **There are no other administrative procedures, apart from import licensing and similar administrative procedures, required prior to importation.**

19. **Not applicable.**

### 19 NATURAL GAS AND LIQUEFIED NATURAL GAS

#### Outline of system

1. The import of **piped** natural gas (**PNG**) and liquefied natural gas (LNG) is regulated by the Energy Market Authority, and requires a valid Gas Importer Licence and Gas Importer (LNG) Licence respectively, **unless otherwise exempted by the Energy Market Authority.**

#### Purpose and coverage of licensing

2. The licensing system applies to PNG and LNG.

3. The licensing system applies to products originating in and coming from all countries.

4. **The licensing scheme is not intended to restrict the quantity or value of imports.** EMA's import licences are maintained to ensure energy security **and promote competitively priced supply. Under the Gas Act, the import of natural gas requires a licence, and licences allow us to include conditions that ensure that the importers meet certain requirements such as reliability and safety.**

5. The licensing procedures are maintained under the Gas Act. All import licensing procedures are statutorily required and published in government gazettes. While the administration of the licensing system is undertaken by EMA, the designation of products to be subjected to licensing and the abolishment of the licensing system require legislative approval.

#### Procedures

6.(I) Details are proved at [https://www.ema.gov.sg/Licensees\\_Gas\\_Importer\\_LNG.aspx](https://www.ema.gov.sg/Licensees_Gas_Importer_LNG.aspx). **While there is no restriction of the volume of LNG imported on a term basis (i.e. gas contracts with 1 year or longer duration), EMA imposes a 10% annual cap on the volume of spot LNG imported (i.e. gas contracts shorter than a year) based on long-term contracted gas quantities of more than 10 years – such information can be found on SLNG's website at [www.slng.com.sg](http://www.slng.com.sg).**

(II) **The number of LNG importers is decided at the start of each tranche of LNG import based on the domestic gas demand growth. Importers compete for the new licenses based on pricing and reliability of supply, receiving exclusive rights to sell term supply of LNG for a fixed period. Thereafter, the importer can continue to sell term supply of LNG on a non-exclusive basis. As for PNG import, there is no pre-determined number of PNG importers as this depends on whether such importers can secure PNG from neighbouring countries. The tenure of each gas license is extended as and when there are new gas contracts.**

(III) **Licences are not allotted for certain goods partly or only to domestic producers of like goods.**

(IV) EMA provides a reasonable period for the submission of applications for Gas Importer (LNG) Licences. For the previous quotas, EMA held a Request for Proposal (RFP) from 30 June 2014 to 30 June 2016. **EMA is currently calling for a RFP from 9 July 2020 to 9 November 2020 to select up to 2 new LNG term importers. While there is no RFP for PNG importers as such importers can apply for a licence whenever they have**



**secured PNG from neighbouring countries, EMA responds to such licence applications as soon as possible.**

- (V) The time taken for processing the licence applications falls within the 60 days period stipulated in Article 3.5(f) of the Agreement on Import Licensing Procedures.
- (VI) There are no limitations on the period of the year during which importation may be made.
- (VII) Consideration of the Gas Importer Licence application is effected by EMA. Applicants do not have to approach more than one administrative body.
- (VIII) **EMA calls for an RFP to allocate limited number of licences for each tranche of LNG import. As for PNG import, licences are given on a first come, first served basis.**
- (IX) Not applicable.
- (X) Not applicable.
- (XI) Not applicable.
- 7.(a) **Application for LNG import licences follow the RFP timeline set by EMA. As for PNG import, EMA responds to such licence applications as soon as possible.**
- (b) **EMA will use reasonable endeavours to expedite licence requests if requested.**
- (c) **There are no limitations on the period of the year during which applications for a Gas Importer Licence and/or importation of natural gas may be made.**

**For Gas Importer (LNG) Licence, submission of application will be done so under the RFP held by EMA.**

- (d) Consideration of the Gas Importer Licence application is effected by EMA. Applicants do not have to approach more than one administrative body.
8. An application for an import licence is usually granted if it meets the stipulated criteria. EMA will generally provide the reason(s) in the event of a refusal to issue a licence.

