

3 December 2020

Aircraft Operators  
Airfreight Terminal Operators  
Cargo Agents  
Consignors  
International Air Transport Association  
SAAA@Singapore  
Singapore Logistics Association  
Association of Small and Medium Enterprises  
Singapore Manufacturing Federation

## **ADJUSTMENTS TO THE IMPLEMENTATION APPROACH FOR THE REGULATION OF KNOWN CONSIGNORS**

I refer to the Airport Security Circular dated 20 April 2020, informing you of the deferred implementation of the Known Consignor Regime (KCR) due to the COVID-19 situation. The following Circular provides more details of the adjusted implementation approach to the KCR.

### Change in Implementation Date

2 The COVID-19 situation continues to pose challenges to our firms and industries, including the transport and logistics sectors. To help affected entities better cope with the challenging economic climate, the Airport Police Division (APD), in consultation with the Ministry of Transport and the Ministry of Trade and Industry, will defer the implementation of the KCR from the originally scheduled date of 1 April 2021 to 1 June 2021.

### Application Phases

a) *Provisional Application Period (4 December 2020 to 30 April 2021)*

3 A provisional application period (i.e. 4 December 2020 to 30 April 2021) has been catered to assist the aviation industry in its transition into the new regime. Consignors who apply during this period and whose application<sup>1</sup> is accepted by APD could be eligible for a Provisional Registration Certificate that is valid for a period of up to 3 years starting from 1 June 2021.

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<sup>1</sup> Consignors must comply with the application procedure in paragraph 6 or 7. Successful applicants will be notified accordingly by APD.



4 Upon successful registration, APD will conduct ground audits on the Provisional Registration Certificate holders to assess conformity to the submitted Security Programmes. The outcome of the audits will be key in APD's assessment of a holder's eligibility to be registered as a Known Consignor.

*b) Non Provisional Application Period (1 May 2021 onwards)*

5 Consignors who apply after the provisional application period (i.e. 1 May 2021 onwards) will not be eligible for the Provisional Registration Certificate. Such consignors must receive APD's approval of the consignor's Security Programme, and pass the ground audit conducted by APD, *before* they are registered as Known Consignors.

How to Apply

6 If you are a consignor who is **accredited with Secure Trade Partnership (STP)/ Secure Trade Partnership Plus (STP-Plus), or possesses other valid industry-recognised security certification**<sup>2</sup>, you are required to submit the following:

- a. A copy of the STP or STP-Plus accreditation certificate from Singapore Customs, or valid industry-recognised security certificate;
- b. Completed application form (*the application form can be retrieved from <https://www.police.gov.sg/kcr>*); and
- c. Latest copy of the business profile obtained from the Accounting and Corporate Regulatory Authority (ACRA) (*the date of the ACRA Report shall not be more than 30 days earlier than the date of the application*).

7 If you are a consignor who **does not have** Secure Trade Partnership (STP)/ Secure Trade Partnership Plus (STP-Plus) status *nor* other valid industry-recognised security certification, you are required to submit the following:

- a. A completed Known Consignor Security Programme (KCSP) with relevant supporting documents (*please email [spf\\_rcar\\_kcr@spf.gov.sg](mailto:spf_rcar_kcr@spf.gov.sg) to request for a copy of the KCSP Template*);
- b. Completed application form (*the application form can be retrieved from <https://www.police.gov.sg/kcr>*);
- c. Latest copy of the business profile obtained from the Accounting and Corporate Regulatory Authority (ACRA) (*the date of the ACRA Report shall not be more than 30 days earlier than the date of the application*).

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<sup>2</sup> The valid industry-recognised security certification are:

- a) Transported Asset Protection Association (TAPA): Air Cargo Security Standards Level 1; or
- b) Customs-Trade Partnership Against Terrorism (C-TPAT) Tier 2 or Tier 3



## Assistance

8 To help existing known consignors spread out possible implementation costs associated to the KCR, **consignors whose existing commercial relationships with their Regulated Air Cargo Agents (RACAs) meets the applicable criteria<sup>3</sup> will be eligible for a two-stage implementation process<sup>4</sup> if they apply during the provisional application period.** The two-stage implementation process allows applicants who need to submit a Security Programme to spread out their costs of implementing additional security measures until end 2021. Consignors may separately approach APD at [spf\\_rcar\\_kcr@spf.gov.sg](mailto:spf_rcar_kcr@spf.gov.sg) for details, and to confirm their eligibility for the two-stage implementation process.

9 Consignors who require assistance in the drafting of their Security Programme may consider engaging the services of 12 accredited consultants from 8 companies<sup>5</sup>. The list of accredited consultants is available at <https://www.police.gov.sg/kcr>.

10 A copy of the Frequently Asked Questions (FAQs) is also available at <https://www.police.gov.sg/kcr>.

11 Should you have any queries, please email to [spf\\_rcar\\_kcr@spf.gov.sg](mailto:spf_rcar_kcr@spf.gov.sg).



**EVON NG  
COMMANDER  
AIRPORT POLICE DIVISION  
SINGAPORE POLICE FORCE**

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<sup>3</sup> Consignors must ship with the regulated air cargo agent at least 3 times in the preceding 12 months with the 3<sup>rd</sup> shipment transacted in the preceding 6 months without incident, and at least once every 6 months thereafter.

<sup>4</sup> The two-stage implementation process will allow existing known consignors to implement the security measures in accordance to their KCSP in two stages, instead of full implementation of security measures before 1 June 2021.

<sup>5</sup> APD does not pre-determine the fee to be charged by the consultants and this will have to be agreed between the accredited security consultant and the consignor.