Step-by-Step Guide for application of CITES Permit
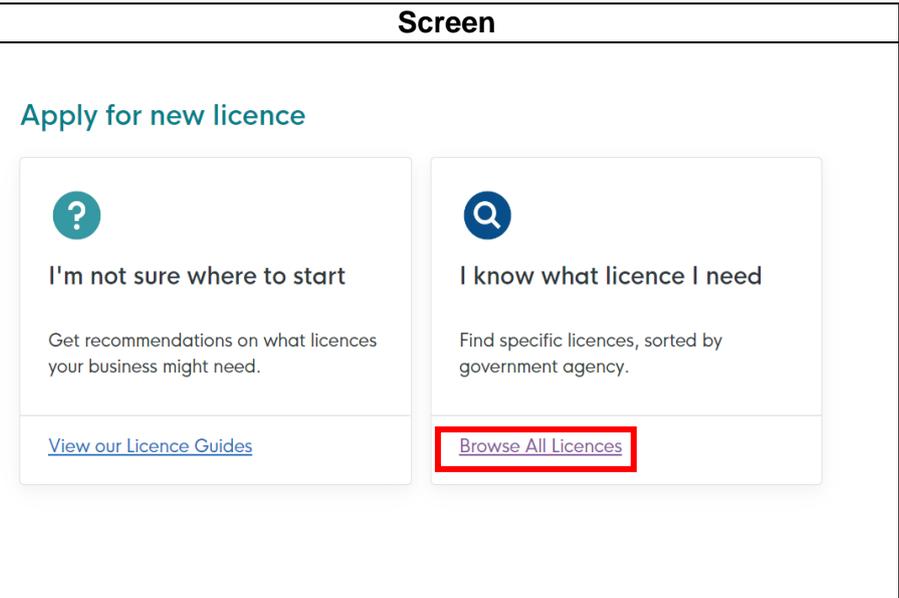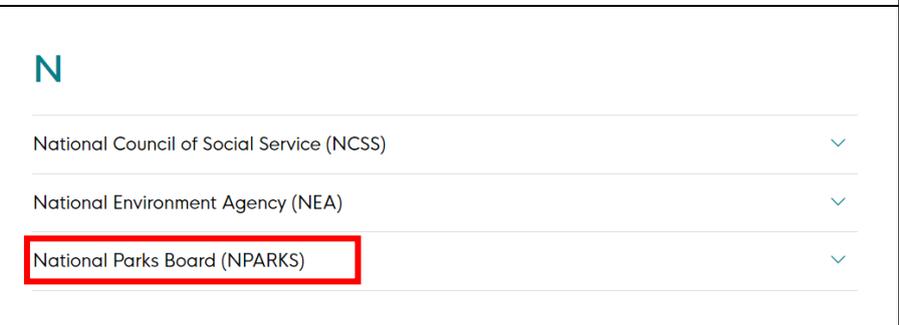
A. Apply for CITES Permit
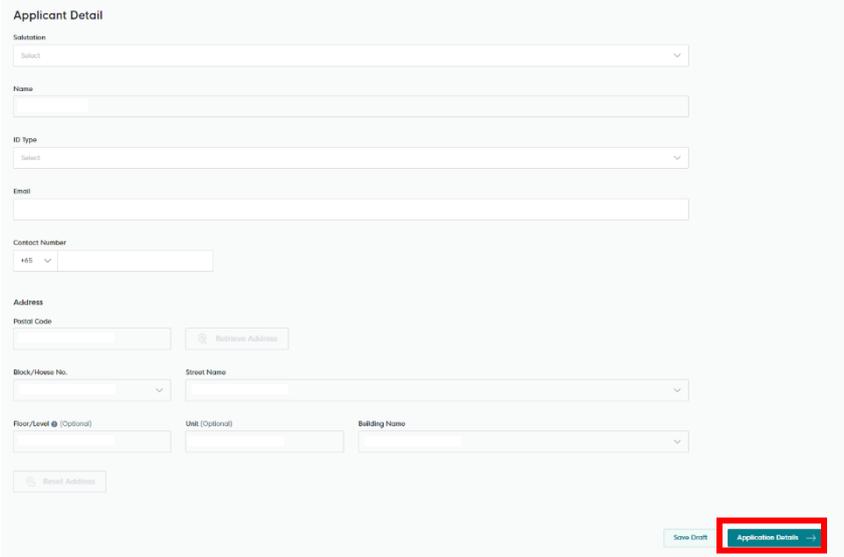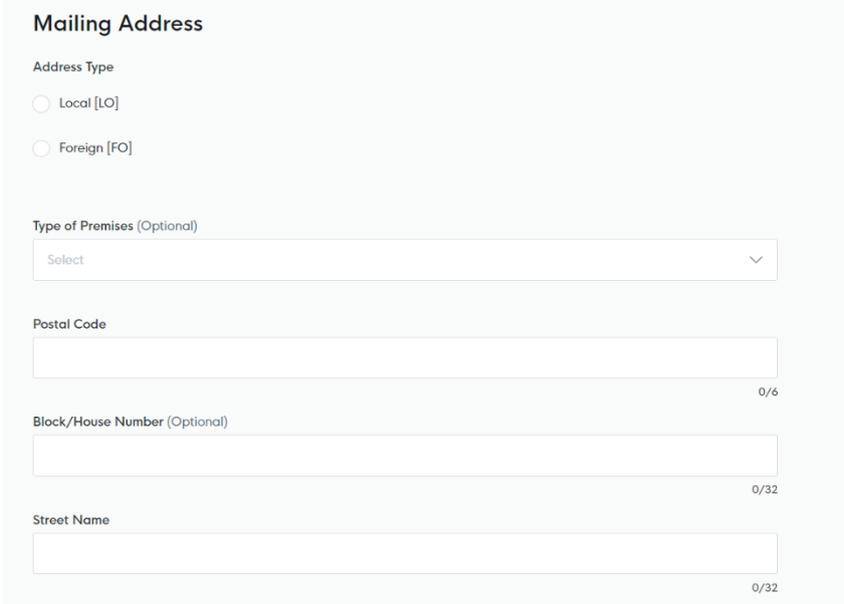
B. Payment for CITES Permit Application (For Non-GIRO users)

