Singapore electronic permit system

9 April 2020

Virtual eCITES workshop

Introduction

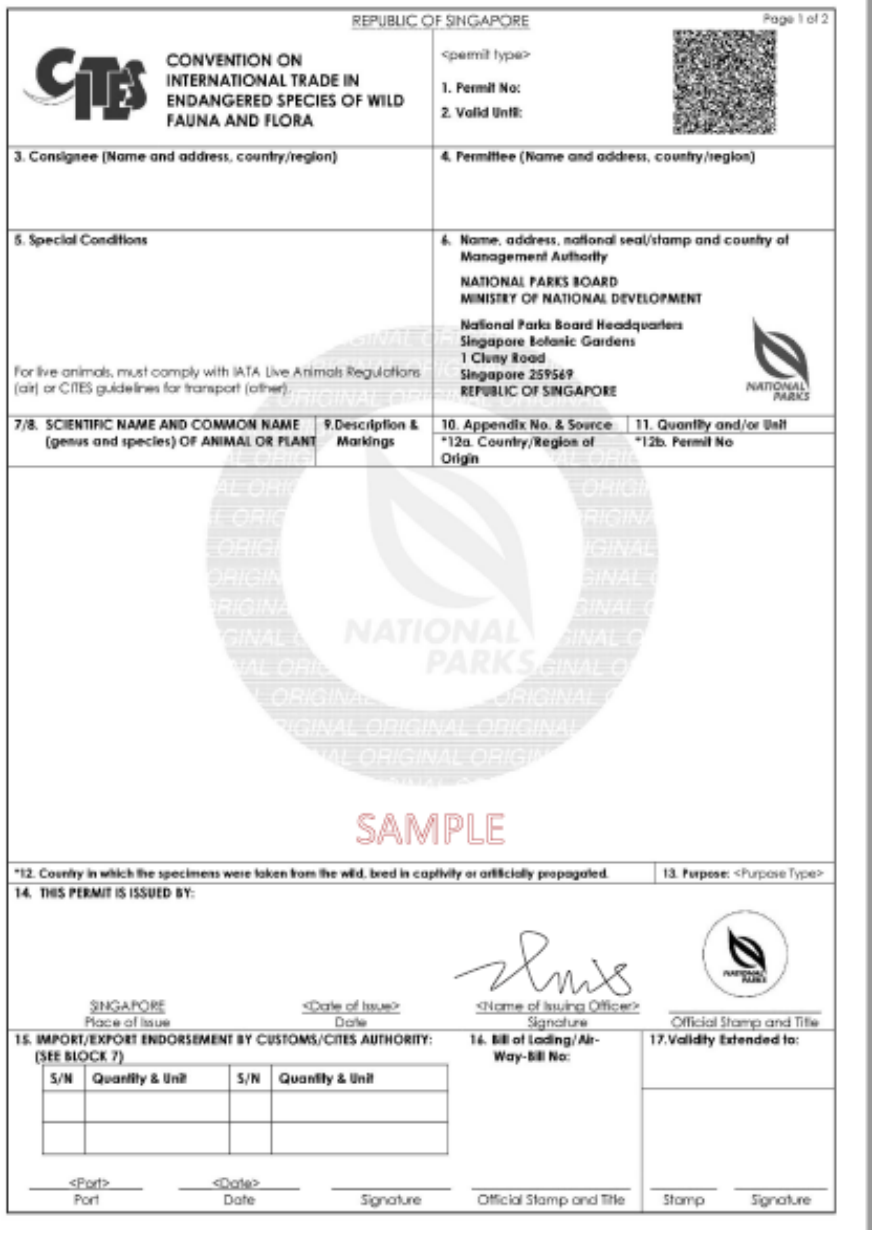
- The National Parks Board (NParks) is designated as the CITES Management Authority in Singapore.
- Regulates the import, export and re-export of CITES specimens through the issuance of CITES permits and certificates
- Conducts inspection of CITES and wildlife shipments and enforcement of illegal wildlife trade
- The Endangered Species (Import & Export) Act enacted in 1989 to give legal effect to CITES

CITES Trade in Singapore

- Issues ~14,000 CITES permits/certs annually
- Commonly imported/export/re-exported specimens include zoo animals and birds, reptile skins, dragonfish, hard corals, caviar, reptilian finished leather products, food turtles, agarwood, orchids

Electronic Permit System

- Issuance of CITES permits via online system – GoBusiness Licensing Portal
- Implemented electronic signature for all CITES permits/certificates on 1 Oct 2019 – allows applicant to self-print via a compatible watermark printer
- All CITES permits/certificates are watermarked with security features to prevent fraudulent use



REPUBLIC OF SINGAPORE

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CONVENTION ON INTERNATIONAL TRADE IN ENDANGERED SPECIES OF WILD FAUNA AND FLORA

<permit type>

1. Permit No:

2. Valid Until:

3. Consignee (Name and address, country/region)

4. Permittee (Name and address, country/region)

5. Special Conditions

For live animals, must comply with IATA Live Animals Regulations (air) or CITES guidelines for transport (other).

6. Name, address, national seal/stamp and country of Management Authority

NATIONAL PARKS BOARD
MINISTRY OF NATIONAL DEVELOPMENT

National Parks Board Headquarters
Singapore Botanic Gardens
1 Cluny Road
Singapore 259569
REPUBLIC OF SINGAPORE

7/8. SCIENTIFIC NAME AND COMMON NAME (genus and species) OF ANIMAL OR PLANT	9.Description & Markings	10. Appendix No. & Source *12a. Country/Region of Origin	11. Quantity and/or Unit *12b. Permit No

SAMPLE

*12. Country in which the specimens were taken from the wild, bred in captivity or artificially propagated. | 13. Purpose: <Purpose Type>

14. THIS PERMIT IS ISSUED BY:

SINGAPORE (Place of Issue) | <Date of Issue> (Date) | <Name of Issuing Officer> (Signature) | Official Stamp and Title

