

**EXPLANATORY NOTES**

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

1.	<p><b>Exporter's Details</b> The Exporter's Name, Address and Telephone Number</p>
2.	<p><b>Exporter's Central Registration (CR) Number</b> The Exporter's CR Number</p>
3.	<p><b>Declaring Agent</b> The Declaring Agent's Name</p>
4.	<p><b>Declaring Agent's Central Registration (CR) Number</b> The Declaring Agent's CR Number</p>
5.	<p><b>Carrier Agent</b> The Outward Carrier Agent's Name</p> <p><u>Note:</u> For Sea Consignment – State the Shipping Agent's Name For Air Consignment – State the Airline Agent's name For Road Consignment – State the Transportation Company's Name (Optional)</p>
6.	<p><b>Carrier Agent's Central Registration (CR) Number</b> The Outward Carrier Agent's CR Number</p>
7.	<p><b>Freight Forwarder / NVOCC / Cargo Agent / Consolidator</b> The Freight Forwarder / NVOCC / Cargo Agent / Consolidator's Name (Applies only to Consolidated Shipments)</p>
8.	<p><b>Freight Forwarder / NVOCC / Cargo Agent / Consolidator's Central Registration (CR) Number</b> The Freight Forwarder / NVOCC / Cargo Agent / Consolidator's CR Number</p>
9.	<p><b>Vessel Type</b> The Vessel Type, namely Barge or Cargo Vessel (Applies only to Sea Consignment)</p>

<p>10.</p>	<p><b>Vessel Name / Flight Number</b>                  Applies only to Sea or Air Consignment</p> <p><u>Note:</u>                  For Sea Consignment – State the Vessel Name                  For Air Consignment – State the Flight Number</p>
<p>11.</p>	<p><b>Vessel Location</b>                  The berth location of the Cargo Vessel (Applies only to Sea Consignment)</p>
<p>12.</p>	<p><b>Voyage Number</b>                  The Voyage Number (Applies only to Sea Consignment)</p>
<p>13.</p>	<p><b>Departure Date</b>                  The Date of Departure for the Consignment</p>
<p>14.</p>	<p><b>Ocean Bill of Lading (OBL) Number / Master Airway Bill (MAWB) Number / Ocean Unique Cargo Reference (OUCR) Number</b>                  Applies only to Sea or Air Consignment</p> <p><u>Note:</u>                  For Sea Consignment – State the OBL Number                  For Air Consignment – State the MAWB Number</p>
<p>15.</p>	<p><b>House Bill of Lading (HBL) Number / House Airway Bill (HAWB) Number / House Unique Cargo Reference (HUCR) Number</b>                  Applies only to Consolidated Sea or Air Shipments</p>
<p>16.</p>	<p><b>Country of Final Destination of Goods</b>                  Country of Final Destination of goods</p>
<p>17.</p>	<p><b>Code for Country of Final Destination of Goods</b>                  State the 2-alpha Country Code</p> <p><u>Note:</u>                  The code is obtainable from the website – <a href="http://www.tradenet.gov.sg">http://www.tradenet.gov.sg</a></p>

18.	<p><b>Port of Discharge</b> The final port at which the goods will be discharged</p>
19.	<p><b>Code for Port of Discharge</b> State the 5-alpha Port Code (LOCODE)  <u>Note:</u> The code is obtainable from the website – <a href="http://www.tradenet.gov.sg">http://www.tradenet.gov.sg</a></p>
20.	<p><b>Type of Trade</b> The Type of Trade, namely <i>Direct</i> or <i>Re-export</i>  <u>Note:</u> <i>Direct</i> - Goods whether of Singapore origin or foreign origin are sold from Singapore to a foreign country  <i>Re-export</i> - 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</p>
21.	<p><b>Transport Mode</b> The Transport Mode, namely <i>Sea</i>, <i>Road</i> or <i>Air</i></p>
22.	<p><b>Cargo Packing Type</b> The type of Cargo Packing, namely <i>Bulk</i>, <i>Conventional</i>, <i>Container</i> or <i>Airborne</i></p>
23.	<p><b>Total Outer Packing</b> The total number of Outer Package(s) and Unit of Measurement</p>
24.	<p><b>Gross Weight</b> The Gross Weight of the goods (Including the packaging materials)  <u>Note:</u> For Sea Consignment – Indicate in Tonnes (TNE) For Air Consignment – Indicate in Kilograms (KGM) For Road Consignment – Indicate in Kilograms (KGM) or Tonnes (TNE)</p>

<p>25.</p>	<p><b>Container Identifier</b></p> <p>Comprises of <b>Container Number</b>, <b>Container Type</b> and <b>Container Size</b> (Applies only to Containerised Consignment)</p> <p><u>Note:</u></p> <p>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</p>
<p>26.</p>	<p><b>Description of Goods</b></p> <p>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.</p>
<p>27.</p>	<p><b>Product Code</b></p> <p>State the assigned Product Code (Applies only to controlled items)</p>
<p>28.</p>	<p><b>Establishment Code</b></p> <p>State the Establishment Code – (Applies only to certain controlled items)</p>
<p>29.</p>	<p><b>Commodity Codes (HS codes)</b></p> <p>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</p> <p><u>Note:</u></p> <p>The HS Codes are obtainable from the Singapore Trade Classification, Customs and Excise Duties, 2003 publication</p>
<p>30.</p>	<p><b>FOB Value</b></p> <p>The FOB value in Singapore dollars (S\$) for each item</p> <p><u>Note:</u></p> <p>FOB - The sale price of the goods excluding freight and insurance in Singapore dollars (S\$)</p>
<p>31.</p>	<p><b>Quantity</b></p> <p>Quantity must be stated as in accordance to the Singapore Trade Classification, Customs and Excise Duties, 2003 publication</p> <p><u>Note:</u></p> <p>Quantity by weight refers to nett weight of the goods (ie. without packaging)</p>

32.	<p><b>Quantity Unit Code</b></p> <p>State the Unit of Quantity Code, as in accordance to the Singapore Trade Classification, Customs and Excise Duties, 2003 publication</p>
33.	<p><b>Country of Origin of Goods</b></p> <p>Country in which goods were produced / manufactured and given their final form</p>
34.	<p><b>Country of Origin of Goods - Code</b></p> <p>State the 2-alpha Country Code</p> <p><u>Note:</u> The code is obtainable from the website – <a href="http://www.tradenet.gov.sg">http://www.tradenet.gov.sg</a></p>
35.	<p><b>Licence Number</b></p> <p>State the Competent Authority's Licence Number (Applies only to certain controlled items)</p>
36.	<p><b>Marks and Numbers</b></p> <p>The markings on the cargo (If any)</p>
37.	<p><b>Remarks</b></p> <p>Indicate additional details/remarks (If any)</p>