



# **IMPORT PROCEDURES GUIDE**

## **Singapore**



**October/ 2016**

**Muharram/1438**



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### **Disclaimer**

Saudi Exports (Saudi Export Development Authority) have prepared the Import Guide as a part of its continuous publication on countries. The purpose of this guide is to provide a high-level view of the India's imports process, procedures, documentation requirements, stakeholders etc. based on available public information. Its analysis, perceptions, and anticipations are subject to personal judgment. Saudi Exports is not liable for any consequences caused by the understanding and interpretation of any part of this report. In general, the information in the report present a broad view of the imports environment of this country. Saudi exporters are encouraged to carry out further studies to be updated and more informed on the import process, procedures, and documentation requirements identified in this report.

# 1. Rules of Origin

## 1.1. Rules of Origin between KSA and Singapore<sup>1</sup>

The GCC countries (including Saudi Arabia) and Singapore have facilitated inter-regional trade by entering into the Gulf Cooperation Council Singapore Free Trade Agreement (GSFTA).

As per the provisions of the GSFTA, preferential rules of origin are applied to imports from KSA.

### 1.1.1. Preferential Rules of Origin – Singapore<sup>2</sup>

The Rules of Origin (RoO) for Saudi exports to Singapore are derived from the GSFTA. The RoO for a product to be classified as originating goods of a Party are summarized below:

1. Goods must be wholly-obtained or produced in an exporting Member State; the following goods can be classified as such:
  - a. Mineral products and natural resources extracted or taken from that its soil, waters, seabed or beneath the seabed;
  - b. Vegetable products harvested or produced there.
  - c. Animals born and raised there, and products from animals raised there, including products obtained from fishing and hunting conducted there.
  - d. Products of sea fishing and other marine products taken from the sea by its vessels. Also includes products processed and made from these onboard the vessels.
  - e. Used articles obtained there that are fit only for the recovery of raw materials.
  - f. Waste and scrap obtained from manufacturing operations conducted there.
  - g. Goods obtained from products referred to from (a) to (f).
2. Goods must have undergone sufficient working or production in the territory of the Party; the value thus added to the goods should not be less than 35%.
3. CoOs evidence the origin of goods which helps to grant exemption under preferential tariffs. All exporters who are required to submit a Certificate of Origin (CoO) have to apply to either any government agencies authorized to issue these or self-certify their products, in accordance with the format set out in Annex 4 of the GSFTA. Kindly visit the link provided below to access these guidelines.

<http://www.dubaicustoms.gov.ae/ar/PoliciesAndNotices/Policies/CP40.pdf> \*

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<sup>1</sup> [Singapore Information Services](#)

<sup>2</sup> [GSFTA](#)

\*Kindly copy and paste this link on a web browser to know more information and for updates

## 2. Trade Barriers

### 2.1 Trade Barriers in Singapore<sup>3</sup>

Trade barriers include tariff (most common) and non-tariff barriers. Since 2013, Singapore has eliminated all trade barriers with respect to GCC countries to meet commitments under the GSFTA. However, Singapore can apply the following measures while trading with GCC countries, as per the provisions of the GSFTA.

- Imposing internal tax consistent with Singapore's WTO obligations, including excise duty, as well as goods and services tax.
- Imposing anti-dumping or countervailing duty in alignment with Singapore's rights under the General Agreement on Tariffs and Trade 1994.
- Adopting and imposing non-tariff measures in accordance with Singapore's WTO rights and obligations.

#### 2.1.1 Tariff Barriers

##### 2.1.1.1 Basic Customs Duty

- Basic Customs Duty is a tariff imposed on goods that are transported across international borders.
- As per the provisions of the GSFTA, Singapore does not impose any Basic Customs Duty on the importation of goods originating from GCC member states.

##### 2.1.1.2 Excise Duty

- Excise duties are indirect taxes that are charged during the sale or use of specific products.<sup>4</sup>
- Singapore levies high excise duty on certain goods for environmental and social reasons.<sup>5</sup> These goods include motor vehicles and petroleum products. For more information, kindly visit the link provided below:  
<http://www.export.gov/singapore/doingbusinessinsingapore/traderegulationscustomsandstandards/index.asp>

##### 2.1.1.3 Goods and Services Tax (GST)

- Goods and Services Tax or GST is a consumption tax levied on the import of goods (collected by Singapore Customs), as well as the supply of almost all goods and services in Singapore.<sup>6</sup>
- Singapore levies GST at a value of 7%.<sup>7</sup>

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<sup>3</sup> [GSFTA](#)

<sup>4</sup> [Taxation and Customs Union, EU](#)

<sup>5</sup> [US Export Services – Doing Business in Singapore](#)

<sup>6</sup> [Inland Revenue Authority of Singapore](#)

<sup>7</sup> [US Export Services – Doing Business in Singapore](#)

- For dutiable goods, the taxable value for GST will be the Cost, Insurance, and Freight (CIF) value plus any commission and other incidental charges whether or not shown on the invoice.<sup>8</sup> GST is imposed on non-dutiable goods in Singapore, as well.<sup>9</sup>
- GST is not levied on imports under certain schemes operated by the Inland Revenue Authority of Singapore (IRAS) which include :
  - Major Exporter Scheme (MES)
  - Approved Import GST Deferment Scheme
  - Import GST Deferment Scheme

GST can also be deferred under the Temporary Import Scheme operated by Singapore Customs. For more details, kindly visit the link provided below:

<http://www.customs.gov.sg/businesses/importing-goods/quick-guide-for-importers>

#### 2.1.1.4 Countervailing Duty

The government can subsidize foreign producers of goods (countervailing subsidy) when they provide financial assistance to benefit the production, manufacture, or exportation of national goods.<sup>10</sup> However, if this countervailing subsidy causes or threatens harm to the domestic industry, the government can impose a countervailing duty on these goods.<sup>11</sup> For more details, kindly visit the link provided below:

<http://statutes.agc.gov.sg/aol/search/display/view.w3p;ident=f17ad530-8ad8-4578-b1cc-1e46d4353851;orderBy=date-rev,loadTime;page=0;query=Id%3Af17ad530-8ad8-4578-b1cc-1e46d4353851;rec=0#legis>

#### 2.1.1.5 Anti-dumping Duty

- Anti-dumping duty is imposed on the import of specified products with a view to protect domestic industries.
- The government can impose anti-dumping duty on goods imported into Singapore when the export price of these goods are less than the normal value and hurts the domestic industry producing similar goods.<sup>12</sup> For more details, kindly visit the link provided below:

<http://statutes.agc.gov.sg/aol/search/display/view.w3p;ident=f17ad530-8ad8-4578-b1cc-1e46d4353851;orderBy=date-rev,loadTime;page=0;query=Id%3Af17ad530-8ad8-4578-b1cc-1e46d4353851;rec=0#legis>

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<sup>8</sup> [US Export Services –Doing Business in Singapore](#)

<sup>9</sup> [US Export Services-Doing Business in Singapore](#)

<sup>10</sup> [International Trade Administration](#)

<sup>11</sup> [Countervailing and Anti-Dumping Act 1996](#)

<sup>12</sup> [Countervailing and Anti-Dumping Act 1996](#)

## 2.1.2 Non-tariff Barriers

### 2.1.2.1 Import Prohibitions, Restrictions, and Licensing

- Imports of certain products are prohibited for health and safety reasons. Such products are chewing gum, firecrackers, etc. Other prohibited imports include arms and related technology from the Democratic People's Republic of Korea and Iran, Eritrea and, Libya under UN Security Council resolutions.<sup>13</sup>
- Singapore also has a list of products that are restricted / controlled (for example: food products, pharmaceuticals, etc.) and require proper authorization (advance notification, license or certificate approval) from Competent Authorities such as Agri-Food and Veterinary Authority of Singapore, Health Sciences Authority for entry-clearance.
- For latest updates and the complete list of goods that are classified as prohibited and restricted/ controlled, kindly visit the link provided below.<sup>14</sup>

<http://www.customs.gov.sg/businesses/importing-goods/controlled-and-prohibited-goods-for-import>

- Further, goods entering Singapore should abide with the import permit requirements as set out in the Regulations of Imports and Exports Regulations.<sup>15</sup>
- Import Permits are required (mandatory for all items except those imported by air and having a value less than SAR 1500) for the importation and clearance of goods through customs.<sup>16</sup>

### 2.1.2.2 Import Quotas<sup>17</sup>

Singapore does not have any existing legislation on import quotas.

### 2.1.2.3 State Trading

Singapore does not have any existing legislation related to state trading in imports and exports.<sup>18</sup>

### 2.1.2.4 Standards

- The standard setting process in Singapore is established on the basis of the provisions made by the Consumer Protection Fair Trading Act (CPFTA).<sup>19</sup>
- Standards, Productivity, and Innovation Board (SPRING) is the national standards and accreditation body of Singapore, and is an agency under the Ministry of Trade and Industry.<sup>20</sup>

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<sup>13</sup> [World Trade Organization](#)

<sup>14</sup> [Singapore Customs](#)

<sup>15</sup> [Regulation of Import and Export Regulations Singapore](#)

<sup>16</sup> [Regulation of Import and Export Regulations Singapore](#)

<sup>17</sup> [HKTDC Research](#)

<sup>18</sup> [World Trade Organization](#)

<sup>19</sup> [Ministry of Trade and Industry, Singapore](#)

<sup>20</sup> [SPRING Singapore](#)

- SPRING Singapore is a member of international organizations;
  - International Organization for Standardization (ISO),
  - International Electro-technical Commission (IEC)
- SPRING Singapore sets standards through the Singapore Standardization Program with guidance from 12 industry-led Standard Committees. Currently, there are about 800 standards in Singapore.<sup>21</sup>
- More information on Standard approval process is provided in Chapter 9 of this guide.

#### 2.1.2.5 Technical Regulations<sup>22</sup>

- There are a number of laws and regulations in Singapore that impose technical regulations on certain products.
- SPRING Singapore is the WTO-TBT enquiry point for disseminating information and making decisions on standards, technical regulations, and certification.
- Technical regulations may also be issued by other government bodies such as the Infocomm Development Authority of Singapore (IDA), the Ministry of Health, the Ministry of Environment, the National Environment Agency (NEA), and the Public Utilities Board (PUB).

#### 2.1.2.6 Certification and Conformity Assessment

- Singapore has multiple certifying bodies depending upon the nature of the good to be certified. For instance:
  - Agri-Food and Veterinary Authority (AVA) is the certifying body nationally for food and agricultural imports.<sup>23</sup>
  - SPRING Singapore acts as the Safety Authority and thereby the certifying body for certain controlled consumer goods under the Consumer Protection (Safety Requirements) Registration Scheme.<sup>24</sup>
  - HSA is the certifying body nationally for pharmaceuticals, medical devices, and cosmetics.<sup>25</sup>
- Foreign manufacturers who are to export products subject to mandatory certification are to obtain pre-import clearance/ licenses/ authorization certificates from relevant national certifying bodies listed above either directly or through a local representative.