15. IMPORT/EXPORT ENDORSEMENT BY CUSTOMS/CITES AUTHORITY: (SEE BLOCK 7)

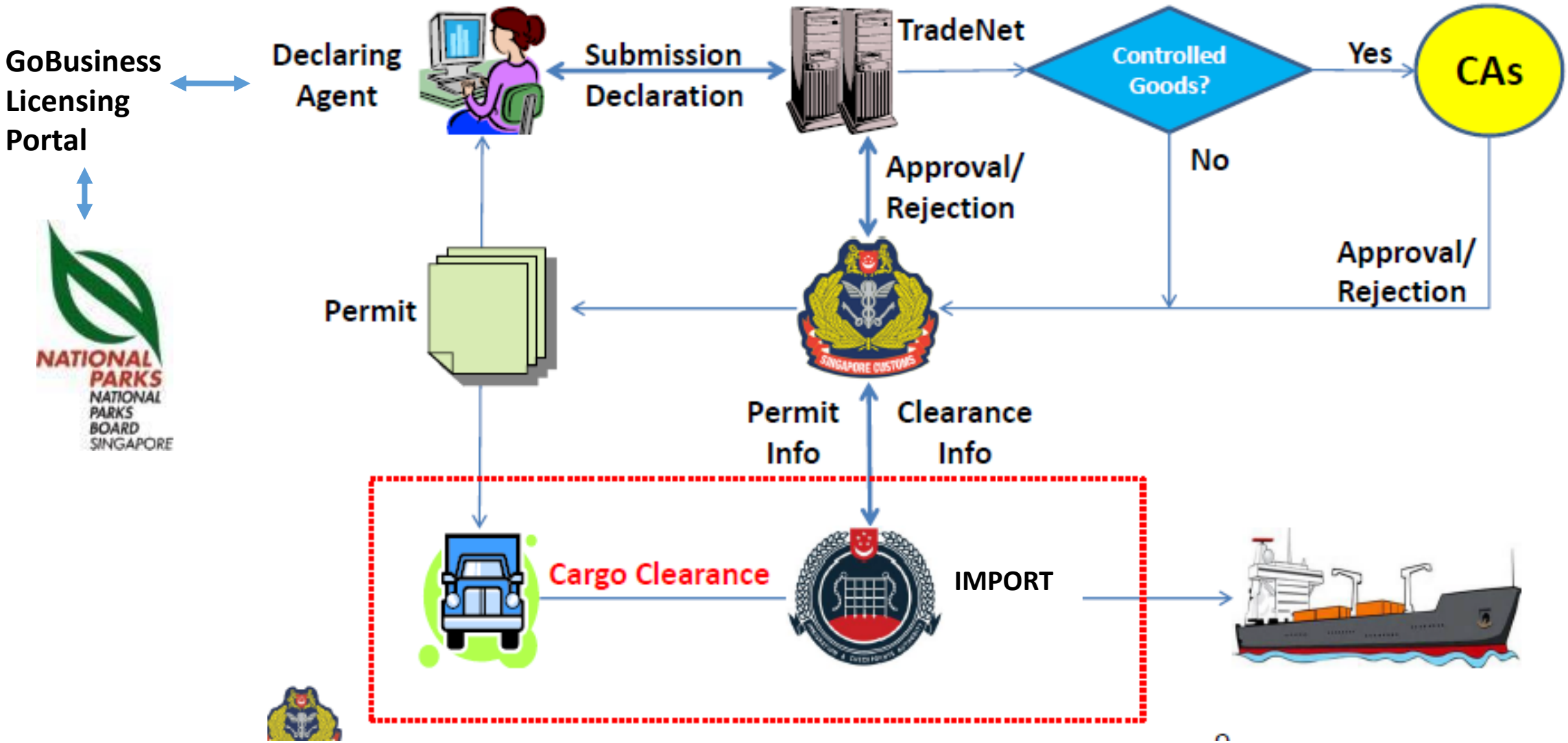
S/N	Quantity & Unit	S/N	Quantity & Unit

16. Bill of Lading/Air-Way-Bill No:

17.Validity Extended to:

<Port> (Port) | <Date> (Date) | Signature | Official Stamp and Title | Stamp | Signature

INFORMATION FLOW



CITES Import application process

Application

- Apply CITES import permit
- Attach a softcopy of foreign CITES export/re-export permit as supporting document

Processing

- Processing officer (PO) verifies application details against foreign CITES export/re-export permit
- Route to Approving officer (AO)

Approval

- AO may verify the validity of foreign CITES export/re-export permit with foreign CITES MA
- Approves application

Printing

- (After payment is made via Giro or online) PO prepares and completes license
- Upon receiving a Notification to print, applicant can self-print via a compatible watermark printer or self-service terminals provided by NParks

CITES Export/Re-export application process

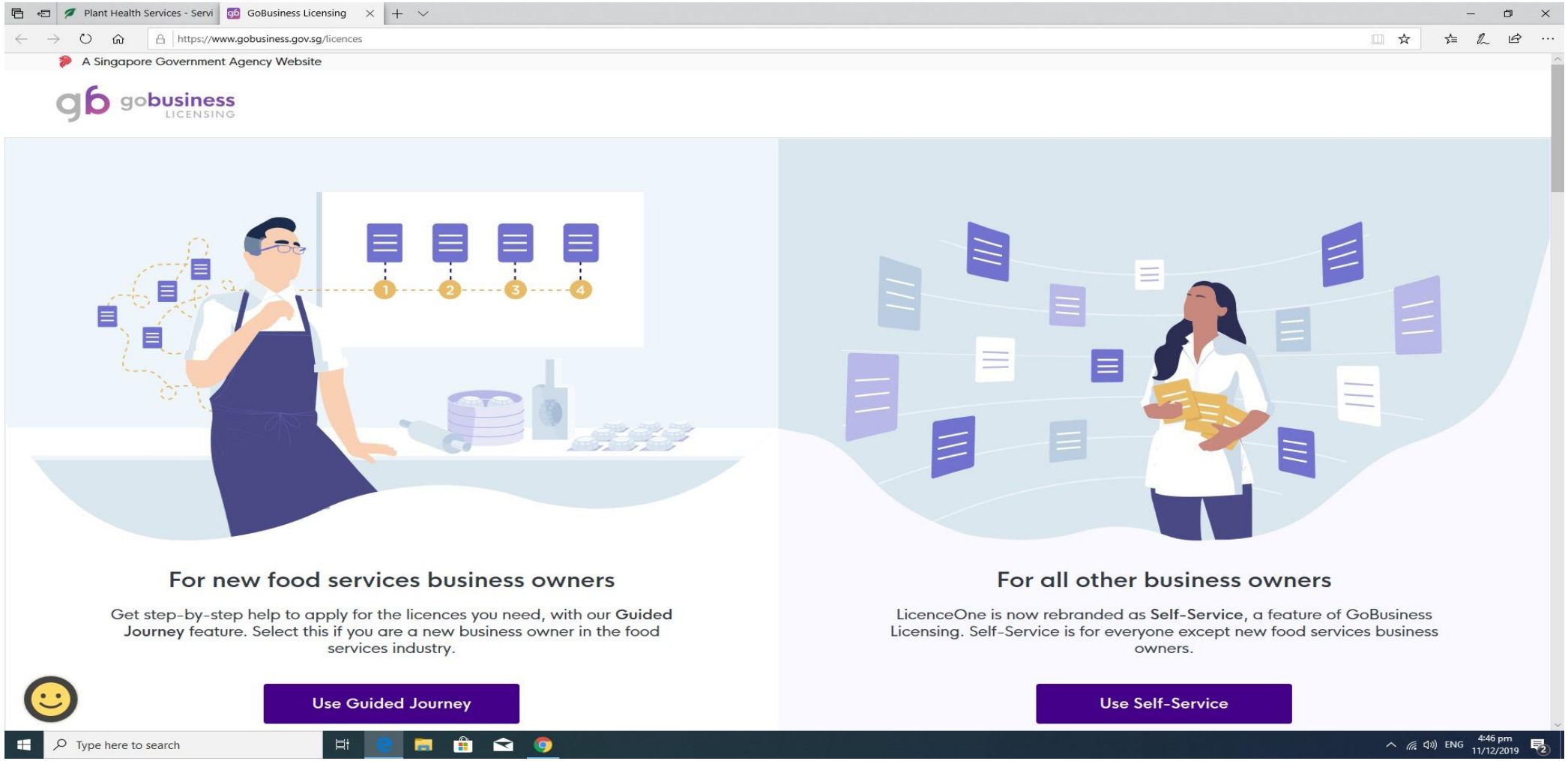
Reptilian finished products (only CITES App II reptiles and small leather products)

