

CPSA+ Guidebook for Conformity Assessment Bodies (CABs)

Consumer Product Safety Office

230 Victoria Street, #14-00, Bugis Junction Office Tower, Singapore 188024

Hotline : 1800 325 8282
Website : www.consumerproductsafety.gov.sg

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The Consumer Product Safety Office (CPSO) safeguards consumer safety by ensuring consumer products supplied in Singapore are safe for use and comply with applicable safety standards. The CPSO is an office of the Competition and Consumer Commission of Singapore ("CCS"), which is a statutory board of the Ministry of Trade and Industry.

Visit www.consumerproductsafety.gov.sg for more information.

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The Consumer Product Safety Office (CPSCO) safeguards consumer safety by ensuring consumer products supplied in Singapore are safe for use and comply with applicable safety standards. The CPSCO is an office of the Competition and Consumer Commission of Singapore ("CCS"), which is a statutory board of the Ministry of Trade and Industry.

Visit www.consumerproductsafety.gov.sg for more information.

1. Logging into CPSA+

After setting up CorpPass access, go to www.cpsaplus.gov.sg and click on the “LOG IN VIA CORPPASS” button.



Scan the QR code using your Singpass app or key in your password manually to log in.

Singpass app


Password login

Singpass app

Password login

Scan with Singpass app

Logging in as Business User



Logging in as Business User

Singpass ID

Password

Log in

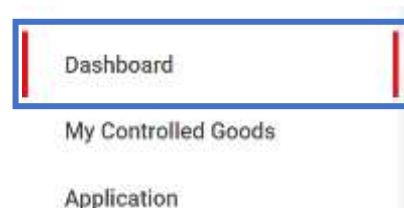
Retrieve Singpass ID

Reset password

2. CAB Dashboard overview

Accessing the CAB Dashboard

CAB will always land on the dashboard page upon logging into CPSA+. CAB may also select “dashboard” from the sidebar on the left



The dashboard provides CABs with a summary of the status of their existing registered Controlled Goods (CoCs), ongoing ACNs, and ongoing draft applications

Dashboard

Controlled Goods status

1650
ACTIVE

122
EXPIRING SOON

1021
EXPIRED

0
INACTIVE

[View My Controlled Goods >](#)

Ongoing Allocated Certification Numbers (ACN)

1

ongoing ACN(s)

ACN Number	Registered Supplier	Product Category	Trade Mark	Model Number	Ongoing ACN Number of Da
210799-03	RS_S1	Hair Care Appliances	Hair	Hair plus v8	1

[View All >](#)

Drafts

1

Draft Applications(s)

Application Id	Safety Mark No(s)	Application Type	Last Modified By	Last Modified On
APP-202110150000002	100031-15	CoC	Mark	15 Oct 2021 17:16

[View All >](#)

2.1. Dashboard: Controlled Goods Status (CoC)

Provides an overview of the number of:

- Currently active CoCs
- Expiring CoCs
 - These CoCs are due to expire within the next 6 months.
- Expired CoCs
 - These CoCs have already expired
- Inactive CoCs
 - These CoCs have had their registration withdrawn/suspended. The CG cannot be supplied while the CoC status is “Inactive”

CABs can also click on “view my Controlled Goods” to be redirected to the list of Controlled Goods they have registered



2.2. Dashboard: Ongoing Allocated Certification Numbers (ACN)

CABs can see the number and status of the latest 5 unregistered Controlled Goods that they have issued ACN for, including details such as:

- Trademark of the Controlled Good (i.e., brand name CG is supplied under)
- Model number of the Controlled Good
- Number of days since ACN has been issued with the Controlled Good's Registration still not completed

Only the latest 5 ACNs issued will be displayed here. Selecting "view all" (bottom right) will show CABs the full list of allocated ACNs. Once the CoC is registered, its ACN will be removed from this list

Ongoing Allocated Certification Numbers (ACN)

1

ongoing ACN(s)

ACN Number	Registered Supplier	Product Category	Trade Mark	Model Number	Ongoing ACN Number of Da
210799-03	RS_S1	Hair Care Appliances	Hair	Hair plus v8	1

View All >

2.3. Dashboard: Ongoing drafts

CAB can view up to the 5 latest uncompleted drafts here. Selecting "view all" (bottom right) redirects to the list of ongoing draft applications

Drafts

1

Draft Applications(s)

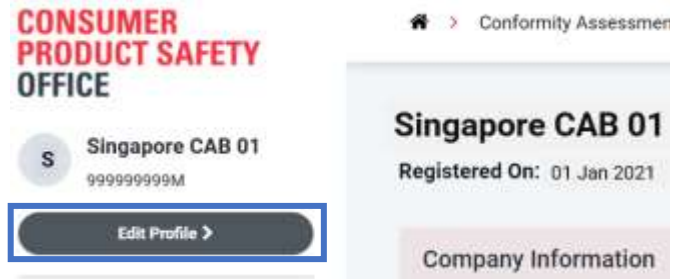
Application Id	Safety Mark No(s)	Application Type	Last Modified By	Last Modified On
APP-202110240900001	-	SGoC	marking	24-Oct-2021 17:05