C. Printing of permit after application has been approved and prepared

A. Apply for CITES Permit

S/N	Step	Screen
1	Go to GoBusiness (https://www.gobusiness.gov.sg/licences). Click on "Browse All Licences" under "Apply for new licence".	**Apply for new licence** **?** I'm not sure where to start Get recommendations on what licences your business might need. View our Licence Guides **Q** I know what licence I need Find specific licences, sorted by government agency. Browse All Licences
2	Scroll down to N and select "National Parks Board (NPARKS)".	**N** National Council of Social Service (NCSS) National Environment Agency (NEA) National Parks Board (NPARKS)
3	Click on "Apply" under "Apply for CITES Permit"	National Parks Board (NParks) Apply for Application for Phytosanitary Certification — Apply Apply for CITES Permit — Apply

4	More details will be provided. Click on "Apply"	**Apply for CITES Permit** Licences (New) • NPARKS [Apply] **Details** The CITES Permit allows importers, exporters and re-exporters to get National Parks Board approval for CITES specimens intended for import, export and re-export. This permit is required for both commercial consignments and personal effects. **FAQs** 1. Where can I get more information on trade in non-CITES wildlife parts and product? You can find out more at https://www.nparks.gov.sg/biodiversity/cites/trade-of-cites-listed-wildlife **Fees and additional information** Fee CITES Permit: Normal Fees: $60 for first 5 species, $12 for each additional species Express Fees: $120 for first 5 species, $24 for each additional species Taglist Fees: $9.45 per application CITES Permit (CO/CM): Normal Fees: $29.40 Express Fees: $58.80
5	Log into the system. For Business Users and Individual Users: Login via SingPass	**Please Login to Proceed** **Log in to GoBusiness Dashboard** You can apply for and manage licences, and register your business (for Individual Users). Users with no registered Unique Entity Number (UEN) Users with a registered UEN [Log In for Individual Users] [Log In for Business Users] Need Help? Read our FAQ
6a	For Business Users, complete the "Applicant Detail", and "Company Detail". Click "Application Details".	**Company Detail** Company Name MANAGEMENT PTE UEN 963852741B Entity Type Local Company Registered Address Postal Code 117438 [Retrieve Address] Block/House No. Street Name 10 Pasir Panjang Road Floor/Level (Optional) Unit (Optional) Building Name 10 01 Mapletree Business City [Reset Address] [Save Draft] [Application Details →]