- Applicant creates stock card (CITES import permit is not required for such products)
- Submit original foreign CITES export/re-export permit
- PO processes and approves the stock card application
- Applicant applies for CITES re-export permit
- Auto-approval of application
- PO assigns AO name on permit
- PO prepares and completes license
- Applicant self-prints after receiving Notification to print

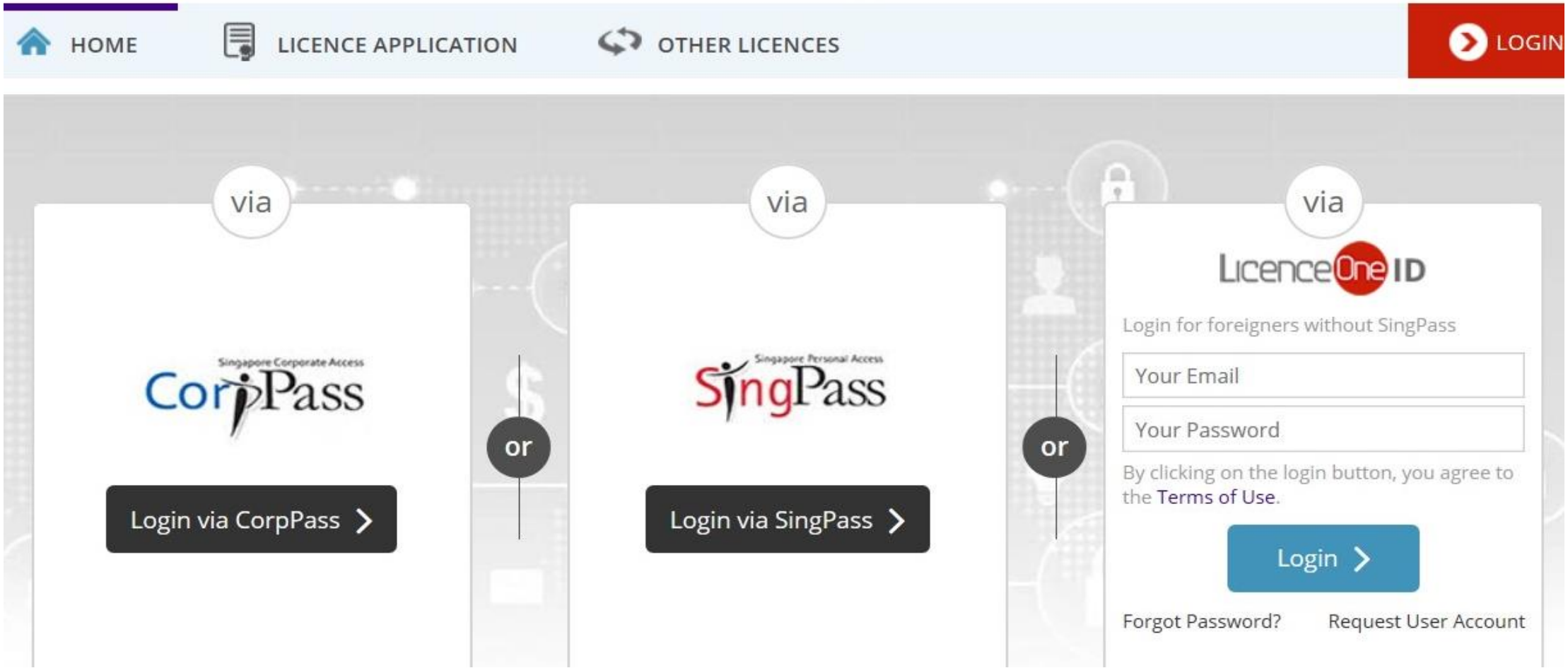
Live animals and birds, parts, non-reptilian finished products, large leather products, non-App II reptilian finished products

- PO activates import stock card upon receipt of original foreign CITES export/re-export permit and copy of endorsed CITES import permit
- Applicant applies for CITES re-export permit
- PO processes application and route to AO for approval
- After approval, PO prepares and completes license
- Applicant self-prints after receiving Notification to print

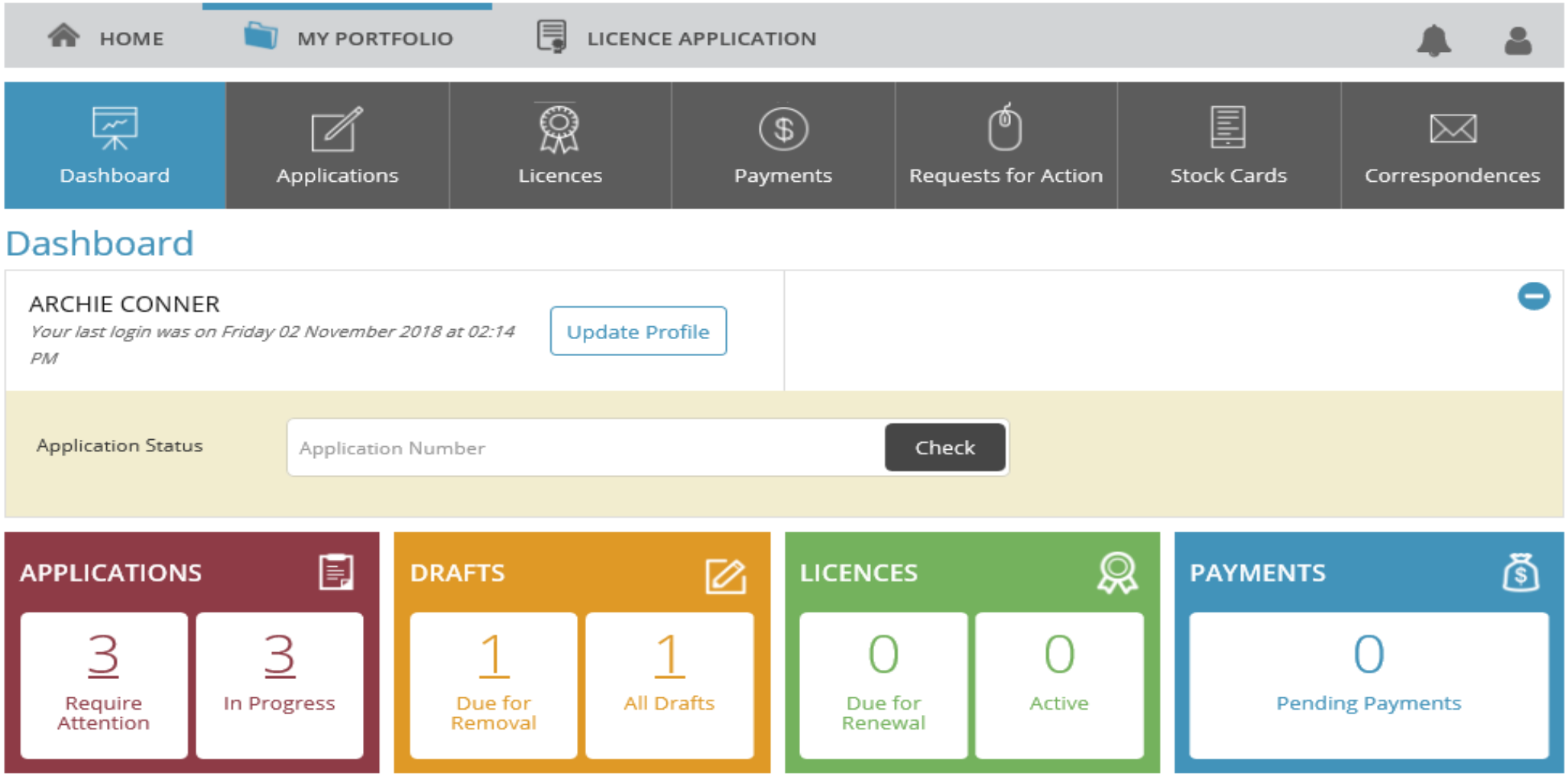
Application via GoBusiness Licensing Portal (https://www.gobusiness.gov.sg/licences)



