Connecting Businesses. Creating Opportunities

CNSW – LPCO Amendment

GUIDE FOR TRADERS

vCargo Cloud Pte. Ltd.

TABLE OF CONTENTS

1 AMENDING APPLICATIONS

Use the amendment feature to amend *Approved* LPCO documents. This allows the traders to update details such as transport information, invoice data, and item details, then submit the application.

You can only amend LPCOs that have not yet expired. You can also amend an LPCO that is linked to another LPCO. However, the number of data that can be amended is limited.

Amendment requests must be reviewed and approved by the OGA Amendment Officer. If the agency rejects the amendment request, traders can submit an updated version of the amendment.

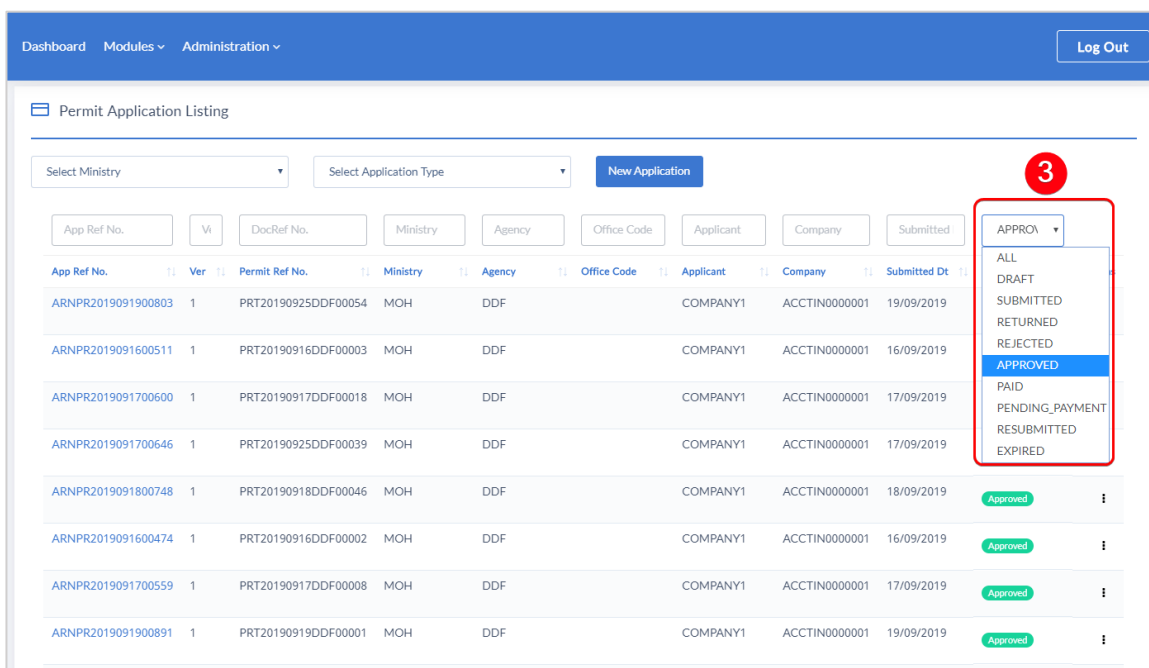# 1.1 CREATE AMENDMENT REQUESTS

This section explains the steps for amending an Approved LPCO documents. Before you apply for an amendment, ensure that the LPCO is still valid, has not expired, and there is no pending amendment request.

