# Transmission and Receipt of Electronic Preferential of Origin to and from China in International Connectivity Service (ICS)

Last Revised: Mar 2024



<u>Guidelines on Transmission and Receipt of Electronic Preferential of Origin to and from China in</u> <u>International Connectivity Service (ICS)</u>

#### Please take note of the following before proceeding.

- The exporter and their authorised declaring agents must have a Network Trade Platform (NTP) account for the electronic submission and retrieval of electronic Preferential Certificate of Origin (ePCO). For more information on how to register for an NTP account, please refer to www.ntp.gov.sg > "Get Started" > for information on account creation.
- The screenshots shown in this document are for illustration purpose only. The screenshots are obtained from the last trial environment before implementing the finalised version of the system's User Interface and there should not be any significant deviation. If there are, we will amend the guidelines and indicate the new date of revision.
- You are advised to comply with the guidelines provided.
- Singapore Customs shall not be held liable for any mismatch of information between the hardcopy and electronic PCO due to any non-compliance or non-action on the part of the entities concerned.
- This document is intended for Singapore exporters and their authorised declaring agents transmitting and receiving electronic Preferential Certification of Origin (PCO) to and from China via ICS. The document shall not be circulated to a third party without the prior permission of Singapore Customs.

#### 1. LIVE OPERATION OF THE ELECTRONIC ORIGIN DATA EXCHANGE SYSTEM (EODES) WITH CHINA

The EODES is an environment that allows the electronic exchange of PCO and Certificate of Non-Manipulation (CNM) between Singapore and China since 1 Nov 2019. This eliminates the need for hardcopy PCO or CNM to be despatched overseas, enabling companies to enjoy savings in cost and time. To benefit from the potentially faster Customs clearance, exporters and their appointed declaring agents/freight forwarders should leverage the International Connectivity Service (ICS) available on the Networked Trade Platform (NTP).

Apart from exporters, importers who wish to claim preferential treatment for import of goods from China to Singapore or to apply for a back-to-back PCO will be able to retrieve the electronic PCO issued by China via the ICS.

# 2. STEPS TO TRANSMIT AN APPROVED PREFERENTIAL OF ORIGIN (PCO) BOUND FOR CHINA UNDER ICS

STEP 1	STEP 2	STEP 3	STEP 4
•Apply for a NTP Account	•Exporter to authoise Declaring Agent (if any)	•Retrieve PCO in ICS under "Electronic Preferential Certificate of Origin transmitted to the People's Republic of China (e-PCO)."	•Input details and click "Submit" to transmit the PCO to China

Please refer to <u>Annex A</u> for Step-by-Step Guide in submitting PCO via ICS [Outgoing e-PCO (SG to China)]

# 3. AUTHOURISATION OF DECLARING AGENT TO PERFORM THE TRANSMISSION ON BEHALF OF THE EXPORTER

Please note that adjustments can only be done by the exporter and the authorised declaring agent. Exporters with a NTP account will automatically be registered in the new system. For exporter who wishes to engage a Declaring Agent to transmit ePCO via the EODES to China (i.e. ePCO-China) on its behalf, the exporter is to go to <u>www.ntp.gov.sg</u> > "Government Services" to search and complete the "Choose your International Connectivity Services and Authorise your Declaring Agent" form.

After your company had obtained the permission of your declaring agents, the exporter must add the Unique Entity Number (UEN) of the declaring agents whom you had authorised to transmit ePCO via the EODES to China (i.e., ePCO-China). Do note that the DA transmitting the ePCO must be the one who had declared the specific PCO in TradeNet. The "Make Adjustments" button will then be made available to the authorised DA of the Form D.

Once authorised, details of your authorised declaring agent(s) will then be updated in NTP and it can now retrieve your approved PCO and make the technical adjustments before submitting the ePCO to China.

#### 4. RETRIEVAL OF ELECTRONIC PCO SENT BY CHINA

You can retrieve the ePCO sent from your supplier in China via ICS by following the steps below. Do refer to the **Annex B** for the step-by-step screenshots.

