

## APPLYING FOR A CENTRAL REGISTRATION NUMBER

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If you have goods to be imported into Singapore or exported from Singapore, whether commercial or non-commercial, you are required to register your company/firm with the Imports & Exports Office as an importer, exporter, common carrier and others. The I&E Office will issue to you a Central Registration Number (CR No.). The registration applies to local companies/organisations. You can apply for your registration through **Internet**.

### Applying through Internet - TDB Traders Registration System (TTRS)

- Access into Internet at the following address -  
<http://www.asianconnect.com/TDB/TRS/crnum.html>
- Follow closely the instructions as given in the TTRS.
- Your application will be automatically approved within 15 minutes of submission. **Immediately** print the notification letter which provides the CR No. of your company/firm.
- If your application is not approved automatically, it will be routed to TDB for on-line processing. If your application is in order, TDB will process and approve your application. You will receive by fax the notification letter of your CR No usually on the following day.
- You can call the SNS Helpdesk at Tel No. 7755977 if you encounter difficulty accessing into the TTRS.
- If you require help in the data entry under the TTRS, please call the TDB Helpdesk at Tel No. 3376690.

### Change of Particulars

You need to notify us when you change any particulars of your company/firm registered with us, eg. address, telephone number, fax number. You should update the changes of your company/firm's particulars through TTRS.

If your company's name has been changed but your Registration No. with the Registrar of Companies and Businesses (RCB) **remains the same**, you need to update the change of the company's name through TTRS.

If your company's name and RCB Registration/Incorporation No. have been changed, you need to re-apply for a new CR No. This applies especially to sole-proprietorships/ partnerships converting to private limited companies. **It is an offence to import and export under a Company's name which is no longer valid or in the name of a company/firm which is no longer in existence.**

### Cancellation of Registration

When your company/firm ceases operations or terminates its registration/ incorporation as a business, you

must cancel your registration with us through TTRS.

**Renewal of Registration**

We will fax to you a "Notification of Renewal of Registration" before the expiry of your registration with us. Upon receipt of the Notification, you should immediately renew your registration with us through TTRS. It is therefore very important that you update your fax number registered with us regularly.

If you do not have a fax number, we will send the Notification to you by post. However, for convenience you should renew your registration through the TTRS.

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