Step-by-Step Guide for application of CITES Permit

A. Apply for CITES Permit

B. Printing of permit after application has been approved and prepared

S/N Step Screen 1 Go to GoBusiness (https://www.gobusin Apply for new licence ess.gov.sg/licences). Click on "Browse All ? Licences" under "Apply for new I'm not sure where to start I know what licence I need licence". Get recommendations on what licences Find specific licences, sorted by your business might need. government agency. View our Licence Guides Browse All Licences Scroll down to N and 2 select "National Parks Ν Board (NPARKS)". National Council of Social Service (NCSS) National Environment Agency (NEA) National Parks Board (NPARKS) Click on "Apply" 3 National Parks Board (NParks) under "Apply for CITES Permit" Apply for Application for Phytosanitary Certification Apply Apply for CITES Permit Apply

A. Apply for CITES Permit

4	More details will be provided. Click on "Apply"	Apply for CITES Permit Licences (New) - NPARKS
		Details The CITES Permit allows importers, exporters and re-exporters to get National Parks Board approval for CITES specimens intended for import, export and re-export. This permit is required for both commercial consignments and personal effects. FAGs 1. Where can I get more information on trade in non-CITES wildlife parts and product?You can find additional species 500 for first 5 species, 512 for each additional species is perceived for each additional species is perceived for each additional species and product?You can find additional species for each additional species for each additional species Taglist Fees: \$9.45 per additional species Taglist Fees: \$9.45 per application CITES Fermit COX/CMI: Name Fees: \$50.80
5	Log into the system.	Please Login to Proceed
	For Business Users and Individual Users: Login via SingPass	Log in to GoBusiness Dashboard You can apply for and manage licences, and register your business (for Individual Users).
		Image: Constraint of the series of the se
6a	For Business Users, complete the "Applicant Detail", and "Company Detail". Click "Application Details".	Company Detail Company Name MANAGEMENT PTE UEN 9538527418 Entity Type Local Company Negistered Address Postal Code 117438 Block/House No. 10 Pair Parjang Road 10 Pair Parjang Road 10 Pair Parjang Road 10 Nut (Optional) Unit (Optional) Unit (Optional) 01 Building Neme 10 Napletree Business City Street Address

6b	For Individuals,		
	complete the	Applicant Detail Saturion	
	"Applicant Detail"	Select V	
	Applicant Detail	Nano	
	Click "Application	D Type	
	Details".	Teal	
		Contort Number	
		Address Postol Code	
		Block/Heese No. Stoer Name	
		Noor/Level @ (Optional) Unit (Optional) Bailding Name	
		Sove Dust Application	Details \rightarrow
7	In Application Details:		
	For Business Users,	Mailing Address	
	complete the	Address Type	
	"Applicant	Local [LO]	
	Information"		
	"Applicant Address"	⊖ roreign [r⊂]	
	"Organization		
	Organisation	Type of Premises (Optional)	
	Operating Address",	Select V	
	"Organisation		,
	Contact Details" and	Postal Code	
	"Mailing Address".		
	-	0/6	5
	For Individual Users	Block/House Number (Optional)	
	complete the		
	"Applicant	0/32	2
	Information"	Street Name	
	"Applicant Address"		
	Applicant Address ,	0/32	2
	Address".		

8	In Permit Details,	Permit Details
	select the relevant	Category of Permit
	radio button at the	
	"Category of Permit",	Plant [A]
	"Appendix" (ie. list of	Animal [V]
	species with different	
	level of protection	
	under CITES),	Appendix
	"Description	APP I & II [12]
	Type", "Category	APP III [3]
	Type" and "Purpose	
	of Transaction".	
		Description Type
	Note: Specimens from	Live [LPF]
	different category of	Parts [PPF]
	animal) have to be	
	applied on separate	Manufactured Products [MPF]
	CITES permits.	
		Purpose of Transaction
		Select V



