

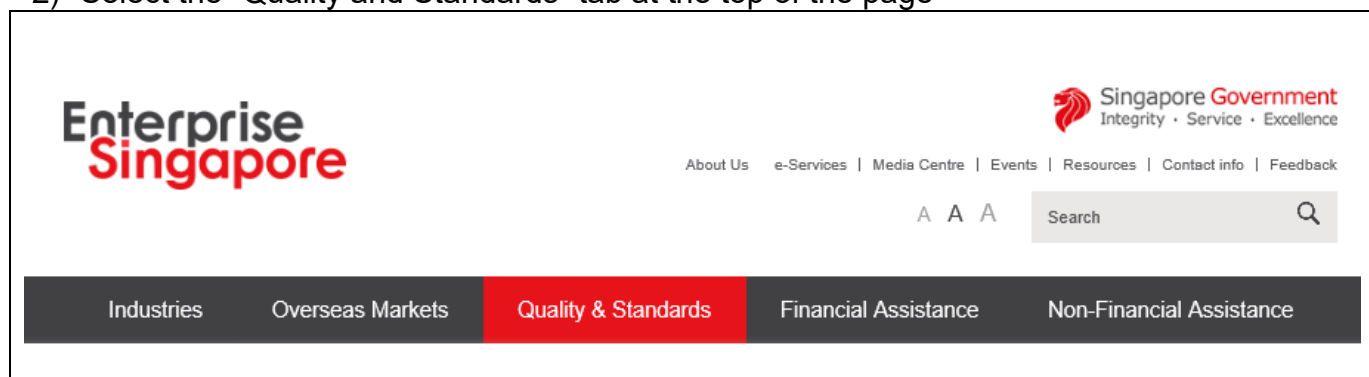
## How to register Controlled Goods (CGs) for sale in Singapore

### Purpose of Document:

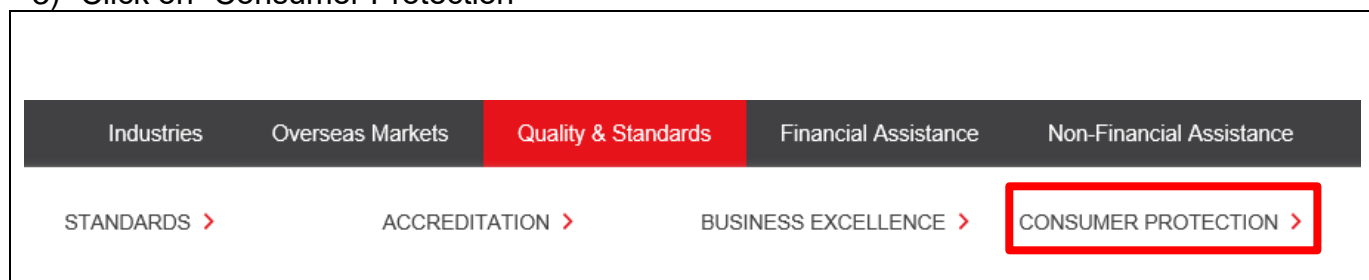
This document summarizes the procedure for registration of CGs as stated in the “Consumer Protection (Safety Requirements) Registration Scheme Information Booklet (CPSR Information Booklet)”. It is meant to present suppliers with the main steps of the registration process. If information in this document differs from that in the CPSR Information Booklet, what is shared in the CPSR Information Booklet should take precedence.

For more details on CGs, procedures and requirements please download a copy of the CPSR Information Booklet by following these steps:

- 1) Visit our website : [www.enterprisesg.gov.sg](http://www.enterprisesg.gov.sg)
- 2) Select the “Quality and Standards” tab at the top of the page



- 3) Click on “Consumer Protection”



- 4) Select “Consumer Protection (Safety Requirements) Regulations (CPSR)” in the sidebar and download the CPSR Information Booklet under the “Resources” section.

## Overview of Controlled Good (CG) Registration

To sell CGs<sup>1</sup> in Singapore, suppliers must do the following:

1. Register with Enterprise Singapore, the Safety Authority, to be a Registered Supplier (RS).
2. Obtain the necessary test report(s)<sup>2,3</sup>. If none are available, RS can contact a CAB (Testing)<sup>4</sup> to test their CG.
3. Determine the CG's risk category by referring to chapter 6 of the CPSR Information Booklet.
4. **[For Low Risk CGs]** RS submits a Supplier's Declaration of Conformity (SDoC)<sup>5</sup> to the Safety Authority. In doing so the RS is making a self-declaration that the low risk CGs conform to the Safety Authority's requirements.
5. **[For Medium and High Risk CGs]** RS submits test reports and other relevant documentation to a CAB (Certification)<sup>6</sup> for review. If the CGs meet safety requirements, the CAB (Certification) issues a Certificate of Conformity (CoC) and submits the CoC to the Safety Authority.
6. If the Safety Authority judges that the application is in order, a Letter of Approval (LOA) will be issued to the RS.