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<sup>21</sup> [Maritime and Port Authority of Singapore](#)

<sup>22</sup> [World Trade Organization](#)

<sup>23</sup> [Agri-Food and Veterinary Authority \(AVA\), Singapore](#)

<sup>24</sup> [Consumer Protection Safety Registration Scheme, SPRING Singapore](#)

<sup>25</sup> [Health Sciences Authority](#)

### 2.1.2.7 Accreditation

- Singapore Accreditation Council (SAC) which operates under SPRING Singapore is the national authority for the accreditation of conformity assessment bodies in Singapore.<sup>26</sup>
- SAC operates accreditation programs in the following areas: food safety; medical; energy management; and quality management to name a few. Kindly visit the link provided below for detailed information on SAC accredited conformity bodies.

[http://www.sac-accreditation.gov.sg/cab/acab/Pages/search\\_acab.aspx](http://www.sac-accreditation.gov.sg/cab/acab/Pages/search_acab.aspx)

### 2.1.2.8 Labelling<sup>27</sup>

- Labelling requirements in Singapore are regulated by
  - Sale of Food Act and the Food Regulations
  - Environmental Protection and Management Act
  - Medicines (Advertisement and Sale) Act
  - Health Sciences Authority
  - National Environment Agency
- There are no specific labelling requirements for pre-packaged genetically modified (GM) foods.
- More information on Labelling is provided in Chapter 10 of this guide.

### 2.1.2.9 Sanitary and Phytosanitary (SPS) Requirements<sup>28</sup>

- SPS requirements have to be met prior to importing plants and plant products, animal and animal products, and processed food items into Singapore.
- Agri-Food and Veterinary Authority (AVA) is Singapore's SPS enquiry point.
- AVA administers the following statutes:
  - Agri-Food and Veterinary Authority Act
  - Animals and Birds Act
  - Control of Plants Act
  - Endangered Species (Import and Export) Act
  - Feeding Stuffs Act

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<sup>26</sup> [Singapore Accreditation Council](#)

<sup>27</sup> [World Trade Organization](#)

<sup>28</sup> [World Trade Organization](#)



- Fisheries Act
- Sale of Food Act
- Wholesome Meat and Fish Act
- Wild Animals and Birds Act

### 3. Trade Remedies

#### 3.1. Trade Remedies by Singapore<sup>29</sup>

##### 3.1.1. Anti-dumping and countervailing measures

Singapore has not undertaken any anti-dumping and countervailing measures. However, the Countervailing and Anti-Dumping Act of 1996 does have provisions for the imposition of such measures if necessary.

##### 3.1.2. Safeguard measures

Singapore strives to exclude the use of safeguard measures as evidenced by the absence of any legislation for the same.

### 4. Key Ports in Singapore

#### 4.1 Key Ports in Singapore

Singapore has only one port, the Port of Singapore, located on the southern end of the Malay Peninsula. A vigorous role has been played by the Port of Singapore and the shipping industry to the substantial growth of Singapore’s trade and commerce. The Port of Singapore is at the top of the most important maritime capitals in the world.<sup>30</sup> The port sector has witnessed governmental support through the supervision of the Maritime and Port Authority (MPA) of Singapore which has helped facilitate and grow port operations, expand the cluster of maritime ancillary services, and promote maritime R&D<sup>31</sup>

The Port of Singapore has 10 terminals: nine (Tanjong Pagar, Keppel, Brani, Sembawang, Pasir Panjang (1, 2, 3, 5 and Automobile)) are operated by PSA Singapore; and one by Jurong Port Pte Limited.

The Port of Singapore, as located in Singapore, is shown in Figure 1 and key information is summarized in Table 1.

**Table 1: Information about key ports in Singapore**

Port	Cargo Handled	Website
Port of Singapore	General Cargo	<a href="https://www.singaporepsa.com/">https://www.singaporepsa.com/</a> <a href="http://www.jp.com.sg/">http://www.jp.com.sg/</a>

<sup>29</sup> [World Trade Organization](#)  
<sup>30</sup> [Ministry of Transport, Singapore](#)  
<sup>31</sup> [Contact Singapore](#)



Figure 1: Port of Singapore

## 4.2 Shipping Lines Used in Singapore

### 4.2.1 Major Shipping Lines, Lead Time, and Shipping Costs from KSA to Singapore

According to Linescape<sup>32</sup>, Port of Jubail, King Abdul Aziz port, Jeddah port and King Abdullah are the only Ports of Call in KSA for container ships going to Singapore.

The costs of shipping from these ports to the Port of Singapore have also been estimated. Please note that the estimates were based on certain assumptions which are also provided in the table. The shipping costs were estimated using <http://worldfreightrates.com/en/freight>.

Saudi Exporters can visit this website to get a quote for their shipping requirements with any combination of assumptions.

Table 2 summarizes the shipping routes for container ships between the key ports in Saudi Arabia and Singapore, provides an estimate of the lead days, and the associated costs.

For latest information on the vessel schedules, destinations, and lead-time, kindly visit the link provided below:

<http://www.linescape.com/>

<sup>32</sup> [LineScape](http://www.linescape.com/)

**Table 2: Shipping cost estimates for the major shipping lines from KSA to Singapore**

Port in KSA	Cost of transportation (SAR)	Port in Singapore	Sailing Lead time (Days)
Port of Jubail	7,230-10,400	Port of Singapore	10
Port of King Abdul Aziz	7,230-10,400	Port of Singapore	10 - 12
Port of Jeddah	8,230-11,840	Port of Singapore	10 - 15
King Abdullah port	-	Port of Singapore	16 - 19
<b>Cost assumptions:</b> 1) Method of shipping selected is Ocean. 2) Costs were estimated based on the industries available on World Freight Rates. 3) The value of all products calculated was priced at 100,000 USD (375,000 SAR). 4) Full Container Load (FCL) was selected and 40 FT containers. 5) None of the accessorial charges (Hazardous or Insurance) were selected. 6) The cost of transportation is a rough estimate.			

## 5. Key Logistics Facilities

### 5.1 Free Trade Zones (FTZ) in Singapore

#### 5.1.1 FTZ Genesis<sup>33</sup>

The Free Trade Zones Act 1966 (last amended in 2014) enabled the establishment of FTZs in Singapore with the objective to facilitate entrepôt (a port where goods for import or export can be stored for global distribution or local consumption) trade in dutiable goods.

#### 5.1.2 FTZ Relevant Laws<sup>34</sup>

The relevant laws of the FTZ, as stated by the Free Trade Zones Act 1966 in Singapore are:

- The Free Trade Zones (Declared Areas) Notification sets out the areas in Singapore that are designated FTZs.
- The FTZs can be used for storage and repacking of import and export cargo, and goods transiting for subsequent re export.
- Manufacturing and retail trade is not permitted within Free Trade Zones, unless special permission has been granted.
- FTZs shall be under the administrative control of the statutory or government body decided by the Minister of Trade and Industry. The Minister also has the right to convene a Free Trade Zone Advisory Committee to provide counsel on all matters connected with FTZs.

<sup>33</sup> [McMaster Institute for Transportation and Logistics](#)

<sup>34</sup> [Free Trade Zones Act, Singapore](#),

### 5.1.3 FTZs – Singapore<sup>35</sup>

There are currently 10 FTZs in Singapore, which are overseen by three FTZ authorities, namely, PSA Corporation Ltd, Jurong Port Pte Ltd, and the Changi Airport Group (Singapore) Pte Ltd<sup>36</sup>. The details regarding FTZs have been summarized in the Table 3 below, along with their websites, wherever available. Saudi exporters are encouraged to visit these websites to access latest updates.

**Table 3: FTZs in Singapore**

FTZ	Website
Tanjong Pagar Terminal and Keppel Terminal	<a href="https://www.singaporepsa.com/our-business/terminals">https://www.singaporepsa.com/our-business/terminals</a>
Jurong Port (including Pulau Damar Laut)	<a href="http://www.jp.com.sg/">http://www.jp.com.sg/</a>
Sembawang Wharves	<a href="https://www.singaporepsa.com/our-business/terminals/multi-purpose-terminals">https://www.singaporepsa.com/our-business/terminals/multi-purpose-terminals</a>
Changi Airport Cargo Terminal Complex	<a href="http://www.changiairport.com/corporate/partner-us/cargo/facilities-and-infrastructure.html">http://www.changiairport.com/corporate/partner-us/cargo/facilities-and-infrastructure.html</a>
Brani Terminal	<a href="https://www.singaporepsa.com/our-business/terminals">https://www.singaporepsa.com/our-business/terminals</a>
Keppel Distripark	<a href="https://www.singaporepsa.com/our-business/shippers-services/keppel-distripark-kd">https://www.singaporepsa.com/our-business/shippers-services/keppel-distripark-kd</a>
Keppel Distripark Linkbridge	No website link available at the moment
Pasir Panjang Terminal	<a href="https://www.singaporepsa.com/our-business/terminals">https://www.singaporepsa.com/our-business/terminals</a>
Airport Logistics Park of Singapore	<a href="http://www.jtc.gov.sg/industrial-land-and-space/pages/airport-logistics-park-of-singapore.aspx">http://www.jtc.gov.sg/industrial-land-and-space/pages/airport-logistics-park-of-singapore.aspx</a>
Pasir Panjang Terminal (Phases 3 & 4) Ongoing	<a href="https://www.singaporepsa.com/our-business/terminals/future-terminal">https://www.singaporepsa.com/our-business/terminals/future-terminal</a>

## 5.2 Key Trade Related Incentives

The key trade related incentives that companies can avail in FTZs are listed below:

FTZs offer fiscal and regulatory benefits such as:

#### 1) Tax benefits

Payment of GST is suspended on importation of goods to FTZs in Singapore, until the goods leave the FTZ and into customs territory. However, GST is payable if the goods are supplied locally within Singapore. Goods intended for re-export are exempted from the payment of all GST.<sup>37</sup>

<sup>35</sup> [Free Trade Zones \(Declared Areas\) Notification](#)

<sup>36</sup> [US Export Services – Doing Business in Singapore](#)

<sup>37</sup> [Inland Revenue Authority of Singapore \(IRAS\)](#)

## 2) Customs and Excise duties deferral

Customs and Excise duties are deferred on importation of goods to the FTZs.<sup>38</sup>

FTZs offer Administrative benefits such as:<sup>39</sup>

### 1) Delivery Time

The delivery time is reduced due to less time required for customs clearance and enhanced logistics connectivity.

### 2) Reduction of Storage Costs

FTZs offer free 72-hour storage for import / export of conventional and containerized cargo and 140 days free storage for transshipment / re-export cargo.

## 5.3 Storage facilities / services provided at the ports in Singapore

### 5.3.1 Types of storage facilities / services

#### 5.3.1.1 The Types of Warehouses

##### 5.3.1.1.1 Warehouses in Free Trade Zones<sup>40</sup>

Free Trade Zones have temporary storage facilities that are approved by Singapore Customs. GST and taxes, along with custom documentation, are not required at the storage facilities in Free Trade Zones until the goods are removed from the premises and enter the market for local consumption.

##### 5.3.1.1.2 Licensed Warehouses<sup>41</sup>

Licensed Warehouses are storage facilities that are licensed by Singapore Customs under the Licensed Warehouse Scheme; these are operated by approved companies.

