



Export Clearance Guidelines

FedEx strives to make your shipping experience as straightforward as possible. Download a copy of our Singapore Export Guidelines to learn more about procedures, regulations, restrictions, prohibited items, etc. for shipping to and from Singapore.

These guidelines provide an introduction of what you should know before shipping a package from Singapore to avoid unnecessary clearance troubles and delays.

These guidelines' sole purpose is to serve as a reference for customers. While FedEx has attempted to ensure accuracy of information, FedEx makes no warranties or representations of any kind, express or implied, regarding accuracy, completeness, recency, reliability, usefulness or fitness for a particular purpose. FedEx is not liable or responsible in any way for any inaccurate or incomplete information on these guidelines.

Export Customs Clearance Guidelines ► (Updated 2021-10-08)

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I. Export Clearance Paperwork

A. Shipping Document

- ❖ Commercial invoice is required in addition to the airwaybill (AWB) when shipping non-document shipments. (* All information must be in English)

B. Commercial Invoice

Items to be stated

- ✓ Exporter name (including address/telephone number), cargo content (product name/type), quantity, declared value, settlement conditions (commercial or non-commercial), Incoterms

Exporter

- ✓ In the case of an individual, the first and sir name is required, and in the case of a corporation, the official company name must be stated accordingly.
- ✓ Abbreviation, spelling errors and any other expression which is likely to be mistaken upon export declaration should be avoided.

Commodity

- ✓ You may ship up to ten different commodities on a single airwaybill. (Standard Conditions of Carriage)
- ✓ Information about the shipment, such as the appropriate harmonized system (HS) code, must be complete and accurate.

Description

- ❖ Introduce description examples of typical items.

1) Shoes --- The material of the outer sole and upper (Leather, Plastic, Rubber, etc.), type of shoes (Sports, Ski, etc.), gender (man, woman ,etc.), and quantity in pairs are required. For leather scientific name of the species is required according to CITES.

2) Garments --- The material (Cotton 100%, Nylon 20%/ Wool 80%, etc.), type of garment (Skirt, Blouse, Jacket, etc.), Knitted or Woven, gender (man, woman, etc.) are required.

3) Bag --- Type of bag and material are required. For leather item, scientific name of the species is required according to CITES.

4) Watch --- Type of case (e.g. 18K, Metal, Stainless steel), type of watch (e.g. Automatic, Quartz), material of strap (e.g. Steel, leather) are required. For leather item, scientific name of the species is required according to CITES.

5) Parts (any kinds) --- What parts it's made of and what it's used for.

6) Accessory, Furniture, Ornament, etc. – Specific commodity name and the material of the item are required.

7) Gift, Sample, Souvenir --- Detailed description (name of each item, material, etc.) and a value breakdown are required. Descriptions such as “Gift”, “Sample” or “Souvenir” only are insufficient.

8) Jewelry --- Type of Product (e.g. Ring, Necklace) and material name e.g. 18K Gold, Platinum, 925 Silver) are required. If the product has a Pearl, Stones, Metals etc., the material name is required additionally.

9) Fabric --- The material name & content % (e.g. Cotton 100%), Knit or Woven, Size (width & length, weight per square meter) are required. If the fabric is colored, describe the type. (e.g. Bleached, Dyed of Yarn of Different colors, Printed)

10) Knife --- It is necessary to describe the shape (fixed Blade, Foldable type, etc.) and blade length (cm). (e.g. Fixed Knife/Blade 12cm)

Note:

If FedEx determines that the interpretation of the harmonized code stated in the commercial invoice is different, we may use the harmonized code determined by us.

Declared Values:

- ✓ Whether it is a paid product (commercial) or a free product(non-commercial), fair market value must be written on the commercial invoice.
- ✓ It is not possible to customs declare as 0 (0 SGD, \$0.00, etc.) value for non-document.
- ✓ It is illegal to deliberately declare a product of obvious value at a low price.

Examples of non-commercial products: samples for research and evaluation, replacements for defective products, transfers to individuals, etc.

II. Export Restrictions

Controlled & Prohibited Goods

Before exporting you are required to check if the goods are prohibited or require an export authorization.

Information on the list of prohibited and controlled goods can be found from the following link.