9	Complete the	Transport Details	
	"Permittee" section.	Airway Bill No./Bill of Lading No. (Optional)	
	"Transport Details"		
	is optional.		0/50
		Flight No./Vessel No. (Optional)	
	Note: Permittee (ie.		0./50
	local		0/30
	applicant/licensee		
	details) should be		
	completed with a	Permittee	
	valid/registered	"Permittee" refers to the applicant or person or company who is importing, exporting or re-exporting the specimen(s).	
	company's name and	Permittee should be filled with a valid/reaistered company's name and address for corporate applications.	
	address for business		
	user applications.	Name	
		Same as Mailing Address	0/66
		Yes [Y]	
		Caro Of (Ontional)	
10a	Fill in the	Consignee Details	
100	"Consignee Details"	Name of the Consignee	
	(ie foreign		0/66
	(ie. ioreign importer/destination)	Address Line 1	
	if 'Export' or 'Re-		0/150
	Export' is selected	Address Line 2 (Optional)	
	in the "Permit		0/150
	Details" section.	Address Line 3 (Optional)	
		Addees like # (Collision)	0/150
		Address Line 5 (Optional)	0/150
		City (Optional)	0/150
			0/30
		State (Optional)	-,
			0/30
		Postal Code (Optional)	
			0/10
		Country/ Region of Destination Soloct	~

10b	Fill in the	Consignor Details	
	"Consignor Details"	Name of Consignor	
	(ie. foreign		0/66
	exporter) if 'Import'	Address Line 1	
	is selected. The		
	IS Selected. The	Address Line 2 (Optional)	0/150
	consignor details		
	should match that	Ardress I ina 3 (Onlinear)	0/150
	in the foreign		
	CITES export/re-		0/150
	export permit.	Address Line 4 (Optional)	
			0/150
		Address Line 5 (Optional)	
	Note: The foreign		0/150
	exporter details (name	City (Optional)	
	and address) on multiple		
	CITES export/re-export	State (Optional)	0/30
	permits must be the		
	same if you wish to	Postel Code (Optional)	0/30
	apply on the same		
	CITES import permit.		0/10
		Country/ Region of Last Export/Re-Export Select	~

11	Fill in all the	Consignment Droduct Dotaile Animale Live	
	information	Consignment Product Details - Animais, Live	
	as required	Category	
	in the	Soloct	
	"Consignmen	Americki	
	t	Select	
	t Droduct	Janese Ja	
	Product	Click this button to pull Scientific and Common Names based on Appendix and Calegory selected.	
	Details".	Retrieve Names	
		Scientific Name and Common Name (Genus and Species) 📦	
	Click "Add".	Select	
	Repeat this	Description	
	step if there	Select	
	are multiple	(
	itome	Source of	
	nomo.	umenu.	
	Noto:	Quantity	
	For import		
	Por import		
		Unit	
	please III in	Saloct	
	this section	Masking & Optional	
	according to	maining (opporta)	
	the		
	consignment	Country/ Region of Origin 🛛	
	details in the	Salact	
	foreign		
	CITES	Permit Number (from origin) (Optional)	
	export/re-		
	export	Date of Issue (from origin) (Octional)	
	permit.	DD/MM/YYYY	
	⊢or export/re-	Country/ Region of Re-export @ (Optional)	
	export	Salact	
	application,		
	please fill in	Permit Number (from last re-export) (Optional)	
	according to		
	the relevant	Date of Issue (from last re-export) (Onlined)	
	stock card	DD/MM/YYYY	
	details.		
		Remarks (Optional)	
		For applicants to include any remarks to NParks	
		(+) Add	

11	The consignmen t product details would appear in this section.	No. Category No data available in table For example: No. Category 1 Reptiles [VRP]	Appendix Appendix APP II [2]	Scientific Name and Common Name (Genus and Species) Descrip Scientific Name and Common Name (Genus and Species) ALLIGATOR MISSISSIPPIENSIS (AMERICAN ALLIGATOR) [VRP2ALLMIS]	ption Action Description BACK SKIN	Actions
12	Update/Dele te of Consignme nt Product Details	Scroll the bottom bar	tails will be popu "Update" button	theck all the details. Scientific Name and Common Name (Genus and Species) ALLICATOR MISSISSIPPENSIS (AMERICAN ALLICATOR) IVRP2ALLING) UNRP2ALLING INPAL INPAL	Description BACK SKIN	Actions and). See ht S/N)

