

## Singapore

Singapore, officially the Republic of Singapore, is a sovereign city-state and island country in Southeast Asia. Made up of the lozenge-shaped main island and over 60 much smaller islets. The country is highly urbanised, with very little primary rainforest remaining. As experts in the handling of trade shows and exhibitions in Singapore, we are highly experienced and qualified customs agents, shippers and on-site handlers and able to provide local partners at main trade fairs who act as importers of foreign goods.

### **The importance of documentation**

Customs procedures in Singapore are complex and time consuming but care and attention to detail can overcome any apparent problems. In order that the Singaporean authorities, brokers and agents have sufficient time to perform the bureaucratic and physical tasks necessary, freight and documentation will be required well in advance.

### **Classification and the bonded warehouse**

When goods arrive in Singapore, whether by sea or air, the carrier will deliver the required documentation to the consignee or their legalised representative who will issue the authority for transfer of the goods from the port/airport to the bonded warehouse. This procedure can take up to 48 hours. Once the materials are in Bond, a process of classification will commence. Classification is a procedure when the customs brokers must physically inspect the goods and identify each item listed in the accompanying documents and then specify the customs tariff heading and number for each item. This is a time consuming process which, depending on the number and complexity of the items, can take up to 10 working days.

### **Entry and customs examinations**

Once the classification is completed the entry document is prepared and submitted to the customs authority. The cargo is then checked against the invoices by the Singapore customs. Examination is under the control of customs officials responsible at the point of entry. This process can take 2-5 working days. If all the documentation is in order and the freight is identified customs will grant permission for material to be removed from the bonded warehouse and delivered to the exhibition venue.

### **On the show floor**

Under no circumstances can goods or equipment be sold from the exhibition floor, whether in bond or under temporary import. All cargo must be returned to the bonded warehouse and be placed back under customs control, only then can the importer start the nationalisation process.



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**Singapore** is a major international transport hub in Asia, positioned on many sea and air trade routes. The Port of Singapore, managed by port operators PSA International and Jurong Port, was the world's second-busiest port in 2005 in terms of shipping tonnage handled, at 1.15 billion gross tons, and in terms of containerised traffic, at 23.2 million twenty-foot equivalent units (TEUs). It is also the world's second-busiest, behind Shanghai, in terms of cargo tonnage with 423 million tons handled. In addition, the port is the world's busiest for transshipment traffic and the world's biggest ship refuelling centre.

Singapore is an aviation hub for Southeast Asia and a popular stopover between Sydney and London. There are eight airports in the country, and Singapore Changi Airport hosts a network of 80 airlines connecting Singapore to 200 cities in 68 countries.

### DO's

- Contact us early. It is a very long journey by sea to Singapore so allow plenty of time.
- Pack your goods in suitable packaging material (the best you can afford and rainproof). External packaging must be made from pre-treated wood and carry the necessary IPPC stamps.
- Make use of our Temporary Bond Facility. This avoids paying unnecessary duties/taxes to the Singaporean Customs Authorities.
- Supply us with sample literature/CDs/DVDs/USBs for censorship approval by the Media Development Authority ([www.mda.gov.sg](http://www.mda.gov.sg))
- Pack and list your Temporary and Permanent items on separate invoices
- Let us know what you plan to ship early as some equipment requires special documentation for licences such as:
  - Telecommunications
  - Radio frequency
  - Radioactive equipment
  - Automobiles
  - Weapons
  - Ammunition
  - Explosives
  - Liquor/tobacco
  - Petroleum-based products.

### DON'Ts

- Do not use a courier or attempt to hand carry
- Do not address cargo to yourself, your hotel or exhibition site—it will not be delivered
- Do not use the term 'SAMPLES' on shipping documentation
- Do not ship without taking copies of all shipping documents
- Ignore shipping deadlines
- Send any foodstuffs (even mints or boiled sweets) as the import regulations are very strict.
- Panic about the paperwork as we will guide you through all the documentation to ensure your goods arrive safely to your stand.
- Forget to tell us if you require secondary forklift hire at the venue (for lifting heavy machines out of packing cases etc)
- Book your return flight home for the same evening the exhibition finishes.

