



Circular No: 22/2023  
31 Oct 2023 (updated on 29 Jan 2024)

Traders and Declaring Agents

Dear Sir/Madam

**FULL IMPLEMENTATION OF ELECTRONIC CERTIFICATE OF ORIGIN (e-FORM D) UNDER THE ASEAN TRADE IN GOODS AGREEMENT (ATIGA) ON THE NETWORKED TRADE PLATFORM (NTP)**

With reference to Circular No. 04/2022 on the ATIGA hardcopy Form D sunset clause, Singapore Customs would like to inform you that with effect from 1 January 2024, all ASEAN Members States (AMS) under the ATIGA shall fully implement the e-Form D. With effect from the same day, Singapore Customs will only issue and receive e-Form D. This Circular supersedes Circular No. 06/2023 dated 10 April 2023 on the updated procedures for electronic exchange of ATIGA Form D (hereinafter referred to as "ATIGA e-Form D") and the relevant procedures in that circular are included here.

2 All exporters are encouraged to familiarise and onboard the ATIGA e-Form D service on the NTP. This is to ensure a smooth transition to an electronic mode of submission as well as to minimise disruptions to your business operations.

3 Both CrimsonLogic Service Bureau and Singapore Aircargo Agents Association printing centres will continue to provide the service to print hardcopy Certificate of Origin until further notice is given. Companies who wish to obtain hardcopy Certificate of Origin for their own purposes can collect them at the printing centres. However, please take note that the importing customs administration in AMS may, from 1 January 2024 onwards, reject the hardcopy Form D for preferential tariff claims. Hence, you are encouraged to utilise only the ATIGA e-Form D for preferential tariff claims.

**TradeNet Declaration Procedures for ATIGA Form D**

4 The TradeNet declaration procedures for a Form D remains the same. Once the Form D is approved in TradeNet, the next step is to make the necessary adjustments and proceed with the transmission of an ATIGA e-Form D. The exporter or its authorised declaring agent(s) can log in to [www.ntp.gov.sg](http://www.ntp.gov.sg) to submit the Form D for electronic transmission.

## **More Details on the Procedures on Electronic Exchange of ATIGA e-Form D on the NTP**

5 To enable the transmission of e-Form D, the exporter and its declaring agent(s) must have a valid NTP account and if not, one must register for an NTP account. Traders may go to [www.ntp.gov.sg](http://www.ntp.gov.sg) > “Get Started” for information on account creation.

6 The exporter must inform Singapore Customs of the declaring agent(s) who are authorised to transmit e-Form D on its behalf (if any) by going to [www.ntp.gov.sg](http://www.ntp.gov.sg) > “Government Services” to search and complete the “Choose your International Connectivity Services and Authorise your Declaring Agent” form. Once authorised, details of your authorised declaring agent(s) will then be updated in NTP and it can now retrieve your approved Form D and make the technical adjustments before submitting the e-Form D.

7 With the cessation of hardcopy Form D, when the Form D application is approved in TradeNet, please proceed to log in to [www.ntp.gov.sg](http://www.ntp.gov.sg) > “Government Services” to search for the “ATIGA e-Form D” service. At the ATIGA Form D (SG to AMS) Enquiry screen, please enter the final destination (AMS) of the goods covered by that specific approved Form D in the “Importing Country / Region” mandatory data field. Optional information can be entered to narrow down your search results. From the dropdown list of approved Form D taken out by the exporter, locate the specific Form D to make the necessary adjustments, and proceed to transmit the Form D as an ATIGA e-Form D.

8 On the necessary adjustments, you are encouraged to refer to this [handbook](#) on the step-by-step guide and the [specific list of codes to be used for each field](#).

### **Clarification**

9 Please bring the contents of this circular to your staffs’ attention. We encourage you to plan and make the switch to ATIGA e-Form D before 1 January 2024 (Monday), to minimise disruptions to your business operations.

10 You may refer to the Frequently Asked Questions (FAQ) in Annex A. If you require further clarification, you may contact us at [customs\\_roo@customs.gov.sg](mailto:customs_roo@customs.gov.sg).

