# EXPLANATORY NOTES

How to complete each field of the **Outward Declaration Form**

<p>| | | |</p>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Exporter's Details</strong>&lt;br&gt;The Exporter's Name, Address and Telephone Number</td>
<td></td>
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<tr>
<td>2.</td>
<td><strong>Exporter's Central Registration (CR) Number</strong>&lt;br&gt;The Exporter's CR Number</td>
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<td>3.</td>
<td><strong>Declaring Agent</strong>&lt;br&gt;The Declaring Agent's Name</td>
<td></td>
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<tr>
<td>4.</td>
<td><strong>Declaring Agent's Central Registration (CR) Number</strong>&lt;br&gt;The Declaring Agent's CR Number</td>
<td></td>
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<tr>
<td>5.</td>
<td><strong>Carrier Agent</strong>&lt;br&gt;The Outward Carrier Agent's Name&lt;br&gt;&lt;br&gt;&lt;strong&gt;Note:&lt;/strong&gt;&lt;br&gt; For Sea Consignment – State the Shipping Agent's Name&lt;br&gt; For Air Consignment – State the Airline Agent's name&lt;br&gt; For Road Consignment – State the Transportation Company's Name (Optional)</td>
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<tr>
<td>6.</td>
<td><strong>Carrier Agent's Central Registration (CR) Number</strong>&lt;br&gt;The Outward Carrier Agent's CR Number</td>
<td></td>
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<tr>
<td>7.</td>
<td><strong>Freight Forwarder / NVOCC / Cargo Agent / Consolidator</strong>&lt;br&gt;The Freight Forwarder / NVOCC / Cargo Agent / Consolidator's Name (Applies only to Consolidated Shipments)</td>
<td></td>
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<tr>
<td>8.</td>
<td><strong>Freight Forwarder / NVOCC / Cargo Agent / Consolidator's Central Registration (CR) Number</strong>&lt;br&gt;The Freight Forwarder / NVOCC / Cargo Agent / Consolidator's CR Number</td>
<td></td>
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<tr>
<td>9.</td>
<td><strong>Vessel Type</strong>&lt;br&gt;The Vessel Type, namely Barge or Cargo Vessel (Applies only to Sea Consignment)</td>
<td></td>
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</tbody>
</table>
10. **Vessel Name / Flight Number**  
   Applies only to Sea or Air Consignment  
   **Note:**  
   For Sea Consignment – State the Vessel Name  
   For Air Consignment – State the Flight Number

11. **Vessel Location**  
   The berth location of the Cargo Vessel (Applies only to Sea Consignment)

12. **Voyage Number**  
   The Voyage Number (Applies only to Sea Consignment)

13. **Departure Date**  
   The Date of Departure for the Consignment

14. **Ocean Bill of Lading (OBL) Number / Master Airway Bill (MAWB) Number / Ocean Unique Cargo Reference (OUCR) Number**  
   Applies only to Sea or Air Consignment  
   **Note:**  
   For Sea Consignment – State the OBL Number  
   For Air Consignment – State the MAWB Number

15. **House Bill of Lading (HBL) Number / House Airway Bill (HAWB) Number / House Unique Cargo Reference (HUCR) Number**  
   Applies only to Consolidated Sea or Air Shipments

16. **Country of Final Destination of Goods**  
   Country of Final Destination of goods

17. **Code for Country of Final Destination of Goods**  
   State the 2-alpha Country Code  
   **Note:**  
   The code is obtainable from the website – http://www.tradenet.gov.sg
<table>
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<th></th>
<th><strong>Explanatory Notes – Outward Declaration Form</strong></th>
</tr>
</thead>
</table>
| 18. | **Port of Discharge**  
The final port at which the goods will be discharged |
| 19. | **Code for Port of Discharge**  
State the 5-alpha Port Code (LOCODE)  
**Note:**  
The code is obtainable from the website – http://www.tradenet.gov.sg |
| 20. | **Type of Trade**  
The Type of Trade, namely **Direct** or **Re-export**  
**Note:**  
**Direct** - Goods whether of Singapore origin or foreign origin are sold from Singapore to a foreign country  
**Re-export** - Goods imported are for sale to a foreign country, irrespective of whether or not there is re-packing, splitting into bundles, sorting, grading or marking |
| 21. | **Transport Mode**  
The Transport Mode, namely **Sea**, **Road** or **Air** |
| 22. | **Cargo Packing Type**  
The type of Cargo Packing, namely **Bulk**, **Conventional**, **Container** or **Airborne** |
| 23. | **Total Outer Packing**  
The total number of Outer Package(s) and Unit of Measurement |
| 24. | **Gross Weight**  
The Gross Weight of the goods (Including the packaging materials)  
**Note:**  
For Sea Consignment – Indicate in Tonnes (TNE)  
For Air Consignment – Indicate in Kilograms (KGM)  
For Road Consignment – Indicate in Kilograms (KGM) or Tonnes (TNE) |
25. **Container Identifier**  
Comprises of *Container Number, Container Type* and *Container Size*  
(Applies only to Containerised Consignment)  

**Note:**  
Container Number – State the Container Number  
Container Type – State either Full Container Load (FCL) or Less than Full Container Load (LCL)  
Container Size – State either 20 Footer or 40 Footer type

26. **Description of Goods**  
A brief description of the goods based on the particulars in the supplier's invoice. The number of packages should also be stated correctly for each item.

27. **Product Code**  
State the assigned Product Code  
(Applies only to controlled items)

28. **Establishment Code**  
State the Establishment Code – (Applies only to certain controlled items)

29. **Commodity Codes (HS codes)**  
Commodity Codes are the 8-digit Harmonised System (HS) Codes which are the international nomenclature for the classification of goods. Goods that are classified under different HS Codes must be declared separately at item level  

**Note:**  
The HS Codes are obtainable from the Singapore Trade Classification, Customs and Excise Duties, 2003 publication

30. **FOB Value**  
The FOB value in Singapore dollars (S$) for each item  

**Note:**  
FOB - The sale price of the goods excluding freight and insurance in Singapore dollars (S$)

31. **Quantity**  
Quantity must be stated as in accordance to the Singapore Trade Classification, Customs and Excise Duties, 2003 publication  

**Note:**  
Quantity by weight refers to nett weight of the goods (ie. without packaging)
32. **Quantity Unit Code**  
State the Unit of Quantity Code, as in accordance to the Singapore Trade Classification, Customs and Excise Duties, 2003 publication

33. **Country of Origin of Goods**  
Country in which goods were produced / manufactured and given their final form

34. **Country of Origin of Goods - Code**  
State the 2-alpha Country Code  

**Note:**  
The code is obtainable from the website – http://www.tradenet.gov.sg

35. **Licence Number**  
State the Competent Authority’s Licence Number (Applies only to certain controlled items)

36. **Marks and Numbers**  
The markings on the cargo (If any)

37. **Remarks**  
Indicate additional details/remarks (If any)