WHAT YOU NEED TO KNOW …..

BRINGING TAXIDERMISED PRODUCTS

INTO SINGAPORE

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SOME FACTS.....

* **A taxidermised item** is produced from a dead animal, including mammals, birds, reptiles, and amphibians by various methods of preservation, either from the animal's entire body or parts (eg. horns, antlers, skull, leather, teeth, claws, shells, feathers etc), for the purpose of display.

* The Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) is an international agreement to ensure that trade ceases to threaten wildlife with extinction. Singapore became a signatory to CITES in 1986 and regulates trade in endangered species through a system of permits. The National Parks Board (NParks) is the national CITES authority in Singapore (wef 1 Apr 2019). **Certain taxidermised products are derived from wildlife listed as CITES species, and these products require CITES permits to enter Singapore.**

* The import of a wildlife product must comply with NParks/Animal & Veterinary Services (AVS)'s health requirements to ensure that the product is properly treated and free from diseases.

* The Import procedures and requirements apply to both personal and commercial importation of taxidermised products.

STEPS TO IMPORT TAXIDERMISED PRODUCTS

(1) For **a product that is derived from a CITES-listed species,** obtain the following documents:

- CITES export/re-export permit from exporting/re-exporting country.

- CITES import permit from NParks using a copy of the foreign CITES export/re-export permit as supporting document.

(2) Obtain the following documents from the supplier of the taxidermised product:

- Taxidermy/Trophy certificate
- Health certificate

(3) Singapore Customs (SC) Declaration

- Customs declaration via TradeNet is required if the product is imported as cargo via air, land, sea. This includes import via courier service.

- Import via postal parcel will be subjected to GST payment if the value of the item exceeds S$400. Parcel will be detained by the Immigration and Checkpoints Authority (ICA) at Singapore Post Centre (SPC) and referred to NParks/AVS for import approval.

- Non-cargo or hand-carried items by travellers may be subjected to GST payment.

Arrival in Singapore

(4) Inspection of taxidermised item and supporting documents by NParks/AVS
Arrival by Air
Cargo/Hand-carried: Inspection at Changi and Plant Quarantine (CAPQ).

Arrival by Sea (Ferry, Sea Freight)
Cargo/Handcarried: Inspection is needed for all products derived from CITES-listed species. Inspection is only needed for selected products **not** derived from CITES-Listed species, and the need for inspection is indicated on the Cargo Clearance Permit.

Inspection may be conducted at importer's premises (for commercial imports) or AVS office at JEM (for hand-carried items).

Arrival by Road at Tuas Checkpoint
Cargo/Hand-carried: Inspection is needed for all products derived from CITES-listed species. Inspection is only needed for selected products **not** derived from CITES-listed species, and the need for inspection is indicated on the Cargo Clearance Permit.

Inspection may be conducted at Tuas Checkpoint, importer's premises or AVS office at JEM.

Postal Parcel
NParks/AVS will inspect parcels and accompanying supporting documents at SingPost.

(5) Clearance from Immigration and Checkpoints Authority (ICA)

- Present product and documents arriving by air, sea and road to ICA for clearance

- Postal parcels are subject to clearance by ICA at Singapore Post Centre (SPC)

MORE INFORMATION.....

(Step 1) Foreign CITES export/re-export permit and Singapore CITES import permit (only for CITES-listed specimens)

CITES species?	❑ Check **if product is derived from CITES-listed species on** CITES species database website**:** http://www.speciesplus.net/.
Obtain CITES export/re-export permit	❑ Check CITES website (National Contacts) https://cites.org/eng/parties/country-profiles/national-authorities for contact details of CITES authority of the exporting/re-exporting country for application and issuance of a CITES export/re-export permit.
Apply for CITES import permit from NParks	❑ Apply online via GoBusiness Licensing Portal: https://www.gobusiness.gov.sg/licences and attach a softcopy of the foreign CITES export/re-export permit in your application.
Type of service	Normal
Duration of processing & issuance	Generally within 7 working days from submission of complete application and supporting document. Approval of the application may take longer than 7 working days if verification of the foreign CITES export/re-epxort permit is necessary. (Any incomplete or incorrect submission may delay the processing time or may render your application to be rejected) *Express service is not applicable for CITES import permit application.
Permit fee	S$60
Status of application	❑ Check online via GoBusiness Licensing Portal for status of your application.
Payment	❑ Online payment via GoBusiness Licensing Portal by Paypal or credit/debit card under 'Payment' tab. ❑ Payment is required to be made before the permit can be generated by NParks.
Printing of permit	❑ 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'.
Permit validity	6 months, no further extension
Usage of permit	Each CITES import permit can only be used once for only one consignment

(Step 2) Obtain supporting documents prior to import

❑ All official documents should have a letterhead, signed by the supplier or relevant authority, and dated.

