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| IRAS-logo**GOODS AND SERVICES TAX**  **SELF-REVIEW AND declaration on**  **THE CHANGE OF AGENT AND TRANSFER OF GOODS**  **UNDER SECTION 33(2) OF THE GST ACT**  The Comptroller of Goods and Services Tax  55 Newton Road, Revenue House, Singapore 307987  Tel: 1800 - 356 8633  For more information, please visit IRAS website at <https://www.iras.gov.sg>  **Important Notes:**   1. This form will take approximately 20 minutes to complete. 2. Before you complete this form, please read the explanatory notes attached. 3. The existing and new agents who act for the overseas person for the import and supply of the overseas person’s goods under section 33(2) of the GST Act **must jointly undertake that they satisfy all the conditions in the relevant sections of this form** before the existing agent can transfer the overseas person’s goods to the new agent without having to repay the import GST previously claimed, suspended or deferred. 4. The existing agent may proceed with the transfer of goods once he and the new agent have declared that they satisfy all the conditions in the form, and the form has been submitted to IRAS. No further approval from IRAS is required. 5. Prior to the date of transfer of the goods, the existing agent should send us the completed self-review form via *myTax Portal* [select “Email Us (myTax Mail)”]. **Do not send this form via post or email.** Both the existing and new agents should maintain a copy of this form for their records. 6. Upon completion of our review, IRAS will notify you via *myTax Mail*. The existing and new agents will need to log in to *myTax Portal* (select “View Notices”) to view or download the letter. | | | | IRAS-logoIRAS-logo | |
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| **Section 1: Existing Agent’s Particulars** (i.e. the person who will cease to act for the overseas person for the import and supply of goods on behalf of the latter under section 33(2) of the GST Act) | | |
| |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | **GST Registration Number** |  |  | |  |  |  | | **Unique Entity Number (UEN)** |  |  | |  |  |  |   **Full Name of the Business** | |  | |  |      |  |  |  |  |  | | --- | --- | --- | --- | --- | | Date of cessation as Section 33(2) agent: | DD | MM | YYYY |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Name of Contact Person | : |  | | | | | |  |  |  |  |  |  |  | | Email address | : |  | | | | | |  | | | | | | | | Designation | : |  |  | Tel | : |  | | | |