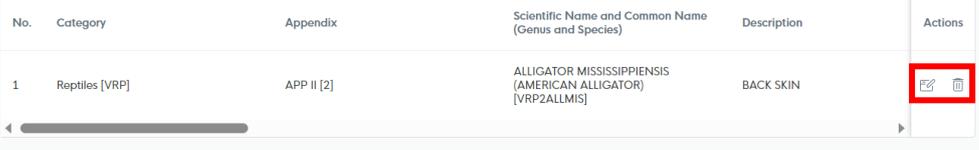| 6b	For Individuals, complete the "Applicant Detail" Click "Application Details".	
7	In Application Details: For Business Users, complete the "Applicant Information", "Applicant Address", "Organisation Operating Address", "Organisation Contact Details" and "Mailing Address". For Individual Users, complete the "Applicant Information", "Applicant Address", and "Mailing Address".	

| 8 | In Permit Details, select the relevant radio button at the "Category of Permit", "Appendix" (ie. list of species with different level of protection under CITES), "Description Type", "Category Type" and "Purpose of Transaction".

Note: Specimens from different category of permit (e.g. plant and animal) have to be applied on separate CITES permits. | **Permit Details**

Category of Permit
○ Plant [A]
○ Animal [V]

Appendix
○ APP I & II [12]
○ APP III [3]

Description Type
○ Live [LPF]
○ Parts [PPF]
○ Manufactured Products [MPF]

Purpose of Transaction
Select ⌄ |

| 8 | | *Selection of trade type:*
For **Appendix I/II** species, please select 'Import', 'Export' or 'Re-export'

Permit Details

Category of Permit

○ Plant [A]

● Animal [V]

Appendix

● APP I & II [12]

○ APP III [3]

Appendix I & II Species

○ Import [IMP]

○ Export [EXP]

○ Re-export [REEXP]

Description Type

○ Live [LPF]

○ Parts [PPF]

○ Manufactured Products [MPF] | For **Appendix III** species, from **listing* country**, please select 'Import', 'Export' or 'Re-export'

Permit Details

Category of Permit

○ Plant [A]

● Animal [V]

Appendix

○ APP I & II [12]

● APP III [3]

Certificate of Origin

○ Yes [Y]

○ No [N]

Description Type

○ Live [LPF]

○ Parts [PPF]

○ Manufactured Products [MPF]

*Listing country is the country that lists the species on Appendix III. | For **Appendix III** species from **non-listing country**, please select 'Country of Origin' and then select 'Export' or 'Re-export'

Permit Details

Category of Permit

○ Plant [A]

● Animal [V]

Appendix

○ APP I & II [12]

● APP III [3]

Certificate of Origin

● Yes [Y]

○ No [N]

Appendix III Species – COO

○ Export [EXP]

○ Re-export [REEXP]

Description Type

○ Live [LPF]

○ Parts [PPF]

○ Manufactured Products [MPF] |

9	Complete the "Permittee" section. "Transport Details" is optional. Note: Permittee (ie. local applicant/licensee details) should be completed with a valid/registered company's name and address for business user applications.	**Transport Details** Airway Bill No./Bill of Lading No. (Optional) 0/50 Flight No./Vessel No. (Optional) 0/50 **Permittee** "Permittee" refers to the applicant or person or company who is importing, exporting or re-exporting the specimen(s). Permittee should be filled with a valid/registered company's name and address for corporate applications. Name 0/66 Same as Mailing Address ◯ Yes [Y] ◯ No [N] Care Of (Optional)
10a	Fill in the "Consignee Details" (ie. foreign importer/destination) if 'Export' or 'Re-Export' is selected in the "Permit Details" section.	**Consignee Details** Name of the Consignee ❓ 0/66 Address Line 1 0/150 Address Line 2 (Optional) 0/150 Address Line 3 (Optional) 0/150 Address Line 4 (Optional) 0/150 Address Line 5 (Optional) 0/150 City (Optional) 0/30 State (Optional) 0/30 Postal Code (Optional) 0/10 Country/ Region of Destination Select ⌄

