



Our Ref: IERD/OFS/L12/006

23 Feb 2012

All declaring agents

Dear Traders

### **SUBMISSION OF SUPPORTING DOCUMENTS FOR TRADENET DECLARATIONS FOR IMPORT AND EXPORT OF ORNAMENTAL FISH**

One of the features in TradeNet system is to allow users to attach electronic supporting documents via the portal for submission to the authorities (AVA or SC etc.).

2 The Agri-Food and Veterinary Authority (AVA) would like to inform you that **with effect from 1 July 2012**, all submission of supporting documents (e.g., invoices, import health certificates) for declaring import and export of ornamental fish and live food fish (for farming purposes) must be in electronic formats through TradeNet system. AVA will no longer accept hardcopy submission.

3 Declarations submitted to AVA without the required supporting documents in electronic format would be rejected. Please note the following when submitting electronic supporting documents in TradeNet system:

- i. Up to 6 supporting documents can be attached for each declaration
- ii. File formats that traders can attach include:
  - Excel
  - Word
  - Pdf
  - Bmp
  - Jpg
  - Gif
  - Emf
  - Png
  - Tif

4 If you require more clarifications, please contact Mr Lester Lee at tel: 6751 9827 or Mr Khoo Lim Teo at tel: 6751 9804.

5 Thank you for your cooperation.

Yours sincerely

A handwritten signature in blue ink, consisting of several loops and a vertical line extending upwards from the top of the signature.

Mr Poh Yew Kwang  
Ornamental Fish Section  
Import and Export Regulation Division  
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For CEO  
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