

# ARRIVAL & DEPARTURE GUIDE

Detailed arrival/departure and ground experience information to help you prepare for your next mission with us.

**WSSL/XSP**

Seletar Airport

**PREPARED BY**

UNIVERSAL AVIATION

**24/7 SUPPORT**

+65 6484-4878



# ARRIVAL PROCEDURES



## PASSENGERS AND CREW ARRIVALS

Both passengers and crew will have to fill out the [SG Arrival Card](#) prior to arriving at WSSL.

### MEET AND GREET

A Universal Aviation staff member will greet you on the ramp upon arrival. After passengers and crew disembark, they will board a Universal vehicle which will take them to the Seletar Business Aviation Center (SBAC) for CIQ processing. Passengers and crew may wait in the lounge while everyone is being processed.

After all passengers and crew clear customs and immigration, a staff member will escort them to their ground transportation vehicle on the landside of the SBAC. There is limited parking available at the SBAC landside; however, drivers can wait at the nearest public Carpark located just across SBAC, less than a minute away.

The Universal team may be reached on our radio frequency, [131.025MHz](#).

## LUGGAGE

### HANDLED VIA A UNIVERSAL STAFF MEMBER AND PORTERS

Porters will transport your luggage from the aircraft to the Seletar Business Aviation Center (SBAC). Your luggage is never left unattended. A staff member will assist with processing all luggage through security and customs while passengers and crew watch. Upon clearing CIQ, everyone's luggage will be transported and loaded onto their ground transport vehicles.

## PARKING

### PARKING BAY

A parking bay will be assigned approximately 3hrs prior to arrival. Air traffic control will guide the crew to the parking bay upon arrival.

## DISABILITIES

Depending on the passenger's mobility, they will be assisted by a trained Universal staff member and escorted to the Seletar Business Aviation Center (SBAC) for CIQ clearance. Access ramps are at the SBAC for those using mobility devices and wheelchairs.

## CASH DECLARATION

If you are entering Singapore carrying a total value of Physical Currency and Bearer Negotiable Instruments (CBNI) exceeding S\$20,000 (or its equivalent in a foreign currency), you are required by law to make a CBNI declaration (Form NP 727) by submitting a full and accurate report to the Singapore Police Force.

Please submit the CBNI declaration (Form NP 727) online within 72 hours before your arrival into Singapore via the [Immigration & Checkpoints Authority](#) portal.

## FOOD IMPORT

Check the list of personal allowances before travelling to Singapore. If you have doubts, please declare your food items to the Immigration & Checkpoints Authority (ICA) officers upon arriving in Singapore. For any additional clarifications on the regulations, please refer to the [Singapore Food Agency](#).

## DUTY-FREE CONCESSION FOR LIQUOR PRODUCTS AND TOBACCO

### LIQUOR PRODUCTS

Importing duty-free concessions of liquor into Singapore is allowed for passengers and bona fide crew members if the following conditions are met:

- You are 18 years old or older
- You are **not** arriving from Malaysia
- You have spent 48 hours or more outside of Singapore prior to your scheduled arrival.
- Liquor must be for your own consumption only. It is an offence to sell or give them away.
- Passengers are required to pay the taxes on liquor products exceeding their duty-free concession and on goods carried for or on behalf of other persons.

Please refer to [Singapore Customs](#) for the duty-free concession limit.

### CIGARETTES AND TOBACCO PRODUCTS

There is no duty-free concession and Goods and Services Tax (GST) relief for cigarettes and tobacco products purchased in Singapore. All cigarettes and tobacco products, including those purchased in Singapore with the 'SDPC' mark, are subject to [duty](#) and GST when brought into Singapore.

## PETS

### DOGS AND CATS ARE ALLOWED IN SINGAPORE

Before you can [bring your pet to Singapore](#), you need to identify if the breed of the dog or cat is allowed in Singapore and review the exporting country's rabies risk category. Pets must have current vaccine records and a Veterinary Health Certificate. If applicable, you may need to obtain a [Dog License](#). After applying for the Dog License, you must apply for an [Import Animal License](#) via Go Business Licensing Portal. The Import Animal License is valid for 30 days from the date it was issued.