### **Eligibility of importers to apply for a licence**

9. Generally, all persons, registered firms and institutions are eligible to apply for the Gas Importer Licence.

### **Documentation and other requirements for application for license**

10. For application of the Gas Importer Licence, the required information includes particulars of the applicant and the applicant's directors, and details of the gas importation business (e.g. commencement date of gas importing, quantities of natural gas to be imported, and purpose of the imported gas). The submission of the following documents is required:

- (a) Certified true copies of the Applicant's Certificate of Incorporation;
- (b) Certified true copies of relevant ownership documents;
- (c) Certified true copies of the Applicant's gas sale agreements/gas contracts with its gas suppliers;
- (d) Audited past profit and loss statements, balance sheets and cash flow statements, **credit statements or credit rating (if any), including any history of bankruptcy or financial distress** of the Applicant or the significant shareholders for the last 2 full financial years or since incorporation;

- (e) **Organisation chart including resume and curriculum vitae (CV) of key appointment holders; and**
- (f) Description of the business plan, including details such as the purpose of importing such gas, the source of gas, **customers**, volumes to be imported on a daily and annual basis and the import duration.

11. Upon actual importation, gas importers are required to submit their gas contracts to EMA.

12. Importers may obtain information regarding the licensing fees from EMA's website, or by contacting EMA directly.

13. There are no deposit or advance payment requirements associated with the issuance of licences.

### Conditions of licensing

14. A Gas Importer Licence is valid up to the expiry of all gas contracts entered into between the licensee and its suppliers and/or customers.

15. There is no penalty for the non-utilisation of licence or a portion of it.

16. Licences are not transferable without the approval in writing from the relevant authority.

17. Licensees are required to declare annually whether they have complied with all the conditions set out in the licence.

### Other procedural requirements

18. There are no other administrative procedures, apart from import licensing and similar administrative procedures, required prior to importation.

19. Not applicable.

## 20 TELECOMMUNICATION EQUIPMENT

### Outline of system

1. The Info-communications Media Development Authority (IMDA) regulates telecommunication equipment in Singapore. Importers of telecommunication equipment require a Dealer's Licence from IMDA, and an import permit from Singapore Customs.

### Purpose and coverage of licensing

2. The licensing system applies to telecommunication equipment.

Product	Licensing System
Telecommunication equipment	TradeNet - application for import permit LicenceOne - application for Dealer's Licence

3. The licensing system applies to products originating in and coming from all countries.

4. The import licensing procedures are not intended to restrict the quantity or value of imports. The purpose is to ensure compatibility and non-interference with authorised telecommunication networks.

5. The licensing procedures are maintained under the Telecommunications (Dealers) Regulations. All import licensing procedures are statutorily required and published in government gazettes. While the administration of the licensing system is undertaken by the relevant licensing authorities, the designation of products to be subjected to licensing requires legislative approval and is not left to the discretion of the administration. Similarly, legislative approval must be obtained before the government abolishes any licensing system.

## Procedures

6. Not applicable.

- 7.(a) Applications for import permit and Dealer's Licence should be made in advance of the arrival of the goods. Both can be obtained immediately on application through online systems.
- (b) Both the import permit and Dealer's licence can be granted immediately on application through online systems.
- (c) There are no limitations on the period of the year during which applications for licence and/or importation may be made.
- (d) Consideration of importer's licence applications is effected by a single administrative body. The importer does not have to approach more than one administrative body.

8. An application for import permit or licence is usually granted if it meets the stipulated criteria. IMDA will generally provide the reason(s) in the event of a refusal to issue a licence or approve the permit. Pursuant to the Telecommunications Act (Cap 323), unsuccessful applicants may make a request for IMDA to reconsider the application or appeal to the Minister.

## Eligibility of importers to apply for a licence

9. Generally, all persons, registered firms and institutions are eligible to apply for the import licences. For telecommunications equipment, applicants must be a company incorporated under the Singapore Companies Act, a Limited Liability Partnership under the Singapore Limited Liability Partnerships Act, or a business registered with the Accounting & Corporate Regulatory Authority of Singapore.

In addition, for a licence to deal in telecommunications equipment, applicants should have knowledge of their products and IMDA's-equipment registration requirements in order to advise and guide consumers. There are two categories of licences for dealing in telecommunications equipment:

- A Dealer's Class licensee can only deal with telecoms equipment that has been approved/registered by IMDA and equipment exempted from needing approval.
- A Dealer's Individual Licence can, in addition to equipment covered under the Class Licence, also deal in non-approved telecoms equipment. Non-approved telecoms equipment (e.g. CDMA phones that are not compatible with domestic networks and may cause interference) is not allowed to be sold for use in Singapore.

Prohibited telecommunication equipment (e.g. radio-frequency jammers, military equipment) are not allowed for use in Singapore. Neither the Class licensee nor the Individual licensee is allowed to deal in prohibited equipment unless prior approval is granted by IMDA.

