



ANNEX I: Annual Report template

A. INSTITUTIONAL FRAMEWORK

<p><i>Part A: Constant</i></p> <p>The Authority with responsibility for the implementation of the KPCS (KP focal point), Import and Export Authorities, including full address, e-mail addresses and names</p> <p><u>A. INSTITUTIONAL FRAMEWORK</u></p> <p>Constant:</p> <ol style="list-style-type: none">1. The Authority with responsibility for the implementation of the KPCS, including the full address and the names of contact persons (in accordance with Section V (a))2. The Import and Export Authority, including the full address and the names of contact persons (in accordance with Section IV (b)). <p>The Ministry of Trade and Industry is the authority with responsibility for the implementation of the KPCS, while Singapore Customs is the Import and Export Authority which implements the KPCS. The full address and names of the contact persons are as follows:</p> <p>Ministry of Trade and Industry 100 High Street #09-01 The Treasury Singapore 179434</p> <p>Name of contact person: Mr Mark Ngan E-mail: Mark_Ngan@mti.gov.sg</p> <p>Singapore Customs 55 Newton Road #10-01 Revenue House Singapore 307987</p> <p>Name of Contact Person: Ms Belva Chia E-Mail: Belva_Chia@customs.gov.sg</p>	<p><i>Part B: Variable</i></p> <p>The contact points have been updated.</p>
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Name of Contact Person: Ms Cindy Yeo E-Mail: Cindy_Yeo@customs.gov.sg	
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B. LEGAL FRAMEWORK

<p><i>Part A: Constant</i></p> <p>The laws and regulations enacted or amended for the implementation of the Kimberley Process, in particular for:</p> <ul style="list-style-type: none"> - export and import of rough diamonds - issuance of certificates - internal controls - penalties <p>There were no changes made to Singapore's legal framework in 2014. The legal requirements for the implementation of the Kimberley Process in Singapore are enacted in the 'Regulation of Imports and Exports (Kimberley Process) Regulations.'</p>	<p><i>Part B: Variable</i></p> <p>The URL address of our legislation has been added.</p>
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C. IMPORT AND EXPORT REGIME

<p><i>Part A: Constant</i></p> <table border="1" data-bbox="183 1150 1166 1900"> <tr> <td data-bbox="183 1150 310 1900"> C/1 Outgoing shipments </td> <td data-bbox="310 1150 1166 1900"> Procedure for issuing KP certificates, exporter declaration, number of certificates issued <u>Overview</u> In 2014, Singapore issued a total of 1,327 KP certificates. All exporters intending to export rough diamonds from Singapore are required to register for a KP licence and to apply for an export permit for every shipment with Singapore Customs. Each export shipment of rough diamond from Singapore must also be accompanied with a valid Singapore KP certificate issued by Singapore Customs. <u>KP Licence</u> To apply for a KP licence, the exporter is required to provide upfront details in the application form for Singapore Custom's </td> </tr> </table>	C/1 Outgoing shipments	Procedure for issuing KP certificates, exporter declaration, number of certificates issued <u>Overview</u> In 2014, Singapore issued a total of 1,327 KP certificates. All exporters intending to export rough diamonds from Singapore are required to register for a KP licence and to apply for an export permit for every shipment with Singapore Customs. Each export shipment of rough diamond from Singapore must also be accompanied with a valid Singapore KP certificate issued by Singapore Customs. <u>KP Licence</u> To apply for a KP licence, the exporter is required to provide upfront details in the application form for Singapore Custom's	<p><i>Part B: Variable</i></p> <p>The procedures were updated with the inclusion of the web-links where the public can access for information.</p>
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assessment. These include the company's business profile, purpose of conducting rough diamonds trade, rough diamonds business activities and process flow, stock inventory and security control management, source of import and country of destination, etc.

Before Singapore Customs issues the KP licence, the following details will be verified:

- a) company's profile and reputation;
- b) company's compliance records with Singapore Customs;
- c) source where the rough diamonds will be imported;
- d) destination where the rough diamonds will be exported from Singapore;
- e) type of rough diamond activities to be performed in Singapore;
- f) company's internal control measures relating to handling of rough diamonds; and
- g) volume and frequency of rough diamond shipments.

KP Certificate

To apply for the KP certificate, the exporter is required to submit the application form together with supporting documents, e.g. commercial invoice; packing list and Airway Bill to Singapore Customs for processing.

Before Singapore Customs issues the KP certificate, the following details will be verified:

- the validity of KP licence status;
- any discrepancy recorded when the rough diamonds were first imported into Singapore under a KP certificate;
- final destination is that of a KP Participant;
- the invoice bears a declaration that the rough diamonds which are being exported are not 'conflict diamonds'; and
- the details in the application of the KP certificate tally against the commercial invoice, packing list details e.g. carat weight and value.