This example describes the steps to amend a customs permit. To create an amendment, do the following:
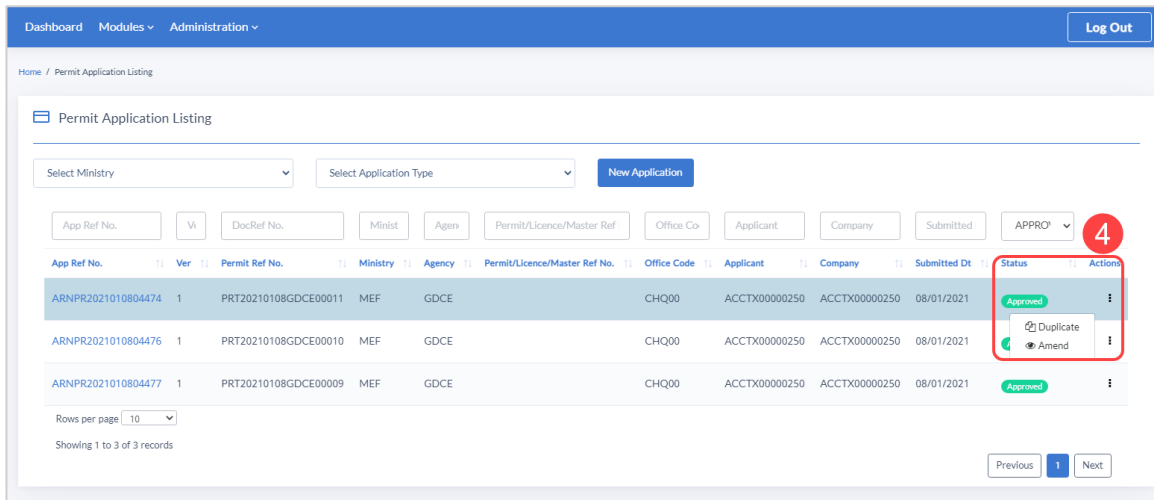
1. Open CNSW and sign in as a Trader user.
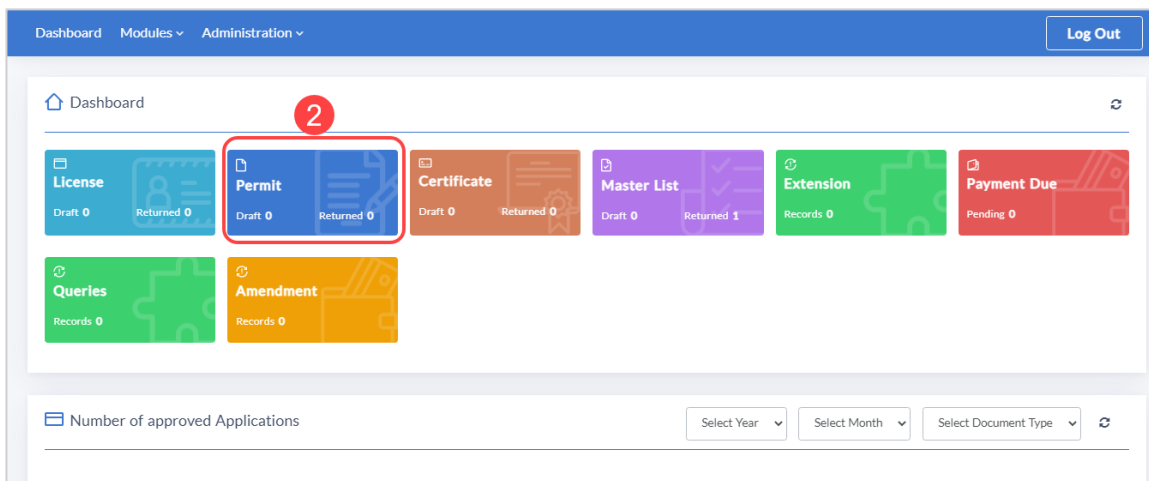
2. From the Dashboard, select **Permit** to display the Permit application list.

3. From the Permit Applications list, select the *filter options* to display **Approved** permits.


NOTE: You cannot amend an application with an existing amendment request. Otherwise, a notification message appears with the amendment reference number, as shown below.
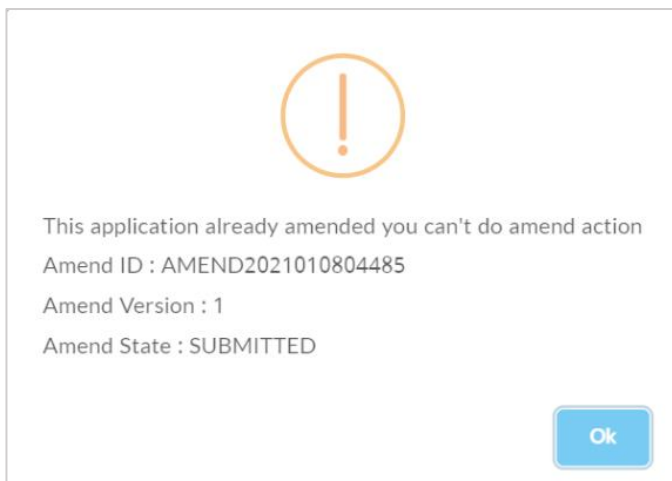

