

**ADDITIONAL ID / ADDITIONAL ACCESS REQUEST FORM**
**Attn: Customer Admin**  
**Fax : 6873 0837**

Company Name : \_\_\_\_\_  
Requestor's Name : \_\_\_\_\_  
Email Address : \_\_\_\_\_

Account Id :      
Contact No. : \_\_\_\_\_  
Fax No. : \_\_\_\_\_

**SECTION A: FOR TRADENET SERVICE**
**1. REQUEST FOR ADDITIONAL USER ID**

Number of Additional User ID required : \_\_\_\_\_  
Access via :  TradeNet-Win  TradeWeb  TradeNet High Volume  
Registered with Singapore Customs via E-service :  Yes  No

Please complete Declarant Information in Section C.

**2. REQUEST FOR CHANGE OF DECLARANT NAME**

User ID :          
Declarant Name to be cancelled : \_\_\_\_\_  
Declarant Name to be replaced by : (Please complete Declarant Information in Section C.) \_\_\_\_\_  
Registered with Singapore Customs via E-service :  Yes  No

**3. REQUEST FOR CONVERSION FROM TRADENET-WIN TO TRADEWEB**

User ID to be converted :          
Declarant Name : \_\_\_\_\_ Contact No. : \_\_\_\_\_

**NOTE : -**

- For Section A, point 1 and 2 above, registration with Singapore Customs is required. You may register online using the **E-Service** option in the Singapore Customs website, [www.customs.gov.sg](http://www.customs.gov.sg) or complete the Singapore Customs form, SC-A-021.  
User ID will be issued to the declarant upon approval from Singapore Customs.
- For User ID accessing TradeWeb, ID will be issued/converted upon completing of TradeWeb Training.
- Before Conversion, please ensure all messages are cleared from your ID/mailbox(es).

**SECTION B : FOR OTHER SERVICES**
**1. REQUEST FOR ADDITIONAL USER ID**

Number of Additional User ID required :  (Please complete User Information in Section C.)  
Existing Services subscribed : \_\_\_\_\_  
Services to be subscribed : \_\_\_\_\_

**2. REQUEST FOR ADDITIONAL ACCESS FOR EXISTING USER ID**

User ID :          
Additional Service access requested : \_\_\_\_\_

For Additional ID/Access to the following services, please indicate the role required :

**ECO**

Role(s):  Clerk (CC/PC)  Signatory (CS/PS)

**E-Stamping**

Role(s):  Supervisory ID  Clerical ID

**SECTION C : USER INFORMATION**

Please complete the User Information (for more than 2 User IDs requested, please provide user information in separate sheet) :

User 1

Name :	_____
Designation :	_____
Phone No. :	_____
Fax No. :	_____
E-mail :	_____

User 2

Name :	_____
Designation :	_____
Phone No. :	_____
Fax No. :	_____
E-mail :	_____

**SECTION D : AUTHORISATION**

I certify that all the above information given are correct and true :

Signed for and on behalf  
of the Subscriber :

Name & Title of Signatory :

\_\_\_\_\_

\_\_\_\_\_

Company Stamp :

Date :

\_\_\_\_\_

\_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Action By : \_\_\_\_\_  
( Name / Signature / Date )

Account Id 

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Submitted by:  
Sales Person : \_\_\_\_\_  
( Name / Signature / Date )

Approved by:  
Approving Manager : \_\_\_\_\_  
( Name / Signature / Date )