- Log in to <u>www.ntp.gov.sg</u> and select Government Services > Electronic Preferential Certificate of Origin transmitted to the People's Republic of China (e-PCO).
- Click on "Inbound Enquiry" > "Electronic Preferential Certificate of Origin" and fill in **all** the fields to do a search for the ePCO received.

With the ePCO from China, you can then use it to claim preferential tariff treatment for goods imported into Singapore via the respective Free Trade Agreement, accumulate the value of the

originating goods shown in the ePCO in your Manufacturing Cost Statement calculation or for the application of back-to-back PCO on these goods. To do so, you will only need to quote the PCO reference number in your correspondences with Singapore Customs instead of scanning a hardcopy PCO in your submissions to Customs.

#### 5. AMENDMENTS AND CANCELLATIONS

PCO with Export Permit: Amendable field? Amend in TradeNet and a new PCO reference number will be issued.

PCO without Export Permit: Resubmit the CO with amendments indicated. The old CO is to be submitted to Customs for cancellation

**Note:** You <u>will not</u> be able to make any amendments to the electronic PCO **after you have successfully submitted it to China**. You should inform your importer in China not to quote the first PCO number in their import declaration to the Customs Authorities in China. Instead, you should provide the new PCO reference number to your importer in China. The PCO that has been previously issued under the export permit should be cancelled in accordance to the revised cancellation procedures found in Notice 19/2020.

#### 6. TRANSMISSION STATUS OF e-PCO

SG to China (Outgoing e-PCO)					
Status:	This means:				
PENDING SUBMISSION	Draft, pending adjustments and submission by the exporter/DA				
SUBMITTED	Transmission to China is successful				

China to SG (Incoming e-PCO)					
Status:	This means:				
PENDING PROCESSING	Received by Singapore Customs				
PROCESSED	Received by Singapore Customs				
DELETED	Deleted by China				

#### 7. Contact Us

If you require any assistance about the electronic transmission of your PCO, please email us at <u>customs\_roo@customs.gov.sg</u>.

#### Annex A: Step-by-Step Guide in submitting PCO via ICS (Outgoing ePCO (SG to China))

#### <u>Step 1</u>

Go to Networked Trade Platform (NTP) and log in via Singpass.



#### <u>Step 1(a)</u>

Select "Government Services" and search for "Electronic Preferential Certificate of Origin transmitted to the People's Republic of China (e-PCO)".

A Singapore Government Agency Website How to Identify ~	
 Government Services <ul> <li>&gt; Government Services</li> </ul> Electronic Preferential       Q	
 Electronic Preferential Certificate of Origin transmitted to The People's Republic of China This service allows for the electronic submission and exchange of Preferential CO between Singapore and China for the purposes of enjoying preferential tariff treatment.	
Showing 1 to 1 of 1 entries	

#### Step 1(b)

You will be directed to ICS Electronic Preferential Certificate of Origin (PCO) landing page as shown below.



#### <u>Step 1(c)</u>

To transmit PCO to China, click on "Submit SG PCO".

A Singapore Government Agency Website How to identify~
NTP
International Connectivity electronic Preferential Certificate of Submit SG PCO International Connectivity. Liectionic Preferential Certificate of Origin (PCO)
Welcome, UEN: ECOUT001TR.
rour last login was on Tue 3 Oct 2023 at 03:26:37pm.
The following features are currently available:
1. Outbound Enquiry - Search or Submit Preferential Certificate of Origin (PCO) bound for countries that have established electronic exchange of PCO with Singapore (e.g., China).
2. Inbound Enquiry - Search for Preferential Certificate of Origin (PCO) received from countries that have established electronic exchange of PCO with Singapore (e.g., China).