10b	Fill in the "Consignor Details" (ie. foreign exporter) if 'Import' is selected. The consignor details should match that in the foreign CITES export/re-export permit. Note: The foreign exporter details (name and address) on multiple CITES export/re-export permits must be the same if you wish to apply on the same CITES import permit.	**Consignor Details** Name of Consignor 0/66 Address Line 1 0/150 Address Line 2 (Optional) 0/150 Address Line 3 (Optional) 0/150 Address Line 4 (Optional) 0/150 Address Line 5 (Optional) 0/150 City (Optional) 0/30 State (Optional) 0/30 Postal Code (Optional) 0/10 Country/ Region of Last Export/Re-Export Select

11	Fill in all the information as required in the "Consignment Product Details".	Consignment Product Details - Animals, Live
	Click "Add".	
	Repeat this step if there are multiple items.	
	Note: For import application please fill in this section according to the consignment details in the foreign CITES export/re-export permit.	
	For export/re-export application, please fill in according to the relevant stock card details.	

The image shows a form titled "Consignment Product Details - Animals, Live" with the following fields:
- Category (Select)
- Appendix (Select)
- Click this button to pull Scientific and Common Names based on Appendix and Category selected. [Retrieve Names button]
- Scientific Name and Common Name (Genus and Species) (Select)
- Description (Select)
- Source (Select)
- Quantity
- Unit (Select)
- Marking (Optional)
- Country/ Region of Origin (Select)
- Permit Number (from origin) (Optional)
- Date of Issue (from origin) (Optional) DD/MM/YYYY
- Country/ Region of Re-export (Optional) (Select)
- Permit Number (from last re-export) (Optional)
- Date of Issue (from last re-export) (Optional) DD/MM/YYYY
- Remarks (Optional) For applicants to include any remarks to NParks
- [Add button]

11	The consignment product details would appear in this section.	
		For example:
12	Update/Delete of Consignment Product Details	Scroll the bottom bar to the right to check all the details.
		Pen button: Edit (details will be populated in the above section under step 14 and after edit to click on "Update" button below to update the details in this section). See screenshot below.
		Dustbin button: Delete (remove row item by checking the box under the relevant S/N)

| 12 | Update of Consignment Product Details | Category
Reptiles [VRP]

Appendix
APP II [2]

Click this button to pull Scientific and Common Names based on Appendix and Category selected.
Retrieve Names
Scientific Name and Common Name (Genus and Species) ⊙
ALLIGATOR MISSISSIPPIENSIS (AMERICAN ALLIGATOR) [VRP2ALLMIS]

Description ⊙
BACK SKIN

Source ⊙
C, Animals Bred in Captivity [C]

Quantity
10

Unit
PIECE (S)

Marking ⊙ (Optional)

Country/ Region of Origin ⊙
United States of America [US]

Permit Number (from origin) (Optional)
20US123456

Date of Issue (from origin) (Optional)
01/03/2023

Country/ Region of Re-export ⊙ (Optional)
Select

Permit Number (from last re-export) (Optional)

Date of Issue (from last re-export) (Optional)
DD/MM/YYYY

Remarks (Optional)
For applicants to include any remarks to NParks

⊕ **Update** |

13	Complete "Emergency Contact". Click "Add". Click "Next" to proceed to next step.	**Emergency Contact** Salutation Select Name Designation Contact Number +65 ∨ 8123 4567 Email ⊕ **Add**
14	Complete "Type of Service", "Required Special Clause in Permit/Certificate" and "Payment Mode". Note: Upfront payment will now be required for all CITES applications. This means that payment is required to be made prior to the processing of the applications by NParks. We strongly encourage customers to contact NParks prior to applying for CITES applications, if in doubt on whether permits are required.	**Type of Service** Type of Service ❓ ◯ Normal [NORMAL] ◯ Express [EXPRESS] Required Special Clause in Permit/ Certificate? ❓ ◯ No [N] ◯ Yes [Y] Payment Mode Online payment refers to credit card payment via stripe. If you have an existing GIRO arrangement and wish to pay for this application via GIRO, ple licence/certificate will only be issued upon successful payment (via GIRO or online payment). ◯ Online Payment ◯ Offline Payment