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| **Section 2: New Agent’s Particulars** (i.e. the person who will act for the overseas person for the import and supply of goods on behalf of the latter under section 33(2) of the GST Act) | |
| |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | **GST Registration Number** |  |  | |  |  |  | | **Unique Entity Number (UEN)** |  |  | |  |  |  |   **Full Name of the Business** | |  | |  |      |  |  |  |  |  | | --- | --- | --- | --- | --- | | Date of appointment as Section 33(2) agent: | DD | MM | YYYY |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Name of Contact Person | : |  | | | | | |  |  |  |  |  |  |  | | Email address | : |  | | | | | |  | | | | | | | | Designation | : |  |  | Tel | : |  | | |
| **Section 3: Overseas Person’s Particulars** (The overseas person must not belong in Singapore and is not GST-registered or if he is GST-registered, the GST registration is as a pay-only person under the Overseas Vendor Registration (OVR) regime.) | |
| |  |  |  | | --- | --- | --- | | **Full Name of the Business** | | | |  | | | | **Address** | | | |  | | | |  | | | |  | | | |  | Country |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Name of Contact Person | : |  | | | | | |  |  |  |  |  |  |  | | Email address | : |  | | | | | |  | | | | | | | | Designation | : |  |  | Tel | : |  | | |
| **Section 4: Information on the Goods to be Transferred** | |
| 4.1Description of the goods:   |  | | --- | |  |  |  |  |  |  | | --- | --- | --- | --- | | 4.2 Value of the goods: | S$ |  | .00 |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | 4.3 Intended date of transfer: | DD | MM | YYYY |  | |  |  |  |  |  | |  |  |  |  |  | | |
| **Section 5: Undertaking by the Existing Agent on the Transfer of Overseas Person’s Goods Yes** | |
| 5.1 You will maintain relevant documents[[1]](#footnote-1) from the overseas person to support that you have ceased to be his agent. Verbal agreement is not acceptable.  5.2 You do not receive payment for the transfer of goods to the new agent.  5.3 The ownership of the goods remains with the overseas person.  5.4 There is no change in the nature or form of the goods from the point of import to the transfer date.  5.5 The new agent will take control over custody and possession of the goods.  5.6 You will maintain the relevant records on the inventory balance at the date of the transfer of goods. Such records include date of removal, generic description, quantity and value of the goods, delivery note, inventory note and inventory lists (refer to Appendix 1).  5.7 You will account for output tax on the value of the discrepancy found in the goods (if any) at the point of transfer. |  |
| **Section 6: Undertaking by the New Agent on the Transfer of Overseas Person’s Goods Yes** | |
| 6.1 You are or will be GST-registered at the date of transfer of the goods.  6.2 You will maintain the relevant documents[[2]](#footnote-2) from the overseas person to support your appointment as his agent. Verbal agreement is not acceptable.  6.3 There is no payment made by you for the goods transferred to you.  6.4 The ownership of the goods remains with the overseas person.    6.5 There will not be any change in the nature or form of the goods from the point of transfer until the supply date.  6.6 You will take over custody and possession of the goods with effect from the transfer date.  6.7 You will charge and account for GST in your GST returns on any local sale or disposal of the transferred goods.  6.8 You will report the sale of the transferred goods that have been exported in your GST return as your zero-rated supplies and maintain all the necessary export documents.    6.9 If you de-register from GST, you will repay the GST claimed by the existing agent on the import of the transferred goods that are still in your custody.  6.10 You will maintain the relevant records on the transferred goods from the date of the transfer of goods. Such records include date of receipt, generic description, quantity and value of the goods, delivery note, inventory note and inventory lists (refer to Appendix 1).  6.11 You will comply with the record-keeping and accounting requirements listed in Appendix 1. |  |
| **Section 7: Declarations** | |
| 7.1: Declaration by the existing agent   |  |  |  | | --- | --- | --- | | I, |  |  | |  |  | (Full name of signatory in block letters) |  |  |  |  | | --- | --- | --- | | (NRIC/Passport No.) |  | declare that |      |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1. all the conditions stated in section 5 of this form are or will be satisfied; | | | | | | 1. I also |  | properly charged and accounted in my GST return for | | the imports that have been sold locally or exported by me on behalf of the overseas person. | | |      1. I am aware that penalties may be imposed for the submission of an incorrect form and/or provision   of false information to the Comptroller of GST.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Signature | : |  | Date | : |  | |  |  |  |  | | | | Designation | : |  | |  |  |  |  |  |  |   **\*If you have omitted or under-accounted any output tax on the supply of goods made by you on behalf of the overseas person in your GST return(s), please disclose the errors made to the Comptroller in writing.**    7.2: Declaration by the new agent   |  |  |  | | --- | --- | --- | | I, |  |  | |  |  | (Full name of signatory in block letters) |  |  |  |  | | --- | --- | --- | | (NRIC/Passport No.) |  | declare that all the conditions stated in |      |  | | --- | | section 6 of this form are or will be satisfied and I am aware that penalties may be imposed for the  submission of an incorrect form and/or provision of false information to the Comptroller of GST. |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Signature | : |  | Date | : |  | |  |  |  |  | | | | Designation | : |  | |  |  |  |  |  |  | | |

**EXPLANATORY NOTES ON**

**THE CHANGE OF AGENT AND TRANSFER OF GOODS**

**UNDER SECTION 33(2) OF THE GST ACT**

1. You may act as an agent for the import and supply of goods on behalf of an overseas person who does not belong in Singapore and is not GST-registered or if he is GST-registered, the GST registration is as a pay-only person under the Overseas Vendor Registration[[3]](#footnote-3) (OVR) regime. Under section 33(2) of the GST Act, you are deemed to be the principal for the import and supply of the overseas person’s goods. Hence, you are allowed to recover the GST incurred on the import of those goods or use an approved scheme to suspend[[4]](#footnote-4) or defer[[5]](#footnote-5) the GST payable on import. This is on the condition that you have control and custody over the goods imported and will charge and account for GST on the subsequent supply of the goods. The import and supply of the goods on behalf of the overseas person must be declared in your GST return.
2. Due to commercial reasons, the overseas person may appoint a new agent to act on his behalf. The change in agent would usually involve you transferring the overseas person’s goods that you have on hand to the new agent. The new agent will then take over the GST responsibilities, including the charging and accounting for GST on the subsequent supply or disposal of the transferred goods.
3. You are allowed to transfer the overseas principal’s goods to the new agent without having to repay the import GST previously claimed, deferred or suspended on the conditions that:
4. the new agent is or will be GST-registered at the date of transfer of the goods;
5. there is no change in the nature or form of the goods to be transferred from the point of import to transfer and to subsequent supply, except where the Comptroller’s prior approval has been obtained (refer to paragraph 6); and
6. you and the new agent declare that both of you satisfy all the other conditions set out in sections 5 and 6 of the self-review form.
7. If any of the above conditions is not satisfied (e.g. the new agent is not GST-registered), you are required to repay the Comptroller the import GST which you have previously claimed, deferred or suspended on the transferred goods:
8. If you had claimed the import GST on the transferred goods, you are required to file a GST F7 for the period in which you made the claim to reduce the Total Value of Taxable Purchases (Box 5) and Input Tax and Refunds Claimed (Box 7)[[6]](#footnote-6).
9. If you had used Import GST Deferment Scheme (IGDS) to defer the payment of import GST, you should account for the amount deferred under Deferred Import GST Payable (Box 19) and Total Value of Goods Imported under IGDS (Box 21)[[7]](#footnote-7). The import GST deferred is not claimable in your GST return in which the accounting of the Deferred Import GST Payable is done[[8]](#footnote-8).
10. If you had used MES or other approved schemes to suspend the import GST, you need to account for the amount suspended on the transferred goods under Output Tax Due (Box 6) in your GST return for the accounting period in which the transfer of goods took place.
11. The self-review form must be submitted to the Comptroller prior to the date of transfer of the goods and you and the new agent should maintain a copy of the form for your records. You may proceed with the transfer of the overseas person’s goods once the self-review form has been submitted to IRAS. No further approval from the Comptroller is required.
12. For transfer of goods that have undergone changes in nature or form after importation, you must seek approval from the Comptroller and provide the following information in writing before the transfer can take place without repayment of GST:
13. the commercial circumstances leading to the change of agent and the change in nature or form of the goods; and
14. how you and the new agent ensure the traceability of the goods from the point of import to transfer and to the subsequent supply.
15. You may send in your request to:

**Goods & Services Tax Division**

**Inland Revenue Authority of Singapore**

55 Newton Road

Singapore 307987

Tel: 1800 356 8633

Email: [gst@iras.gov.sg](mailto:gst@iras.gov.sg)

**Appendix 1**

**Conditions and record-keeping requirements of an agent acting on behalf of overseas persons under Section 33(2) of the GST Act**

1. **Record-keeping**
2. As the agent is deemed to be the principal under section 33(2) for the import and supply of the overseas person’s goods, he must maintain the relevant documents and records for those transactions to comply with the record-keeping requirements under section 46 of the GST Act.
3. Any correspondence or letter from each overseas person, authorising a local GST-registered person as its agent.
4. Stock records for each overseas person containing the following details:

Inward handling/ Receipt of goods

1. Date of import/ goods removed from Zero-GST (ZG) warehouse/ receipt
2. Total import value/ value of goods removed from ZG warehouse/ value of goods received
3. Description of goods
4. Quantity of goods

The stock records must be supported by copies of Goods Received Notes (GRN), Delivery Orders (DOs), Customs permits, shipping documents, commercial invoices, insurance documents, correspondences with overseas persons/ suppliers and any other relevant documents.

Outward handling/ Removal of goods

1. Date of export/ sale
2. Purpose of removal of goods (local sale, export etc.)
3. Description of goods
4. Total value of goods exported/ sold
5. Quantity of goods exported/ sold

The stock records must be supported by relevant documents such as Purchase Orders (POs), Delivery Orders (DOs), Customs permits, shipping documents, commercial invoices, insurance documents, written instructions from and correspondences with overseas persons or their customers, tax invoice (if invoicing is done by the agent), evidence of payment received from the customers (if payment is made to the agent) as well as any other relevant documents.

* + 1. Storage/ Custody of goods
* Names of persons handing over and/ or taking over the goods at each stage of their storage into the warehouse
* Storage locations of the goods in the warehouse
  + 1. Stock-taking/ Inventory audit of goods
* Records of full and comprehensive internal and/ or external stock-take/ inventory audit
  + 1. Discrepancy reporting

Reconciliation reports pertaining to discrepancies of the goods (if any) at the point of their:

* Receipt into the warehouse
* Removal from the warehouse
* After a stock-take/ inventory audit is conducted

The agent must maintain proper stock reports and stock reconciliation reports for each of the overseas person such that stock balance in the warehouse can be reconciled to the goods imported and the goods supplied.

1. **Accounting**
2. Importation

The agent must report the imports made on behalf of the overseas person and the corresponding GST amount in the GST F5 return under Total Value of Taxable Purchases (Box 5) and Input Tax and Refunds Claimed (Box 7) respectively[[9]](#footnote-9). If the agent is approved under a scheme with an import GST suspension feature[[10]](#footnote-10), the import GST can be suspended. Nevertheless, the agent is still required to report such imports under Total Value of Taxable Purchases (Box 5) and Total Value of Goods Imported under Major Exporter Scheme/ other approved schemes (Box 9).

1. Supplies

When the agent supplies these goods locally or exports the goods, he must account for the supplies in the GST return as follows:

* + - * 1. For goods that are supplied locally, he must issue a tax invoice to charge and account for GST at the prevailing rate on the supply made to the customers of the overseas person. He must report such sales and the corresponding GST amount in his GST return under Total Value of Standard-rated Supplies (Box 1) and Output Tax Due (Box 6) respectively.
        2. For goods that are exported, he can charge GST at 0% if he maintains the required export documentation[[11]](#footnote-11) to support the zero-rating. The agent is required to report such sales in his GST return under Total Value of Zero-rated Supplies (Box 2).