International Connectivity: Electronic Preferential Certificate of Origin (PCO)

#### <u>Step 2</u>

Enter the relevant search criteria (as shown below) to retrieve your approved Preferential Certificate of Origin. You may search via the Document Reference Number (i.e., Certificate Reference No.), or a range of dates based on the "Issuance Period" (i.e., PCO Approval Dates). Please note that the "Issuance Period" field is **mandatory**, and the date range should not exceed 31 days.).

Once done, click on "Start Search".

Networked Trade Platform	OUTBOUND ENQUIRY Y CLOSE
INTERNATIONAL CONNECTIVITY: ELECTRONIC PREFERENTIA	AL CERTIFICATE OF ORIGIN (PCO) / SUBMIT SG PCO
Submit SG PCO	
SEARCH FORM	^
Please provide all mandatory information ( $^{\star}$ ) and	applicable optional information.
Search Criteria	
Importing Country / Region *	
CN - CHINA	
Document Reference Number	
Enter the Document Reference Number	
Issuance Period ① *	
Click to load calendar	
	Clear Search Start Search

#### Step 3

At the search results page, retrieve and select the specific approved PCO that you intend to transmit electronically. Click on the Document Reference Number (i.e., Certificate Reference No.) that you intend to transmit.



#### <u>Step 4</u>

Review all the information within the approved PCO. Please note that there would be 6 fields that you could adjust the data to conform to the requirements of the Importing authorities in China. The 6 fields are:

- i. CN HS Code
- ii. CN Item Description
- iii. CN Number and Kind of Package
- *iv.* CN Origin Criterion (*Please indicate actual RVC percentage with the symbol "%" at the end if you have qualified product using RVC criterion under ACFTA (e.g., RVC45%*)
- v. CN Quantity
- vi. CN Unit (Refer to Annex C1 for the list of UOM)

Specifically, please check with your customers in China regarding their intended import declarations for these 6 fields. In general, these 6 fields should be aligned to avoid the rejection of the electronic PCO in China.

#### Scroll down to "Item Details" section to make the adjustments for the 6 fields.

Outbound Electronic Preferential Certificate of Origin Details	Expand All Collapse All
Please review all the information within this approved PCO. Do make the necessary adjustments to the CN fields under Item Details to co	nform to the requirements of the Importing Customs Authority before transmission.
CERTIFICATE INFORMATION	^
Document Reference Number	20236000193
\$tatus	PENDING SUBMISSION
Туре	19 - ASEAN-CHINA FREE TRADE AREA (ACFTA)(FORM E)
Issued in	SG - SINGAPORE
Importing Country / Region	CHINA PEO REP OF
issued Date	29-569-2023
PARTY DETAILS	^
	EXPORTER
Name	SUNBEAM AQUARIUM PTE LTD ADD A
Address	ADD 1 ADD 2
	123456
	56
Declaring Agent's UEN	T08GA023H
Declaring Agent's Name	SINGAPORE CUSTOMS
	MANUFACTURER
Name	SUNBEAM AQUARIUM PTE LTD ADD A
Address	ADD 1 ADD 2
	123456
	5G
	CONSIGNEE
Name 1 Address	PTOP COMPANY
Photo and P	MANGHAI
1	4565
	N
TRANSPORT DETAILS	^
Departure Date 0	3-Oct-2023
Outward Transport Identifier	
Port of Discharge C	NSHA.
Outward MANUS / OUCR / OBL No. Date A	//05789
Total Gross Weight 2 Tradierie Remark	100
ITEM DETAILS	A
You can adjust the CN fields to confirm to the requirements of the importing authorities in China by clicking on 🗵 in the correspondin	row.
Filler	Show 10 • Entries
S/No. HS Code Country/ Marks & Quantity Unit Item Value Description Inve	ice No. Invoice Date Origin % Content CN HS Code CN Number CN Quantity CN Unit CN CN Origin Action
Origin	Package
1 350221040 SINGAPORE 2000 KGM - KGM POLUPROPYLENE A00 SINGAPORE GRANULES HS	-2023 29-58p-2023 PSK 🗹
CODE: 390210	
Showing 1 to 1 of 1 entries	Previous 1 Next
	—
DECLARATIONS	~
I am authorised to make adjustments to the specific fields and confirm that the declaration is performed to the best of my knowl transmit the DCO date to the lower time Customer to thereity.	edge. I am also aware that no amendments to the PCO details are allowed after submitting this application. With this declaration, I authorise Singapore Customs to
uanshint ure noo oasa to the importing customs authority.	
Car	<u>cel</u> Submit