15	Attach any relevant supporting documents. Click "Add". *For import application, please attach the foreign CITES export/re-export permit.	**Supporting Document** **Any supporting documents** (Optional) Only 1 file at 1 MB or less. Acceptable File Format: JPG, GIF, DOC, PDF Drop a file here or click to upload **Tag List** (Optional) Only 1 file at 2 MB or less. Used only for Crocodile Drop a file here or click to upload ⊕ **Add**
16	Click "Review Form" and check that your application details are correct.	← General Information Save Draft **Review Form →**

| 17 | Check the box for declaration.

Click "Make Payment".

*Please read through the conditions carefully as you would need to agree to them before submission. | **Declaration**
Please scroll to read and acknowledge the following clauses.

2 I / We declare that I/we:
a) understand that NParks reserves the right to approve or reject my application for the CITES permit or Pre-signed CITES Permit.
b) undertake to obtain the necessary CITES permits prior to arrival or departure of the shipment via Singapore.
c) will make full payment (including surcharge for express service) for the CITES permit or Pre-signed CITES Permit and any charges incurred for NParks' inspection of the consignment covered under the permit.
d) undertake full liability for the use of the permit to import/export/re-export of the wildlife and their parts/products/derivatives covered under the permit.
e) agree that it is my/our onus to prove to NParks that the wildlife and their parts/products/derivatives are legally acquired or imported (for application of a CITES export/re-export permit or Pre-signed CITES Permit).
f) undertake to surrender the original and valid foreign CITES export/re-export permit to NParks at the time of import (for application of a CITES import permit).
g) agree to comply with the conditions of the CITES permit or Pre-signed CITES Permit.
h) confirm that the information declared by me/us is true and correct.
i) agree that no refund would be catered for unused, expired or cancelled permit, which must be returned to NParks.
j) ensure that the original and valid CITES permits accompany the shipment.

☑ I hereby declare that all of the above is true.

← Review Form   Make Payment → |
| 18 | Click "Make Payment". | **Credit/Debit Card**

◉   ▯
Use A Different Card

We Accept
AMEX VISA ⬤⬤

Add Card Details
▭ Card number   MM / YY CVC
What is a CVC? ❓

☐ Save as my new default card

Make Payment → |

Updated_Sep2023

19	An acknowledgement will be received after your application is submitted successfully.	✅ **Submitted successfully.** You will be notified of the approval of your application via SMS/Email. National Parks Board **CITES Permit**

Within the screenshot table cell:

✅ **Submitted successfully.**

You will be notified of the approval of your application via SMS/Email.

National Parks Board

CITES Permit

Application Number	C2010030920	Application Status	Processing
Submission Number	B2010058193	Payment Status	**STAGE1 : N.A** **STAGE2 : PENDING**
Submission Date	22/04/2020 15:11:55	Estimated Processing Time	7 working day(s)
Submission Name	B2010058193		