1. De-registration from GST

The agent must repay to the Comptroller the GST previously claimed, deferred or suspended on the import of the overseas person’s goods which are still in the agent’s custody when the agent de-registers from GST:

If the agent had claimed the import GST, he is required to file a GST F7 for the period in which he made the claim to reduce the Total Value of Taxable Purchases (Box 5) and Input Tax and Refunds Claimed (Box 7)[[12]](#footnote-12).

If the agent had used IGDS to defer the payment of import GST during his last GST accounting period, he should account for the amount deferred under Deferred Import GST Payable (Box 19) and Total Value of Goods Imported under IGDS (Box 21)[[13]](#footnote-13). The import GST deferred is not claimable in his GST return.

If the agent had used MES or other approved schemes to suspend the import GST, he must account for the amount suspended under Output Tax Due (Box 6) in his last GST return.

1. Examples are contract or letter of engagement for services, correspondences or notice on termination of services. [↑](#footnote-ref-1)
2. Examples are contract or letter of engagement for services, correspondences on your appointment as the new agent. [↑](#footnote-ref-2)
3. With the introduction of the overseas vendor registration (OVR) regime on imported digital services with effect from 1 Jan 2020 and the extension of the OVR regime to imported non-digital services and low-value goods (LVG) with effect from 1 Jan 2023, overseas suppliers supplying imported digital services, non-digital services and/or LVG to non-GST registered customers in Singapore may be required to register for GST. If your overseas principal also supplies digital services, non-digital services and/or LVG, he may need to register for GST under the OVR rules.

   For more information, please refer to the e-Tax Guides “GST: Taxing imported services by way of the overseas vendor registration regime” (for digital services), “GST: Taxing imported remote services by way of the overseas vendor registration regime” and “GST: Taxing imported low-value goods by way of the overseas vendor registration regime” on our website at [www.iras.gov.sg](http://www.iras.gov.sg).

   You may continue to act as a Section 33(2) or Section 33A agent for your overseas principal who becomes GST-registered as a pay-only person under the OVR rules. If your overseas principal is GST-registered on or after 1 Jan 2020, please check with them if the registration is as a pay-only person under the OVR regime. [↑](#footnote-ref-3)
4. GST schemes with an import GST suspension feature are the Major Exporter Scheme (MES), Approved Third Party Logistics (3PL) Company Scheme, Approved Import GST Suspension Scheme (AISS), Approved Contract Manufacturer and Trader (ACMT) Scheme and Approved Refiner and Consolidator Scheme (ARCS). [↑](#footnote-ref-4)
5. Import GST Deferment Scheme (IGDS) [↑](#footnote-ref-5)
6. Please refer to our GST webpage ‘Correcting errors made in GST return (filing GST F7)’ for more information on filing GST F7, including the administrative concession for correcting errors in the next GST F5. [↑](#footnote-ref-6)
7. With effect from 1 Jan 2023, “Deferred Import GST Payable” is re-numbered from Box 17 to Box 19 and “Total Value of Goods Imported under IGDS” is re-numbered from Box 19 to Box 21. [↑](#footnote-ref-7)
8. This scenario is applicable only in the situation where the import of goods and change of agent occur in the same accounting period.  Where the events occur in different accounting periods, the adjustment required would follow that in paragraph 4(a). [↑](#footnote-ref-8)
9. For goods imported using IGDS, the agent should also declare the value of goods imported and the deferred import GST payable in the IGDS Section of his GST return. [↑](#footnote-ref-9)
10. GST schemes with an import GST suspension feature are the Major Exporter Scheme (MES), Approved Third Party Logistics (3PL) Company Scheme, Approved Import GST Suspension Scheme (AISS), Approved Contract Manufacturer and Trader (ACMT) Scheme and Approved Refiner and Consolidator Scheme (ARCS). [↑](#footnote-ref-10)
11. Please refer to the e-Tax Guide “GST: A Guide on Exports” for the list of documents to maintain. The e-Tax Guide can be found at www.iras.gov.sg > Quick links > e-Tax Guides. [↑](#footnote-ref-11)
12. Please refer to our GST webpage ‘Correcting errors made in GST return (filing GST F7)’ for more information on filing GST F7, including the administrative concession for correcting errors in the next GST F5. [↑](#footnote-ref-12)
13. With effect from 1 Jan 2023, “Deferred Import GST Payable” is re-numbered from Box 17 to Box 19 and “Total Value of Goods Imported under IGDS” is re-numbered from Box 19 to Box 21. [↑](#footnote-ref-13)