

## Factsheet for import and re-export of (non-food) products containing sturgeon caviar through Singapore

### (A) Import/re-export of caviar products through Singapore

- All sturgeons (*Acipenseriformes spp.*) including paddlefish are listed on the Convention on the International Trade in Endangered Species of Wild Fauna and Flora (**CITES**). This means that all imports, exports and re-exports of sturgeons and paddlefish, including their parts and products such as caviar, would require **CITES permits**. The National Parks Board (NParks) is the national CITES authority in Singapore (wef 1 Apr 2019)
- In addition to the CITES permit requirement, a declaration must be submitted via Tradenet ([Singapore Customs \(SC\) | TradeNet®](#)) and Cargo Clearance Permit (CCP) is required for every import and export consignment via cargo.
- For cosmetics products, please check with the [Health Sciences Authority](#) (HSA) on their regulatory controls.

### (B) Trade document requirement for import/re-export of caviar products through Singapore

Trade type	Import	Re-export
<b>Requirement</b>	<ul style="list-style-type: none"> <li>• CITES export/re-export permit from exporting/re-exporting country</li> <li>• CITES import permit from NParks</li> <li>• Customs declaration or CCP (using relevant HS and product codes)</li> </ul>	<ul style="list-style-type: none"> <li>• CITES re-export permit from NParks</li> <li>• Customs declaration or CCP (using relevant HS and product codes)</li> </ul> <p>*To check with the importing country on their import requirement</p>

\*Check the contact details of the CITES authority of the foreign country on CITES website: <https://cites.org/eng/parties/country-profiles/national-authorities> for application and issuance of a CITES export/re-export permit for import shipment and to check the import requirements for re-export shipment.

\*\*Please obtain all relevant CITES permits before arrival/departure of shipment through Singapore. The original and valid CITES permits must accompany the shipment into or out of Singapore.

### (C) Procedure to import caviar

CITES documents required before import into SG	a) <b>CITES export/re-export permit</b> from exporting/re-exporting country b) <b>CITES import permit</b> from NParks, via GoBusiness:- <a href="https://www.gobusiness.gov.sg/licences">https://www.gobusiness.gov.sg/licences</a>
Supporting document	<ul style="list-style-type: none"> <li>• Attach a copy of the foreign CITES export/re-export permit online</li> <li>• NParks reserves the right to verify the authenticity of the foreign CITES export/re-export permit prior to approval of the CITES import permit application.</li> </ul>
Service standard	Typically 7 working days (normal service) for approval, as NParks may seek confirmation of foreign CITES export/re-export permit. Express service is <b>not</b> applicable for CITES import permit applications.
Printing	You may print the permit on your own and is required to be printed on single-side, plain A4 white paper (normal 70 or 80gsm) in non-colour.
Fee	Each CITES permit is charged \$60 per consignment (\$12 per species subject to minimum of \$60 per consignment).
Customs declaration	Submit TradeNet declaration
Clearance & endorsement by NParks/AVS	<ul style="list-style-type: none"> <li>• <b>Original and valid</b> CITES permits must be presented during import inspection by the Immigration &amp; Checkpoints Authority (<a href="#">ICA</a>).</li> <li>• <b>Original</b> CITES import permit must be endorsed on box 15 and 16 by ICA.</li> <li>• Surrender the <b>original</b> CITES export/re-export permit to the drop-off Box at Level 1, Raffles Building, Singapore Botanic Gardens, 1A Cluny Road Singapore 259597.</li> </ul>

#### (D) Procedure to re-export caviar

CITES stock card	Prior to application of the CITES re-export permit, NParks will need to activate the import stock card in GoBusiness upon receipt of the original foreign CITES export/re-export permit and copy of the endorsed CITES import permit from CAPQ.
CITES documents required before export/re-export from SG	<b>CITES re-export permit</b> from NParks, via GoBusiness:- <a href="https://www.gobusiness.gov.sg/licences">https://www.gobusiness.gov.sg/licences</a>
Service standard	Typically 7 working days (for normal service) if all application information is correct and within 2 working days for express service.
Printing	You may print the permit on your own and is required to be printed on single-side, plain A4 white paper (normal 70 or 80gsm) in non-colour.
Fee	Each CITES permit is charged \$60 per consignment (\$12 per species subject to minimum of \$60 per consignment). Express service will be double the charge.
Customs declaration	Submit TradeNet declaration
Clearance & endorsement by NParks/AVS/ICA	<ul style="list-style-type: none"><li>• Endorsement on box 15 and 16 of the CITES permit by NParks/AVS Changi Animal &amp; Plant Quarantine (<a href="#">CAPQ</a>) for air shipment or the Immigration &amp; Checkpoints Authority (<a href="#">ICA</a>).</li><li>• Present the original CITES re-export permit with a Letter of Undertaking (LOU) to NParks/CAPQ/ICA for endorsement during clearance of the shipment. See LOU sample attached.</li></ul>

**If you need clarifications or assistance on the import/re-export procedure, feel free to contact NParks:**

**Contact** <https://www.nparks.gov.sg/feedback>

**For enquiries on clearance and inspection at CAPQ**

**Contact No.** (65) 6545 7523

**Address** Changi Airfreight Centre, Gate C7 Airport Cargo Road,  
Singapore 918104

**Operating hours** Mondays, Wednesdays, Thursdays, Fridays  
0900H - 2100H (Lunch break: 1300H – 1400H)  
Last appointment at 2030H Tuesdays  
0900H - 1830H (Lunch break: 1300H – 1400H)  
Last appointment at 1800H Saturdays  
1000H – 2100H (Lunch break: 1300H – 1400H)  
Last appointment at 2030H Sundays and Public Holidays  
Closed

<COMPANY'S LETTERHEAD> or <INDIVIDUAL'S NAME>

(with address)

<DATE OF ISSUE>

To NParks/AVS/ICA

**LETTER OF UNDERTAKING FOR ENDORSEMENT OF SINGAPORE CITES EXPORT/RE-EXPORT PERMIT**

We would like to request NParks/AVS/ICA to endorse on box 15 and 16 of the following CITES export/re-export permit(s) for export/re-export of the shipment(s) that contain(s) the following item(s):-

S/N	CITES export/re-export permit no.	Scientific name	Description	Quantity & Unit
<i>Eg.</i>	<i>19SG001234CM</i>	<i>Acipenser baerii</i>	<i>Cosmetics (containing caviar)</i>	<i>5g</i>

2 We will solely be liable for any discrepancies should the shipment not tally with the description recorded in the above-mentioned CITES export/re-export permit(s).

3 Please do not hesitate to contact the undersigned should you have any further queries. Thank you and best regards.

<SIGNATURE>

<COMPANY'S REPRESENTATIVE NAME>

<DESIGNATION>

<CONTACT NUMBER>

<EMAIL>