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<sup>1</sup> There are 33 categories of household electrical and gas products classified as CGs. For a complete list of CGs and their risk categories, refer to chapter 6 of the CPSR Information Booklet.

<sup>2</sup> Test reports are issued by test laboratories and detail how well the CG complies with specified safety standards. For a full list of accepted test reports, refer to the below sections on SDoC or CoC application.

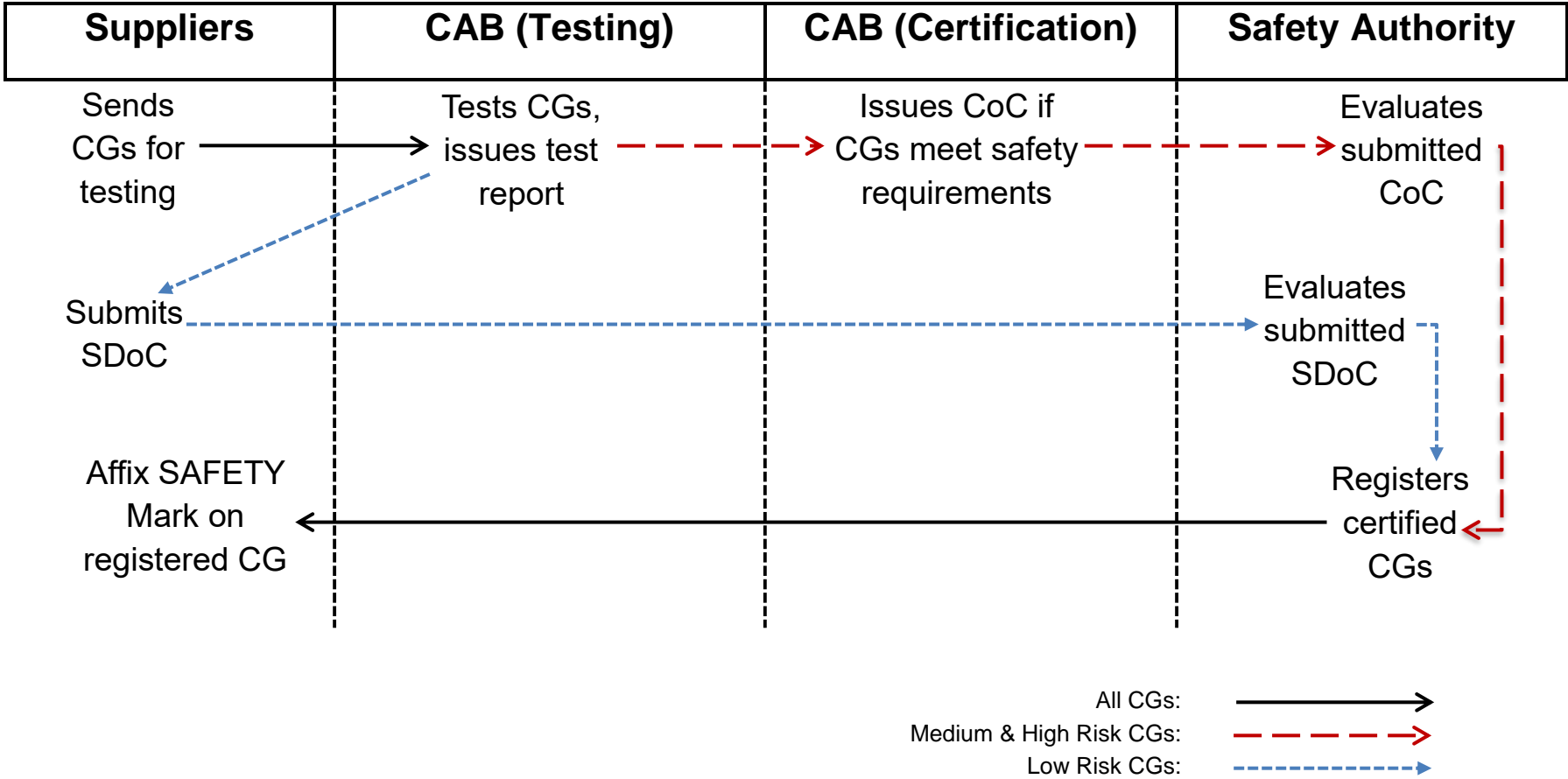
<sup>3</sup> If the RS obtains test reports from a third party (usually the original manufacturer of the CG), the third party must also provide an authorization letter allowing the RS to use their test report.