View your Applications and Status

NOTE

Application submitted successfully. You will be notified upon application approval or licence dispatch related matters through email/sms. Processing status will also be updated under Application Status column.
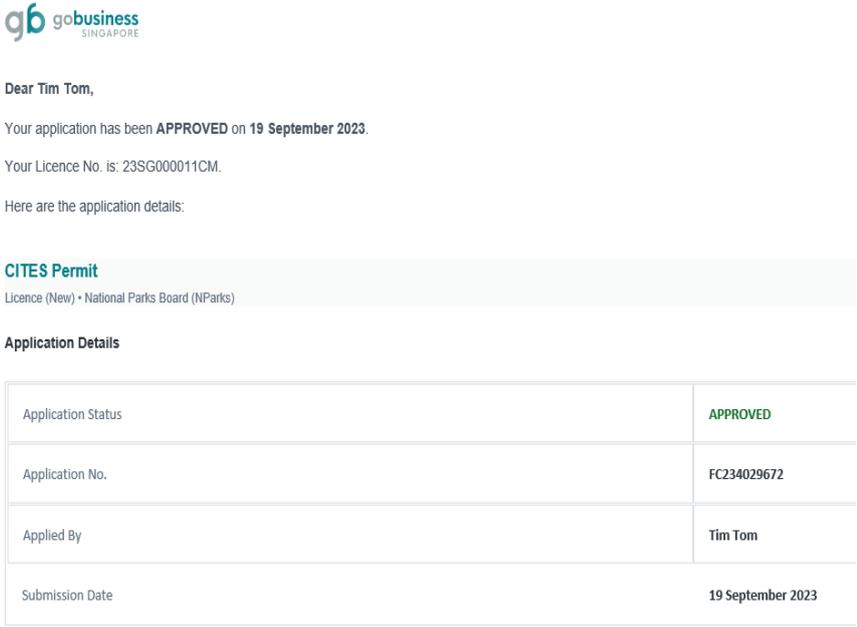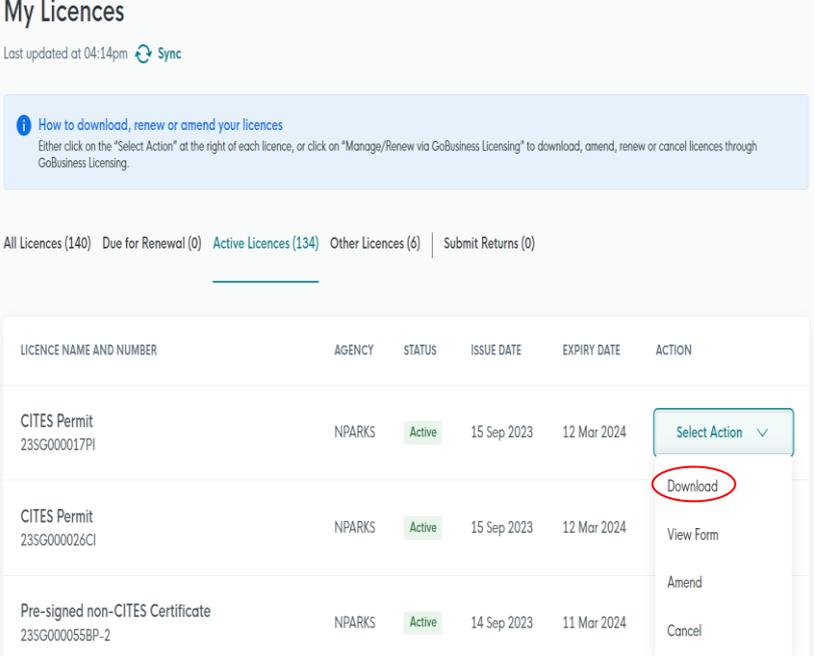
Please note that the "Submission Name" is for your personal reference only.

You can retrieve your submission and application details form Applications menu under MY PORTFOLIO.

PRINT   CLOSE

B. After application has been prepared – PRINTING YOUR PERMIT

23	Once you receive the "CITES Permit (FCXXXXXXXX): Your application has been APPROVED" in your email	
24	Click on "Licences" tab and "My Licences" or search by your permit number. Click on "Select Action" and "Download" to download the CITES permit	

| 25 | Click "Download all files" and the PDF version of the CITES permit will be available for download and print.

