

For free importation of used personal and household goods, we require the following:-

1. A legible copy of the 1st page of client's passport showing his personal particulars.
2. A clear copy of his Employment Pass (both sides), and valid for at least one year. If this has not been obtained at the time of clearance, the owner may produce his application for said permit and acknowledgement from the Immigration Department together with his company's letter of sponsorship.
3. Owner's signature and arrival date on the "Declaration of Facts to Singapore Customs for GST Relief on Used Household Articles and Personal Effects" form for GST relief.
4. Two(2) copies of the Inventory List of personal effects and household goods.
5. Original copy of Bill-of-Lading/Air Waybill.

Note: In the absence of item Nos. 1 & 2, shipper will have to pay 7% GST on total value of goods. The GST rate of 7% is subject to change.

A) For Returning Singapore / Permanent Resident

- A clear copy of Visa/Re-entry permit and a copy of front page of your Passport

B) For Foreigner Working In Singapore

- A clear copy of your employment pass and in the event that your Employment pass is still being processed, please fax us the following documents which will usually satisfy customs for tax-exempted import clearance.

- ❖ Photocopy of the complete set of the application form (Form 8), you or your Company have sent to the Singapore Immigration and a letter from your Company.

Issuing of B/L and AWB

1. If shipment is consigned to Expat Movers, markings and consignee on B/L and AWB should be follows:

“To: Expat Movers
For (Name of shipper)”

2. For non-HHGFAA members, we require full payment of our invoice prior to delivery. We are not liable for any delays due to non-payment.

**Note: All Import Shipments Are Subject To 100% Customs Inspection.
Each Package Will Be Opened And Heavy Fines Will Be Imposed For False Declaration.**

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