Such facilities are used for storing imported dutiable goods for an indefinite period of time. Duty and taxes are suspended in Licensed Warehouses until the goods are removed from the premises and enter the market for local consumption. Additionally, goods removed for export are not subject to any duty and taxes.

##### 5.3.1.1.3 Zero GST Warehouses<sup>42</sup>

Zero GST Warehouses are storage facilities that are licensed by Singapore Customs under the Zero GST Warehouse Scheme; these are operated by approved companies. GST is temporarily suspended on the storage of imported non-dutiable goods in Zero GST Warehouses. GST is suspended in Zero GST Warehouses until the goods are removed from the premises and enter the market for local consumption.

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<sup>38</sup> [Singapore Customs](#)

<sup>39</sup> [US Export Services –Doing Business in Singapore](#)

<sup>40</sup> [US Export Services –Doing Business in Singapore](#)

<sup>41</sup> [Singapore Customs](#)

<sup>42</sup> [Singapore Customs](#)

## 6. Overall Import Process: Singapore

### 6.1 Overall Import Process<sup>43</sup>

All imported products that are to be cleared, whether for home consumption, or for warehousing, are to fulfill with the set Customs clearance procedures. However, import processes differ for reasons such as, if the product is for home consumption or warehousing, transit to another country or transshipment to another customs station. The overall import process for Singapore is as illustrated in Figure 2 below:

#### Stage I. Pre-Import Arrangements

1. The importer performs a Trade Facilitation & Integrated Risk-based System (TradeFIRST) holistic assessment to determine the level of customs facilitation that can be accorded to his organization. He can then apply for specialized Singapore Customs schemes or licenses if he so wishes. For more information on the TradeFIRST assessment process and the different kinds of bands and licenses available, kindly visit the link provided below:  
<http://www.customs.gov.sg/businesses/customs-schemes-licences-framework/tradefirst>
2. The importer might also need to apply for an Import License and / pre-import clearance for certain goods from government agencies.

#### Stage II. Application for Import Permit via EDI

1. The commercial importer / agent has to make sure he has an active Customs account, as well as a declaring agent / declarant (DA) account with Singapore Customs in order to apply for an Import Permit. For more information regarding the requirements to act as a declaring agent / declarant, kindly visit the link provided below:  
<http://www.customs.gov.sg/businesses/registering-to-trade/registration-procedures/register-as-declaring-agent-or-declarant>
2. Prior to the actual importation, the importer / declaring agent has to submit an Inward Declaration and apply for an Import Permit / Cargo Clearance Permit (CCP) via EDI with detailed information about the goods, attaching the supporting documents required for Customs Clearance.<sup>44</sup> For more information on the different types of Import Permits, kindly visit the link provided below:  
<http://www.customs.gov.sg/businesses/importing-goods/import-procedures/types-of-import-permits>

Note: EDI of Singapore is called TradeNet.

3. Duties and GST payable are deducted via e-payment upon approval of the Import Permit.<sup>45</sup>

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<sup>43</sup> [Singapore Customs](#)

<sup>44</sup> [Singapore Customs](#)

<sup>45</sup> [Singapore Customs](#)

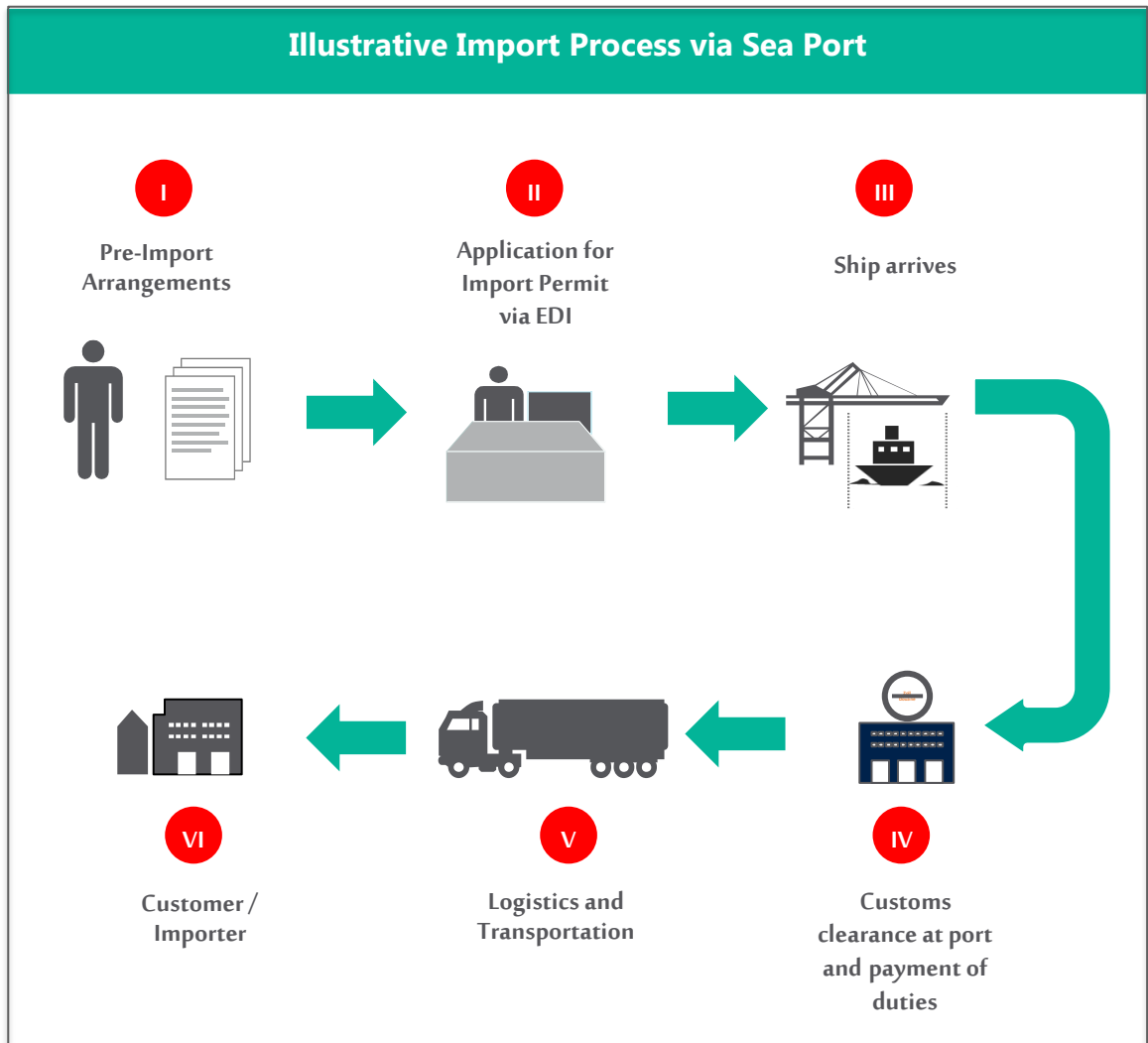


Figure 2: Overall Import Process- Singapore

 = Process Stage

### Stage III. Ship Arrives

As the ship enters the port and the discharge of the goods starts, the shipping agent notifies the importer and declaring agent. Further, the captain of the ship has to file the manifest. The captain of the ship has to submit the manifest with supporting documentation to Singapore Customs within 24 hours of the entry of the ship into the harbor.<sup>46</sup>

### Stage IV. Customs Clearance at Port

A copy of the Import Permit / CCP (not required for containerized cargo) is submitted to checkpoint officers at entry points, along with other supporting documentation to secure the release of goods.<sup>47</sup>

<sup>46</sup> [Section 39\(1\) of the Customs Act](#)

<sup>47</sup> [Singapore Customs](#)

### Stage V. Logistics and Transportation

Importer / declaring agent arranges for the logistics and transportation of the goods from the Free Trade Zone warehouse. Prior to taking delivery of the goods, the importer / declaring agent has to submit the import permit to the agent of the vessel in which such goods were carried.<sup>48</sup>

**Note:** The Import Permits are returned to the agents of the goods carrier within 10 days of import, to enable manifest reconciliation by the agents. This is in accordance with the Manifest Reconciliation Scheme of Singapore Customs<sup>49</sup>

For more information, kindly visit the link provided below:

<http://www.customs.gov.sg/eservices/manifest-reconciliation-statement-scheme>

### Stage VI. Importer / Customer

Imported goods are received by the Importer / customer.

## 6.2 Customs Clearance Process

The customs clearance process for goods imported into Singapore is shown in the Figure 3 below:

### Stage I. Prior to submission of documentation

1. Importer obtains all the required documents needed for the clearance of the imported goods.
2. The importer appoints a declaring agent to apply for an Import Permit /CCP.
3. Import permits are applied for via TradeNet. For more details on the requirements to apply for an Import Permit, kindly visit the link provided below:  
<http://www.customs.gov.sg/businesses/importing-goods/quick-guide-for-importers>
4. Payment of duties and / taxes is deducted from the declarant agent's Inter-bank GIRO account.
5. The Import Permit is issued.

### Stage II. Submission of documentation

A printed copy of the Import Permit / CCP (if required), and supporting documentation are submitted to the checkpoint officers from the Immigration and Checkpoint Authority (ICA) at the time of cargo clearance.<sup>50</sup>

### Stage III. Scanning of the CCP

1. The CCP is scanned by the customs officials and the system authorizes the physical inspection of goods/ testing / the verification of documents if deemed necessary.<sup>51</sup>

