

## Factsheet for import and re-export of sturgeon caviar through Singapore



### (A) Import/re-export of caviar through Singapore

- All sturgeons (*Acipenseriformes spp.*) including paddlefish are listed on the Convention on the International Trade in Endangered Species of Wild Fauna and Flora (**CITES**). This means that all imports, exports and re-exports of sturgeons and paddlefish, including their parts and products such as caviar, would require **CITES permits**. The National Parks Board (NParks) is the national CITES authority in Singapore (wef 1 Apr 2019).
- In addition to the CITES permit requirement, please ensure that your company is registered with Singapore Food Agency (SFA) for **Licence for Import/Export/Transshipment of Meat and Fish Products** (<https://www.sfa.gov.sg/food-import-export/licensing-registration-of-traders>).
- A declaration must be submitted via Tradenet ([Singapore Customs \(SC\) | TradeNet®](#)) and Cargo Clearance Permit (CCP) is required for every import and export consignment via cargo.

### (B) Trade document requirement for import/re-export of caviar through Singapore

Trade type	Import	Re-export
<b>Requirement</b>	<ul style="list-style-type: none"><li>• CITES export/re-export permit from exporting/re-exporting country</li><li>• CITES import permit from NParks</li><li>• Customs declaration (import permit) using SFA-controlled HS and product codes</li></ul>	<ul style="list-style-type: none"><li>• CITES re-export permit from NParks</li><li>• Customs declaration (export permit) using SFA-controlled HS and product codes</li></ul> <p>*To check with the importing country on their import requirement</p>

\*Check the contact details of the CITES authority of the foreign country on CITES website: <https://cites.org/eng/parties/country-profiles/national-authorities> for application and issuance of a CITES export/re-export permit for import shipment and to check the import requirements for re-export shipment.

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

### (C) Procedure to import caviar

CITES Documents required before import into SG	CITES export/re-export permit from exporting/re-exporting country CITES import permit from NParks, via GoBusiness Licensing Portal:- <a href="https://www.gobusiness.gov.sg/licences">https://www.gobusiness.gov.sg/licences</a>
Supporting document	<ul style="list-style-type: none"> <li>• Attach a copy of the foreign CITES export/re-export permit online</li> <li>• 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.</li> </ul>
Service standard	Typically 7 working days (normal service) for approval, as NParks may seek confirmation of foreign CITES export/re-export permit. Express service is <b>not</b> applicable for CITES import permit applications.
Printing	<ul style="list-style-type: none"> <li>• You may print the permit on your own if you have a compatible watermark printer. Please refer to the GoBusiness Licensing Portal for a list of <a href="#">compatible watermark printers</a>.</li> <li>• For self-printing of CITES permit, please login GoBusiness Licensing Portal, go to 'Licenses' tab → Search for the permit number → Click on 'Action' button → Select 'Print'.</li> <li>• Self-print using own compatible watermark printer or via NParks' self-service station at HortPark Visitor Centre. For more information on self-printing, you may refer to <a href="#">NParks</a> website.</li> <li>• Permit is ready for self-print once you receive a 'Notification to Print'.</li> </ul>
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 SFA's approval.
Clearance & endorsement by NParks/AVS	<ul style="list-style-type: none"> <li>• Make online booking (<a href="https://ifast.sfa.gov.sg/eserviceweb/">https://ifast.sfa.gov.sg/eserviceweb/</a>) for import inspection.</li> <li>• <b>Original and valid</b> CITES permits must be presented during import inspection by NParks/AVS Changi Animal &amp; Plant Quarantine (<a href="#">CAPQ</a>) for air shipment or clearance by the Immigration &amp; Checkpoints Authority (<a href="#">ICA</a>) for non-air shipments.</li> <li>• Surrender the <b>original</b> CITES export/re-export permit to NParks/AVS.</li> <li>• Original CITES import permit must be endorsed on box 15 by NParks/AVS or ICA.</li> </ul>

#### (D) Procedure to re-export caviar

CITES documents required before export/re-export from SG	CITES re-export permit from NParks, via GoBusiness Licensing Portal:- <a href="https://www.gobusiness.gov.sg/licences">https://www.gobusiness.gov.sg/licences</a>
Service standard	Typically 7 working days (for normal service) if all application information is correct. For express service, collection is on the following working day.
Printing	<ul style="list-style-type: none"><li>You may print the permit on your own if you have a compatible watermark printer. Please refer to the GoBusiness Licensing Portal for a list of <a href="#">compatible watermark printers</a>.</li><li>For self-printing of CITES permit, please login GoBusiness Licensing Portal, go to 'Licenses' tab Search for the permit number → Click on 'Action' button → Select 'Print'.</li><li>Self-print using own compatible watermark printer or via NParks' self-service station at HortPark Visitor Centre. For more information on self-printing, you may refer to <a href="#">NParks</a> website.</li><li>Permit is ready for self-print once you receive a 'Notification to Print'.</li></ul>
Fee	<ul style="list-style-type: none"><li>Each CITES permit is charged \$60 per consignment (\$12 per species subject to minimum of \$60 per consignment).</li><li>Express service will be double the charge.</li></ul>
Customs declaration	Submit TradeNet declaration to SFA for approval. Please check SFA website ( <a href="https://www.sfa.gov.sg/tools-and-resources">https://www.sfa.gov.sg/tools-and-resources</a> ) for relevant HS and product codes.
Clearance & endorsement by NParks/AVS/ICA	<ul style="list-style-type: none"><li>Endorsement on box 15 and 16 of the CITES permit by NParks/AVS Changi Animal &amp; Plant Quarantine (<a href="#">CAPQ</a>) for air shipment or the Immigration &amp; Checkpoints Authority (<a href="#">ICA</a>)</li><li>Present the original CITES re-export permit with a Letter of Undertaking (LOU) to NParks/CAPQ/ICA for endorsement during clearance of the shipment. See LOU sample attached.</li></ul>

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

	<b>NParks (CITES permit application enquiries)</b>	<b>SFA (for enquiries on Licence for meat and fish product and TradeNet declaration)</b>
<b>Contact</b>	<a href="https://www.nparks.gov.sg/feedback">https://www.nparks.gov.sg/feedback</a>	(65) 6805 2871

**For enquiries on clearance and inspection at CAPQ**

<b>Contact No.</b>	(65) 6545 7523
<b>Address</b>	Changi Airfreight Centre, Gate C7 Airport Cargo Road, Singapore 918104
<b>Operating hours</b>	Monday, Wednesday, Friday 0800H-2230H Tuesday, Thursday 0900H – 2100H Saturday 1000H - 2230H Sunday and Public Holiday Closed

<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>19SG001234CR</i>	<i>Acipenser baerii</i>	<i>Caviar</i>	<i>5g</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>