Inspection

Prior to the issuance of the KP certificate, Singapore Customs

may conduct inspections on the shipment. These may include a mass weight verification to ensure that the carat weight declared tallies with the documents submitted e.g. commercial invoice.

Export Permit

With the Singapore Customs issued KP certificate, the exporter an appointed forwarding agent will be required to obtain an export permit electronically via TradeNet® prior to the physical export. For this, the exporter has to submit supporting documents such as commercial invoice, packing list and Airway bill etc., to Singapore Customs for verification. Singapore Customs will also check the commercial invoice to ensure that it includes a declaration that rough diamonds to be exported do not contain conflict diamonds. The exporter has to also declare details such as full description of the rough diamonds, carat, weight/mass, HS code(s), KP Licence number, previous Import Permit number, export KP certificate number in his electronic export declaration. If all of the above are in order, Singapore Customs will approve the export declaration and issue an Export Permit.

Export Clearance

For physical clearance at the checkpoint, the exporter will be required to present the following to documents to the Immigration & Checkpoints Authority (ICA) officers for verification:

- original KP certificate;
- export permit;
- sealed parcel of the rough diamonds;
- supporting documents such as invoice, packing list (if any), airway bill, etc.

ICA officers will check to ensure the following:

- the parcel is sealed and the seal is intact; and
- goods are covered with KP certificate (KPC number



	<p>needs to match the KPC number indicated in the Traders' Remarks field of Export Permit tally).</p> <p>If in order, ICA officers will endorse and stamp on the export permit before the goods are released for export from Singapore. ICA will also notify Customs that goods had been cleared for export.</p> <p><u>Export Confirmation</u></p> <p>Finally, if the export shipment is in order, Singapore Customs will send an email notification to the other receiving KP authority about the shipment on the same day as when the parcel of the rough diamonds has been cleared through the ICA's checkpoint.</p> <p>In case of any discrepancy, the ICA will alert Singapore Customs for further investigation.</p> <p>If the inspection is found to be in order and the rough diamonds has been determined to be covered with a valid KPC, the parcel will be released for export. Otherwise, this will be referred to Singapore Customs for further investigation.</p> <p><u>Website Links</u></p> <p>The general procedures to import and export rough diamonds into and from Singapore under the KPCS can be found on our website.</p>	
C/2 Incoming shipments	<p>Procedure on handling incoming shipments, import confirmation</p> <p><u>Overview</u></p> <p>For 2014, a total of 147 KP certificates were issued to Singapore.</p> <p>If an importer intends to import rough diamonds into Singapore, he is required to be registered for a KP licence and to apply for an Import Permit for every shipment with Singapore Customs.</p> <p>Each import shipment of rough diamond into Singapore must</p>	<p>The procedures were updated with the inclusion of the web-links where the public can access for information.</p>



be accompanied with a valid KP certificate issued by an overseas KP Participant.

KP Licence

To apply for KP licence, the importer is required to provide upfront details such as company's business profile, purpose of conducting rough diamonds trade, rough diamonds business activities and process flow, stock inventory and security control management, source of import and country of destination, etc. in the application form for Singapore Customs' assessment.

Before Singapore Custom issues the KP licence, the following details will be verified:

- a) company's profile and reputation;
- b) company's compliance records with Singapore Customs;
- c) source here the rough diamonds will be imported;
- d) destination where the rough diamonds will be exported from Singapore;
- e) type of rough diamond activities to be performed in Singapore;
- f) company's internal control measures relating to handling of rough diamonds and volume and frequency of rough diamond shipments

Import Permit

Singapore Customs will usually be notified about an incoming import of rough diamonds into Singapore either by the overseas issuing KP authority or by the local importer. If it is the latter, Singapore Customs will email the said issuing KP authority to verify the authenticity of the importer's copy of the KP certificate. To assist the exporting authority in authenticating the certificate, we will also attach the scanned copy of the KP certificate received (if any) in our e-mail to them.

If the overseas KP certificate is valid, the importer himself or his appointed forwarding agent will be required to obtain an Import Permit electronically via TradeNet® prior to the actual physical import. For this, the importer has to submit a copy of the overseas KP certificate, commercial invoice, packing list (if any) and Airway bill to Singapore Customs for verification. If in order, Singapore Customs will approve the import declaration



and issue an Import Permit. Singapore Customs will also check the importer's commercial invoice to ensure that it includes a declaration that rough diamonds imported do not contain conflict diamonds.