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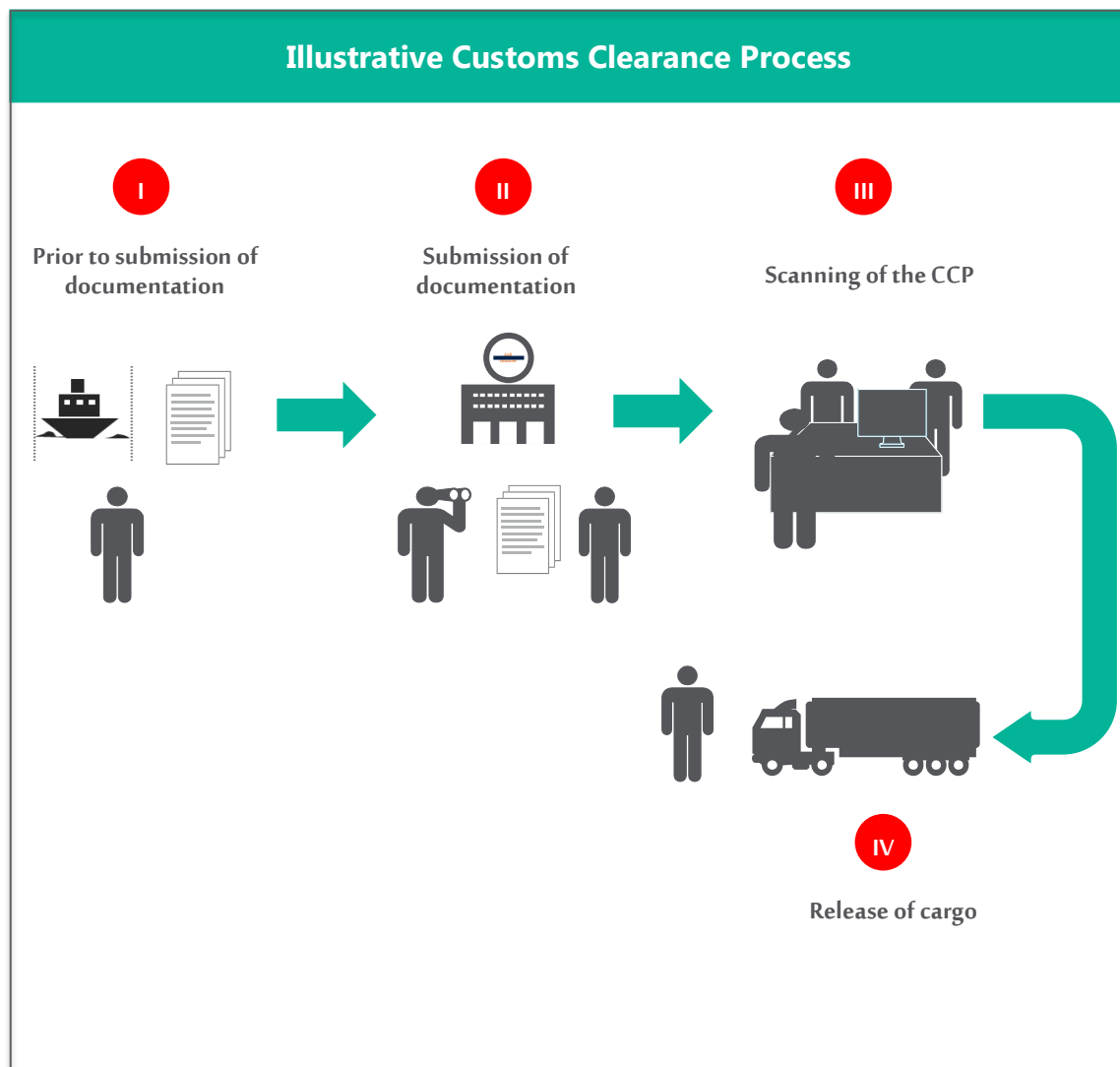
<sup>48</sup> [Regulation of Imports and Exports Regulations, Singapore.](#)

<sup>49</sup> [Singapore Customs](#)

<sup>50</sup> [Singapore Customs](#)

<sup>51</sup> [US Government Services](#)

2. In the event of any mismatch of information, further investigations are conducted in coordination with the relevant CA.



**Figure 3: Customs Clearance Process- Singapore**

 = Process stage

#### **Stage IV. Release of cargo<sup>52</sup>**

1. The system is updated with the clearance information and the cargo is released to the declaring agent.
2. Kindly note that if there is a failure of GIRO payment of GST and / duties, payment has to be made at this stage to secure the release of goods.<sup>53</sup>

<sup>52</sup> [US Government Services](#)

<sup>53</sup> [Singapore Customs](#)

## 6.3 Lead Time and Cost involved for Overall Import Process <sup>54</sup>

According to the World Bank, the associated time and cost of import for a standard goods shipment are listed in the Table 4 below.

**Table 4: Lead Time and Costs of overall import process**

S. No	Import Procedure	Lead Time (Hours)	Cost (SAR)
1	Documents preparation	1.0	140.00
2	Customs clearance and inspections	35.0	830.00
Total:		36	970.00

## 7. Key Import Documents

### 7.1 Summary table of key import documents

#### 7.1.1 Mandatory documents<sup>55</sup>

Four mandatory documents are required for importing goods into Singapore.

**Table 5: Mandatory documents for importing – Singapore**

S.No	Document	Procured from	Procured for	1	2	3	4	5	6	7	8	9
1	Original Airway Bill / Bill of Lading	Shipping Company	Customs	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Commercial Invoice	Exporter	Customs	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	Packing List	Exporter	Customs	✓	✓	✓	✓	✓	✓	✓	✓	✓
4	Import Permit / CCP	Licensed Declaring Agent	Customs	✓	✓	✓	✓	✓	✓	✓	✓	✓
Note: 1 - Building Materials, 2 - Chemicals & Polymers, 3 - Food Products, 4 – Packaging, 5 - Consumer Durables, 6 - Heavy Machinery & Electronics, 7 - Precious Metals & Jewelry 8 - Pharmaceuticals, 9 – Textiles												

#### 7.1.2 Additional Documents

A number of additional documents are generally required for customs clearance, details of which are provided below:

<sup>54</sup> [Doing Business 2016](#)

<sup>55</sup> [Singapore Customs](#)

**Table 6: Additional Documents for Importing – Singapore**

S.No	Document	Procured from	Procured for	1	2	3	4	5	6	7	8	9
1	Import License / Pre-import clearance <sup>56</sup>	Various relevant ministries in Singapore	Customs	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Phytosanitary certificate <sup>57</sup>	Approved authority in origin country	Customs			✓						
3	Health Certificate <sup>58</sup>	Approved authority in origin country	Customs		✓	✓						
4	Certificate of Conformity <sup>59</sup>	Approved authority in origin country	Customs		✓			✓	✓			
5	Certificate of Analysis <sup>60</sup>	Approved authority in origin country	Customs		✓						✓	
6	Certificate of Origin <sup>61</sup>	Approved authority in origin country	Customs	✓	✓	✓	✓	✓	✓	✓	✓	✓
Note: 1 - Building Materials, 2 - Chemicals & Polymers, 3 - Food Products, 4 - Packaging, 5 - Consumer Durables, 6 - Heavy Machinery & Electronics, 7 - Precious Metals & Jewelry 8 - Pharmaceuticals, 9 - Textiles												

## 7.2 Documents Overview

### 7.2.1 Bill of Lading<sup>62</sup>

The Bill of Lading acts as:

- A receipt where the carrier acknowledges that he has received the carriage and acts as an evidence for the contract of carriage.
- A transferable document of title where the goods are delivered by handing over a bill of lading provided the shipment was consigned 'to order' and all the following validations are in order.

A sample of the Ocean Bill of Lading is shown in Figure 4 below:

<sup>56</sup> [Singapore Customs](#)

<sup>57</sup> [Agri-Food and Veterinary Authority](#)

<sup>58</sup> [Singapore Customs](#)

<sup>59</sup> [Singapore Customs](#)

<sup>60</sup> [Singapore Customs](#)

<sup>61</sup> [GSFTA](#)

<sup>62</sup> [International Trade UK](#)

The form is titled "Ocean Bill of Lading". It contains several sections for data entry:
 

- Top Section:** Includes fields for "Origin, Port of Origin, and Address", "Destination", "Bill of Lading Number", "Export Reference", "Commodity", "Previous Bill of Lading Number", and "Remarks".
- Origin/Port Section:** Includes "Port of Origin", "Place of Receipt", "Place of Delivery", "Port of Call", "Type of Bill", and "Type of Goods".
- Table Section:** A table with 4 columns: "Description of Commodities in Schedule B Boxes", "Gross Weight (Kilograms)", "Measurement", and "Number of Packages".
- Bottom Section:** Includes "Total Packages", "Total Weight", "Total Measurement", and a "Signature" field.

Figure 4: Ocean Bill of Lading Sample

## 7.2.2 Commercial Invoice<sup>63</sup>

The commercial invoice is a bill for the goods purchased, which is provided to the buyer by the seller. Such invoices are mostly used in foreign trade as it allows governments to identify the actual value of the goods when they are assessed for Customs duties.

A sample of a standard Commercial Invoice is shown in Figure 5 below:

The form is titled "[Company Name] INVOICE". It contains several sections for data entry:
 

- Header:** Includes "Billed To:", "Invoice Number:", "Invoice Date:", and "Due Date:".
- Table Section:** A table with 4 columns: "Description", "Price", "Quantity", and "Extended".
- Bottom Section:** Includes "Sub Total", "Tax", "Total Due", "Signature", and "Date".

Figure 5: Commercial Invoice Sample

## 7.2.3 Packing List<sup>64</sup>

Packing list provides detailed information about the shipment. An international packing list contains details about the seller, buyer, shipper, invoice, number, date of shipment, mode of transport, carrier, and itemizes quantity, description, the type

<sup>63</sup> [US Export Guide](#)

<sup>64</sup> [US Export Guide](#)

A sample of the Packing List is shown in Figure 6 below:

### Figure 6: Packing List Sample

All companies must make an inward / payment declaration for all goods imported into Singapore; this is known as Import Permit / Cargo Clearance Permit (CCP). The permit declarations are to be electronically submitted through TradeNet to Singapore Customs.

A sample of the Import Permit / CCP is shown in Figure 7 below:

<sup>65</sup> IRAS Singapore

### Figure 7: Import Permit Sample

The import license / pre-import clearance is obtained by importers who are importing controlled goods into Singapore. The goods that require pre-import clearance and the Competent Authorities (CAs) who provide this are listed below:

### Pharmaceuticals: Health Sciences Authority (HSA)

A Phytosanitary Certificate is an official document issued by the plant protection organization of the exporting country to the plant protection organization of the importing country. It certifies that the plants or plant products covered by the certificate have been inspected according to appropriate procedures and are considered to be free from quarantine pests and practically free from other injurious pests, and that they are considered to conform to the current phytosanitary regulations of the importing country.<sup>67</sup> A sample of a phytosanitary certificate is shown in Figure 8 below:

### Figure 8: Phytosanitary Certificate Sample

<sup>67</sup> Canadian Food Inspection Agency

## 7.2.7 Health Certificate

The purpose of the health certificate is to protect human health and safety, and to keep international trade under control. It is procured by the exporter from the relevant authorities in the producing country for products such as foods, chemicals and polymers, etc.<sup>68</sup>

A sample Health Certificate used for trading purposes is shown in Figure 9 below:



Figure 9: Health Certificate Sample

## 7.2.8 Certificate of Conformity

A Certificate of Conformity (CoC) shows that the goods being exported comply with the relevant technical regulations and national, regional or international standards of the country of import.<sup>69</sup> The CoC is issued by laboratories and testing agencies accredited by the SAC. A sample Certificate of Conformity is shown in Figure 10 below:

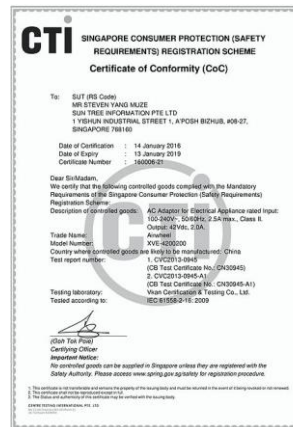


Figure 10: Certificate of Conformity Sample

<sup>68</sup> [Import Procedures Guide-Turkey](#)

<sup>69</sup> [Intertek](#)

## 7.2.9 Certificate of Analysis<sup>70</sup>

The Certificate of Analysis is a document attesting that the goods exported meet certain national regulatory parameters, mainly of a physical-chemical nature, such as composition, moisture, acidity, etc. A Certificate of Analysis issued by accredited laboratories in the origin country is accepted by relevant Competent Authorities in Singapore. A sample Certificate of Conformity is shown in Figure 11 below:

Figure 11: Certificate of Analysis Sample

## 7.2.10 Certificate of Origin

According to the International Chamber of Commerce, the Certificate of Origin (CoO) is a document which attests that the goods imported are wholly obtained, produced, manufactured or processed in a particular country.<sup>71</sup> The sample CoO issued by Ministry of Commerce and Industry, Saudi Arabia is shown in Figure 12 below:

Figure 12: Certificate of Origin Sample

<sup>70</sup> Global Negotiator

<sup>71</sup> International Chamber of Commerce

## 8. Key Government Agencies involved in import

### 8.1 Key government agencies involved in the import of all types of products

There are number of government entities or agencies who are involved in the import process in Singapore, irrespective of the type of product. These entities or agencies are summarized with their roles in the import process and their websites in Table 7.

