

Training on Customs Procedures	employees / declarants? B.2 Does your company send newly hired employees / declarants to attend external courses on customs procedures? B.3 Does your company send employees / declarants for trainings at regular intervals to keep them up-to-date on latest customs procedures?
Company's Processes & Procedures	C.1 Does your company have procedures to screen and select business partners and customers? C.2 Does your company have procedures to identify controlled or dutiable goods and comply with the relevant Singapore Customs' or Controlling Agencies' requirements? C.3 Does your company have procedures to check and verify the documents received for the purposes of submitting trade declarations? C.4 Does your company have procedures to ensure that information declared in the trade declaration is complete and correct? C.5 Does your company have procedures to report or flag out suspicious activities to the attention of supervisors or Singapore Customs, as appropriate?
Company's SOP Documentation	D.1 Does your company maintain Standard Operating Procedures (SOPs) for all procedures and processes identified under the Declaring Agent Governance Framework? D.2 Does your company disseminate and communicate the Standard Operating Procedures (SOPs) to employees / declarants? D.3 Are these Standard Operating Procedures (SOPs) reviewed on a regular basis?
Company's Information Management &	E.1 Does your company have an information management policy to classify and store information? E.2 Does your company have procedures to control access to and protect information? E.3 Does your company have procedures to conduct regular audit checks to detect discrepancies (e.g. unauthorised access, tampering or alteration of business data)? E.4 Does your company have procedures to inform Singapore Customs whenever there are any changes in your company's or declarants' information? E.5 Does your company have procedures to ensure the confidentiality of the TradeNet® Account?

Customs Account or Declaring Agent? Set Up the Right Route

Description

Every declaring entity needs the right UEN and an activated Customs Account before permit work. Then choose: appoint a Declaring Agent for the permits, or register as a DA and obtain TradeNet access to file your own; do not confuse account activation with an approved shipment permit.

An SME preparing its first import or export transaction needs one outcome: choose the self-filing or declaring-agent route and complete dependencies before cargo moves.

Choose the operating model

Situation	Practical next step
Agent will file permits	Activate the Customs Account, appoint the DA and authorise only the required payment or security access
Business will self-file	Register as a DA, prepare competent declarants and obtain a TradeNet front end or GFE access
Goods may be controlled	Identify HS and competent-authority requirements before permit submission
Dutiable or temporary goods are involved	Plan GIRO and any security well before arrival

Agent will file permits: Activate the Customs Account, appoint the DA and authorise only the required payment or security access. **Business will self-file:** Register as a DA, prepare competent declarants and obtain a TradeNet front end or GFE access.

Separate setup from shipment clearance

[Singapore Customs registration overview](#): Who needs a UEN and activated Customs Account, permit routes, GIRO, security and agent authorisation. **[Singapore Customs complete setup checklist](#)** : Sequenced tasks for self-filing and declaring-agent routes.

Account, agent and permit are three layers

Singapore Customs says importers, exporters and others applying for trade documents need a UEN and activated Customs Account. A Declaring Agent may then submit permits, but the approved permit still has shipment-specific conditions. Keep the entity setup checklist separate from the cargo clearance checklist. [Singapore Customs registration overview](#).

Choose the operating model deliberately

Using a DA can reduce system setup, but the declaring entity still owns the accuracy of commercial records and instructions. Self-filing requires DA registration, declarant competence and TradeNet access. Compare expected shipment volume, controlled-goods complexity, internal expertise and the cost of delay rather than choosing only on a per-permit fee. [Singapore Customs registration overview](#).

Start banking dependencies early

Singapore Customs requires Inter-Bank GIRO for relevant payments and says bank approval commonly takes three to four weeks. Security may also be needed for dutiable goods, temporary imports, licensed premises or other cases. Put those lead times ahead of the supplier's shipping date. [Singapore Customs registration overview](#).

Control the authorisation

Only key or authorised personnel should manage the account and the DA relationship. Record whether the agent may use the entity's GIRO and security, which shipments are in scope and how instructions are approved. Terminate or change access promptly when the relationship or staff changes. [Singapore Customs Declaring Agent Account guide](#).

Build a shipment-ready evidence pack

For each first shipment, retain classification support, controlled-goods checks, licence or certificate, commercial invoice, packing list, transport document, permit, payment record and agent instruction. The pack should let a second employee explain the declaration without relying on the agent's inbox. [Singapore Customs complete setup checklist](#).

Read the payment code on the approved permit

Singapore Customs uses permit payment codes to show how duty and GST were handled. GF indicates a successful deduction from the importer's IBG account; G7 uses the Declaring Agent's

IBG. G1 means GIRO was not used or the amount exceeded the account limit, so payment must be made before goods leave customs control. A GX condition means the amount remains payable if GIRO fails and security may be invoked. Include the code and funding evidence in the shipment release check instead of assuming that permit approval proves settlement. [Singapore Customs complete setup checklist](#).

Decide whose GIRO and security the agent may use

A trader using a Declaring Agent can let the agent use its own IBG and security, or authorise use of the trader's arrangements after approval. Singapore Customs says an approved trader IBG may be authorised for the agent one day later. Security is a separate dependency for permit types or movements that require it. Record whose bank account and security support each declaration, the authorisation reference and the available limit. That prevents a first shipment from stalling because the parties each assumed the other would fund the Customs obligation. [Singapore Customs complete setup checklist](#).

A six-week setup example

An SME plans a shipment in six weeks. It allocates week one to Customs Account activation and classification, starts GIRO immediately because bank approval may take three to four weeks, appoints a DA for the first permits and creates a controlled authorisation. The lead-time model is illustrative.

Goods may be controlled: Identify HS and competent-authority requirements before permit submission. **Dutiable or temporary goods are involved:** Plan GIRO and any security well before arrival.

Prepare the first shipment

1. Confirm UEN and activate the Customs Account
2. Classify goods and check controls
3. Choose agent or self-filing route
4. Start GIRO and security early
5. Document agent permissions
6. Retain permit and shipment evidence

First-shipment setup traps

- Treating account activation as a permit
- Shipping before controlled-goods checks
- Starting GIRO days before arrival
- Giving an agent open-ended access
- Keeping no internal declaration file

Continue the import setup

After Customs Account or Declaring Agent? Set Up the Right Route, [prepare the permit evidence for a first shipment](#). Then [separate the later GST invoice record](#). Both resolve a different task from Singapore Customs Account declaring agent setup.

Questions readers ask about Singapore Customs Account declaring agent setup

Is Customs Account activation chargeable?

Singapore Customs states there is no activation fee. [Singapore Customs registration overview](#).

Can an agent apply for permits?

Yes, after the declaring entity completes the required setup and authorisation. [Singapore Customs complete setup checklist](#).

How long can GIRO approval take?

Singapore Customs says bank approval typically takes three to four weeks. [Singapore Customs registration overview](#).

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Author

claratan