<sup>4</sup> CABs (Testing) are third party testing laboratories designated by the Safety Authority that can test the CGs against relevant safety standard(s) and issue a test report.

<sup>5</sup> Supplier's Declaration of Conformity. A declaration by the RS that their CGs meets safety requirements specified by the Safety Authority.

<sup>6</sup> CABs (Certification) are third party certification bodies designated by the Safety Authority which can certify if the CGs conform to specified safety requirements.

## Registration Flowchart



Enterprise Singapore is one of the agencies overseeing consumer product safety regulations, ensuring businesses supply safer products and protecting consumers from unsafe products.

Visit [www.enterprisesg.gov.sg](http://www.enterprisesg.gov.sg) for more information.

**Becoming an RS**

1)

Suppliers wishing to sell CGs in Singapore can apply to become a RS via online e-Registration:

- a. Visit <https://cpsa.enterprisesg.gov.sg>
- b. Select “e-Registration of Registered Supplier” under “NEW APPLICATION” and follow onscreen instructions<sup>7</sup>

2)

Safety Authority processes RS application.

3)

Upon successful registration, the RS will receive an email which includes:

- a. Their RS Code (A 3-alphabet identity code unique to the RS)
- b. Softcopy of the SAFETY Mark bromide

4)

RS can now register CGs by submitting SDoCs online or approaching any designated Conformity Assessment Bodies (CABs) to apply for CoCs.

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<sup>7</sup> Note that a copy of the Certification of Incorporation of Private Company/Certificate of Registration issued by ACRA will be required for registration.

**SDoC Application**

1)

RS first obtains documentation (i.e. test reports) certifying their CG meets required safety standards<sup>8</sup>. These test report types are accepted:

- a. Reports with IECEE CB certificates
- b. Reports issued by testing laboratories accredited by the Singapore Accreditation Council or its Mutual Recognition Agreement partners
- c. Reports issued by CABs (Testing)

RS may obtain relevant documentation from the original manufacturer of the CG or send CGs to a CAB (Testing) to be tested.

2)

RS declares the CG complies with the safety requirements by submitting SDoC online.

- a. Visit: <https://cpsa.enterprisesg.gov.sg>
- b. Login to your RS account
- c. Select “Registration of SDOC – New” in the sidebar and follow onscreen instructions

3)

Safety Authority will approve the registration and issue an LOA if the information in the SDoC is deemed to be in order.

4)

RS can affix SAFETY Mark onto CG upon receiving LOA

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<sup>8</sup> For a list of standards by product category, refer to chapter 6 of the CPSR Information Booklet.

**CoC Application**

1)

RS first obtains documentation (i.e. test reports) to certify their CG complies with required safety standards (all CABs should know safety standards required). The following test report types are accepted:

- a. Reports with IECEE CB certificates
- b. Reports issued by testing laboratories accredited by the Singapore Accreditation Council or its Mutual Recognition Agreement partners
- c. Reports issued by CABs (Testing)

RS may obtain documentation from the original manufacturer of the CG or send CGs to a CAB (Testing) to be tested.

2)

RS submits the necessary documentation to a CAB (Certification). If everything is found to be in order, the CAB (Certification) issues a CoC.

3)

Submit CoC to the Safety Authority. Safety Authority registers the CG and issues an LOA if the information in the CoC is deemed to be in order.

4)

RS can affix SAFETY Mark onto CG upon receiving LOA

Note: Many CABs act as both CAB (Testing) and CAB (Certification), and most CABs (Certification) also submit CoCs to the Safety Authority on the supplier's behalf. Do check with CABs to determine their services offered. Suppliers should not submit a CoC to the Safety Authority if this is already done by CABs, as repeat submissions for the same model will delay processing.