**Table 7: Key government agencies involved in Import**

Key government agencies	Role	Website
Ministry of Trade and Industry	<ul style="list-style-type: none"><li>Responsible for the promotion and development of trade and industry</li></ul>	<a href="https://www.mti.gov.sg">https://www.mti.gov.sg</a>
Maritime and Port Authority of Singapore	<ul style="list-style-type: none"><li>Responsible for facilitating and growing port operations; expanding the cluster of maritime ancillary services; and promoting maritime R&amp;D.</li></ul>	<a href="http://www.mpa.gov.sg/">http://www.mpa.gov.sg/</a>
JTC Corporation	<ul style="list-style-type: none"><li>Responsible for the development of Industrial Zones and Logistics Parks</li></ul>	<a href="http://www.jtc.gov.sg/">http://www.jtc.gov.sg/</a>
Singapore Customs	<ul style="list-style-type: none"><li>Responsible for monitoring importation and exportation of goods</li></ul>	<a href="http://www.customs.gov.sg">http://www.customs.gov.sg</a>
Immigration and Checkpoint Authority	<ul style="list-style-type: none"><li>Responsible for border security</li></ul>	<a href="https://www.ica.gov.sg">https://www.ica.gov.sg</a>
SPRING Singapore	<ul style="list-style-type: none"><li>Responsible for providing technical regulations and standards</li></ul>	<a href="http://www.spring.gov.sg/">http://www.spring.gov.sg/</a>

### 8.2 Key government agencies involved in the specific industries targeted by Saudi Arabia

There are number of other governmental entities or agencies involved in the import process in Singapore based on the type of industry or products.

A list of key entities or agencies along with the information such as the industry / product types the serve, their role in the import process, and their websites are given in Table 8.

**Table 8: Government agencies involved in import for specific industries**

Government agency	Product/Industry	Function/Role	Website
Agriculture and Veterinary Authority	Food products	<ul style="list-style-type: none"> <li>Regularizes the import of food products.</li> <li>Responsible for the inspection of food products.</li> <li>Responsible for control of adulterated food products.</li> </ul>	<a href="http://www.ava.gov.sg/">http://www.ava.gov.sg/</a>
Health Sciences Authority	Pharmaceutical products, medical devices, and cosmetics	<ul style="list-style-type: none"> <li>Responsible for issuing import permits for importers.</li> <li>Responsible for registering medical devices and issuing product licenses for pharmaceuticals.</li> </ul>	<a href="http://www.hsa.gov.sg/">http://www.hsa.gov.sg/</a>
Building and Construction Authority	Building Materials	<ul style="list-style-type: none"> <li>Responsible for regulating import of building materials.</li> </ul>	<a href="https://www.bca.gov.sg/">https://www.bca.gov.sg/</a>
SPRING Singapore	Consumer durables and electronics	<ul style="list-style-type: none"> <li>Responsible for regulating the supply of controlled consumer electronics.</li> <li>Responsible for registering the controlled goods and issuing SAFETY mark prior to distribution.</li> </ul>	<a href="http://www.spring.gov.sg/">http://www.spring.gov.sg/</a>
National Environment Agency	Chemicals	<ul style="list-style-type: none"> <li>Responsible for regulating the import of hazardous chemicals</li> </ul>	<a href="http://www.nea.gov.sg/">http://www.nea.gov.sg/</a>

## 9. Key Standard Agencies and their Approval Process

### 9.1 Standard Agencies according to Industry

Goods exported by Saudi exporters that are classified within the nine key industries identified by Saudi Exports are certified by one or more of the following agencies.

1. Agri-food and Veterinary Authority (AVA)
2. Health Sciences Authority (HSA)
3. Standards, Productivity, and Innovation Board (SPRING Singapore)

The matrix in Table 9 shows the industries and the standard agencies suppliers need to approach to obtain certification.

**Table 9: Standard agencies for various industries**

S.No.	Agency	1	2	3	4	5	6	7	8	9	Web Link
1	Agri-food and Veterinary Authority (AVA)			✓							<a href="http://www.ava.gov.sg/">http://www.ava.gov.sg/</a>
2	Health Sciences Authority (HSA)								✓		<a href="http://www.hsa.gov.sg/">http://www.hsa.gov.sg/</a>
3	Standards, Productivity, and Innovation Board (SPRING Singapore)					✓	✓				<a href="http://www.spring.gov.sg/">http://www.spring.gov.sg/</a>
<b>Note:</b> 1 - Building Materials, 2 - Chemicals & Polymers, 3 - Food Products, 4 - Packaging, 5 - Consumer Durables, 6 - Heavy Machinery & Electronics, 7 - Precious Metals & Jewelry 8 - Pharmaceuticals, 9 - Textiles											

## 9.2 Agri-Food and Veterinary Authority (AVA)<sup>72</sup>

Food and food products entering Singapore must be approved by the AVA. AVA is the national body responsible for ensuring the safety of food for consumption; facilitating agri-trade; safeguarding plant and animal health and welfare; and ensuring food supply resilience.

### Note:

The below-listed products can only be sourced from overseas food establishments and / or countries accredited by the AVA.

- Meat & Meat Products
- Processed Eggs
- Fresh Table Eggs
- Live Poultry
- Fish & Fish Products

<sup>72</sup> [Agri-food and Veterinary Authority Singapore](#)

All other processed food products and food appliances, as well as fresh fruits and vegetables can be imported from establishments regulated by respective competent national authorities.

Saudi exporters of raw and processed meat products, and processed eggs cannot export to Singapore, as Saudi Arabia has not yet been approved by AVA as a recognized country of export for the same.<sup>73</sup>

### 9.1.1 AVA Import and Customs Clearance Process<sup>74</sup>

#### Stage I: Pre-import arrangements

1. The Saudi exporter needs to ascertain that he has the necessary documentation, as outlined out in Section 9.1.2.
2. The importer needs to check whether he has a license / is registered with the AVA to import different categories of food products, as mentioned in the in the link provided below:

<https://licence1.business.gov.sg/AVA/authentication/showLogin.action>

3. Kindly visit the link provided below for a step-by-step guide on the process to acquire the relevant Import License/ registration number.

[http://www.ava.gov.sg/docs/default-source/e-service/step-by-step-guide/guide-on-application-for-licence-and-registration\\_frontier](http://www.ava.gov.sg/docs/default-source/e-service/step-by-step-guide/guide-on-application-for-licence-and-registration_frontier)

#### Stage II: Application for an Import Permit from AVA

1. The importer / declaring agent applies for an Import Permit via TradeXchange system, quoting the relevant product / HS codes and AVA License Registration Number.
2. Supporting documentation listed above (as required) is submitted as attachments through the TradeXchange system.
3. Upon approval by Singapore Customs and AVA, the CCP is issued which also serves as an Import Permit from the AVA.

#### Stage III: Inspection and sampling of imported food for laboratory analysis

1. All food consignments coming into Singapore are subject to inspection at the border; the CCP will display information regarding the same. Supporting documentation and the CCP have to be made available to officials during the inspection.
2. Imported goods are cross verified with the details provided on the Import Permit and reviewed with associated health certificates and documents.
3. In some cases, samples might also be taken by the AVA for laboratory analysis. Certain consignments subject to this procedure will be placed on “hold and test” i.e. consignment cannot be sold or distributed until the laboratory results have been released and the sample found compliant with Singapore food laws.

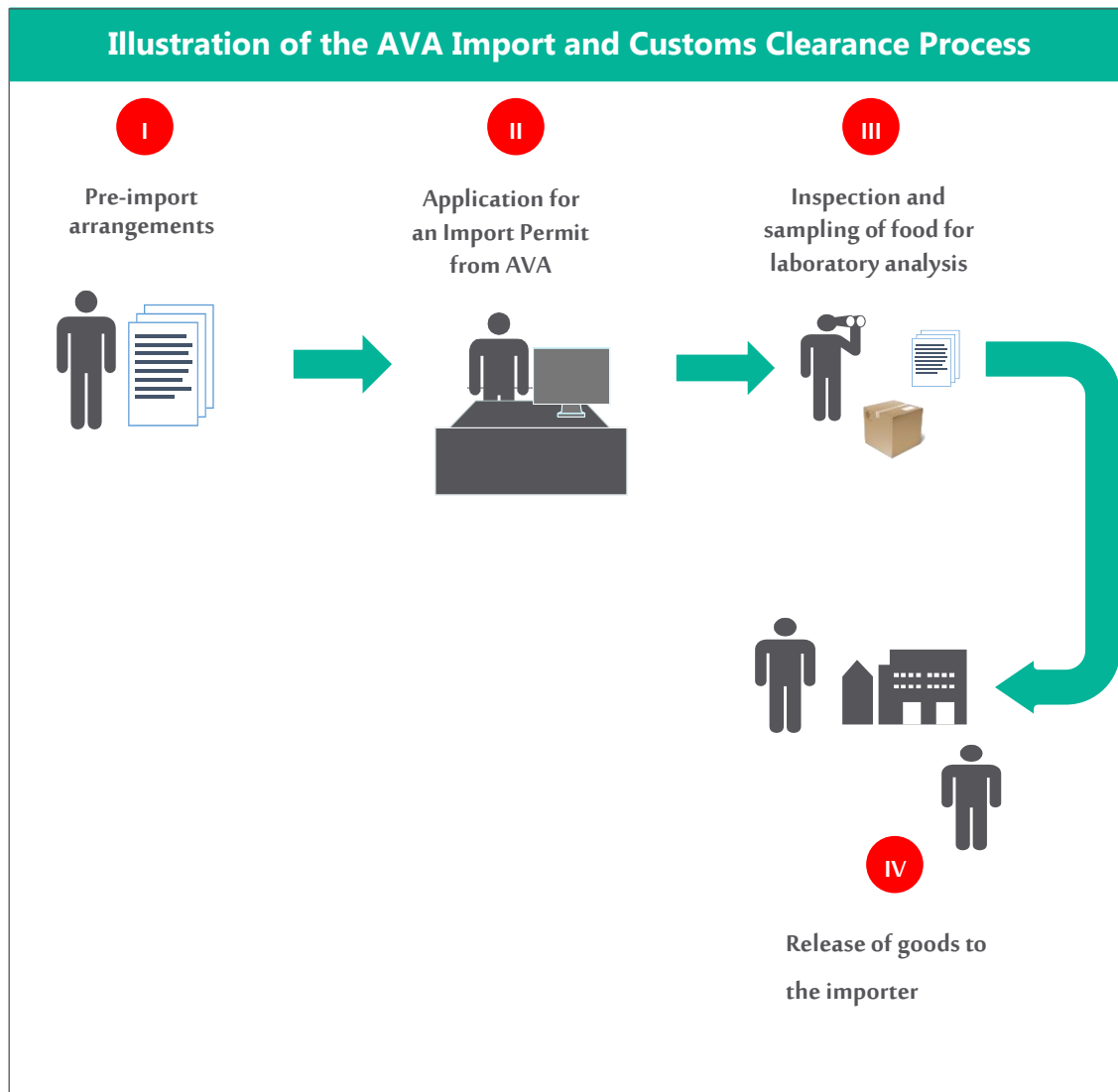
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<sup>73</sup> [Agri-Food and Veterinary Authority Singapore](#)

<sup>74</sup> [Agri-food and Veterinary Authority Singapore](#)

4. It is advisable to make an online booking for inspection through the AVA and Inspection e-Laboratory services, if specified on the CCP. Kindly visit the link provided below for more information regarding the same:

<http://www.ava.gov.sg/docs/default-source/tools-and-resources/resources-for-businesses/eservicesguide3inspectionappointmentbookingandview>



**Figure 133: AVA Import and Customs Clearance Process**

 = Process Stage

#### **Stage 4. Release of goods to the importer**

On successful review, wherein it is found that the inspection and laboratory analysis results align with national conformity measures, the goods are released to the importer.