Login page for applicant

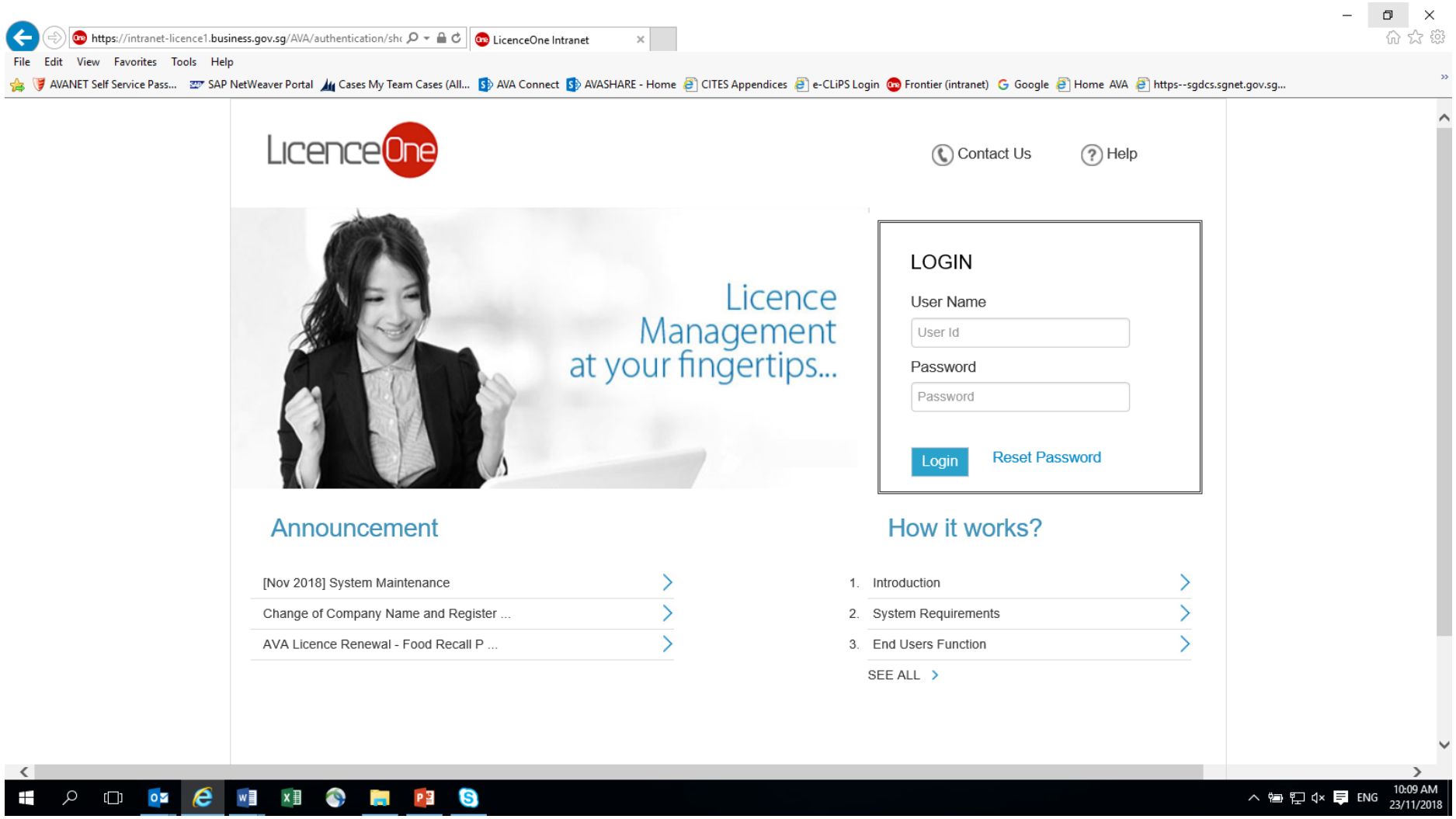


Applicant’s profile

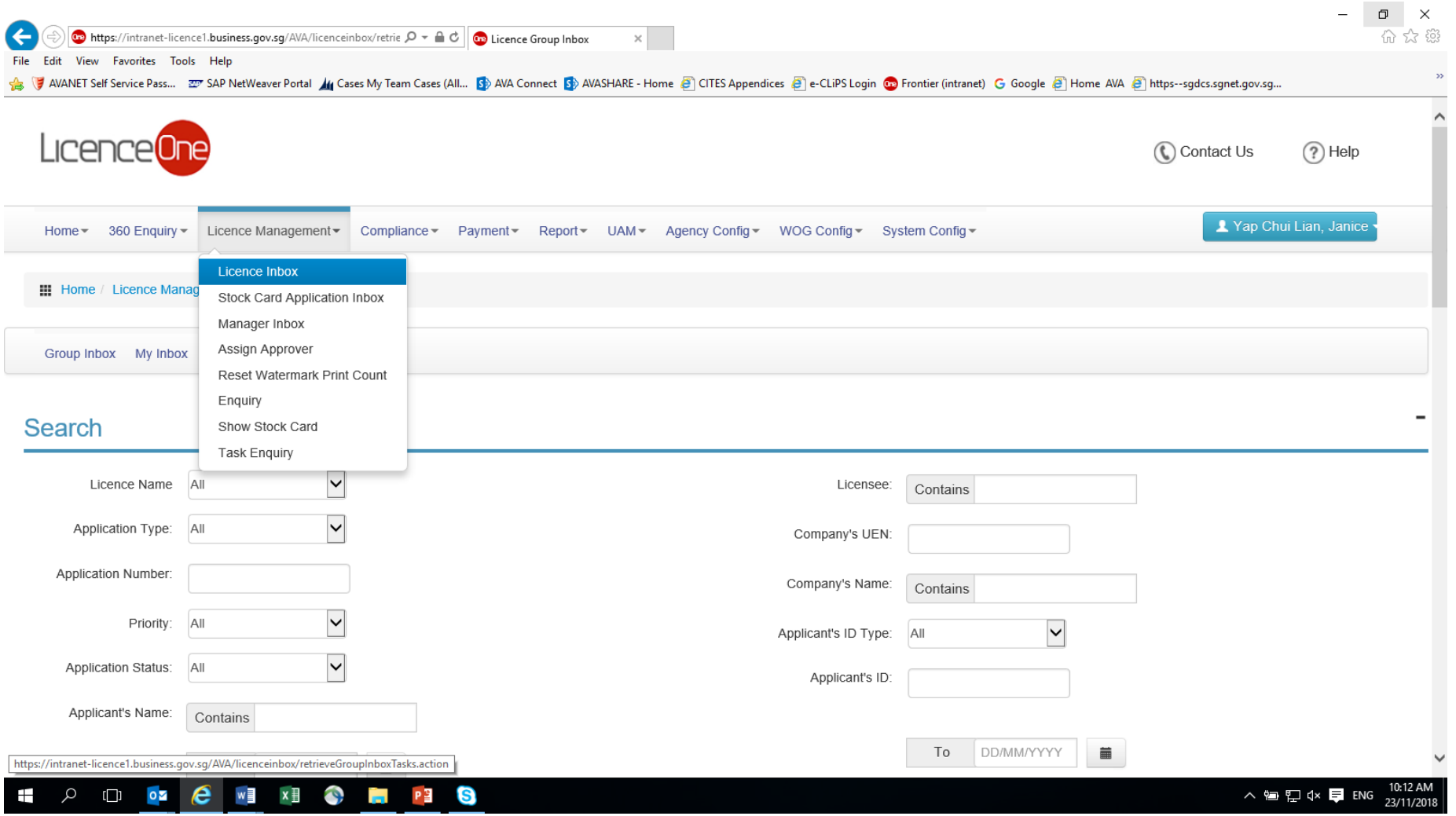