❑ The following documents must be provided to AVS to obtain in-principle approval prior to import:

- **Trophy certificate** which should indicate the scientific name of the animal species from which the product was derived, the country of origin of animal, and name and address of supplier.

- **Health certificate** stating that the product was obtained from clinically healthy animals and the treatment process, or a **Letter of Declaration/Certificate** from the supplier to indicate the treatment process. The **treatment process** should be described briefly (e.g. boiling of skull and horns, chemical treatment, fumigation, salting of reptile skins). The health certificate/ certificate of treatment for the trophies must be signed and stamped by the taxidermist, and the trophies are to be identified with the invoice number and description of the item. The Health certificate/ Certificate of treatment will need to include the description of the item, consignee and consignor details.

  If the information or document is incomplete or insufficient, your import request will not be approved by AVS. You will need to re-submit the documents that fulfils AVS' import requirement for in-principle approval.

(Step 3) Singapore Customs Declaration

Cargo (via air, land, sea):

Appoint a declaring agent to submit a Customs Declaration via TradeNet: http://www.ntp.gov.sg/ for cargo import.

❑ Refer to the [TradeNet](#) website for the relevant HS and product codes to use for the customs declaration.

❑ For courier service (eg. DHL, FedEx, UPS, TNT etc.), the courier agent is required to declare a customs permit.

Postal Parcel (through ordinary mail or speedpost):

❑ Detained by ICA at SPC.

❑ NParks/AVS will inspect the parcels and accompanying documents at SPC.

❑ Parcel may be subjected to GST payment to ICA if value of item exceeds S$400. The respective invoice or Confirmation slip from internet portal (with values of goods stated) is required for ICA to compute the amount of GST payable. For more information on payment of GST, please refer to SC website http://www.customs.gov.sg/individuals/buying-over-the-internet .

❑ Parcel not exceeding the value of $400 and approved by NParks/AVS during inspection, will be sent directly to importer. If parcels are not approved by NParks/AVS due to lack of supporting documents, you are to contact NParks/AVS at the contact number stated on the Singpost letter prior to visiting our office for collection of the parcel. Please note that NParks/AVS will only release your parcel if you are able to meet NParks/AVS's import requirements and present the necessary documents to NParks/AVS. The parcel may be forfeited if the import requirements are not met.

Non-cargo or Hand-carried items by travellers:

❑ You may need to pay taxes on items exceeding your GST relief. Such items include new articles (for commercial or personal use), souvenirs, gifts etc. For more information on the GST import relief, please refer to SC website: http://www.customs.gov.sg/individuals/buying-over-the-internet.

❑ Declare your item to the ICA officers at the Red Channel or examination counters in the Arrival hall at the respective checkpoints when you are arriving by air, sea, bus/coach/car.

(Step 4) Inspection by NParks/AVS/ICA

Arrival by Air

❑ Present the product to Changi Animal and Plant Quarantine (CAPQ) together with all original and valid documents for import of the product:
- Foreign CITES export/re-export and Singapore CITES import permit (if applicable)
- Taxidermy/trophy certificate
- Health certificate
- Cargo Clearance Permit (CCP) (if applicable)
- Invoices/receipts, packing list, Airway bill (for air cargo) etc.

❑ Surrender the original foreign CITES export/re-export permit to CAPQ. Obtain endorsement on section 15 and 16 of the original Singapore CITES import permit. A copy of the endorsed Singapore CITES import permit is retained by agent/import.

❑ **Address of CAPQ:**

Gate C7, Airport Cargo Road
Changi Airfreight Centre
Changi Animal & Plant Quarantine
Singapore 918104
Tel: 65453023

Operation hours:

Monday, Wednesday, Friday 0800H-2230H
Tuesday, Thursday 0900H – 2100H (adjusted)
Saturday 1000H - 2230H (adjusted)
Closed on Sundays and Public Holidays

Arrival by Road at Tuas Checkpoint

Inspection is needed for all products derived from CITES-listed species. Inspection is only needed for selected products **not** derived from CITES-listed species, and the need for inspection is indicated on the Cargo Clearance Permit (CCP).