### 9.1.2 Key Documents Required<sup>75</sup>

The key documents required for the AVA import / customs clearance process (as applicable depending on type of food export and national standards) are:

1. Certificate of HAACP (Hazard Analysis Critical Control Point).
2. Certificate of GMP (Good Manufacturing Practices).
3. Health Certificate (issued by competent food or veterinary authority of exporting country).
4. Attestation of export (issued by competent food or veterinary authority of exporting country).
5. Factory license (issued by regulatory authority of the exporting country).
6. Test reports issued by SAC accredited laboratories (not mandatory but advisable). For the list of accredited laboratories, please visit the link provided below

<http://www.sac-accreditation.gov.sg/Pages/Homepage.aspx>

**Note:**

Certain foods items have more detailed documentary compliance requirements that need to be met. Kindly visit the link provided below for the same.

<http://www.ava.gov.sg/docs/default-source/tools-and-resources/resources-for-businesses/importrequirementspecificfoodproducts.pdf?sfvrsn=2>

## 9.2 Health Sciences Authority (HSA)<sup>76</sup>

Health Sciences Authority is responsible for regulating the quality and safety of pharmaceuticals, complementary medicines, medical devices and other health products, including cosmetics in Singapore.

### 9.2.1 Process for acquiring Product License for medical products in Singapore<sup>77</sup>

All medical products imported or sold in Singapore are required to be licensed by the Health Products Regulation Group of the HSA. There are two kinds of drug product license applications:

- i. New drug application (NDA)
- ii. Generic drug application (GDA).

For more information on NDA and GDA, kindly visit the link provided below:

<http://www.jgtps.com/admin/uploads/zhg3fT.pdf>

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<sup>75</sup> [Agri-Food and Veterinary Authority Singapore](#)

<sup>76</sup> [Health Sciences Authority, Singapore](#)

<sup>77</sup> [Health Sciences Authority Singapore](#)

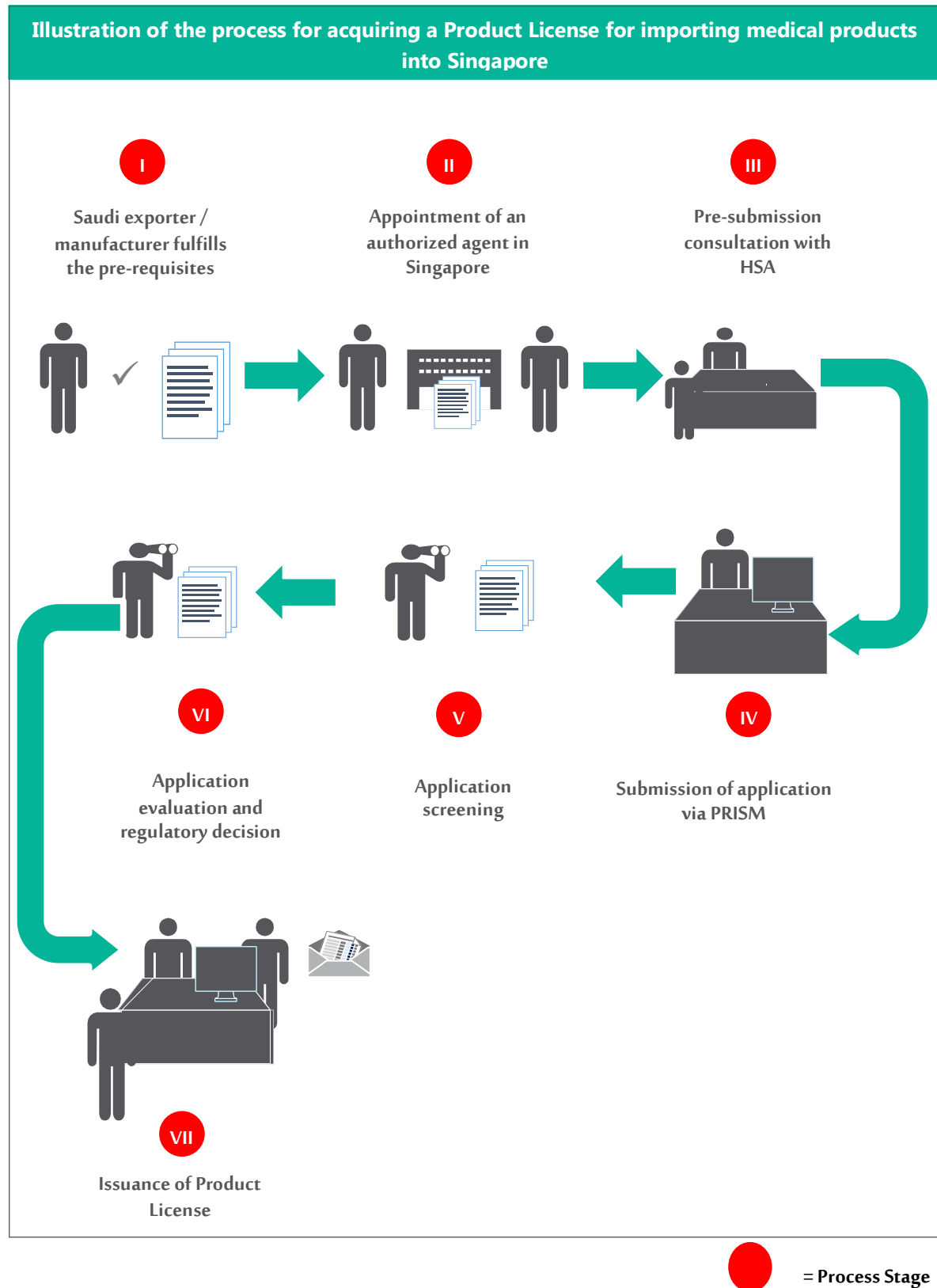


Figure 14: Process for acquiring product license for medical products in Singapore

Further, there are three forms of evaluation in applying for a product license:

- **Full Evaluation-** Applies to any product that has not been approved by any drug regulatory agency at the time of submission.
- **Abridged Evaluation-** Applies to any product that has been evaluated and approved by at least one drug regulatory agency.
- **Verification Evaluation-** Applies to any product that has been evaluated and approved by HSA's reference drug regulatory agencies, which include EMA, US FDA, Health Canada, TGA and UK MHRA.

The process to acquire a Product License for importing medical products into Singapore is illustrated in the Figure 14

#### **Stage I. Saudi exporter/ manufacturer fulfills the pre-requisites**

Saudi manufacturers of medical products for export to Singapore have to comply with the Singapore Good Manufacturing Practices (GMP) Conformity Assessment standards. Further, the manufacturer also has to compile necessary documentation in line with the different classes listed above. Information regarding this is provided in Section 9.2.2.

#### **Stage II. Appointment of an Authorized Agent in Singapore**

The Saudi manufacturer/exporter must appoint a locally-registered Singapore company as his agent; the agent is then responsible for the safety, quality, and efficacy of the product. The agent has to then obtain a Product License from the HSA.

#### **Stage III. Pre-submission consultation with HSA**

It is recommended that the agent contact the HSA (can be reached via [HSA\\_MedProd\\_Registration@hsa.gov.sg](mailto:HSA_MedProd_Registration@hsa.gov.sg)) prior to submission of a Product License application for clarification purposes.

#### **Stage IV. Submission of application via PRISM**

The agent submits an online application through Pharmaceutical Regulatory and Information System (PRISM), along with a registration dossier which contains the documents that support the evaluation of the application.

The complete dossier should be submitted within 2 working days after the PRISM application submission to prevent delays in the processing of the application. For more information on the format of the dossier, kindly visit the link provided below:

[http://www.hsa.gov.sg/content/dam/HSA/HPRG/Western\\_Medicine/Overview\\_Framework\\_Policies/Guidelines\\_on\\_Drug\\_Registration/Guidance%20on%20Medicinal%20Product%20Registration%20in%20Singapore%202011%20\(COMPLETE\).pdf](http://www.hsa.gov.sg/content/dam/HSA/HPRG/Western_Medicine/Overview_Framework_Policies/Guidelines_on_Drug_Registration/Guidance%20on%20Medicinal%20Product%20Registration%20in%20Singapore%202011%20(COMPLETE).pdf) (Chapter B, Section 6.2)

Screening fees per application is payable at the time of PRISM submission via Inter-bank GIRO.

### Stage V. Application screening

The screening process determines the completeness of the registration dossier for evaluation. If any deficiencies are identified, a screening query letter is issued to the agent / the applicant. The applicant will be required to submit all of the requested information and documents within 30 calendar days from the date of the screening query letter. The application will only be processed further after these deficiencies have been addressed, otherwise, a non-acceptance letter is issued by the HSA.

Evaluation fees per application is payable upon acceptance of dossier for evaluation via GIRO.

### Stage VI. Application evaluation and regulatory decision

The application is evaluated by the HSA based on the data set submitted, and a query letter with a specified time-frame is issued to the applicant in case further clarification is required. HSA may engage external evaluators, experts and advisory committees in the evaluation process, when necessary.

A regulatory decision is issued upon completion of evaluation by the HSA; applicants will be notified of a decision that falls within the following categories:

- **Approval** – the application has satisfied the registration requirements for quality, safety and efficacy;
- **Approvable** – when the application has minor deficiencies;
- **Non-approvable** – when the application has major deficiencies; or
- **Rejection** – when the response provided by the applicant fails to address the major deficiencies highlighted in HSA's non-approvable decision.

### Stage VII. Issuance of Product License

A Product License is issued upon an approval regulatory decision to the agent. Product licenses are valid for one year and can be renewed yearly.

