

# ASEAN IOR Readiness Checklist 2026

25-point pre-launch verification for Japanese brands entering Singapore, Malaysia, Thailand & Vietnam

---

## EXECUTIVE SUMMARY

Becoming the Importer of Record (IOR) in ASEAN markets means your company—or your appointed agent—is legally responsible for customs declarations, import duties, product registration, and ongoing compliance. This checklist covers the 25 critical items Japanese brands must verify before their first shipment.

Completing every item typically takes 4-10 weeks depending on product category and target market. TNGAP can act as your IOR across Singapore, Malaysia, Thailand, and Vietnam under a single contract.

# ASEAN IOR Readiness Checklist

25 items to verify before your first shipment

## A. Legal & Corporate Registration

- Singapore Customs UEN/import account activated
- Nominated IOR entity has valid BizFile registration (or TNGAP engaged as IOR agent)
- Power of Attorney or IOR agent agreement signed and notarised
- Product HS-code classification confirmed with Singapore Customs
- Importer security deposit (if required) paid or bond arranged

## B. Product Compliance & Registration

- HSA (Health Sciences Authority SG) product notification filed — cosmetics/health products
- AVA/SFA food import permit obtained (food & beverage)
- SIRIM / MyRTMS certification for electronics (Malaysia)
- FDA Thailand import licence number obtained (if applicable)
- Vietnam MOIT or MOH product licence confirmed
- Safety data sheet (SDS) translated to English + local language
- CE / JIS / PSB marks verified against target-market requirements

## C. Labelling & Packaging

- All label text translated to English + Malay/Thai/Vietnamese as required
- Net weight declared in metric units (g / ml / kg)
- Country of origin clearly stated as 'Made in Japan'
- Allergen declarations (food) comply with target-market regulations
- Expiry / best-before date format matches market standard
- Barcode (GS1-SG or equivalent) registered and scannable

# 5-Country Required Document List

Minimum mandatory documents per market — verify before booking freight

## Singapore

- TradeNet import permit (approved in advance)
- Commercial invoice (in English, FOB or CIF stated)
- Packing list
- Bill of Lading / Air Waybill
- Certificate of Origin (Form D for ASEAN duty reduction)
- HSA notification receipt (cosmetics / health products)

## Malaysia

- Customs Form 1 (K1) — import declaration
- Commercial invoice (BM or English)
- Packing list
- Bill of Lading / Air Waybill
- SIRIM / MyRTMS certificate (electronics)
- Halal certificate (food — if applicable)
- Form D / Certificate of Origin

## Thailand

- Thai Customs import declaration (e-Import system)
- Commercial invoice
- Packing list
- Bill of Lading / Air Waybill
- FDA import licence (food, cosmetics, medical devices)
- Certificate of Analysis (cosmetics)
- Form D or Certificate of Origin

## Vietnam

- Customs declaration (VNACCS system)
- Commercial invoice
- Packing list
- Bill of Lading / Air Waybill
- Product quality certificate / conformity assessment
- MOIT or MOH import registration (cosmetics/food)
- Form D

## South Korea (reference)

- Korean Customs Service (KCS) e-import declaration
- Commercial invoice + packing list
- KC mark certificate (electronics, toys, children's products)
- KFDA (MFDS) notification number (cosmetics / food)
- Certificate of Origin

# TNGAP Contact & Disclaimer

## Contact TNGAP

Website: [www.thenewgate.com](http://www.thenewgate.com)

Email: [contact@thenewgate.com](mailto:contact@thenewgate.com)

Address: 6 Raffles Quay #11-07 John Hancock Tower, Singapore 048580

UEN: 202548372K

## How TNGAP Can Help

- %, Act as your Singapore IOR — full compliance responsibility
- %, Product registration support across SG / MY / TH / VN
- %, Channel-neutral setup: Shopee, Lazada, TikTok Shop, Shopify
- %, Customs brokerage and freight coordination
- %, Ongoing regulatory monitoring and label update advisory

---

DISCLAIMER: This checklist is for general informational purposes only and does not constitute legal or regulatory advice. Requirements change frequently; always verify with the relevant government authority or a licensed customs broker before importing. TNGAP accepts no liability for errors or omissions. Last updated: June 2026.