Processing & Approval via LicenceOne backend portal

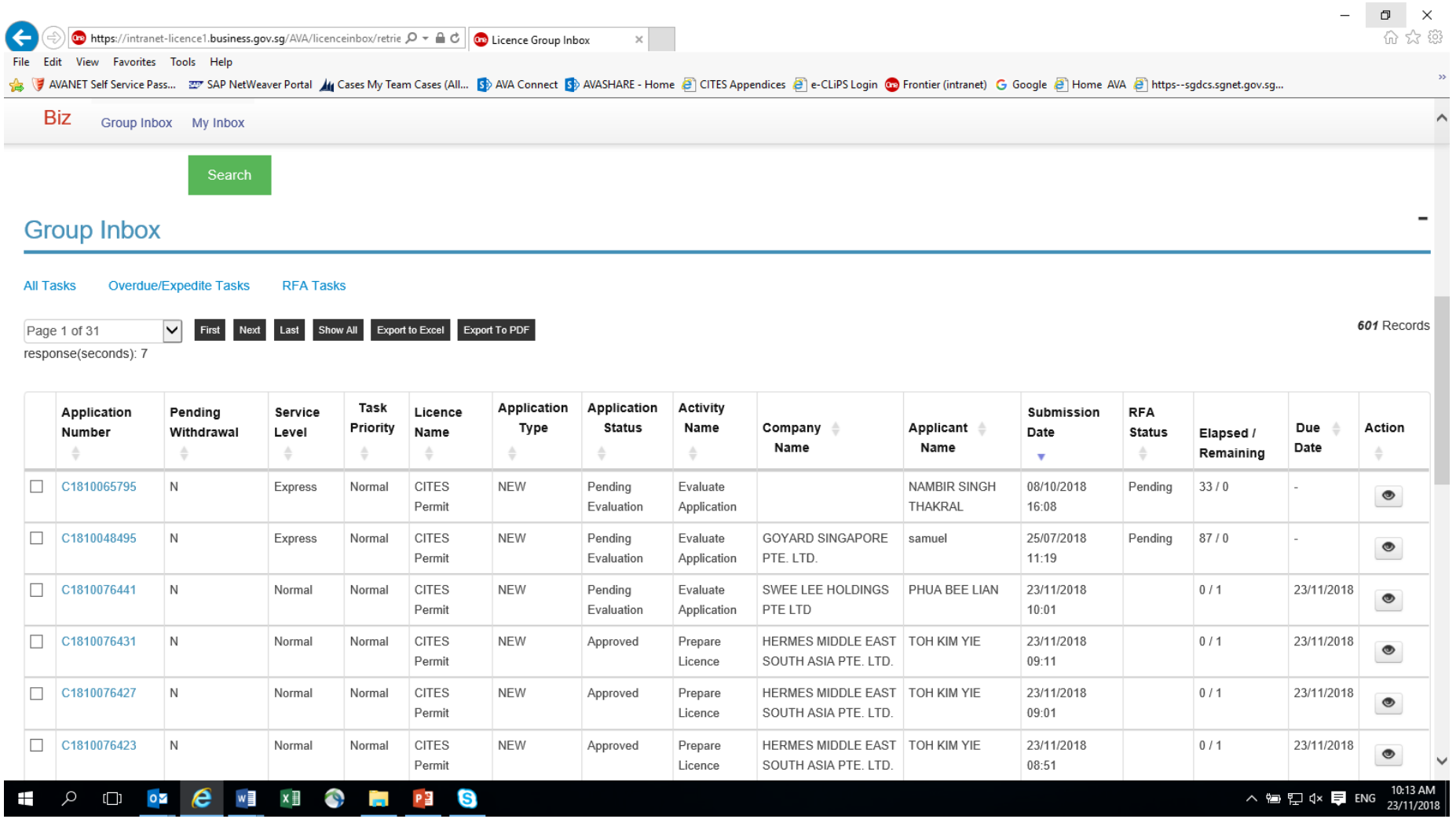
Login > LicenceOne intranet



Licence Management > Licence Inbox

