



REMINDER CIRCULAR

AV 16.03.001.0002

March 13, 2014

All Animals and Animal Products Importers/Declaring Agents

All declaring agents are requested to inform the importers on the contents of the circular

Dear Sir/Madam,

SUBMISSION OF SUPPORTING DOCUMENTS ELECTRONICALLY FOR TRADENET DECLARATIONS FOR IMPORT, EXPORT AND TRANSHIPMENT OF ANIMALS AND ANIMAL PRODUCTS

The TradeNet system has a feature that allows users to attach supporting documents electronically together with the TradeNet declarations to the competent authorities to process the declarations.

2 With reference to the circular sent on June 24, 2013, AVA would like to remind all declaring agents to engage transmitting supporting documents electronically through TradeNet to AVA, instead of faxing. This would facilitate the processing and approval of permits by AVA. The benefits are as follows:

- Electronic submission reduces waiting time as compared to transmission through fax
- Supporting documents can be viewed concurrently with declaration, allowing faster response and processing of permits
- Environment-friendly by cutting down on paper usage

3 Since **1st January 2014**, all submissions of supporting documents for the declaration of import, export and transshipment of animals and animal products consignments will **only** be accepted in electronic formats via TradeNet. Faxed copies of supporting documents will **not** be accepted for the processing and approval of permits.

4 Some examples of supporting documents that are required for the import of animals and animal products are bill of lading, invoice, packing list, copy of health certificates, MSDS, product information, AVA import/ export/ transshipment permits and CITES permits. Declarations submitted to AVA without the required supporting documents **in electronic format** would be on hold and pending for approval.

5 Please note the following when submitting electronic supporting documents in TradeNet:

- i. Up to six supporting documents can be attached for each declaration
- ii. File formats accepted are:
 - o MS Word



- MS excel
 - Adobe PDF
 - Bitmap
 - JPEG
 - EMF Image
 - GIF Image
 - PNG Image
 - TIF Image
- iii. Please make sure the documents are legible
- iv. Should you require any assistance on the process of attaching the supporting documents to your TradeNet declarations, please consult your TradeNet Front-end solution provider
- v. Please ensure the documents are virus free for smooth transmission

6 If requested by AVA, you can follow up to attach the relevant supporting documents electronically via the TradeNet BackEnd User Interface for your specific declarations that are still pending at AVA.

7 Please do not hesitate to contact our Tradenet officer, Mr Lai Tzi Yuan (tel: 63257554, email: Lai_Tzi_Yuan@ava.gov.sg) if you need clarifications. Thank you for your cooperation.

Yours sincerely,

Sheila Mae Forro-Martorillas
Executive Manager (Quarantine & Border Control)
Quarantine Department
Quarantine & Inspection Group
For Director-General
Agri-Food and Veterinary Service

This is a computer generated circular and no signature is required