# <u>Step 5</u>

Click on the button  ${m ilde {\cal O}}$  under the Action column in the "Item Details" section to make the adjustments for the 6 fields for **each product** declared in the PCO.

ITEMDETAILS	^
You can adjust the CN fields to confirm to the requirements of the importing authorities in China by clicking on go in the corresponding row. Filter:	Show 10 🗸 entries
SINo. HS Code Country / Marks & Quantity Unit Item Value Description Invoice No. Invoice Date Origin % Content CN HS Code CN Number CN Quantity CN Unit CN CN Region of Numbers CN Quantity Unit Item Value Description Origin Origin	CN Origin Action
1 39021049 5G- 2000 KGM-KGM PCUMPCNE A001.2023 29-5ep-2023 PSR SINGAPORE GGMNULEEH5 COPE: 390210	Ø
Acuving 1 to 1 of 1 entries	Previous 1 Next
ECLARATIONS	^
I am autorised to make adjustments to the specific fields and confirm that the declaration is performed to the best of my knowledge. I am also aware that no amendments to the PCO details are allowed after submitting this application. With this declaration, I author transmit the PCO data to the importing Customs Authority.           Cancel         Submit	rise Singapore Customs to
Edit Item's Details Ex DECLARATION INFORMATION	pand All Collapse All ©
CN H5 Code*	
64031920	
H5 Code 4403320	
CN Number & Kind of Package *	
Enter the ON Number & Kind of Package	0
Naris & Numbers:	
Field a required	
CR Quantity *	
198.256 Please refer to Annex C1 for the	
Quantity: 181256 list of UOM that you should use to	
cn unit * transmit in your PCO to China. As a	
Select the CN Unit good practice, you should always	
align the LIOM to that which would	
Field sequed be declared by your customer in	
CN Item Description* Description*	
251 ARIES GOLD WATCHES DESC UND DESC UN	
Description 231 ARES GOLD WATCHES DESC UND DESC UND DESC UND	
CN Origin Criterion *	
Please indicate the actual RVC percentage with the symbol '% at the end if you have qualified product using RVC criterion under ACFTA (e.g. RVC45%).	
RVG8%	
HS Code: PCI3%	
Cancel Update Rem	

# <u>Step 6</u>

Tick the checkbox under the declaration section and click submit.

	YOU CAN ADJUST THE CN Field	ds to confirm to the requir	ements of the impo	rting authorities in	China by clickir	ng on 🗭 in the corre	sponding row.									Show 10	<ul> <li>entries</li> </ul>
	S/No. HS Code	Country / Marks & Region of $\Leftrightarrow$ Number Origin	Quantity	\$Unit	Item Value	Description	Invoice No.	+ Invoice Date	Origin Criterion	% Content	© CN HS Code	CN Number & Kind of Package	CN Quantity	CN Unit	CN Description 👙	CN Origin Criterion 🖨	Action
	1 39021040	SG - SINGAPORE	2000	KGM - KGM		POLUPROPYLENE GRANULES HS CODE: 390210	A001-2023	29-Sep-2023	PSR								Ľ
-	Showing 1 to 1 of 1 entries															Previous	1 Next
	DECLARATIONS																^
P.	am authorised to m ransmit the PCO dat	nake adjustments to the sp ta to the Importing Custor	ecific fields and co ns Authority.	nfirm that the decl	aration is perfor	med to the best of n	ny knowledge. I	am also aware tha		ents to the PCO o	etails are allowed	after submitting	this application. 1	With this decla	aration, I author	ise Singapore C	Customs to
							Cance	Submi									

#### <u>Step 7</u>

Upon successful submission of a specific PCO, you will see the following information on the submission details.