Import Clearance

For physical clearance at the checkpoint, the importer will be required to present the following to the Immigration & Checkpoints Authority (ICA) for verification:

- original KP certificate;
- Import Permit;
- sealed package of rough diamonds; and
- supporting documents such as invoice, packing list (if any), airway bill, etc.

ICA will check to ensure the following:

- the parcel is sealed and the seal is intact; and
- shipment is covered with KP certificate (KPC number needs to match the KPC number indicated in the Traders' Remarks field of the Import Permit).

If in order, ICA will endorse and stamp on the Import Permit and notify Customs via email that the goods had been cleared.

In case of discrepancy, the ICA will alert Singapore Customs for further investigation.

Inspection

Singapore Customs may also conduct further inspection at Customs HQ on the parcel of rough diamonds, e.g. a mass weight verification, to ensure that the carat weight declared tallies with the documents submitted e.g. commercial invoice.

If the inspection is found to be in order and the rough diamonds has been determined to be covered with a valid KPC, the parcel will be released for import. Otherwise, this will be referred to Singapore Customs Compliance Branch for further investigation.



	<p><u>Import Confirmation</u></p> <p>Finally, if the import shipment is in order, Singapore Customs will send an email confirmation to the overseas KP authority that the rough diamonds have been received in Singapore.</p> <p><u>Website Link</u></p> <p>The general procedures to import and export rough diamonds into and from Singapore under the KPCS can be found on our website.</p>	
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D. SYSTEM OF INTERNAL CONTROLS AND INDUSTRY SELF-REGULATION

<p><i>Part A: Constant</i></p> <p>Description of the internal system of controls designed to eliminate the presence of conflict diamonds from shipments of rough diamonds, as stipulated by Section IV (a). In drawing up this information, reference could, among other things, be made to the options and recommendations for internal controls as elaborated in the KPCS document</p> <p>To date, we have not encountered any instances of infringement in Singapore. In case of any such incidents, the KP Chair as well as the Chair of the relevant Working Group would be notified.</p>	<p><i>Part B: Variable</i></p> <p>Nil</p>
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E. STATISTICS

<p><i>Part A: Constant</i></p> <p>Information supplementing the data already submitted to the Chair of WGS The previous years' historical data (optional)</p> <p>Singapore had submitted statistics for CY2014 (covering 1st, 2nd, 3rd and 4th quarters) on a timely manner and electronically via the KP statistical website in accordance with Annex III of the KPCS document.</p> <p><u>List of Singapore's Rough Diamond Trade with other KP Participants (2014)</u></p> <p><u>Table A</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #fce4d6;"> <th colspan="2">Import (2014)</th> </tr> </thead> <tbody> <tr> <td>Total KPC Counts</td> <td>147 KP certificates</td> </tr> <tr> <td>Total Carat Weight</td> <td>3,941,551.79</td> </tr> <tr> <td>Total Value</td> <td>USD 1,003,594,190.87</td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Import (2014)		Total KPC Counts	147 KP certificates	Total Carat Weight	3,941,551.79	Total Value	USD 1,003,594,190.87			<p><i>Part B: Variable</i></p> <p>Nil</p>
Import (2014)											
Total KPC Counts	147 KP certificates										
Total Carat Weight	3,941,551.79										
Total Value	USD 1,003,594,190.87										

Botswana	22
China, People's Republic of	26
EU	58
India	2
Israel	19
UAE	16
United Kingdom	1
USA	3

Table B

Export (2014)	
Total KPC Counts	1327 KP certificates
Total Carat Weight	4,463,527.56
Total Value	USD 1,049,479,962.47
Botswana	8
China	79
India	385
Israel	222
UAE	105
USA	5
Switzerland	12
Canada	1
Thailand	19

Table A1

Import	2013	2014
Total KPC Counts	65 KP Certificates	147 KP Certificates
Total Carat Weight	1,564,456.66	3,941,551.79
Total Value	USD 228,961,865.95	USD 1,003,594,190.87

Based on [Table A1](#), comparing 2014 with 2013, the number of import KPC counts increased by 126.15% while the carat weight and value declared increased by some 151.94% and 338.32% respectively for Singapore.



These large increases in import data were largely due to the relocation of rough diamond business to Singapore by a major diamond trading company.

Table B1

Export	2013	2014
Total KPC Counts	206 KP Certificates	1327 KP Certificates
Total Carat Weight	1,002,298.12	4,463,527.56
Total Value	USD 188,110,864.83	USD 1,049,479,962.47

Based on Table B1, comparing 2014 with 2013, the number of export KPC counts increased by 544.17% while the carat weight and value declared also increased by some 345.33% and 457.91% respectively for Singapore.

These large increases in import data were largely due to the relocation of rough diamond business to Singapore by a major diamond trading company.