12	Update of	Category	
	Consignment	Reptiles [VRP]	
	Product		
	Details	Appendix	
		APP II [2]	
		Click this button to pull Scientific and Common Names based on Appendix and Category selected.	
		Retrieve Names	
		Scientific Name and Common Name (Genus and Species) 💿	
		ALLIGATOR MISSISSIPPIENSIS (AMERICAN ALLIGATOR) [VRP2ALLMIS]	
		Description	
		BACK SKIN	
		Source 🕢	
		C, Animals Bred in Capitvity [C]	
		Quantity	
		10	
		Unit	
		PIECE (S)	
		Marking (Optional)	
		Country/ Region of Origin	
		United States of America [US]	
		Permit Number (from origin) (Optional)	
		2005123450	
		Date of Issue (from origin) (Optional)	
		01/03/2023	
		Country/Region of Re-export (Optional)	
		Soloct	
		Permit Number (from last re-export) (Optional)	
		Date of Issue (from last re-export) (Optional)	
		DD/MM/YYYY	
		Remarks (Optional) For applicants to include any remarks to NParks	
		(+) Update	

13	Complete	Emergency Contact
	Emergency Contact"	Salutation
	e entract i	salutation
	Click "Add".	Select
	Click "Novt"	News
	to proceed	Name
	to next step.	
		Designation
		Contact Number
		+65 ~ 8123 4567
		Email
		bbA (†)
14	Complete	Type of Service
	Type of Service"	Type of Service 🔞
	"Required	Normal [NORMAL]
	Special	
	Clause in	Express [EXPRESS]
	Permit/Certifi	
	"Payment	Required Special Clause in Permit/ Certificate? 🚳
	Mode".	
	Note: Upfront payment will now	○ Yes [Y]
	be required for all	
	applications. This	Payment Mode
	means that payment is	Online payment refers to credit card payment via stripe. If you have an existing GIRO arrangement and wish to pay for this application via GIRO, ple licence/certificate will only be issued upon successful payment (via GIRO or online payment).
	required to be	Online Payment
	processing of the	Offline Payment
	applications by NParks. We	
	strongly	
	customers to	
	contact NParks	
	for CITES	
	applications, if in doubt on whether	
	permits are	
	requireu.	

15	Attach any relevant supporting documents.	Supporting Document
	Click "Add". *For import application, please attach the foreign CITES export/re- export permit.	Any supporting documents (Optional) Only 1 file at 1 MB or less. Acceptable File Format: JPG, GIF, DOC, PDF Drop a file here or click to upload
		Tag List (Optional) Only 1 file at 2 MB or less. Used only for Crocodile Drop a file here or click to upload
		(+) Add
16	Click "Review Form" and check that your application details are correct.	← General Information Save Draft Review Form →