4. Choose an application to amend. Click the button from the *Actions* column, select **Amend** and then confirm the amendment. The following page appears:
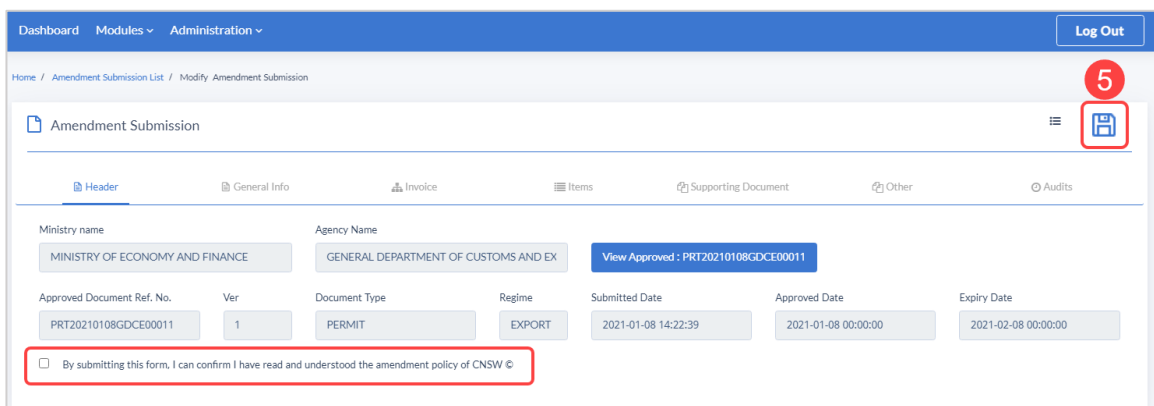
5. Select and confirm the **amendment policy**, then click **Save**. The following page appears.
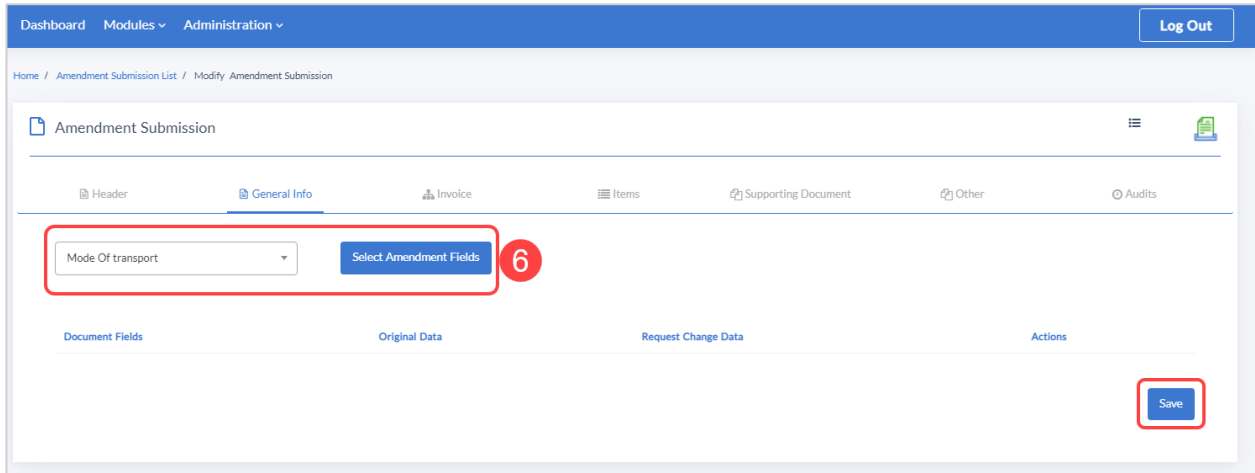
6. Choose a **field** that you want to amend, then click **Select Amendment Fields**. Repeat this step to add another field. In the example below, the **Office of Lodgements** field will be amended.
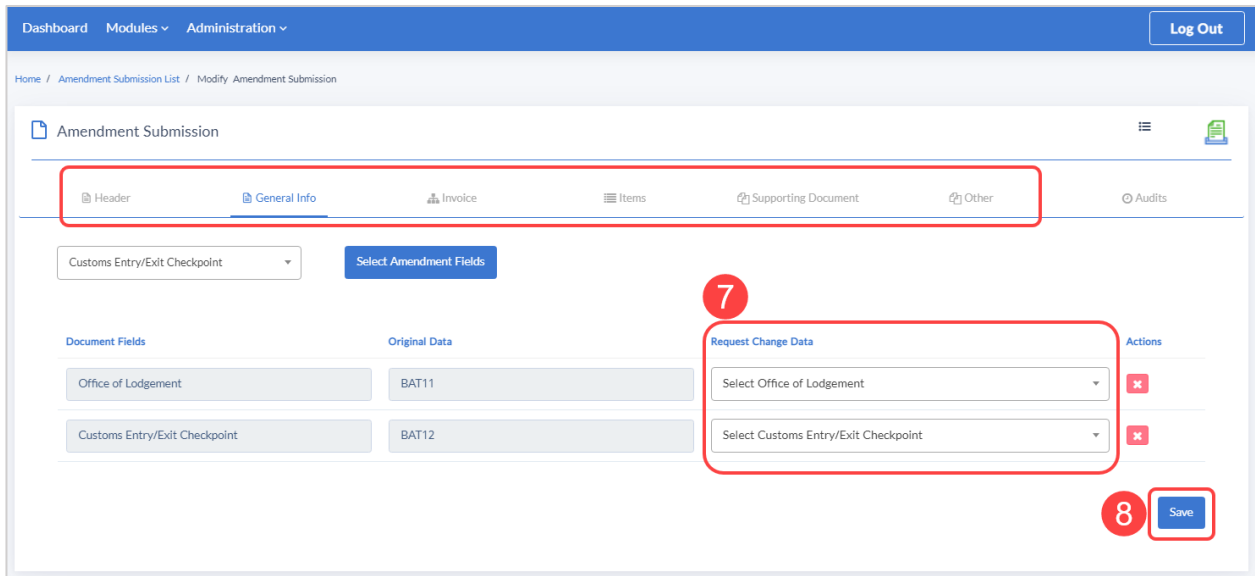