Networked Trade Platform	OUTBOUND ENQUIRY	INBOUND ENQUIRY	CLOSE		
INTERNATIONAL CONNECTIVITY: ELECTRONIC PREFERE	INTIAL CERTIFICATE OF ORIGI	N (PCO) / SUBMIT SG PCO			
SEARCH FORM					~
SEARCH RESULTS					^
SG CO ODECOUTC204 has been successfully	submitted.				×
To perform the electronic transmission, click o This process usually takes up to 5 minutes to c	n the Document Reference omplete. It is highly recom	Number to review and maken with the second sec	e adjustments to specifi these details with your o	c fields as required by the verseas consignee before	Importing Authority. transmitting the
Preferential Certificate of Origin (PCO).					Show 10 🗸 entries
S/No. Document Reference Number	Issued Date	Status	Exporter's Name	Declaring Agent's	Consignee's Name 🔶
1 ODECOUTC107	03-Oct-2023	PENDING SUBMISSION	UAT TEST Trading (P) Ltd	TEST 1 Trading (P) Ltd	UAT 1 STEEL (PVT) LTD
2 ODECOUTC108	03-Oct-2023	PENDING SUBMISSION	XYZ Trading (P) Ltd	UAT TESTING (P) Ltd	EFG STEEL (PVT) LTD

You may also check on the status of the submission under the Outbound Enquiry > Electronic Preferential Certificate of Origin using the "Document Reference Number" (i.e., Certificate Reference No.)

Networked	Trade Platform	OUTBOUND ENQUI	RY Y INBOUND E	NQUIRY 💙 C	CLOSE		
INTERNATIONAL CONNECTIVITY	Y: ELECTRONIC PREFERENTIA	L CERTIFICATE OF OF	RIGIN (PCO) / OUTBO	JND PCO ENQUIRY			
Outbound	d PCO End	quiry					
SEARCH FORM							~
SEARCH RESULTS							^
Click on the Document Re	eference Number to see m	ore information ab	out the document.				Show 10 🗸 entries
S/No. D N	ocument Reference	Issued Date	Status	¢ Expo	orter's Name	Declaring Agent's Name	Consignee's Name
1 0	DECOUTC204	04-Oct-2023	SUBMITTED	HUN Ltd	IDAI Trading (P)	HUNDAI Trading (P) Ltd	HUNDAI CARS (PVT) LTD
			Export to Excel	Print Table			
Showing 1 to 1 of 1 entries			Start a New	Search			Previous 1 Next

Annex B: Step-by-Step Guide in retrieving ePCO transmitted from China to Singapore (Inbound CN-SG)

### <u>Step 1</u>

Go to Networked Trade Platform (NTP) and log in via Singpass.



#### <u>Step 1(a)</u>

Select "Government Services" > "Electronic Preferential Certificate of Origin transmitted to the People's Republic of China (e-PCO)".



#### Step 2

Select "Inbound Enquiry" > "Electronic Preferential Certificate of Origin".



#### <u>Step 3</u>

Key in **all** the Mandatory Information in the Search Form "Document Reference Number" (i.e. Certificate Reference No.), "Carrier Number" and "Departure Date" and click on "**Start Search**".

Networked Trade Platform
NTERNATIONAL CONNECTIVITY: ELECTRONIC PREFERENTIAL CERTIFICATE OF ORIGIN (PCO) / INBOUND PCO ENQUIRY
Inbound PCO Enquiry
SEARCH FORM
Please provide all mandatory information (*).
Search Criteria
Issuing Country / Region *
CN - CHINA
Document Reference Number *

Enter the Document Reference Number
Carrier Number
Enter the Carrier Number
Departure Date \*
Click to load calendar
Clear Search
Start Search

# <u>Step 4</u>

Click on the hyperlink on the Document Reference Number" (i.e., Certificate Reference No.) Field to access the China origin PCO.