## 9.2.2 Key documents required

The key documents required for the application for a Product License from HSA have been detailed out in Chapter C, Section 14 in the link provided below:

[http://www.hsa.gov.sg/content/dam/HSA/HPRG/Western\\_Medicine/Overview\\_Framework\\_Policies/Guidelines\\_on\\_Drug\\_Registration/Guidance%20on%20Medicinal%20Product%20Registration%20in%20Singapore%202011%20\(CompLETE\).pdf](http://www.hsa.gov.sg/content/dam/HSA/HPRG/Western_Medicine/Overview_Framework_Policies/Guidelines_on_Drug_Registration/Guidance%20on%20Medicinal%20Product%20Registration%20in%20Singapore%202011%20(CompLETE).pdf)

### 9.2.3 Lead Time<sup>78</sup>

HSA takes upto 25 working days to screen the application and 60-270 days (depending upon whether the drug is NDA / GDA and the type of evaluation required) to evaluate the application and issue a regulatory decision.

### 9.2.4 Costs involved<sup>79</sup>

**Table 10: Costs involved in acquiring a Product License for medical products In Singapore**

Procedure	Fee (SAR)
Screening fees	SAR 2060 - SAR 10,300 <sup>80</sup>
Evaluation fees	SAR 8250 – SAR 309,3700 <sup>81</sup>
License fees	Free for Year 1; every subsequent year Product license is renewed for SAR 1125

### 9.2.5 Process for Good Manufacturing Practices (GMP) Conformity Assessment of an Overseas Manufacturer<sup>82</sup>

Manufacturers of medical products for export to Singapore are subjected to GMP conformity assessment, whereby the manufacturer is required to periodically submit adequate evidence that the overseas manufacturing facility conforms to GMP standards.

The HSA will only accept documentary evidence of GMP conformance from overseas competent authorities who have in place equivalent GMP audit systems. Members of the Pharmaceutical Inspection Co-operation Scheme (PIC / S) are deemed to have equivalent GMP audit systems. Saudi Arabia is not a member of the Pharmaceutical Inspection Co-operation Scheme, as per the link provided below:

<http://www.picscheme.org/members.php>

As such, officials from the HSA should be requested to carry out an audit of the overseas manufacturer. The overall process for this is illustrated in the Figure 15 below:

#### **Stage I: Saudi exporter / manufacturer prepares documents**

The Saudi exporter / manufacturer should assemble a Quality System Dossier (QSD). The QSD is a collection of documents containing information associated with the quality system of the pharmaceutical manufacturing operations carried out at

<sup>78</sup> [Health Sciences Authority Singapore](#)

<sup>79</sup> [Health Sciences Authority Singapore](#)

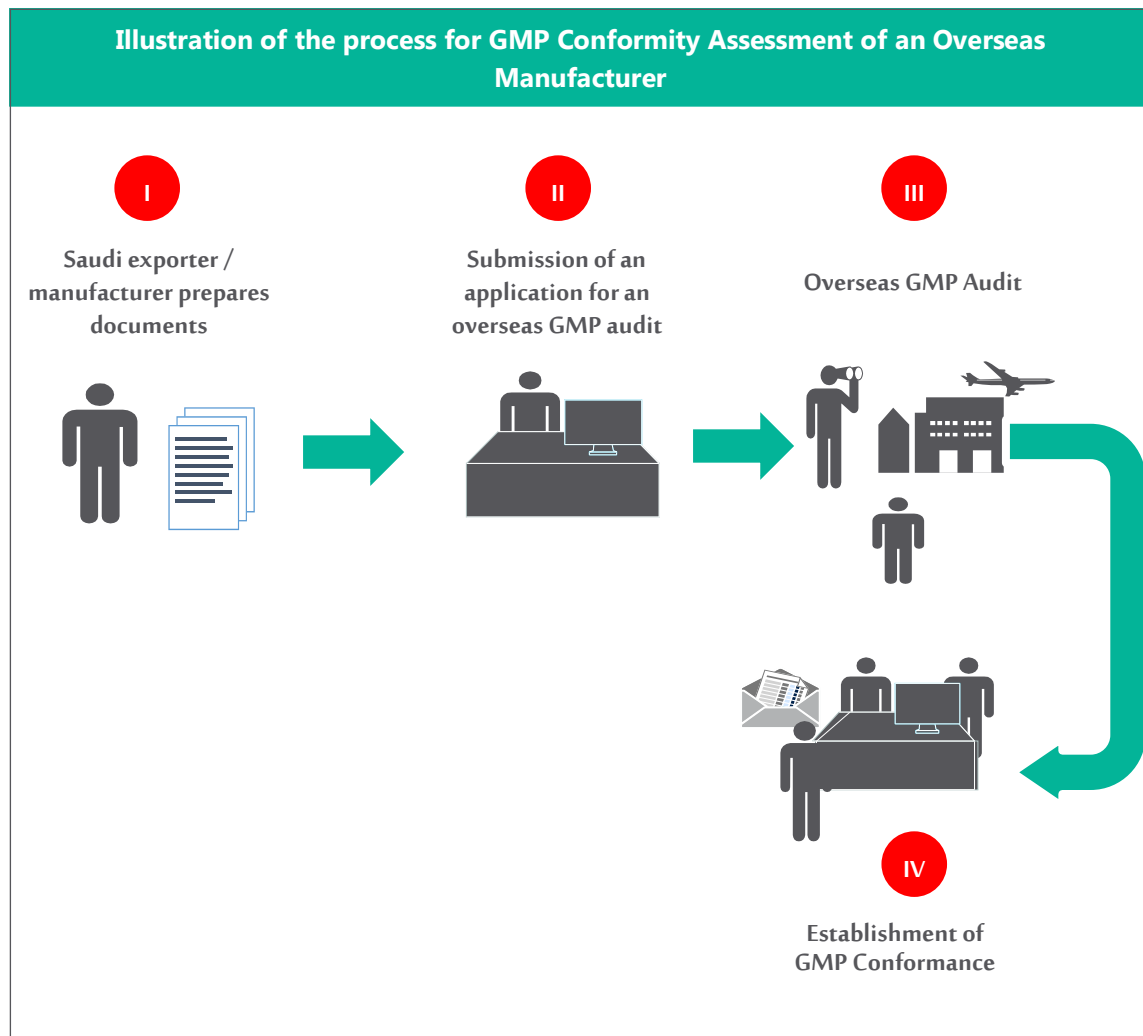
<sup>80</sup> [Health Sciences Authority Singapore](#)

<sup>81</sup> [Health Sciences Authority Singapore](#)

<sup>82</sup> [Health Sciences Authority Singapore](#)

the named overseas manufacturing site. Kindly visit the link provided below for guidance notes on the preparation of a QSD.

[http://www.hsa.gov.sg/content/dam/HSA/HPRG/Manufacturing\\_Importation\\_Distribution/Overview\\_Framework\\_Policies/GUIDE-MQA-019-004-web.pdf](http://www.hsa.gov.sg/content/dam/HSA/HPRG/Manufacturing_Importation_Distribution/Overview_Framework_Policies/GUIDE-MQA-019-004-web.pdf)



**Figure 15: Process for GMP Conformity of an Overseas Manufacturer**



= Process Stage

#### **Stage II: Submission of application for an overseas GMP audit**

The Saudi exporter appoints a Singapore registered firm/company as an agent. The agent then authorizes a responsible person (Managing Director, Regulatory Manager, etc.) to submit an application for an overseas GMP audit. The application form for the same can be accessed by visiting the link provided below:

[http://www.hsa.gov.sg/content/dam/HSA/HPRG/Manufacturing\\_Importation\\_Distribution/Audit%20and%20Licensing%20of%20Manufacturers/GMP%20Conformity%20Assessment/e-services\\_Forms/APP-MQA-002-007.pdf](http://www.hsa.gov.sg/content/dam/HSA/HPRG/Manufacturing_Importation_Distribution/Audit%20and%20Licensing%20of%20Manufacturers/GMP%20Conformity%20Assessment/e-services_Forms/APP-MQA-002-007.pdf)

The service charges for QSD evaluation is payable upon submitting the application either via Inter-bank GIRO or a cheque made out to HSA. Upon further notice from the HSA, the service charges for overseas GMP audit also have to be paid.

### Stage III. Overseas GMP audit

Officials from HSA visit the manufacturing site for auditing purposes; arrangements have to be made for a translator at the cost of the company if English is not the language used in communication and documentation.

### Stage 4. Establishment of GMP conformance

Following the establishment of GMP conformance after a satisfactory on-site audit, the results are valid for 2 years.

## 9.2.6 Lead Time<sup>83</sup>

HSA takes upto 10 working days to issue a Good Manufacturing Practice Certificate from the date of audit close-out.

## 9.2.7 Costs involved<sup>84</sup>

**Table 11: Costs involved in GMP Conformity Assessment of an Overseas Manufacturer**

Procedure	Fee (SAR)
QSD evaluation	SAR 16,875 per manufacturing site
On-site GMP audit (of a non-ASEAN Asian country)	SAR 75,000 per manufacturing site

## 9.3 Standards, Productivity, and Innovation Board (SPRING Singapore)<sup>85</sup>

SPRING Singapore is the Safety Authority under the Consumer Protection (Safety Requirements) Regulations 2002 and has to ensure compliance by industry standards with regards to the registration of 45 categories of household electrical and electronic controlled goods. For more details about these products, kindly visit the link provided below:

[http://www.spring.gov.sg/Building-Trust/Raising-Confidence/Consumer-Product-Safety/CPS-Scheme/Documents/List\\_of\\_controlled\\_goods.pdf](http://www.spring.gov.sg/Building-Trust/Raising-Confidence/Consumer-Product-Safety/CPS-Scheme/Documents/List_of_controlled_goods.pdf)