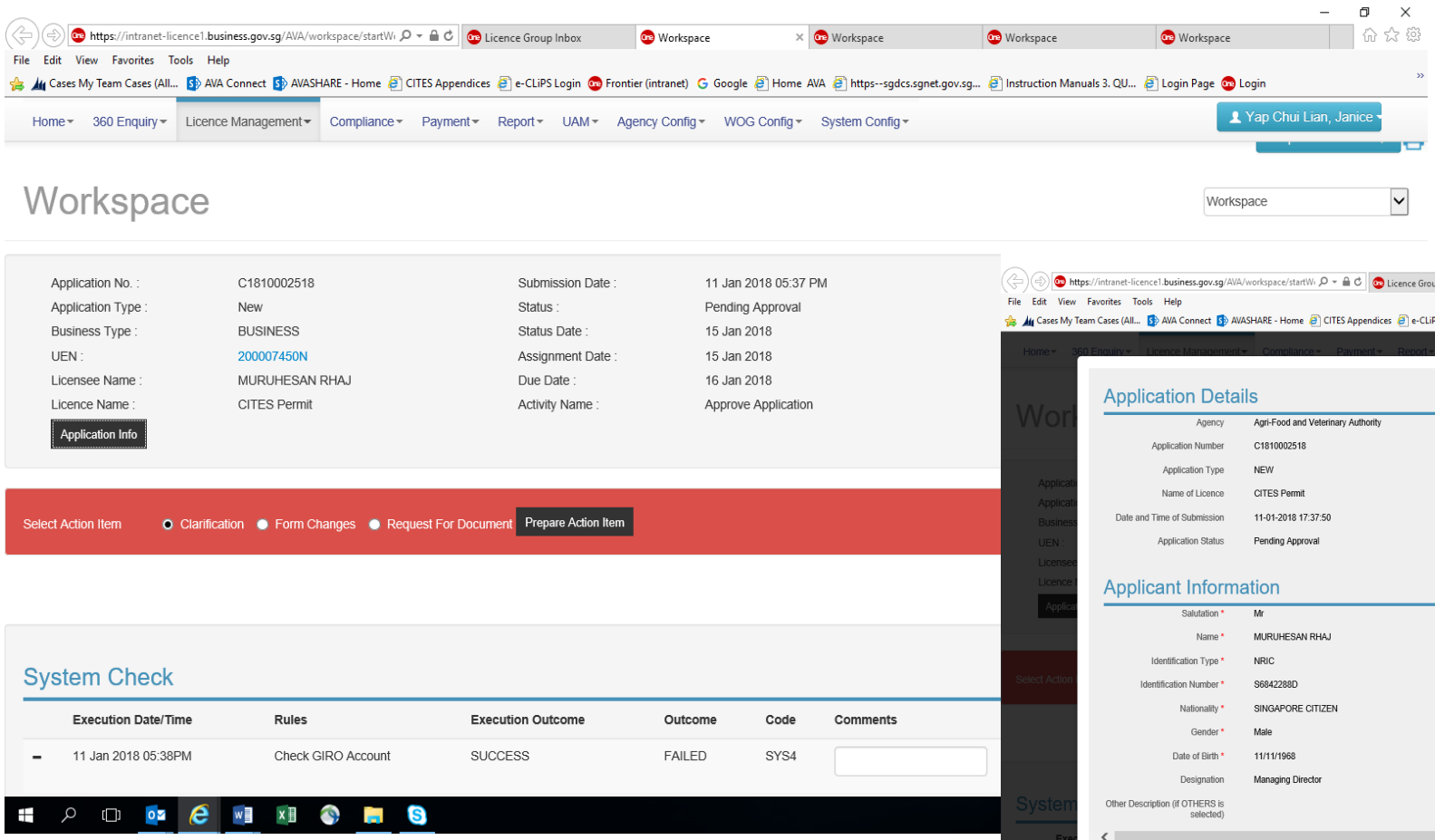


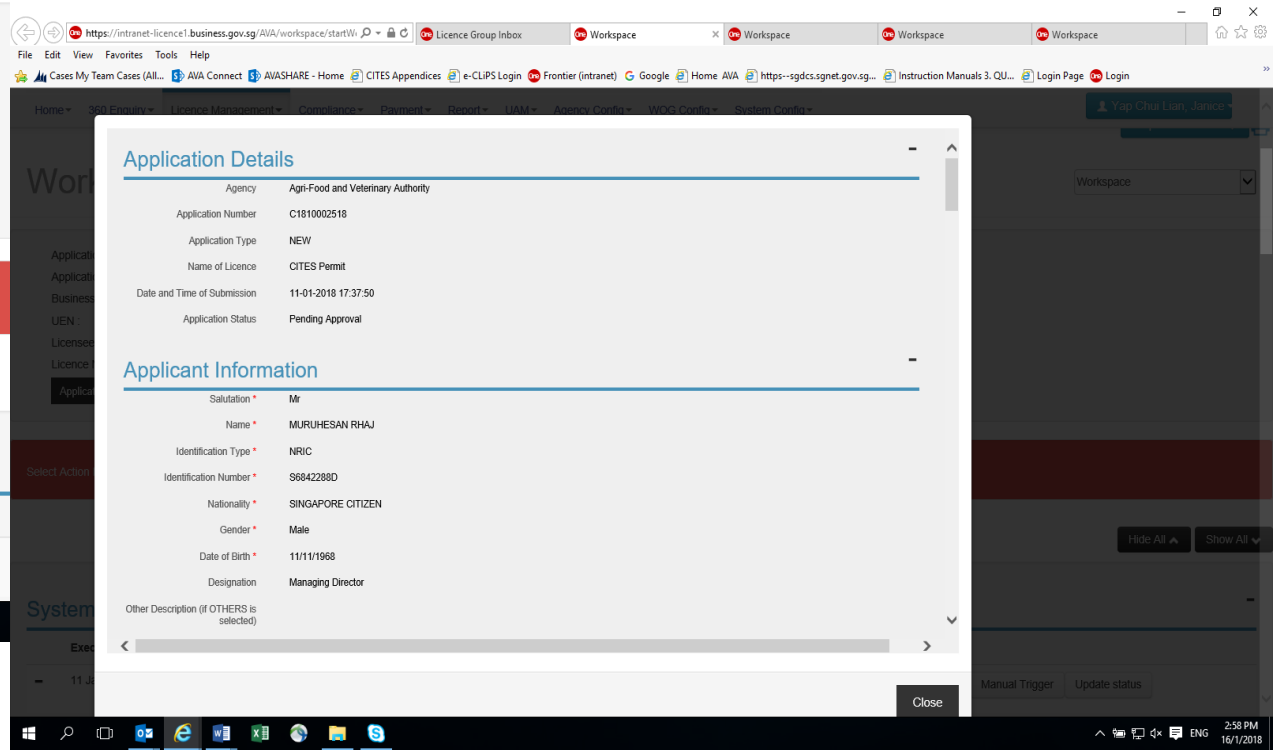
Group inbox – Click on application no. to acquire application into officer's inbox



