

Factsheet for import and re-export of (non-food) products containing sturgeon caviar through Singapore

(A) Import/re-export of caviar products 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, 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.
- For cosmetics products, please check with the [Health Sciences Authority](#) (HSA) on their regulatory controls.

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

Trade type	Import	Re-export
Requirement	<ul style="list-style-type: none">• CITES export/re-export permit from exporting/re-exporting country• CITES import permit from NParks• Customs declaration or CCP (using relevant HS and product codes)	<ul style="list-style-type: none">• CITES re-export permit from NParks• Customs declaration or CCP (using relevant HS and product codes) <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. The original and valid CITES permits must accompany the shipment into or out of Singapore.

(C) Procedure to import caviar

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 GoBusiness:- https://www.gobusiness.gov.sg/licences
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 (normal service) for approval, as NParks may seek confirmation of foreign CITES export/re-export permit. Express service is not applicable for CITES import permit applications.
Printing	You may print the permit on your own and is required to be printed on single-side, plain A4 white paper (normal 70 or 80gsm) in non-colour.
Fee	Each CITES permit is charged \$60 per consignment (\$12 per species subject to minimum of \$60 per consignment).
Customs declaration	Submit TradeNet declaration
Clearance & endorsement by NParks/AVS	<ul style="list-style-type: none"> • Original and valid CITES permits must be presented during import inspection by the Immigration & Checkpoints Authority (ICA). • Original CITES import permit must be endorsed on box 15 and 16 by ICA. • Surrender the original CITES export/re-export permit to the drop-off Box at Level 1, Raffles Building, Singapore Botanic Gardens, 1A Cluny Road Singapore 259597.

(D) Procedure to re-export caviar

CITES stock card	Prior to application of the CITES re-export permit, NParks will need to activate the import stock card in GoBusiness upon receipt of the original foreign CITES export/re-export permit and copy of the endorsed CITES import permit sent via email.
CITES documents required before export/re-export from SG	CITES re-export permit from NParks, via GoBusiness:- https://www.gobusiness.gov.sg/licences
Service standard	Typically 7 working days (for normal service) if all application information is correct and within 2 working days for express service.
Printing	You may print the permit on your own and is required to be printed on single-side, plain A4 white paper (normal 70 or 80gsm) in non-colour.
Fee	Each CITES permit is charged \$60 per consignment (\$12 per species subject to minimum of \$60 per consignment). Express service will be double the charge.
Customs declaration	Submit TradeNet declaration
Clearance & endorsement by NParks/AVS/ICA	<ul style="list-style-type: none">• Endorsement on box 15 and 16 of the CITES permit by NParks/AVS Changi Animal & Plant Quarantine (CAPQ) for air shipment or the Immigration & Checkpoints Authority (ICA).• 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.

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

Contact <https://www.nparks.gov.sg/feedback>

For enquiries on clearance and inspection at CAPQ

Contact No. (65) 6545 7523

Address 113A Airport Cargo Road. Changi Airfreight Centre.
Singapore 819985

Operating hours Mondays, Wednesdays, Thursdays, Fridays
0900H - 2100H (Lunch break: 1300H – 1400H)
Last appointment at 2030H
Tuesdays
0900H - 1830H (Lunch break: 1300H – 1400H)
Last appointment at 1800H
Saturdays
1000H – 2100H (Lunch break: 1300H – 1400H)
Last appointment at 2030H
Sundays and Public Holidays
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>19SG001234CM</i>	<i>Acipenser baerii</i>	<i>Cosmetics (containing 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>