Networked Trade Platform	OUTBOUND ENQUIRY 💙	INBOUND ENQUIRY 💙	CLOSE	
INTERNATIONAL CONNECTIVITY: ELECTRONIC PREFERENTIAL CERTIFICATE OF ORIGIN (PCO) / INBOUND PCO ENQUIRY				
Inbound PCO Enquiry				
SEARCH FORM			~	

SEARCH RESULTS					^
Click on the Document Ref	erence Number to see more inforr	mation about the document.			
Filter:					Show 10 🗸 entries
S/No.	Document Reference Number 🄶	Issued Date	Status	Importer's Name	Exporter's Name
	CNCOINU2001	28-Sep-2023	PROCESSED	MR AND MRS CONSIGNEE	EXPORTER MR NAME
		Export to Excel	Print Table		
Showing 1 to 1 of 1 entries					Previous 1 Next
<u>Start a New Search</u>					

# <u>Step 5</u>

You will be directed to the page where is it will show the details in the PCO. If you would like to print the information pertaining to the selected PCO, please click on the "Print CO" button.

Inbound Electronic Preferential Certificate of Origin Details	Expand All Collapse All 💿
CERTIFICATE INFORMATION	^
Document Reference Humber - (NCONU2001	
Status PROCESSED	
Agreement Code CSFTA	
Issuing Country / Region CHINA FEO REP OF	
tssuing Body 020 - CCPIT(TEELING)	
Issued Date 28-dep-2023	
PARTY OFTAILS	^
France	
Leventus Name DXPOTERNRINAE	
Address EXPORTER ADRSSTSS EXPORTER ADRSSTTY DOSTAL 222	
CONSIGNEE	
Name IRR AND IRRS CONSIGNEE	
Address CONSIGNEE ADRSSTREET 123 CONSIGNEECITY POSTAL 567	
PRODUCER	
Name IMPORTER NAME IMPORT AND COMPANY	
Address MANU_ADRS STLI1 MANUADRSCITY SUBID POSTAL SSS	
TRANSPORT DETAILS	^
Reporting Pala 18-56-2023	
Departure over 40 optimized Carrier Number OUTCH002	
Port of Loading SGP	
Port of Discharge DSCH	
Remarks Transport Remarks and More	
ITEM DETAILS	^
	Charry 10 and ambridge
Filter:	Show 10 🗸 entries
chu 🔹 usaala 🔿 Buudata 🖉 buudata b	
s/wo. Sinvoice bate Society of the S	ion 🧅 Quantity & Onit 🧅
1 22030099 YOGA ACCESSORIES INVCE035 24-Sep-2023 212 CARTON ORIGIN CRIT	ERION 41 2125 KILOGRAM
2 22089020 CHILDREN CLOTHING INVCE036 24-Sep-2023 651 BOX ORIGIN CRITI AND TOYS	ERION 42 6501 LONG TONNE
Showing 1 to 2 of 2 entries	Previous <u>1</u> Next
Back Print PCO	

#### Annex C1: List of UOM code that Singapore exporter should indicate in your electronic PCO to China

SG Code	SG Description	
007	NUMBER	
030	METRE	
035	KILOGRAM	
070	TONNE	
006	SET	
120	CARTON	
010	SHEET	
032	SQUARE METRE	
140	BOX	
018	ROLL	
071	LONG TON	
095	LITRE	
019	PAIR	
086	YARD	
036	GRAM	
122	CAN	
076	POUND	
136	РАСК	
125	BAG	
147	KILOMETRE	
054	THOUSAND UNIT	
142	BOTTLE	
123	BARREL	
127	DOZEN	
111	SQUARE FEET	
098	US GALLON	
097	UK GALLON	
033	CUBIC METRE	