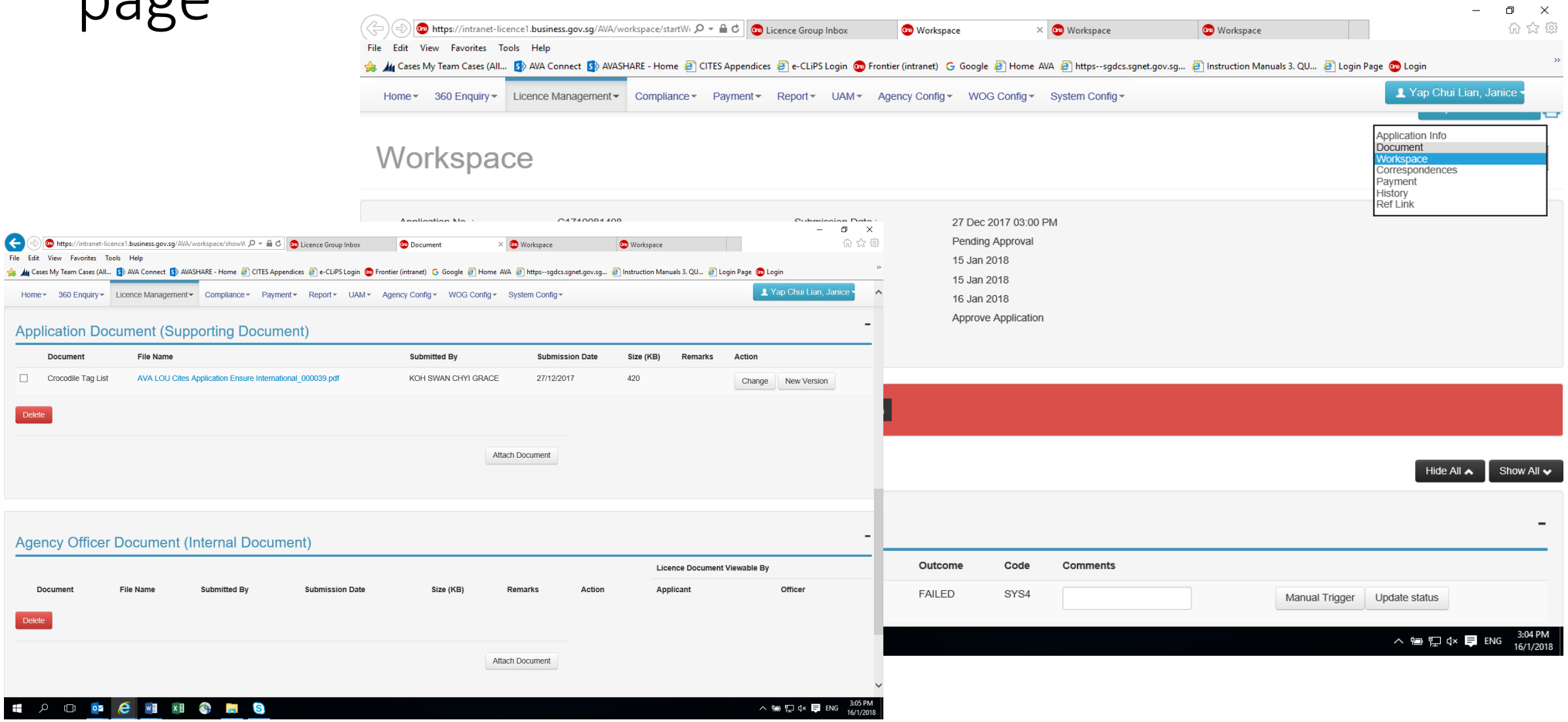
	Application Number	Pending Withdrawal	Service Level	Task Priority	Licence Name	Application Type	Application Status	Activity Name	Company Name	Applicant Name	Submission Date	RFA Status	Elapsed / Remaining	Due Date	Action
☐	C1810065795	N	Express	Normal	CITES Permit	NEW	Pending Evaluation	Evaluate Application		NAMBIR SINGH THAKRAL	08/10/2018 16:08	Pending	33 / 0	-	
☐	C1810048495	N	Express	Normal	CITES Permit	NEW	Pending Evaluation	Evaluate Application	GOYARD SINGAPORE PTE. LTD.	samuel	25/07/2018 11:19	Pending	87 / 0	-	
☐	C1810076441	N	Normal	Normal	CITES Permit	NEW	Pending Evaluation	Evaluate Application	SWEE LEE HOLDINGS PTE LTD	PHUA BEE LIAN	23/11/2018 10:01		0 / 1	23/11/2018	
☐	C1810076431	N	Normal	Normal	CITES Permit	NEW	Approved	Prepare Licence	HERMES MIDDLE EAST SOUTH ASIA PTE. LTD.	TOH KIM YIE	23/11/2018 09:11		0 / 1	23/11/2018	
☐	C1810076427	N	Normal	Normal	CITES Permit	NEW	Approved	Prepare Licence	HERMES MIDDLE EAST SOUTH ASIA PTE. LTD.	TOH KIM YIE	23/11/2018 09:01		0 / 1	23/11/2018	
☐	C1810076423	N	Normal	Normal	CITES Permit	NEW	Approved	Prepare Licence	HERMES MIDDLE EAST SOUTH ASIA PTE. LTD.	TOH KIM YIE	23/11/2018 08:51		0 / 1	23/11/2018	