7. After you add the Amendment Fields, enter or select the new values in the **Request Change Data** column.

   **NOTE:**   To *remove* a field, select the delete button next to it.

8. Select **Save** to save the amendments.

9. Select another tab and repeat the same steps to amend a specific field. In the example below, the trader amends the **Customs Procedure Code** in the *Items* tab.

   NOTE: If you replace a supporting document or an invoice, CNSW displays both old and amended files for comparison.
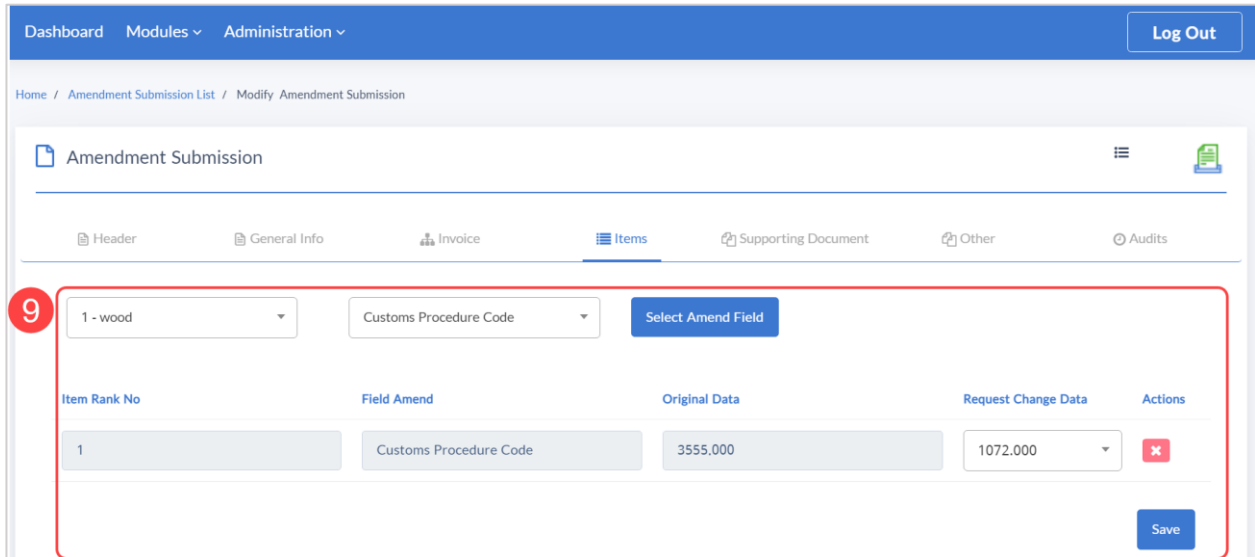