17	Check the box	Declaration				
11	for declaration	Please scroll to read and acknowledge the following clauses.				
	for declaration.					
		21/We declare that I/we:				
	Click "Make	a)understand that NParks reserves the right to approve or reject my application for the CITES permit or Pre-signed CITES Permit.				
		b) undertake to obtain the necessary CITES permits prior to arrival or departure of the shipment via Singapore.				
	Payment.	c) will make full payment (including surcharge for express service) for the CITES permit or Pre-signed CITES Permit and any charges incurred for NParks' inspection of the consignment covered under the permit.				
		d) undertake full liability for the use of the permit to import/export/re-export of the wildlife and their parts/products/derivatives covered under the permit.				
	*Please read through	e) agree that it is my/our onus to prove to NParks that the wildlife and their parts/products/derivatives are legally acquired or imported (for application of a CITES export/re-export permit or Pre-signed CITES Permit).				
	the conditions	f) undertake to surrender the original and valid foreign CITES export/re-export permit to NParks at the time of import (for application of a CITES import permit).				
	carefully as you	g) agree to comply with the conditions of the CITES permit or Pre-signed CITES Permit.				
	would need to agree	h) confirm that the information declared by me/us is true and correct.				
	to them before	I) agree that no refund would be catered for unused, expired or cancelled permit, which must be returned to NParks.				
	submission	J) ensure that the original and valid CLLES permits accompany the snipment.				
		✓ I hereby declare that all of the above is true.				
		\leftarrow Review Form Make Payment \rightarrow				
18	Click "Make					
	Poymont"	Credit/Debit Card				
	Fayment.					
		Use A Different Card				
		We Accept				
		🙀 VISA 🌓				
		Add Card Details				
		Card number MM / YY CVC				
		M/h at is a C/CO				
		what is a CVC?				
		Save as my new default card				
		Make Payment \rightarrow				

19	An acknowledgement will be received after	You will be notif	ed successfully.	tion Via SMS/Email.	•
	submitted successfully.	National Parks Board			
		Application Number	C2010030920	Application Status	Processing
		Submission Number	B2010058193	Payment Status	STAGE1 : N.A
		Submission Date	22/04/2020 15:11:55	Estimated Processing Time	7 working day(s)
		Submission Name	B2010058193		
		View your Applications and Sta	atus		
		NOTE			22 12 12
		Application submitted success will also be updated under Ap	fully. You will be notified upon app plication Status column.	lication approval or licence dispatch related	matters through email/sms. Processing status
		Please note that the "Submissi	ion Name" is for your personal refe	erence only.	
		You can retrieve your submission and application details form Applications menu under MY PORTFOLIO.			
	You can retrieve your submission and application details form Applications menu under MY PORTFOLIO. PRINT CLOSE				

B. After application has been prepared – PRINTING YOUR PERMIT

23	Once you receive the "CITES Permit (FCXXXXXXX): Your application has been APPROVED" in your email	Dear Tim Tom, Your application has been APPROVED on 19 September 2023. Your Licence No. is: 23SG000011CM. Here are the application details: CITES Permit Licence (New) • National Parks Board (NParks) Application Details		
		Application Status APPRO	OVED 4029672	
		Applied By Tim To Submission Date 19 Sep	om ptember 2023	
24 Click on "Licences" tab and "My Licences" or search by your permit number. My Licences Last updated at 04:14pm		My Licences Last updated at 04:14pm O Sync How to download, renew or amend your licences Either click on the "Select Action" at the right of each licence, or click on "Manage/Renew via GoBusiness Licensing" to download, amend, renew or cancel licences through coBusiness Licensing" to download, amend, renew or cancel licences through coBusiness Licensing" to download, amend, renew or cancel licences through coBusiness Licensing" to download, amend, renew or cancel licences through coBusiness Licensing" to download, amend, renew or cancel licences through coBusiness Licensing "to download, amend, renew or cancel licences through coBusiness Licensing" to download, amend, renew or cancel licences through coBusiness Licensing" to download, amend, renew or cancel licences through coBusiness Licensing "to download, amend, renew or cancel licences through coBusiness Licensing" to download, amend, renew or cancel licences through coBusiness Licensing" to download, amend, renew or cancel licences through coBusiness Licensing "to download, amend, renew or cancel licences through coBusiness Licensing" to download, amend, renew or cancel licences through coBusiness Licensing" to download, amend, renew or cancel licences through coBusiness Licensing "to download, amend, renew or cancel licences through coBusiness Licensing" to download, amend, renew or cancel licences through coBusiness Licensing" to download, amend, renew or cancel licences through coBusiness Licensing "to download, amend, renew or cancel licences through coBusiness Licensing" to download, amend, renew or cancel licences through coBusiness Licensing" to download, amend, renew or cancel licences through coBusiness Licensing" to download, amend, renew or cancel licences through coBusiness Licensing" to download, amend, renew or cancel licences through coBusiness Licensing" to download, amend, renew or cancel licences through coB	w or cancel licences through	
	Click on "Select Action" and "Download" to download the CITES permit	All Licences (140) Due for Renewal (0) Active Licences (134) Other Licences (6) Submit Returns (0)		
		LICENCE NAME AND NUMBER AGENCY STATUS ISSUE DATE EXPIRY DATE ACTION		
		CITES Permit NPARKS Active 15 Sep 2023 12 Mar 2024 Select Action	 ✓ 	
		CITES Permit NPARKS Active 15 Sep 2023 12 Mar 2024 View Form		
		Pre-signed non-CITES Certificate NPARKS Active 14 Sep 2023 11 Mar 2024 Cancel		