Workspace - Click ‘Application Info’ to view details of application

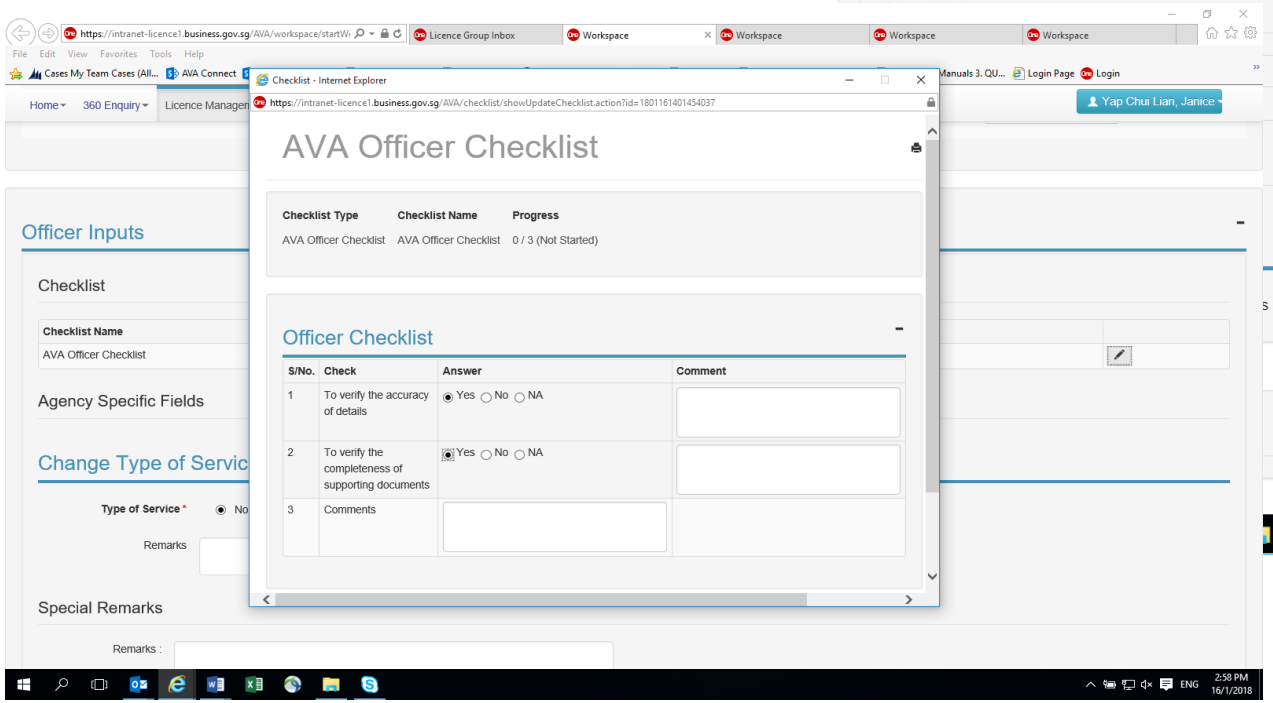


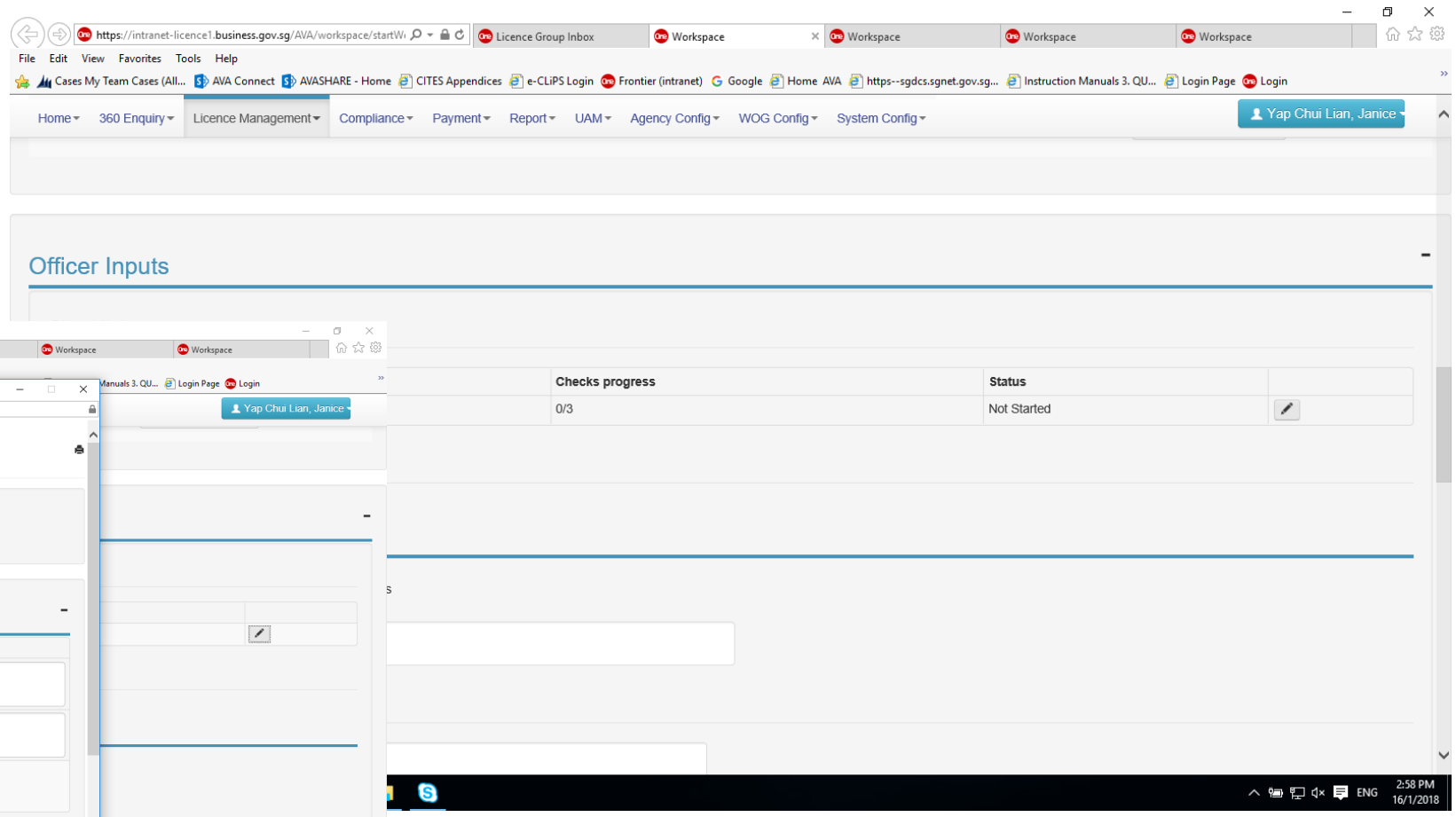


Select Document to go to supporting document page

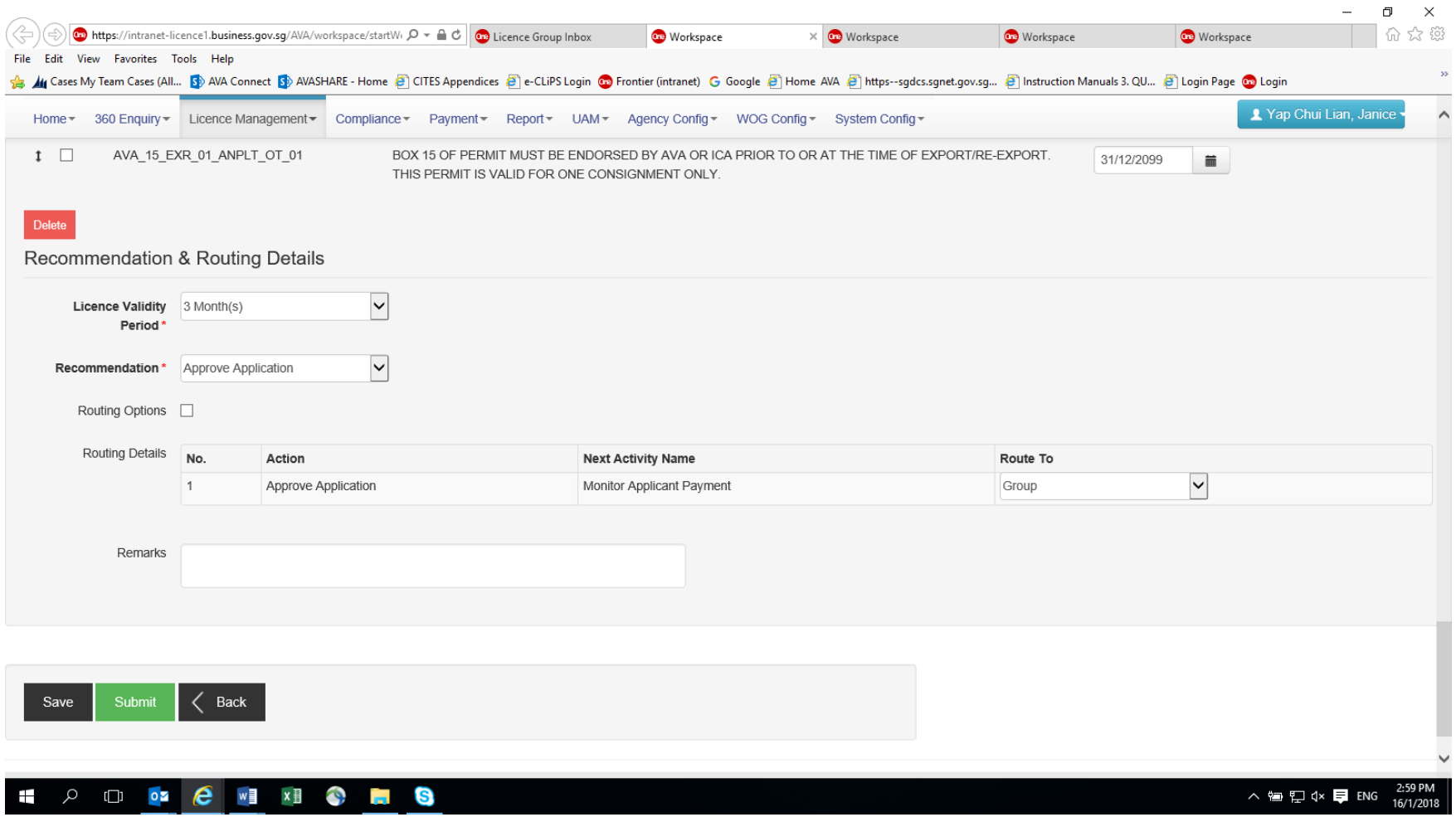


Click on pencil icon under Officer Inputs to complete the Checklist.





Select ‘Recommend for approval’ (PO) / ‘Approve Application’ (AO)



Moving forward……EPIX

- e-permit data exchange with MAs that are ready eg. Switzerland and France
- Integration of CITES permit system with Singapore Customs' National Single Window

→Paperless trade

→Seamless application

→Efficient yet secured

→do away with manual endorsement of CITES permits

→Automated update of actual imported/exported quantities in permit system