



ICA Building
10, Kallang Road #08-00
Singapore 208718
(Next to Lavender MRT Station)
<https://www.ICA.gov.sg>

16 Mar 2023

All Traders and Declaring Agents

Dear Sir/Madam

PAPERLESS CLEARANCE OF CONVENTIONAL CARGO AT ALL ICA CARGO CHECKPOINTS

With effect from 31 Mar 2023, Immigration & Checkpoints Authority (ICA) will implement the paperless clearance of conventional cargo, at all ICA Cargo Checkpoints, following the successful trials that were conducted progressively at our air, sea and land cargo checkpoints, from Nov 2021.

2 Previously, drivers were required to present hardcopy Cargo Clearance Permits (CCPs) to ICA officers for scanning. To enjoy paperless clearance, drivers/traders are strongly encouraged to submit the CCP numbers and vehicle plate license number to ICA online before the vehicle arrives at the checkpoint. Upon successful submission, drivers can proceed to the checkpoints without the need to present the hardcopy CCPs as ICA officers will retrieve the information backend electronically without having to manually scan each hardcopy permit for clearance. This will in turn reduce the cargo clearance time, resulting in overall shorter waiting time for the drivers.

3 Drivers/traders can apply for paperless clearance, via the myICA mobile application (under 'Submit cargo clearance') or ICA website (www.ica.gov.sg > e-Services > Cargo Clearance > Apply for paperless clearance for conventional cargo). The paperless clearance process for conventional cargo will apply to all conventional cargo permit types (i.e., import, export and transshipment) that are required for clearance and cargo processes (i.e., partial and convoy clearance).

4 Please refer to a list of Frequently Asked Questions in **Annex A** for more details.

Yours faithfully,

Peck Yong Tat
Head, Future Ops and Transformation, Ops Division
for Commissioner
Immigration & Checkpoints Authority

(This is a computer-generated circular. No signature is required.)

We hope that this circular has been written in a way that is clear to you. If not, please let us have suggestions on how to improve this circular at ICA_SGAC_Cargo@ica.gov.sg

FREQUENTLY ASKED QUESTIONS

1) Am I still required to present physical copies of CCPs for cargo clearance after I have applied for paperless clearance? What about supporting documents?

If you have successfully submitted your vehicle information and the corresponding CCPs numbers for your journey to ICA online, you are not required to present physical CCPs for cargo clearance. ICA officers will be able to retrieve the permit information tagged to your vehicle license plate number in our clearance system.

You are also strongly encouraged to upload supporting documents such as Master Air Way Bill and Invoices via TradeNet before proceeding to the checkpoints. If you have successfully submitted your supporting documents electronically via TradeNet, you are not required to present physical supporting documents at our counter, thus enabling a paperless clearance process.

2) Is there a possibility that ICA officers are unable to retrieve the permit information in ICA Cargo Clearance System with the vehicle number even though a submission was made? What would happen to the driver then?

Yes. This may happen when companies / drivers submit an incorrect Vehicle Number via the myICA mobile app (under 'Submit cargo clearance') or the ICA website (www.ica.gov.sg > e-Services > Cargo Clearance > Apply for paperless clearance for conventional cargo). For instance, the actual vehicle number is V1234D but V1235D was submitted instead. As no permit information could be retrieved using V1234D, the driver would be requested to show a screenshot or PDF copy of the submission details on their mobile device to the ICA officer for verification. If further verification is required, the driver would be directed to the secondary office. It is important to ensure that the correct vehicle number is submitted to minimize such inconveniences.

3) I have inadvertently omitted some permit from my paperless clearance submission. What should I do?

Upon every successful submission, you will receive an Application Reference Number. You should use this Application Reference Number to retrieve your submitted details and furnish other permit numbers required for the trip. It is important to ensure that **all** the permit numbers required for the trip are correctly submitted. This is similar to the current procedure whereby drivers should present all the permits of the cargo they are conveying.

4) I need to deploy a backup vehicle for a trip which has been submitted. What should I do?

Upon every successful submission, you will receive an Application Reference Number. You should use this Application Reference Number to retrieve your submitted details and change/update the vehicle number accordingly.

5) Is the submission for paperless clearance applicable to both containerised and conventional cargoes?

The submission for paperless clearance via the myICA mobile app (under 'Submit cargo clearance') or via ICA website (www.ica.gov.sg > e-Services > Cargo Clearance > Apply for paperless clearance for conventional cargo) applies to conventional cargoes only. There is no change to the current clearance of containerised cargoes, which has been paperless since 1997.

6) Previously, we could refer to the physical copies of CCPs that were endorsed with the physical endorsement to verify the status of cargo clearance. With the implementation of paperless clearance, how should we access the clearance information of the CCPs?

All cargo clearance information will be captured in our systems based on the CCPs tagged to the vehicle license plate number submitted via myICA mobile app (under cargo clearance) or ICA website (www.ica.gov.sg > e-Services > Cargo Clearance > Apply for paperless clearance for conventional cargo). Since 6 Jan 2023, traders can view the clearance information via Customs Permit Clearance Enquiry Service (PCES) on the Networked Trade Platform. With the PCES, traders will only require to input the permit number and a Unique Entity Number (UEN) of the trader or any party involved in the shipment to perform the query. Traders may refer to Singapore Customs circular no: 02/2023 for more information.

7) As we move towards full digitalisation and paperless process, are we still required to keep physical CCPs as standby in case of system downtime/issues?

Users will be informed of both scheduled and ad-hoc downtime via the myICA App or ICA website (www.ica.gov.sg > e-Services > Cargo Clearance > Apply for paperless clearance for conventional cargo). Please be informed that submissions made before the downtime would have already been stored in our cargo clearance system. Drivers can proceed to the checkpoints without a need to make a new submission. For users who need to make a new submission or amend an earlier submission during system downtime, users can continue to do so via the myICA App or ICA website. For such submissions/amendments, a QR code will be generated for each successful submission/amendment and drivers will just need to present the QR code at the checkpoints. No physical copies of CCPs are required.