## Contacts for CABs (Certification) Located in Singapore

<b>TÜV SÜD PSB Pte Ltd</b>	
<u>Location:</u> No. 1 Science Park Drive Singapore 118221 <u>Website:</u> <a href="http://www.tuv-sud-psb.com">www.tuv-sud-psb.com</a>	<u>Contact:</u> Mr Desmond Soh Tel: 68851268 Fax: 67759725 Email: testing@tuv-sud-psb.sg or desmond.soh@tuv-sud-psb.sg
<b>Intertek Testing Services (S) Pte Ltd</b>	
<u>Location:</u> Asiawide Industrial Building 5 Pereira Road #06-01 Singapore 368025 <u>Website:</u> <a href="http://www.intertek.com">www.intertek.com</a>	<u>Contact:</u> Mr Ong Keng Chuan Tel: 62827187 ext. 206 Fax: 62800840 Email: kengchuan.ong@intertek.com
<b>UL International Singapore Pte Ltd</b>	
<u>Location:</u> 1 Fusionopolis Walk #10-01 Solaris South Tower Singapore 138628 <u>Website:</u> <a href="http://www.ul.com">www.ul.com</a>	<u>Contact:</u> Mr Aryan Josef Velchez Basas Tel: 68764616 Fax: 62713867 Email: arianjosef.basas@ul.com
<b>TÜV Rheinland (S) Pte Ltd</b>	
<u>Location:</u> 25 International Business Park #04-03/04 German Centre Singapore 609916 <u>Website:</u> <a href="http://www.tuv.com">http://www.tuv.com</a>	<u>Contact:</u> Mr Vincent Wee Tel: 65628750 ext 3347 Fax: 65628759 Email: vincent.wee@tuv.com
<b>Centre Testing International Pte Ltd</b>	
<u>Location:</u> Blk 10 Ubi Crescent #03-26 (Room C) Ubi Techpark Singapore 408564 <u>Website:</u> <a href="http://www.cti-cert.com/en/">http://www.cti-cert.com/en/</a>	<u>Contact:</u> Mr Don Quek Tel: 67496013 Fax: 67425916 Email: donquek@cti-cert.com
<b>SGS Testing &amp; Control Services Singapore Pte Ltd</b>	
<u>Location:</u> 3 Toh Tuck Link #01-02/03 Singapore 596228 <u>Website:</u> <a href="http://www.sgs.com">http://www.sgs.com</a>	<u>Contact:</u> Mr Christopher Hee Tel: 63790269 Fax: 67790527 Email: christopher.hee@sgs.com

**Contacts for CABs (Testing) Located in Singapore**

<b>TUV SUD PSB Pte Ltd (Electrical and Electronics Centre)</b>	
<u>Location:</u> No. 1 Science Park Drive Singapore 118221 <u>Website:</u> <a href="http://www.tuv-sud-psb.com">www.tuv-sud-psb.com</a>	<u>Contact:</u> Dr Deng JunHong Tel: 68851449 Fax: 67776409 Email: enquiries@tuv-sud-psb.sg or junhong.deng@tuv-sud-psb.sg
<b>Intertek Testing Services (S) Pte Ltd</b>	
<u>Location:</u> Asiawide Industrial Building 5 Pereira Road #06-01 Singapore 368025 <u>Website:</u> <a href="http://www.intertek.com">www.intertek.com</a>	<u>Contact:</u> Mr Wong Tuck Hoong Tel: 6282 7187 ext 209 Fax: 6280 0840 Email: tuckhoong.wong@intertek.com
<b>SETSCO Services (S) Pte Ltd</b>	
<u>Location:</u> 18 Teban Gardens Crescent Singapore 608925 <u>Website:</u> <a href="http://www.setsco.com">www.setsco.com</a>	<u>Contact:</u> Mr Edwin Leong Tel: 6566 7777 ext 363 Fax: 6566 7718 Email: edwinleong@setsco.com
<b>UL International-Singapore Pte Ltd (Consumer Technology Division)</b>	
<u>Location:</u> 20 Kian Teck Lane #01-00PT Singapore 627854 <u>Website:</u> <a href="http://www.ul.com">www.ul.com</a>	<u>Contact:</u> Mr. Sam Hsu Tel: 6876 4619 Fax: 6271 3867 Email: sam.hsu@ul.com
<b>Singapore Electrical Testing Services (Schneider Electric South East Asia (HQ) Pte Ltd)</b>	
<u>Location:</u> 50 Kallang Avenue Singapore 339505 <u>Website:</u> <a href="http://www.sets.com.sg">www.sets.com.sg</a>	<u>Contact:</u> Mr Wong Chee Kian (Laboratory Manager) Tel: 67793382 Fax: 67791319 Email: chee-kian.wong@sets.com.sg