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

Please also refer to the goods prohibited for import by the United Nations Security Council sanctions before importation.



General Export Prohibitions & Restrictions

- 1) Animals
- 2) Arms & Explosives
- 3) Articles of clothing intended as protection against attack, including bullet-proof vests
- 4) Chemicals, toxic and precursors
- 5) Chlorofluocarbons (CFCs)
- 6) Fish, crustaceans, and mollusks
- 7) Ginseng roots
- 8) Handcuffs
- 9) Halons
- 10) Helmets, steel
- 11) Irradiating apparatus
- 12) Precursor Chemicals
- 13) Radio-active materials
- 14) Rhinoceros horn, worked, unworked or prepared and waste

III. Export Permit Processing

For strategic good pickup that require formal export clearance under Tier 1, Tier2 or Tier 3, customer will need to contact FedEx for assistance before arranging the shipment collection. For Tier 1 clearance, the Tradenet processing approval turnaround is up to 5 working days. Meanwhile for Tier2 & Tier 3 it will be approved on same day. Please takes note, that any declaration received after 5pm will be follow up on the next working day.

Once approved, customer will be informed by FedEx on the permit approval and that they may arrange for the strategic good pick up once goods are ready for collection. Shipment will be uplifted the following day. A copy of permit will be scanned & email or faxed to customer for confirmation.

Applications of strategic Goods process

Tier 1 (also known as XO permit)	Tier 2 & Tier 3
<p>Customer to Email STGTIClearance@fedex.com with the following documents:</p> <ol style="list-style-type: none"> 1) Airwaybill, 2) Commercial Invoice, 3)Packing List, 4) End-User Statement <p>Tips: The purpose of shipping to the end-user company should be well elaborate & specific. This is one of the information that Exporter/End-user Company needs to basically furnish accurately.</p> <p>Additional documents that may be required:</p> <ol style="list-style-type: none"> 1)Export License from Origin country, End-user & Consignee company profile. <p>Other Information that may be needed by SG Customs:</p>	<p>Customer to Email STGTIClearance@fedex.com with the following documents :</p> <ol style="list-style-type: none"> 1)Airwaybill 2) Commercial invoice (with indication of tier 2/tier 3 license number & item product code) <p>Customer is advised to provide above documents on the pickup date to ensure on time declaration which is within 3 Days from ship date.</p>



Nature or Function of product in relation to the business of the end-user company.	
<p>Ancillary charges – STG Individual Permit Tradenet Strategic Goods Tier 1 Export a) Permit declaration/ Export Permit cancellation and re-application not due to the fault of FedEx - (including XO Tier 1 permit) per permit S\$30 b) Permit Endorsement -Permit endorsement services for permits per permit S\$30 c) Tradenet Declaration for Certificate of Origin COO TN declaration per permit S\$30</p>	Ancillary charges – N/A

IV. Procedures for IB Repair and Return (R&R shipments)

1. If shipment for Temporary export customer need to contact FedEx or email STGTIClearance@fedex.com to organize the Temporary Export permit.
2. Customer need to provide copy of airwaybill and commercial Invoice.
3. Once permit is approved; FedEx will inform customer to make arrangement for collection and provide the Temporary Export permit for reference.

Ancillary Surcharges for R&R shipments.

Permit fee: - Permit Tradenet Exceptions Permit (e.g.: OO) Per Permit S\$100

Permit fee: - Permit Endorsement -each permit S\$ 30

V. Regulatory Authorities

Singapore Customs <https://www.customs.gov.sg/>

Immigration & Checkpoint Authority <https://www.ica.gov.sg>

Various Controlling Agencies

Health Sciences Authority <https://www.hsa.gov.sg>

Ministry of Health <https://www.moh.gov.sg>

Singapore Food Agency <https://www.sfa.gov.sg>

Info-communications Media Development Authority <https://www.imda.gov.sg>

National Environmental Agency <https://www.nea.gov.sg>

Singapore Police Force <https://www.spf.gov.sg>

Singapore Civil Defense Force <https://www.scdf.gov.sg>

National Parks Board <https://www.nparks.gov.sg>

Central Narcotics Bureau <https://www.cnb.gov.sg>