Yours faithfully

Jeff Wan  
Head Tariffs & Trade Services Branch  
for Director-General of Customs  
Singapore Customs

*(This is a computer-generated circular. No signature is required.)*

We hope that this circular has been written in a way that is clear to you. If not, please let us have suggestions on how to improve this circular at [customs\\_roo@customs.gov.sg](mailto:customs_roo@customs.gov.sg).

## FREQUENTLY ASKED QUESTIONS

**Q1: Will I still be able to collect hardcopy Form D from the printing centres after 1 January 2024?**

**A1:** Yes. The printing centres will continue to print hardcopy Form D for companies who wish to obtain them for their own purposes. Please take note that only the e-Form D should be used for preferential tariff claim purposes with effect from 1 January 2024.

**Q2: Is it mandatory to collect the printed hardcopy Form D if I have already transmitted the Form D electronically on the NTP?**

**A2:** No, you do not need to collect the hardcopy Form D if you do not wish to.

**Q3: As an exporter, do I need to register to transmit e-Form D on the NTP?**

**A3:** All exporters with a valid NTP account will automatically be registered to participate in the transmission of e-Form D on the NTP.

**Q4: My overseas client claimed that the importing customs authority did not receive the e-Form D although the transmission status was reflected as successful on the NTP. What should I do?**

**A4:** Please retrieve the e-Form D from the NTP and save it as a PDF file. Send the PDF file to your overseas client so they can check with the importing customs authority on the status of the transmitted e-Form D.

**Q5: How does the overseas importer submit its preferential tariff claim to the importing customs authority with an e-Form D?**

**A5:** Please request the importer to consult its customs authority for the relevant information.

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Paragraph	Current Details	Updated Details	Date of Update
5	To enable the transmission of e-Form D, the exporter and its declaring agent(s) must have a valid NTP account and if not, one must register for an NTP account. Traders may go to <a href="http://www.ntp.gov.sg">www.ntp.gov.sg</a> > Support > Register an NTP Account for information on account creation.	To enable the transmission of e-Form D, the exporter and its declaring agent(s) must have a valid NTP account and if not, one must register for an NTP account. Traders may go to <a href="http://www.ntp.gov.sg">www.ntp.gov.sg</a> > “Get Started” for information on account creation.	29 Jan 2024
6	The exporter must inform Singapore Customs of their declaring agent(s) who are authorised to transmit e-Form D on their behalf (if any) by logging in to <a href="http://www.ntp.gov.sg">www.ntp.gov.sg</a> > Business Account > Manage Consent & Authorisation for NTP Services > Choose your International Connectivity Services & Authorise your Declaring Agent.	The exporter must inform Singapore Customs of the declaring agent(s) who are authorised to transmit e-Form D on its behalf (if any) by going to <a href="http://www.ntp.gov.sg">www.ntp.gov.sg</a> > “Government Services” to search and complete the “Choose your International Connectivity Services and Authorise your Declaring Agent” form. Once authorised, details of your authorised declaring agent(s) will then be updated in NTP and it can now retrieve your approved Form D and make the technical adjustments before submitting the e-Form D.	29 Jan 2024
7	With the cessation of hardcopy Form D, when the Form D application is approved in TradeNet, please proceed to log in to <a href="http://www.ntp.gov.sg">www.ntp.gov.sg</a> > Government Services > International Connectivity	With the cessation of hardcopy Form D, when the Form D application is approved in TradeNet, please proceed to log in to <a href="http://www.ntp.gov.sg">www.ntp.gov.sg</a> > “Government Services” to search for the “ATIGA e-	29 Jan 2024

	<p>&gt; ATIGA e-Form D. At the ATIGA Form D (SG to AMS) Enquiry screen, please enter the final destination (AMS) of the goods covered by that specific approved Form D in the "Importing Country / Region" mandatory data field. Optional information can be entered to narrow down your search results. From the dropdown list of approved Form D taken out by the exporter, locate the specific Form D to make the necessary adjustments, and proceed to transmit the Form D as an ATIGA e-Form D.</p>	<p>Form D" service. At the ATIGA Form D (SG to AMS) Enquiry screen, please enter the final destination (AMS) of the goods covered by that specific approved Form D in the "Importing Country / Region" mandatory data field. Optional information can be entered to narrow down your search results. From the dropdown list of approved Form D taken out by the exporter, locate the specific Form D to make the necessary adjustments, and proceed to transmit the Form D as an ATIGA e-Form D.</p>	
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