

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: <https://cites.org/eng/parties/country-profiles/national-authorities> 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 GoBusiness Licensing Portal:- 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 for approval unless confirmation of foreign CITES export/re-export permit is required
Printing	<ul style="list-style-type: none"> • 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 compatible watermark printers. • 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'. • 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 NParks website. • Permit is ready for self-print once you receive a 'Notification to Print'.
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	<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 GoBusiness Licensing Portal: https://www.gobusiness.gov.sg/licences and attach a softcopy of the foreign CITES export/re-export permit as supporting document • Submit the original foreign CITES export/re-export permit to NParks with the stock card application number on it • Processing time typically takes 7 working days or more (depending on volume of stock card applications received) and is on first-come-first-serve basis. • As we experience a high volume of stock card applications, bulk approval of the applications will be done to reduce waiting time. Hence, please ensure that the stock card details are entered correctly prior to submission. Any errors in the stock card will affect the subsequent application of the CITES re-export permit. • For stock card application with errors (for those picked for checking by NParks), the application will be rejected and you are required to submit a new application and inform NParks of the new application number. • Check status of application in GoBusiness Licensing Portal under 'Stock Card Module'
CITES re-export permit application	Apply for CITES re-export permit via NParks GoBusiness Licensing Portal:- https://www.gobusiness.gov.sg/licences
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
Printing	<ul style="list-style-type: none"> • 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 compatible watermark printers. • 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'.

	<ul style="list-style-type: none"> 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 NParks website. Permit is ready for self-print once you receive a 'Notification to Print'.
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 permit can be obtained from CAPQ (for air shipment) or Immigration & Checkpoints Authority (ICA) prior to export/re-export of the shipment. Present the original CITES re-export permit with a Letter of Undertaking (LOU) to CAPQ/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 GoBusiness Licensing Portal: https://www.qobusiness.gov.sg/licences and attach a softcopy of the foreign CITES export/re-export permit as supporting document Submit the original foreign CITES export/re-export permit to NParks with the stock card application number on it Processing time typically takes 7 working days or more (depending on volume of stock card applications received) and is on first-come-first-serve basis. As we experience a high volume of stock card applications, bulk approval of the applications will be done to reduce waiting time. Hence, please ensure that the stock card details are entered correctly prior to submission. Any errors in the stock card will affect the subsequent application of the CITES re-export permit. For stock card application with errors (for those picked for checking by NParks), the application will be rejected and you are required to submit a new application and inform NParks of the new application number. Check status of application in GoBusiness Licensing Portal under 'Stock Card Module'
Pre-signed CITES permit application	Apply for the Pre-signed CITES permit via NParks GoBusiness Licensing Portal:- https://www.qobusiness.gov.sg/licences
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

Printing	<ul style="list-style-type: none"> 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 compatible watermark printers. 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'. 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 NParks website. Permit is ready for self-print once you receive a 'Notification to Print'.
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 can be obtained from Singapore Customs' GST Refund counter at Changi Airport Terminals (for hand-carried exports).

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

Contact	https://www.nparks.gov.sg/feedback
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For enquiries on clearance and inspection at CAPQ

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

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

We would like to request you 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>