10. After you amend the required fields, go to the **Others** tab.
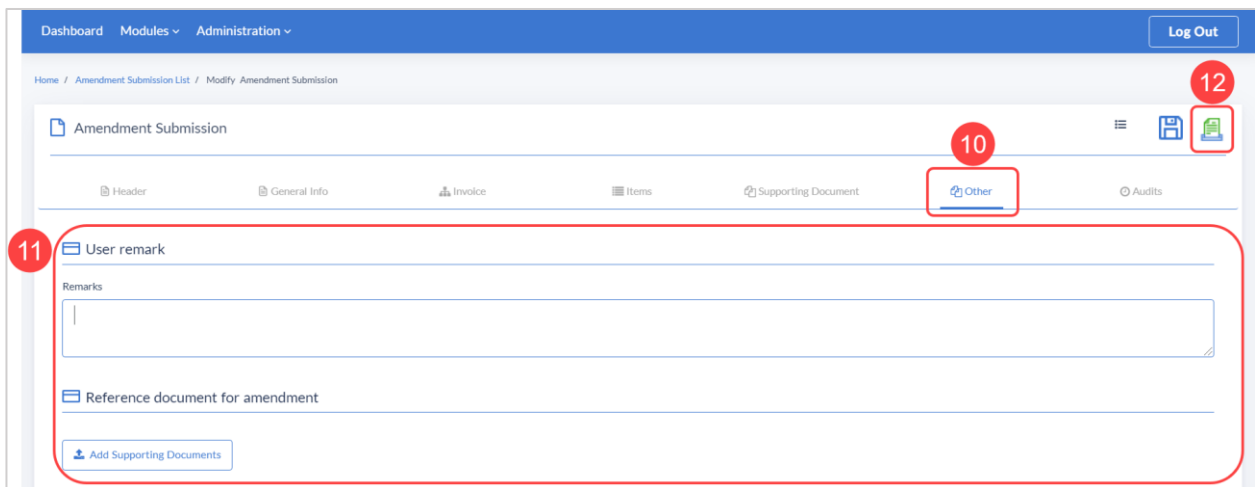
11. Enter any amendment **Remarks** and upload any **Supporting Documents**.

12. Select **Submit** to send the amendment application for review and approval.

13. (Optional) To view the list and the status of your amendment requests, do any of the following:

- Select **Amendment** on the Dashboard

- Select **Modules→Amendment Submissions** from the main menu.
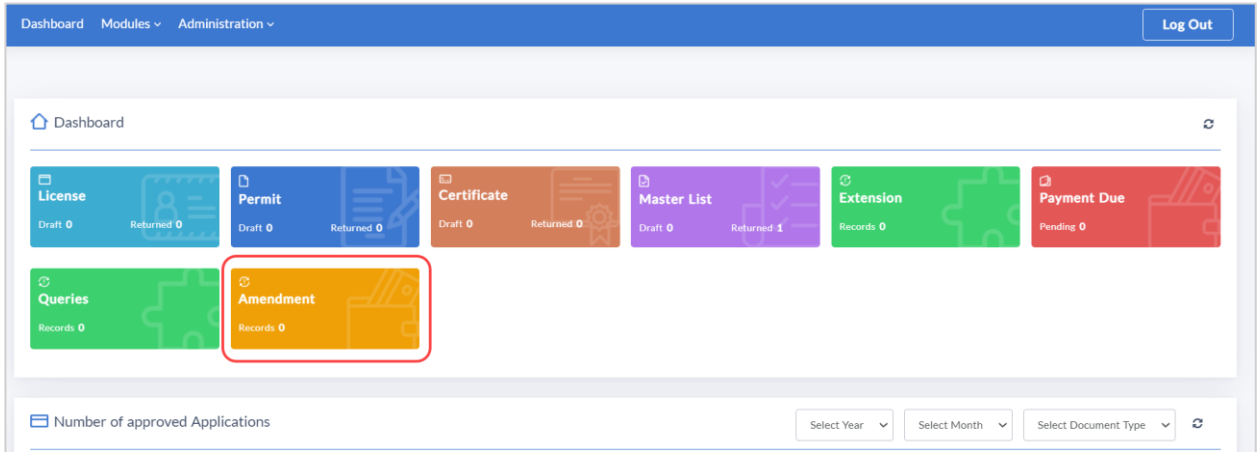
NOTE: CNSW sends a notification once the agency approves or rejects your amendment request. You can update and re-amend a rejected amendment using the steps above. The application's version number is updated after submitting the re-amendment.