

IMPORTANT NOTICE TO ALL CARNET CUSTOMERS

27 December 2022

Dear Members and Customers

ATA CARNET

NEW E-CARNET APPLICATION PROCESS AND SYSTEM EFFECTIVE 3 JANUARY 2023

You may have seen a recent issue of the Chamber's e-newsletter **MemberCONNECT** and social media posts in which we announced we have developed an e-ATA Carnet application system. It is designed to make applying for a Carnet easier to save you time and effort. Key benefits include fewer visits to the Chamber's office and no longer having to fill out the same information on different pages of the ATA Carnet form. The system will autofill all information which needs to appear on different pages of the form.

Effective 3 January 2023, all applications for ATA Carnets will be processed on our e-ATA Carnet application system. No manual ATA applications on Carnet forms will be accepted.

The application process is user-friendly and intuitive and has been tested by the Chamber's team and by a number of Carnet customers. When you use the e-ATA Carnet application system, we hope you will agree we have met our goal of improving your experience of applying for a Carnet.

The first step in applying for an e-ATA Carnet is the submission of a Proforma Invoice. Once the Proforma Invoice has been processed, our Carnet team will send you a link to access the e-ATA Carnet system and a simple user guide. To be able to access the system, all authorised Carnet users' email addresses must be pre-registered with SICC.

If you have any questions or concerns, please do not hesitate to contact Ms. Nisha Bte Ibrahim, Director Certification Services at nisha@sicc.com.sg

In rolling out this new solution we want to make very sure those of you who hold unused Carnet forms are not out of pocket. Provided you return all unused Carnet forms in their full sets, as detailed overleaf, you will only pay the difference between the Chamber's 2023 processing fees (also see overleaf) and the amount your company paid when the Carnet forms were bought.

It follows, therefore, all unused ATA Carnet forms currently held by you are now hereby recalled and will be securely destroyed by the Chamber at its own expense.

Please contact the undersigned at the email address above if you have any questions or concerns.

With every good wish for your continued success in 2023.

Yours faithfully

Victor Mills
Chief Executive

Nisha Bte Ibrahim
Director, Certification Services

Carnet forms must be returned to SICC in complete sets as follows:

- a) Application form & Letter of Undertaking showing the original receipt validation evidencing payment has been made by the applicant company. Customers will not be out of pocket for Carnets issued from 3 Jan 2023 onwards via the e-Carnet application system provided they return all unused Carnet forms in full sets. Instead, they will pay the difference between the 2023 processing fees and the amount they have already paid when they bought the Carnet forms. However, if the Carnet forms are not returned in full sets, customers will have to pay the 2023 fees in full.
- b) Each Carnet consists of:
- Front Green Cover/General List (Green)
 - Exportation Voucher/General List (Yellow)
 - Importation Voucher/General List (White)
 - Transit Voucher/General List (Blue) – if any
 - Transit Voucher/General List (Blue) – if any
 - All Continuation Sheets/General Lists – (green, yellow, white, and blue) – if any

Carnet processing fees with effect from 3 January 2023 (as previously advised by the Circular dated 28 October 2022).

	Members	Non-Members
	S\$	S\$
a) Application Fee	280.00	480.00
b) Additional Country	30.00	60.00
c) Urgent Processing Fee (Within 24 hours)	150.00	300.00
d) Additional Sheets for List of Products	3.00	6.00

Note: These fees are subject to GST at the prevailing rate.

For further clarification on the above and guidance on our e-ATA Carnet platform, please

email us at certification@sicc.com.sg.