F. IMPLEMENTATION OF RECOMMENDATIONS OF KIMBERLEY PROCESS REVIEW VISITS AND/OR REVIEW MISSIONS - only for reporting period

- Information on Review Visit or Review Mission if any, undertaken in the Participant Country during the Review Period
- Follow-up measures undertaken for recommendations of the RV / RM

S/N	KPRV Team's Recommendation	Singapore's Follow-Up Actions
1	Update Singapore's standard operating procedures (SOP) on how to address suspicious shipments.	Completed but will continue to review and include other possible case scenarios of KP related offences into the SOP
2	Include in Singapore's SOP about the requirement to send export notification to the relevant importing KP authority.	Completed.
3	List out the details of rough diamonds importers and exporters in Singapore's SOP.	Completed.
4	Ensure that the Singapore government officials are able to identify and evaluate rough diamonds.	Singapore informed the KPRV Team on 30 Jan 2014 that we looked forward hearing more information of the possible relevant



		training and avenues available from KPCS. Pending reply from the KPRV Team.
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G. INFRINGEMENTS AND COOPERATION WITH RESPECT TO ENFORCEMENT - only for reporting period

Nil comment.

H. MISCELLANEOUS – only for reporting period

- Experience, observations, problems (and solutions) or additional information related to the implementation of the KPCS to establish best practices
- Information on irregularities encountered or non-compliance with the KPCS by other Participants
- Follow-up to previous annual report assessment

Participant	Formal compliance with Administrative Decision (yes/no, and reason if no)	Institutional Framework and Legal Framework: completeness (yes/no)	Import and Export Regime: completeness (yes/no)	Statistics: completeness (yes/no)	Follow-up to previous annual report assessment or to Review Visit (where appropriate)	Optional entry: Comments on information disclosed on voluntary basis / best practices	Issues for Follow-up (outstanding issues in red)
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Singapore <i>(assessed by the Russian Federation)</i>	Yes	No address for the website established by the KP authorities to facilitate domestic implementation.	Yes	Yes	Singapore was reviewed in September 2013 and the Annual Report states that three recommendations of the review visit team have been completed. As for the recommendation to ensure that the Singapore government officials are able to identify and evaluate rough diamonds, Singapore informed the KPRV team on January 30, 2014 that they looked forward to have more information on possible relevant training available from the KPCS. Pending reply from the KPRV team.		No address for the website established by the KP authorities to facilitate domestic implementation. should be indicated.
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For the Y2013 KPCS Annual Report Standard Overall Assessment Matrix for Singapore, Singapore highlighted to WGM on 3 Dec 2014 that the remark indicated *‘no address for the website established by the KP authorities to facilitate domestic implementation’* was inaccurate as the information on Singapore’s KPCS procedures had always been made available in Singapore Customs’ [website](#)

The WGM responded to Singapore on 2 Feb 2015 that while is a good practice to have a website for KP implementation but the website link had not been included in the Y2013 Annual Report and suggested that Singapore include the website link in the Y2014 AR reporting.

Singapore has thus updated our website link under Sections B and C in this submission of the Y2014 KP Annual report.



ANNEX II

TEMPLATES TO PROVIDE STATISTICS

Based on the templates/tables available on the KP Statistical Website

TABLE -1 : OVERVIEW OF PRODUCTION - IMPORT - EXPORT DURING THE LAST 5 YEARS

Period	Production			Import			Export		
	Volume, cts	Value, US\$	US\$/cts	Volume, cts	Value, US\$	US\$/cts	Volume, cts	Value, US\$	US\$/cts
2014	Nil	Nil	Nil	3,941,551.79	1,003,594,190.87	254.62	4,463,527.56	1,049,479,962.47	235.12
2013	Nil	Nil	Nil	1,564,456.66	228,961,865.95	146.35	1,002,298.12	188,110,864.83	187.68
2012	Nil	Nil	Nil	167,434.01	20,839,211.57	124.46	167,128.71	22,458,481.25	134.38
2011	Nil	Nil	Nil	633.61	6,968,310.77	10,997.79	617.38	7,063,445.35	11,441.00
2010	Nil	Nil	Nil	4,088.98	387,001.46	94.64	4,077.34	385,405.75	94.52

Source: Data from Participant's Statistical Tables from WGS Website



TABLE - 2 : OVERVIEW OF KPC COUNT FOR IMPORT - EXPORT DURING THE LAST 5 YEARS.

	KPC Counts		
PERIOD	IMPORT	EXPORT	TOTAL
2014	147	1,327	1,474
2013	65	206	271
2012	23	19	42
2011	6	3	9
2010	8	3	11

Source: Data from Participant's Statistical Tables from WGS Website