Small quantities of selected telecommunication equipment may be imported for an individual's personal use or his/her company's use without a Dealer's Licence (e.g. mobile phones, standalone GPS equipment, radio remote control apparatus and broadcasting radio equipment).

**IMDA charges a one-time registration fee of S\$50 for the Dealer's Class Licence; and S\$250 for the Dealer's Individual Licence, which is valid for up to five years.**

## Documentation and other requirements for application for license

10. The following information is required in applications for import licences: particulars of importer, company registration certificate issued by the Singapore Registry of Companies and Businesses, product description, product quantity, mode of transport, port of shipment/transport, product brand/serial number/model/make and country of origin.

For applications to deal in telecommunication equipment, documents on the technical specifications of the products are required.

11. Upon actual importation, importers are required to make an Inward Declaration showing the correct description and quantities of each consignment made electronically through TradeNet.

12. IMDA charges a one-time registration fee of S\$50 for the Dealer's Class Licence and S\$250 for the Dealer's Individual Licence, which is valid for up to five years. There are no import permit fees.

13. There are no deposit or advance payment requirements associated with the issuance of Dealer's licences to sell telecommunications equipment or import permit.

#### Conditions of licensing

14. The import permit ceases to be valid once the importation of the concerned telecommunications equipment is effected. The validity of Dealer's Individual licence is 5 years and may be extended by renewal.

15. There is no penalty for the non-utilisation of the import permit or dealer's licence or a portion of it.

16. Licences are not transferable without the approval in writing from the relevant authority.

17. There are no other conditions attached to the issuance of a licence.

#### Other procedural requirements

18. There are no other administrative procedures, apart from import licensing and similar administrative procedures, required prior to importation.

19. Not applicable.

## 21 PUBLICATIONS

#### Outline of system

1. The Info-communications Media Development Authority (IMDA) regulates **the distribution of publications in Singapore using the Undesirable Publications Act (UPA)**. Importation of publications require an import permit from Singapore Customs. **There are no further licensing requirements from IMDA to import publications.**

#### Purpose and coverage of licensing

2. **An import permit is required for the import of publications, including books, magazines, newspapers, other printed materials and audio recordings.**

3. Import permits are required for products coming from all countries.

4. The import licensing procedures are not intended to restrict the quantity or value of imports.

5. The licensing procedures are maintained under the Undesirable Publications Act. All import licensing procedures are statutorily required and published in government gazettes. While the administration of the licensing system is undertaken by the relevant licensing authorities, the designation of products to be subjected to licensing requires legislative approval and is not left to the discretion of the administration. Similarly, legislative approval must be obtained before the government abolishes any licensing system.

#### Procedures

6. Not applicable.

7.(a) Applications for import permit should be made in advance of arrival of the goods. An import permit can be obtained immediately on application through online systems.

(b) The import permit can be granted **on the same working day upon receipt of a complete submission of required information and documents.**

- (c) There are no limitations on the period of the year during which applications for licence and/or importation may be made.
  - (d) **Import permit applications for publications are routed to IMDA for approval. Nonetheless, Singapore Customs will give the final approval after reviewing the document against Customs' other import requirements.** The importer does not have to approach more than one administrative body.
8. An application for import permit is usually granted if it meets the stipulated criteria. IMDA will generally provide the reason(s) in the event of a refusal to approve the permit.

#### **Eligibility of importers to apply for a licence**

9. **For import permits**, all persons, registered firms and institutions are eligible to apply and no registration fee is required.

#### **Documentation and other requirements for application for license**

10. The following information is required in applications for import licences: particulars of importer, company registration certificate issued by the Singapore Registry of Companies and Businesses, product description, product quantity, mode of transport, port of shipment/transport, product brand/serial number/model/make, country of origin, the title and number of copies of the publication.
11. Upon actual importation, importers are required to **provide the import permit** showing the correct description and quantities of each consignment made electronically through TradeNet.
12. There are no import permit fees.
13. There are no deposit or advance payment requirements associated with the issuance of import permit.

#### **Conditions of licensing**

14. The import permit ceases to be valid once the importation of the concerned publications is effected.
15. There is no penalty for the non-utilisation of the import permit or a portion of it.
16. **Import permits** are not transferable without the approval in writing from the relevant authority.
17. There are no other conditions attached to the issuance of the **import permit**.

#### **Other procedural requirements**

18. There are no other administrative procedures, apart from **applying for the import permit**.
19. Not applicable.
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