Five days before arriving in Singapore with your pet, you must schedule an appointment for a pet inspection. If you fail to schedule an appointment before arriving, you will be charged an additional \$80. Submit your request for a pet inspection via the [Intelligent Food Approval and Safety Tracking System \(iFAST\)](#).

## ASSISTANCE DOGS

### REQUIREMENTS TO ENTER SINGAPORE

An assistance dog is a dog trained to assist a person with a disability. The dog must fulfill specific requirements before it is recognized as an assistance dog eligible for import or export. Emotional dogs are not approved as assistance dogs and must comply with the standard requirements and procedures. Review the criteria from the Republic of Singapore and [The Animals and Birds ACT \(CHAP .7\)](#).

# DEPARTURE PROCEDURES

## PASSENGERS AND CREW ARRIVALS

### MEET AT THE SELETAR BUSINESS AVIATION CENTER (SBAC)

Departing passengers and crew should be dropped off at the entrance of the SBAC, where they will clear CIQ and security. A Universal staff member will stand curbside with porters to assist with luggage. Passengers and crew will be escorted to the lounge, where they can enjoy light refreshments while waiting to board the aircraft. Once cleared from CIQ and the aircraft is cleared for boarding, everyone will be driven from the SBAC to the aircraft.

Passengers can approach the Universal staff if they wish to claim their Goods and Service Tax (GST) refunds for their purchased goods to be brought out of Singapore. The staff member will assist them with the claim.

## LUGGAGE

### HANDLED VIA UNIVERSAL STAFF MEMBERS AND PORTERS

A Universal porter will assist with all bags and luggage. Your luggage will always be escorted by our porters and never left unattended.

## CASH DECLARATION

If you are leaving Singapore carrying a total value of Physical Currency and Bearer Negotiable Instruments (CBNI) exceeding S\$20,000 (or its equivalent in a foreign currency), you are required by law to make a CBNI declaration (Form NP 727) by submitting a full and accurate report to the Singapore Police Force.

Please submit the CBNI declaration (Form NP 727) online within 72 hours before your departure from Singapore via the [Immigration & Checkpoints Authority](#) portal.

## PETS

### PERMITS AND INFORMATION

- Check the destination country's pet entry requirements.
- Obtain an export license within 30 days of leaving Singapore.
- Obtain a veterinary health certificate (if required).
- Bring the current pet's vaccination records.