### 9.3.1 Process of registration of controlled consumer goods with SPRING Singapore<sup>86</sup>

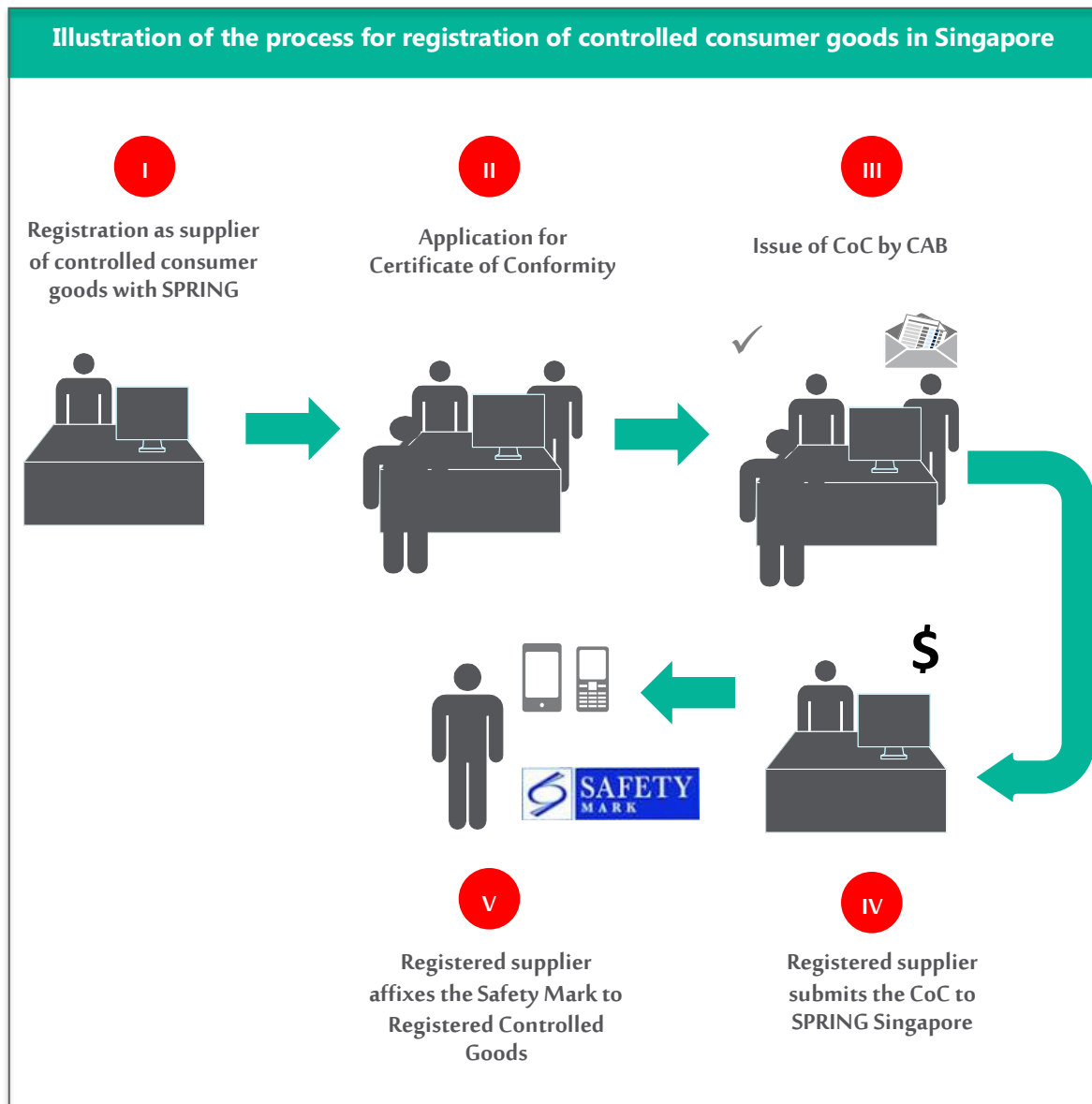
All controlled goods must be registered with SPRING Singapore and bear the SAFETY Mark before they can be supplied to the Singapore market. Please find below the general overall procedure for obtaining the SAFETY Mark for controlled consumer goods in Singapore.

<sup>83</sup> [Health Sciences Authority Singapore](#)

<sup>84</sup> [Health Sciences Authority Singapore](#)

<sup>85</sup> [SPRING Singapore](#)

<sup>86</sup> [SPRING Singapore](#)



**Figure 16: Process for GMP Conformity of an Overseas Manufacturer**



= Process Stage

#### Stage I. Registration as supplier of controlled goods with SPRING

The importer submits an application to SPRING Singapore to be registered as a supplier of controlled goods; this can be done free of charge online. Kindly visit the link provided below for the application form for the same.

<https://cpsa.spring.gov.sg/totalagility/forms/custom/publicsite/login.html>

Upon successful registration, the importer will receive the Registered Supplier's Code (a unique 3 alphabet identity code) and a softcopy of the SAFETY Mark bromide.

### **Stage II. Application for Certificate of Conformity (CoC)**

The Registered Supplier applies for a Certificate of Conformity for the controlled goods from a local or foreign Conformity Assessment Body (CAB) which is approved by the Singapore government. The CAB shall, upon receipt of the application, issue certification number to the Registered Supplier.

### **Stage III. Issue of CoC by CAB**

Following the successful verification and certification of the controlled goods, the CAB shall issue the CoC to the Registered Supplier which is valid for 3 years from the date of issue.

### **Stage IV. Registered Supplier submits the CoC to SPRING Singapore**

The Registered Supplier submits the CoC with the registration fee to SPRING Singapore; this can be done online via the link provided below:

<https://cpsa.spring.gov.sg/>

Upon receipt of the CoC, an Acknowledgement Receipt for CoC (LoA) shall be issued by SPRING Singapore to the Registered Supplier. SPRING Singapore will also list the registered controlled goods in the Register. A Registered Supplier who has a CoC from a foreign CAB must provide a Letter of Authorization from the holder of the CoC.

### **Stage V. Registered Supplier affixes the Safety Mark to the registered controlled goods**

The Registered Supplier is now free to use the Safety Mark on the registered controlled goods and start supplying these to the local market. The Registered Supplier also has to submit the registered controlled goods to CAB for re-certification before CoC expires.

## **10. Packaging and Labelling Requirements – Singapore**

### **10.1 General Industries**

#### **10.1.1 Industry Regulator<sup>87</sup>**

The regulator for general industries is SPRING Singapore; the organization governs standards, technical rules, and labelling regulations in Singapore.

Saudi Exporters may visit the link provided below for more information about the regulator:

<http://www.spring.gov.sg/>

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<sup>87</sup> [SPRING Singapore](http://www.spring.gov.sg/)

## 10.1.2 Laws and regulations<sup>88</sup>

Singapore adheres to international product standards, technical rules, and labelling regulations. These include ISO, EC, Hazard Analysis and Critical Control Points (HACCP), Restriction of Hazardous Substances Directive (ROHS), (Registration, Evaluation, Authorization, and Restriction of Chemicals (REACH), etc.

## 10.1.3 Labelling Requirements<sup>89</sup>

The labelling requirements for goods, in general, are listed in Table 12 below:

**Table 12: Labelling requirements for goods in Singapore**

S. no	Category	Information required
1	Name and address of the seller or manufacturer	Labels must be in English only.
2	Net quantity (in terms of metric standards of weights and measurements)	
3	Net weight	
4	Packaging dimensions	
5	Composition	
6	Country of Origin	

## 10.1.4 Packaging Requirements<sup>90</sup>

- Packaging should be sturdy and should guard against heat and high humidity (frequently over 90%) and possible brief periods of open storage.
- All wooden packaging must be certified as being free from infestation by insects and fungi.
- Imported restricted or dutiable goods should not be packed in the same package or container as non-dutiable or unrestricted goods.

## 10.2 Food Industry<sup>91</sup>

### 10.2.1 Industry Regulator

The food industry regulator is Agriculture and Veterinary Authority (AVA) Singapore. Saudi exporters may visit the link provided below for more information about the regulator:

<http://www.ava.gov.sg/>

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<sup>88</sup> [IBER Global](#)

<sup>89</sup> [Santander Trade Portal](#)

<sup>90</sup> [Australian Government](#)

<sup>91</sup> [Agri-Food and Veterinary Authority Singapore](#)

## 10.2.2 Laws and Regulations<sup>92</sup>

The laws and regulations are detailed out under the Sale of Food Act and Food Regulations, and provides the following information:

- Regulation of food control and its circulation
- Packaging and labelling

## 10.2.3 Labelling Requirements<sup>93</sup>

The labelling requirements for prepacked foods, in general, are listed in the Table 13 below:

**Table 13: Labelling requirements for food products in Singapore**

S. No	Category	Information required	Information required on
1	Name or description of food	As mentioned in "Part IV- Standards and Particular Labelling Requirements for Food" of the Food Regulations	Labels should be in English and printed in letters not less than 1.5 mm in height
2	Information regarding ingredients and additives used in the food	In descending order of the proportions by weight in which they (ingredients and additives) are present and declared using the International Numbering System (INS) number or E number.	
3	Declaration of food and ingredients known to cause hypersensitivity, for eg: cereals containing gluten; milk and milk products, etc.	In descending order of weight with specific, non-generic descriptions	
4	Net content	In terms of volumetric measure for liquid foods, net weight for solid foods, and either for semi-solid or viscous foods.	
5	Country of origin and country of source	-	
6	Name and address of the local importer, distributor, or agent	-	Labels should be in English and printed in letters not less than 3mm in height
7	Expiry date (where required for products with short shelf-lives)	-	
8	Directions for storage	For specific storage requirements	

<sup>92</sup> [Agri-Food and Veterinary Authority Singapore](#)

<sup>93</sup> [Agri-Food and Veterinary Authority Singapore](#)



Nutrition labelling is required when nutrition claims, or permitted health claims are made by the foods products. Kindly visit the link provided below for more information regarding this:

<http://www.ava.gov.sg/docs/default-source/tools-and-resources/resources-for-businesses/aguidetofoodlabellingandadvertisementsversionjuly2.pdf?sfvrsn=2>

## 10.3 Pharma Industry

### 10.3.1 Industry Regulator

The pharma industry is regulated by the Health Sciences Authority (HSA) of Singapore.

Saudi exporters may visit the link provided below for more information about the regulator:

<http://www.hsa.gov.sg/content/hsa/en.html>

### 10.3.2 Laws and Regulations<sup>94</sup>

The laws and regulations for the labelling of medicinal products and devices are set out below:

- Part V of the Medicines Act and the Medicines (Labelling) Regulations (Labelling Regulations)
- Health Products Act 2007 (Act) and Health Products (Medical Devices) Regulations

## 11. References

Footnote	Links
1	<a href="http://www.insis.com/free-trade-agreements/GSFTA.pdf">http://www.insis.com/free-trade-agreements/GSFTA.pdf</a>
2	<a href="http://www.dubaicustoms.gov.ae/ar/PoliciesAndNotices/Policies/CP40.pdf">http://www.dubaicustoms.gov.ae/ar/PoliciesAndNotices/Policies/CP40.pdf</a>
3	<a href="http://www.dubaicustoms.gov.ae/ar/PoliciesAndNotices/Policies/CP40.pdf">http://www.dubaicustoms.gov.ae/ar/PoliciesAndNotices/Policies/CP40.pdf</a>
4	<a href="http://ec.europa.eu/taxation_customs/taxation/excise_duties/gen_overview/index_en.htm">http://ec.europa.eu/taxation_customs/taxation/excise_duties/gen_overview/index_en.htm</a>
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<sup>94</sup> [Health Sciences Authority, Singapore](#)

10	<a href="http://trade.gov/faq.asp#countervailable">http://trade.gov/faq.asp#countervailable</a>
11	<a href="http://statutes.agc.gov.sg/aol/search/display/view.w3p;ident=f17ad530-8ad8-4578-b1cc-1e46d4353851;orderBy=date-rev,loadTime;page=0;query=Id%3Af17ad530-8ad8-4578-b1cc-1e46d4353851;rec=0#legis">http://statutes.agc.gov.sg/aol/search/display/view.w3p;ident=f17ad530-8ad8-4578-b1cc-1e46d4353851;orderBy=date-rev,loadTime;page=0;query=Id%3Af17ad530-8ad8-4578-b1cc-1e46d4353851;rec=0#legis</a>
12	<a href="http://statutes.agc.gov.sg/aol/search/display/view.w3p;ident=f17ad530-8ad8-4578-b1cc-1e46d4353851;orderBy=date-rev,loadTime;page=0;query=Id%3Af17ad530-8ad8-4578-b1cc-1e46d4353851;rec=0#legis">http://statutes.agc.gov.sg/aol/search/display/view.w3p;ident=f17ad530-8ad8-4578-b1cc-1e46d4353851;orderBy=date-rev,loadTime;page=0;query=Id%3Af17ad530-8ad8-4578-b1cc-1e46d4353851;rec=0#legis</a>
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