

Factsheet for import and re-export of CITES reptilian leather products through Singapore



(A) CITES-listed reptilian leather products (for commercial, personal effects or tourist items)

- Species protected under the Convention on the International Trade in Endangered Species of Wild Fauna & Flora (CITES) eg. crocodiles, caimans, alligators, pythons, boas, cobras, monitor lizards, tegus etc.
- Leather products (small) or LPS refer to small manufactured products that are ready for retail sale/end-use eg. handbags, wallets, pouches, watchstraps, shoes, belts, parts of musical instrument such as erhus.
- Leather products (large) or LPL large manufactured products eg. luggage bags, furniture such as sofa, bed, chair, table, stool.
- Leather products eg. handbags, wallets, pouches, watchstraps, shoes, belts, musical instrument, that are purchased from local retail stores by tourists would be issued a Pre-signed CITES permit by the retailer to facilitate Customs clearance.

(B) CITES permit requirements for import or re-export of CITES-listed reptilian leather products through Singapore:

Trade type	LPS	LPL	Tourist items
Import	<ul style="list-style-type: none"> • <u>Original and valid</u> CITES export/re-export permit from exporting/re-exporting country • <u>No</u> CITES import permit required • Customs declaration via TradeNet using Customs' HS/product codes for commercial cargo 	<ul style="list-style-type: none"> • <u>Original and valid</u> CITES export/re-export permit from exporting/re-exporting country • <u>CITES import permit</u> is required from NParks [<i>refer to application procedure under (C)</i>] • Customs declaration via TradeNet using Customs' HS/product codes for commercial cargo 	<ul style="list-style-type: none"> • <u>Original and valid</u> CITES export/re-export permit from exporting/re-exporting country • <u>No</u> CITES import permit required

Re-export	<ul style="list-style-type: none"> • CITES re-export permit from NParks [<i>refer to application procedure under (D)</i>] • Customs declaration via TradeNet using Customs' HS/product codes for commercial cargo • Check importing / destination country's requirements 	<ul style="list-style-type: none"> • CITES re-export permit from NParks [<i>refer to application procedure under (D)</i>] • Customs declaration via TradeNet using Customs' HS/product codes for commercial cargo • Check importing / destination country's requirements 	<ul style="list-style-type: none"> • Pre-signed CITES permit from local retailer [<i>refer to application procedure under (E)</i>]
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*Check the contact details of the CITES authority of the foreign country on CITES website: <http://www.cites.org/cms/index.php/component/cp/?country=LA> for application and issuance of a CITES export/re-export permit (for import into Singapore) or destination country's import requirements (for re-export from Singapore).

Please obtain all relevant CITES permits **before arrival/departure of shipment through Singapore.

(C) CITES import permit (*for import of LPL into Singapore*)

CITES documents required before import into SG	a) CITES export/re-export permit from exporting/re-exporting country b) CITES import permit from NParks, via LicenceONE :- https://licence1.business.gov.sg
Supporting document	<ul style="list-style-type: none"> • Attach a copy of the foreign CITES export/re-export permit online • NParks reserves the right to verify the authenticity of the foreign CITES export/re-export permit prior to approval of the CITES import permit application.
Service standard	Typically 7 working days for approval unless confirmation of foreign CITES export/re-export permit is required
Collection	Collect CITES import permit from NParks or self-print with a compatible watermark printer.
Fee	Each CITES permit is charged \$60 per consignment (\$12 per species subject to minimum of \$60 per consignment).
Customs declaration	Submit TradeNet declaration for Customs' approval.
Clearance & endorsement by NParks/AVS	<ul style="list-style-type: none"> • Make online booking (https://ifast.sfa.gov.sg/eserviceweb/) for import inspection. • Original CITES permits must be presented during import inspection by NParks/AVS Changi Animal & Plant Quarantine (CAPQ) for air shipment or clearance by the Immigration & Checkpoints Authority (ICA). • Surrender the original CITES export/re-export permit to NParks. • Original CITES import permit must be endorsed on box 15 by NParks or ICA.

(D) CITES re-export permit (for re-export of LPS/LPL from Singapore)