# PASSENGER GROUND TRANSPORTATION

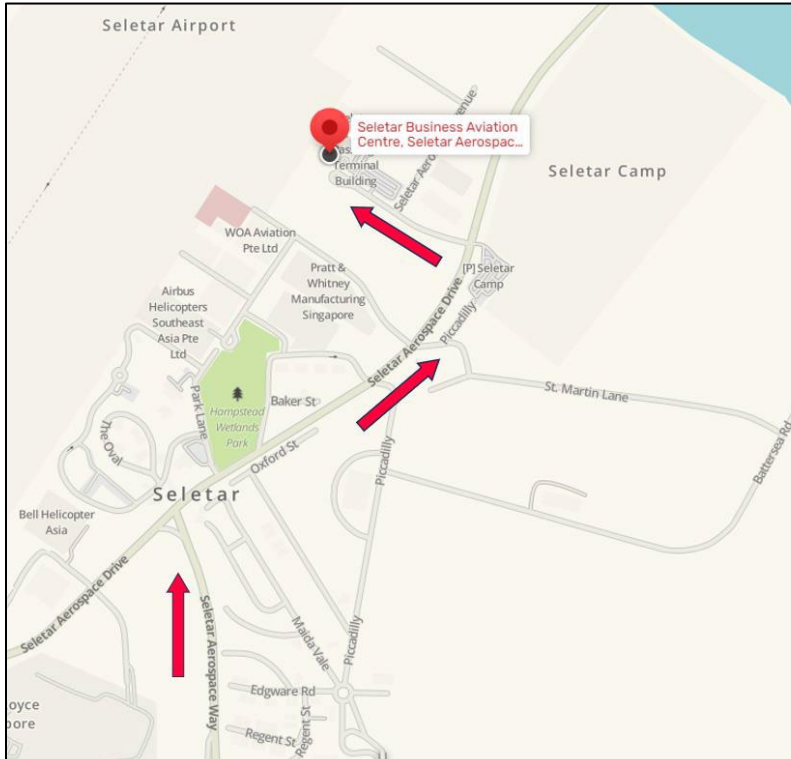
## ADDRESS FOR DRIVERS

SELETAR BUSINESS AVIATION CENTRE (SBAC):  
21 SELETAR AEROSPACE ROAD 1  
SINGAPORE 797405

*\*NEXT PAGE: VIEW SBAC MAP FOR PICKUP AND DROP OFF*



## SELETAR BUSINESS AVIATION CENTER (SBAC)















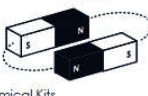


### DRIVING DIRECTION

- Take exit 12 for Seletar Aerospace Way.
- Continue straight to the 2<sup>nd</sup> traffic light junction.
- At the 2<sup>nd</sup> traffic light junction, turn left onto Seletar Aerospace Road 1.
- Drive straight past the roundabout and take the 1<sup>st</sup> exit to the Seletar Business Aviation Centre (SBAC).

## DANGEROUS GOODS

The following dangerous goods must not be brought in checked or carry-on luggage/bags by passengers or crew. Failure to declare hazardous materials may result in civil or criminal penalties.

 <p><b>CLASS 1 EXPLOSIVES</b></p>  <ul style="list-style-type: none"> <li>• TNT - Highly Explosive Materials</li> <li>• Fireworks</li> <li>• Ammunition</li> </ul>	 <p><b>CLASS 2 GASES</b></p>  <ul style="list-style-type: none"> <li>• Spray Paints</li> <li>• Gas (lighter fuel)</li> <li>• Liquid Petroleum</li> <li>• Butane</li> </ul>	 <p><b>CLASS 3 FLAMMABLE LIQUIDS</b></p>  <ul style="list-style-type: none"> <li>• Turpentine</li> <li>• Petrol</li> <li>• Paint</li> </ul>
 <p><b>CLASS 4 FLAMMABLE SOLIDS</b></p>  <ul style="list-style-type: none"> <li>• Charcoal</li> <li>• Solid Fuel Tablets</li> <li>• Sulphur</li> </ul>	 <p><b>CLASS 5 OXIDISING SUBSTANCES</b></p>  <p><b>BLEACH</b></p> <ul style="list-style-type: none"> <li>• Bleaches</li> <li>• Fertilisers</li> <li>• Hydrogen Peroxide</li> </ul>	 <p><b>CLASS 6 TOXIC &amp; INFECTIOUS SUBSTANCES</b></p>  <ul style="list-style-type: none"> <li>• Pesticides</li> <li>• Cyanides</li> <li>• Biological / Medical Cultures</li> <li>• Clinical waste</li> </ul>
 <p><b>CLASS 7 RADIOACTIVE MATERIAL</b></p>  <ul style="list-style-type: none"> <li>• Medical Isotopes</li> </ul>	 <p><b>CLASS 8 CORROSIVES</b></p>  <ul style="list-style-type: none"> <li>• Mercury</li> <li>• Sulphuric Acid</li> <li>• Drain Cleaning Agents</li> </ul>	 <p><b>CLASS 9 MISCELLANEOUS DANGEROUS GOODS</b></p>  <ul style="list-style-type: none"> <li>• Chemical Kits</li> <li>• Expandable Polymeric Beads</li> <li>• Magnetise Material</li> </ul>

## USEFUL LINKS & RESOURCES

- [SINGAPORE SELETAR AIRPORT \(WSSL\) INFORMATION](#)
- [SINGAPORE CUSTOMS REGULATIONS](#)
- [SINGAPORE DUTY-FREE CONCESSIONS AND GST RELIEF](#)
- [CASH DECLARATION FOR SINGAPORE](#)
- [SINGAPORE \(SG\) ARRIVAL CARD](#)
- [FOR OPERATIONS BASED IN ASIA-PACIFIC](#)
- [CHECK ENTRY VISA REQUIREMENTS](#)
- [BRINGING PETS TO SINGAPORE](#)
- [BRINGING AN ASSISTANCE DOG INTO SINGAPORE](#)
- [FEASIBILITY-IQ – MISSION PLANNING INTELLIGENCE](#)
- [TRIP SUPPORT](#)