You may print the permit with any printer that is able to print on single-side, plain A4 white paper (normal 70 or 80gsm) in non-color
·
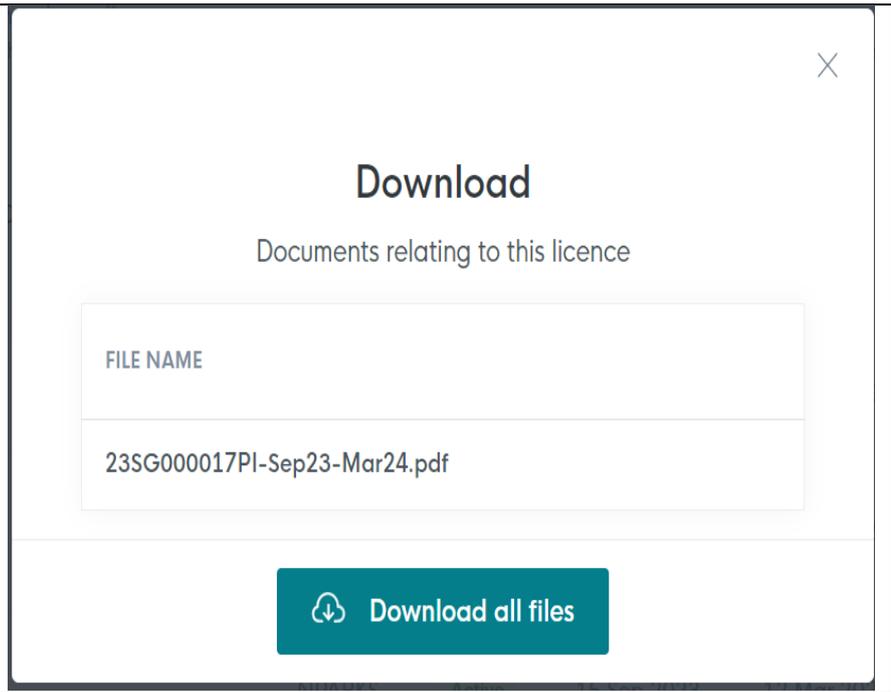
· | **Download**

Documents relating to this licence

FILE NAME

23SG000017PI-Sep23-Mar24.pdf

⟳ **Download all files** |

Other information

Type of application	Service standards*	Fees
Normal	• 7 working days (animal CITES permits) • 2 working days (plant CITES permit)	• CITES import/export/re-export permit - S$60 (each additional species is charged at S$12) • Certificate of Origin for Appendix III species (non-listing country) – S$29.40 • CITES export/re-export permit for manufactured products – S$29.40
Express	• Within 2 working days (animal CITES permit) • 1 working day (plant CITES permit)	• CITES import/export/re-export permit - S$120 (each additional species is charged at S$24) • Certificate of Origin for Appendix III species (non-listing country) – S$58.80 • CITES export/re-export permit for manufactured products – S$58.80

Working days exclude Saturdays, Sundays and Public Holidays

- Permits are generally issued within the service standards if all the information and relevant supporting documents are correct and in order.
- Day 1 starts on the next working day from application submission date.
- Express service is **not** applicable under the following circumstances which is expected to have longer processing time:
  - CITES import permit application (NParks may need to verify the foreign CITES export/re-export permit with the exporting/re-exporting country so please expect longer than the usual normal working days for issuance)
  - Permit that requires additional/customised remarks to be inserted (ie. NParks needs to manually insert such remarks during application processing)
- For non-Giro customer, upfront payment will be collected online (via credit/debit card) for all CITES permit.
- Permit that has expired or unused are not refundable as processing has been done. Any expired/unused permit must be returned to NParks to HortPark Visitor Services Centre (see Annex A). If you need to apply for new/replacement CITES permit due to expired permit, there is no waiver of permit fee by NParks.
- Application that is rejected are not refundable as processing has been done.
- The watermark feature of our issued CITES permits will be removed with the implementation of the new GoBusiness system. To replace the watermark feature, there will be a QR code on the top right-hand side of the CITES permits that can be scanned to verify and validate the permits through a secured Government verification website (verify.gov.sg) to confirm that the permit issued is authentic and not tampered with. There will be no need to use a watermark printer to print the CITES permits and certificates

We would like to remind that every issued CITES permit is valid for one consignment only and is issued with maximum validity of 180 days (cannot be further extended).

There should be no attempts to print multiple copies of the same CITES permit number for re-use, or reprint a lost/damaged/defaced permit. Any person or entity found doing so face enforcement actions under the Endangered Species (Import and Export) Act, and offenders are liable on conviction to court fines and imprisonment. All other procedures relating to cargo clearance and returning of original foreign CITES permits to CAPQ and HortPark remains unchanged.

ANNEX A: HortPark Visitor Services Centre

Address: 33 Hyderabad Road, Singapore 119578
9:00 am to 12:00 pm; 1:00 pm to 5:00pm
Lunch break: 12.00pm to 1:00pm
(Mondays to Fridays)