25 Click "Download all files" and the PDF version of the CITES permit will		×
be available for download and print.	Download	
You may print the permit with any	Documents relating to this licence	
printer that is able to print on single- side, plain A4 white	FILE NAME	
paper (normal 70 or 80gsm) in non-color	23SG000017PI-Sep23-Mar24.pdf	
	🐼 Download all files	

Other information

Type of application	Service standards*	Fees
Normal	 7 working days (animal CITES permits) 2 working days (plant CITES permit) 	 CITES import/export/re-export permit - S\$60 (each additional species is charged at S\$12) Certificate of Origin for Appendix III species (non-listing country) – S\$29.40 CITES export/re-export permit for manufactured products – S\$29.40
Express	 Within 2 working days (animal CITES permit) 1 working day (plant CITES permit) 	 CITES import/export/re-export permit - S\$120 (each additional species is charged at S\$24) Certificate of Origin for Appendix III species (non-listing country) – S\$58.80 CITES export/re-export permit for manufactured products – S\$58.80

*Working days exclude Saturdays, Sundays and Public Holidays

- Permits are generally issued within the service standards if all the information and relevant supporting documents are correct and in order.
- Day 1 starts on the <u>next working day</u> from application submission date.
- Express service is **not** applicable under the following circumstances which is expected to have longer processing time:
 - CITES import permit application (NParks may need to verify the foreign CITES export/re-export permit with the exporting/re-exporting country so please expect longer than the usual normal working days for issuance)
 - Permit that requires additional/customised remarks to be inserted (ie. NParks needs to manually insert such remarks during application processing)
- For non-Giro customer, upfront payment will be collected online (via credit/debit card) for all CITES permit.
- Permit that has expired or unused are not refundable as processing has been done. Any expired/unused permit must be returned to NParks to Drop-off box at Level 1 of Raffles Building (see Annex A). If you need to apply for new/replacement CITES permit due to expired permit, there is no waiver of permit fee by NParks.
- Application that is rejected are not refundable as processing has been done.
- The watermark feature of our issued CITES permits will be removed with the implementation of the new GoBusiness system. To replace the watermark feature, there will be a QR code on the top right-hand side of the CITES permits that can be scanned to verify and validate the permits through a secured Government verification website (verify.gov.sg) to confirm that the permit issued is authentic and not tampered with. There will be no need to use a watermark printer to print the CITES permits and certificates

 We would like to remind that every issued CITES permit is valid for one consignment only and is issued with maximum validity of 180 days (cannot be further extended). There should be no attempts to print multiple copies of the same CITES permit number for re-use, or reprint a lost/damaged/defaced permit. Any person or entity found doing so face enforcement actions under the Endangered Species (Import and Export) Act, and offenders are liable on conviction to court fines and imprisonment. All other procedures relating to cargo clearance and returning of original foreign CITES permits to CAPQ and Raffles Building (See Annex A) remains unchanged.

ANNEX A: Location of drop-off box

Submission of CITES documents:

Drop-off box Level 1, Raffles Building, Singapore Botanic Gardens 1A Cluny Road, Singapore 259597





Updated_Mar2025