❑ If inspection is required, the inspection will be conducted by AVS officers at Tuas Checkpoint (TCP), unless otherwise indicated in the CCP. Other locations for inspections may include AVS office at JEM and importer's private premises.

❑ If arrival at Tuas Checkpoint is after office hours, Immigration and Checkpoints Authority (ICA) officers will seal the items for inspection by NParks/AVS officers at AVS office at JEM or at importer's private premises. Please arrange for inspection of items with NParks/AVS.

❑ Present all original and valid documents for import of the product to NParks/AVS, including
  • Foreign CITES export/re-export and Singapore CITES import permit (if applicable)
  • Taxidermy/Trophy certificate
  • Health certificate
  • Cargo Clearance Permit (CCP) (if applicable)
  • Invoices/receipts, packing list, Bill of Lading (for sea freight) etc.

Arrival by Sea (ferry, sea freight):

Inspection is needed for all products derived from CITES-Listed species. Inspection is only needed for selected products **not** derived from CITES-Listed species, and the need for inspection is indicated on the Cargo Clearance Permit.

❑ Contact NParks/AVS to arrange for the inspection. Inspection may be conducted at importer's premises (for commercial imports) or AVS office (for handcarried items).

❑ Present all original and valid documents for import of the product to NParks/AVS, including
  • Foreign CITES export/re-export and Singapore CITES import permit (if applicable)
  • Taxidermy/Trophy certificate
  • Health certificate

- Cargo Clearance Permit (CCP) (if applicable)
- Invoices/receipts, packing list, Bill of Lading (for sea freight) etc.

Arrival by Postal Parcel:
- ❑ Parcel will be detained at SingPost Centre.

- ❑ Inspection is conducted by NParks/AVS at SPC.

- ❑ Nparks/AVS will check all relevant original and valid documents for import of the product, including
  - Foreign CITES export/re-export and Singapore CITES import permit (if applicable)
  - Taxidermy/Trophy certificate
  - Health certificate
  - Invoices/receipts, packing list etc.

(Step 5) Clearance from Immigration and Checkpoints Authority (ICA)

- ❑ Present product and documents to ICA for clearance via air, sea and road.

- ❑ Postal parcel will be detained by ICA at SPC and referred to NParks/AVS for import approval.

Not sure? Need advice?

If you need clarifications or assistance on the import/re-export procedure, feel free to contact NParks	
Contact	animal_feedback@nparks.gov.sg

Import of Animal Products

1. <u>**Finished animal products (derived from non-CITES listed species)**</u>

   Import of animal products that do not contain materials of animal origin in raw or unprocessed form <u>and</u> are derived from non-CITES-listed species <u>do not require an import permit</u> from the AVS.

   Examples of finished animal products include leather goods, tanned and finished skins and hides, instruments, carvings, paintings, artwork, or other equipment made of finished/varnished/treated hides/skins/bone/hair of non-CITES species.

2. <u>**Finished animal products (derived from CITES listed species)**</u>

   Import of animal products that do not contain materials of animal origin in raw or unprocessed form <u>but</u> originate from animals belonging to CITES-listed species <u>require a CITES export/re-export permit</u> issued by the relevant CITES authority in the exporting/re-exporting country and a CITES import permit from the NParks. A softcopy of the foreign CITES export/re-export permit must be attached as a supporting document in the application form.

   The import of finished <u>leather</u> products from CITES-listed species <u>does not require a CITES import permit</u> from the NParks. However, the import of these finished leather products must be accompanied by an original foreign CITES export/re-export permit from the exporting/re-exporting country into Singapore. The subsequent re-export of these finished leather products would require a CITES re-export permit from the NParks.

   The application of CITES permit may be made https://www.gobusiness.gov.sg/licences.

3. <u>**Unfinished inedible products: raw skins, hides, bones, hairs**</u>

   Import of unfinished inedible animal products may be permitted with supporting documents (eg. treatment certificate, sanitary certificate, export health certificate), which include the following details:

   a) Species of animal (scientific and common names)
   b) Description of item
   c) Country of origin
   d) Treatment process
   e) Certification that the item was derived from clinically healthy animals (if applicable)

   Import of these products <u>requires an import permit</u> from AVS. An inward declaration through TradeNet (http://www.ntp.gov.sg/) is to be made. The cargo clearance permit generated (after approval of the declaration) will serve as as AVS import permit.

Import of products known to originate from animals belonging to CITES-listed species also <u>require a CITES export/re-export permit</u> from the exporting/re-exporting country and a CITES import permit from the NParks. The application of CITES permit may be made https://www.gobusiness.gov.sg/licences.