Stock Card application	<ul style="list-style-type: none">• Apply for CITES Stock Card via LicenceOne:- https://licence1.business.gov.sg• Attach a copy of the foreign CITES export/re-export permit online in the stock card application before submission• Record stock card application number on hardcopy original CITES export/re-export permit from exporting/re-exporting country• Submit <u>original</u> CITES export/re-export permit from exporting/re-exporting country to NParks/AVS Service Centre• NParks will process the stock card application upon receipt of original foreign CITES export/re-export permit• Processing time typically takes around 1 working week or more (depending on volume of stock card applications received) and is on first-come-first-serve basis.• NParks will only approve the stock card application if all the information is accurate and without typos.• For stock card application with errors, the application will be rejected by NParks and you are required to submit a new application and inform NParks on the new application number.
CITES re-export permit application	<ul style="list-style-type: none">• Upon approval of stock card (check status in LicenceOne under 'Stock Card Module'), apply for the CITES re-export permit via LicenceOne: https://licence1.business.gov.sg
Service standard	<ul style="list-style-type: none">• Typically 7 working days for approval for normal service (depending on volume of CITES permit applications received)• 1 working day for express service
Collection	Collect from NParks/AVS Service Centre (Level 6 of JEM office Tower)
Fee	<ul style="list-style-type: none">• Each CITES permit is charged \$29.40 per consignment for LPS and \$60 for LPL.• Express service will be double the charge ie. \$58.80 and \$120 respectively for LPS and LPL.
Customs declaration	Submit TradeNet declaration for Customs' approval.
Clearance & endorsement	<ul style="list-style-type: none">• Endorsement on box 15 and 16 of the CITES re-export permit is required only if the export/re-export quantity is different from that applied on the CITES export/re-export permit.• Present the original CITES re-export permit with a Letter of Undertaking (LOU) to NParks/AVS CAPQ or ICA for endorsement during clearance of the shipment. See LOU sample attached.

(E) Pre-signed CITES permit applied by retailers (for issuance to tourist for re-export of tourist item from Singapore)

Stock Card application	<ul style="list-style-type: none"> • Apply for CITES Stock Card via LicenceOne:- https://licence1.business.gov.sg • Attach a copy of the foreign CITES export/re-export permit online in the stock card application before submission • Record stock card application number on hardcopy original CITES export/re-export permit from exporting/re-exporting country • Submit <u>original</u> CITES export/re-export permit from exporting/re-exporting country to NParks/AVS Service Centre • NParks will process the stock card application upon receipt of original foreign CITES export/re-export permit • Processing time typically takes around 1 working week or more (depending on volume of stock card applications received) and is on first-come-first-serve basis. • AVA will only approve the stock card application if all the information is accurate and without typos. • For stock card application with errors, the application will be rejected by NParks and you are required to submit a new application and inform NParks on the new application number.
Pre-signed CITES permit application	<ul style="list-style-type: none"> • Upon approval of stock card (check status in LicenceOne under 'Stock Card Module'), apply for the Pre-signed CITES permit via LicenceOne: https://licence1.business.gov.sg • Each pre-signed CITES permit only covers 1 piece of product.
Service standard	<ul style="list-style-type: none"> • Typically 7 working days for approval for normal service (depending on volume of CITES permit applications received) • 1 working day for express service
Collection	Collect from NParks/AVS Service Centre (Level 6 of JEM office Tower)
Fee	<ul style="list-style-type: none"> • Each CITES permit is charged \$10 per consignment. • Express service will be double the charge ie. \$20.
Clearance & endorsement	<ul style="list-style-type: none"> • Endorsement on box 15 and 16 of the pre-signed CITES permit is not required as each pre-signed CITES permit covers 1 piece of product which must match the export/re-export quantity.

If you need clarifications or assistance on the import/re-export procedure, feel free to contact NParks/AVS:

	CITES permit application enquiries	CAPQ (for enquiries on clearance)
Contact	https://www.nparks.gov.sg/feedback	(65) 6545 7523
Address	NParks/AVS Service Centre 52 Jurong Gateway Road #06-01 Singapore 608550	Changi Airfreight Centre, Gate C7 Airport Cargo Road, Singapore 918104
Operating hours	Monday to Thursday (8.30am – 5.30pm) Friday (8.30am – 5.00pm) Closed (Lunch hour 12.30pm – 1.30pm)	Monday to Saturday (8.00am – 1.00pm; 2.00pm – 10.30pm) Closed on Sundays and Public Holidays

For enquiries on Customs declaration and GST payment/dutiable charges

Contact No.	(65) 6355 2000
Email	Customs_documentation@customs.gov.sg

<COMPANY'S LETTERHEAD> or <INDIVIDUAL'S NAME>

(with address)

<DATE OF ISSUE>

To NParks/AVS/ICA

LETTER OF UNDERTAKING FOR ENDORSEMENT OF SINGAPORE CITES EXPORT/RE-EXPORT PERMIT

We would like to request NParks/AVS/ICA to endorse on box 15 and 16 of the following CITES export/re-export permit(s) for export/re-export of the shipment(s) that contain(s) the following item(s):-

S/N	CITES export/re-export permit no.	Scientific name	Description	Quantity & Unit
<i>Eg.</i>	<i>19SG001234CM</i>	<i>Alligator mississippiensis</i>	<i>Watch straps</i>	<i>5 pieces</i>

2 We will solely be liable for any discrepancies should the shipment not tally with the description recorded in the above-mentioned CITES export/re-export permit(s).

3 Please do not hesitate to contact the undersigned should you have any further queries. Thank you and best regards.

<SIGNATURE>

<COMPANY'S REPRESENTATIVE NAME>

<DESIGNATION>

<CONTACT NUMBER>

<EMAIL>