

27 NOVEMBER 2008

Dear TradeWeb™ User,

UNIQUE ENTITY NUMBER (UEN) UPDATES FOR TRADEWEB™ LIVE AND DESKTOP

As you may be aware, Singapore Customs will be accepting only declarations with the Unique Entity Number (UEN) instead of CR Number starting from 1 January 2009. This is in line with the Singapore Government's move to use UEN as the identifier for all companies and organizations in Singapore.

For further information on the UEN, please refer to Singapore Customs circular issued on 7 August 2008 (*Circular No 17/2008: Implementation of Unique Entity Number*) <http://www.customs.gov.sg/topNav/new/cir/2008+Circulars.htm>

The impact to you, as declarants, will be that from 1 January 2009, your declarations must only contain UEN in the current CR Number fields for Declaring Agent, Importer, Exporter, Freight Forwarder etc.

In order to make this transition as smooth as possible for our users, we have listed down the procedure below:

1. UEN Update for TradeWeb™ Live!

For users of TradeWeb™ Live!, here is the sequence of event:

- a. The TradeWeb™ Live! application will be updated on the first week of December. An announcement will be posted on Live! portal to inform you when this happens.
- b. You can then go to Party and Claimant Party Code to check that we have inserted UEN for you for all valid CR Numbers that you have. This means that for each code maintenance entry that you keep, you will see an additional entry for UEN.
- c. You can also check that in the Company Profile screen, we have added your company's UEN number as well.
- d. After the update, when you make a declaration, if it is before 1 January 2009, TradeWeb™ Live! will auto-fill the Party Tab's "CR UEI" field with CR Number. But from the 1 January 2009 onwards, UEN will be auto-fill into that field instead.

** Note that some CR Numbers may not have UEN equivalent because these companies do not exist anymore, or the CR Numbers are invalid.*

** If you have any question regarding the above procedure, please contact us at 6887 7333 (press 1) or hdsupport@crimsonlogic.com.*

2. UEN Update for TradeWeb™ Desktop

For users of TradeWeb™ Desktop, here is the sequence of event:

- a. You will receive an auto-update prompt to update your copy of TradeWeb™ Desktop in first week of December. Thereafter, please proceed to update your copy to the latest version (version 1.3). We will also send out email reminder during that period to inform you to update your copy.
- b. After the software update, you will see an option to export your Party and Claimant Code into a .txt file. You will need to click that and save the generated .txt file.
- c. Then you will need to go to the <http://www.uen.gov.sg> website to upload the generated .txt file. The website link is here:
<http://www.uen.gov.sg/uen/preUEN2UENUpload.do>
- d. On the day after the upload, you will receive an email from UEN authority that you can download the converted UEN file. Please follow the link given in the email to download the .csv file.
- e. Once you have saved the .csv file on your harddisk, you can then upload it to TradeWeb™ Desktop. The software will automatically insert the UEN into your Party and Claimant Code in the correct places.
- f. You can also check that in the Company Profile screen, we have added your company's UEN number as well.
- g. After the update, when you make a declaration, if it is before 1 January 2009, TradeWeb™ Desktop will auto-fill the Party Tab's "CR UEI" field with CR Number. But from the 1 January 2009 onwards, UEN will be auto-fill into that field instead.

** Note that some CR Numbers may not have UEN equivalent because these companies do not exist anymore, or the CR Numbers are invalid.*

** If you cannot receive the software auto-update due to firewall or bandwidth restriction, please obtain the latest update in CD either from our resellers or us.*

** If you have any question regarding the above procedure, please contact our resellers if you are in Malaysia. Please contact us at 6887 7333 (press 1) or hdsupport@crimsonlogic.com if you are in Singapore.*

3. TradeWeb™ User Day

During TradeWeb™ User Day, which is on 27 November 2008, we will conduct a demonstration on the above UEN procedures for TradeWeb™ Live! and TradeWeb™ Desktop. See you at the TradeWeb™ User Day!

Have a great day!

TradeWeb™ Live! and Desktop Team
Working together to bring a better value to you