View All >

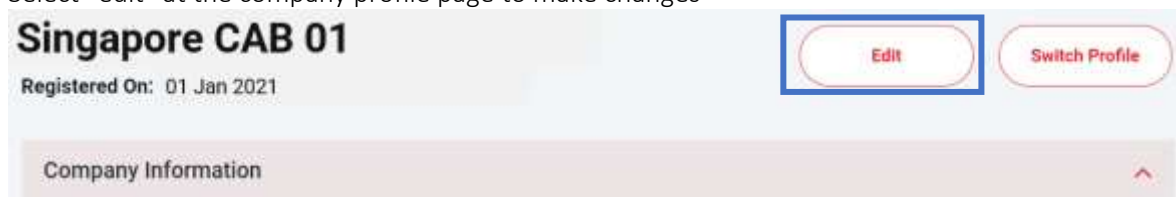
3. CAB profile page overview

Accessing the CAB profile page

CAB can view their company profile page by selecting 'edit profile' (top left of the landing page) upon logging in

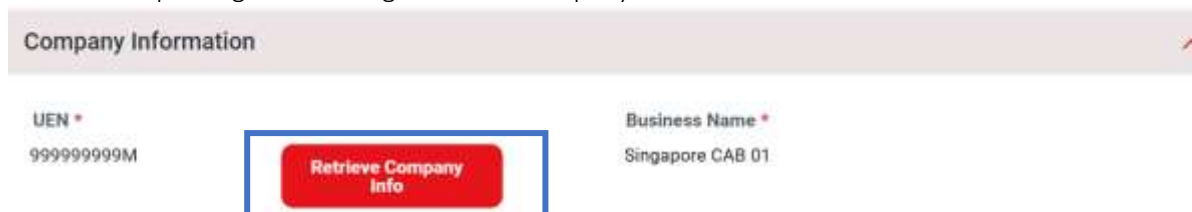


Select "edit" at the company profile page to make changes



Updating company information

Selecting "Retrieve Company Info" will result in the CPSA+ system updating the CAB profile with the latest available information based on the company UEN. CABs cannot directly edit fields such as the Business name or address; these can only be changed by updating the company's information with ACRA then updating CPSA+ using "Retrieve Company Info"



RS will be able to view the Website, Phone Number and Email of the CAB responsible for registering/renewing their CoC from their CPSA+ account. This is to help the RS contact the correct CAB when they need to update their CoC registration.

We advise CABs to fill in these fields with the appropriate information that the RS should visit/contact for CoC related services.

Company Information

UEN *

999999999M

**Retrieve Company
Info**

Business Name *

Singapore CAB 01

Website *

Phone Number

Email

CABs may add up to a maximum of five contact persons.

Please indicate up to five (but least one) contact persons responsible for receiving email update(s); These emails will receive updates from the CPSO on matters such as scheduled maintenance for CPSA+ or issuing of new circulars on CPS scheme requirements.

Contact Person(s) Information

Contact Person 1

Name *

This field is required.

Phone Number 1 *

This field is required.

Email *

This field is required.

[+ Add another contact](#)

Designation *

This field is required.

Phone Number 2

Receive email notifications?

☐

4. My Controlled Goods Page overview

Accessing My Controlled Goods Page

CAB can select “My Controlled Goods” from the sidebar on the left to view the list of all CGs registered by them



The “My Controlled Goods” page allows CABs to view/update information on all CGs they have registered. It does not show CGs registered by other CABs

The various tabs allow CABs to filter their registered CGs:

- All CGs
 - No Filtering is applied. All CGs registered by the RS are displayed
- Due for renewal
 - Only CGs with registrations expiring within the next 6 months will be shown.
- Expired
 - Only CGs which have their registrations expired will be shown.
- Inactive
 - Only CGs which have had their registration withdrawn will be shown. These CGs can no longer be supplied

The dashboard displays for CoCs also direct here

My Controlled Goods

[All CGs](#) [Due for Renewal](#) [Expired](#) [Inactive](#)

Safety Mark Number CAB Name Trade Mark Model Number

Expiry Date From Expiry Date To Product Category Application Type

Export Clear Filters (0) Search

Actions	Safety Mark No.	RS Name	CAB Name	Product Category	Trade Mark	Model Number	Additional Info	Last Renewed/Regis
...	219995-00	INTERNATIONAL PTE LTD		Table/Standing Lamp	LIGHT	L-102M	Floor standing lamp rated 110-240Vac, 50-60Hz, ...	09 Sep
...	210888-00	INTERNATIONAL PTE LTD	CAB 01	3-Pin Plug	International Electric	PL-123	3-Pin 13 Amp Non-Rewirable	21 Oct

4.1. Searching for specific registered CG(s)

CABs can filter for specific registered CG(s) using the search fields

My Controlled Goods

[New Registration](#)

[All CGs](#) [Due for Renewal](#) [Expired](#) [Inactive](#)

Safety Mark Number CAB Name Trade Mark Model Number

Expiry Date From Expiry Date To Product Category Application Type

[Export](#) [Clear Filters \(0\)](#) [Search](#)

[Hide Advanced Filters](#)

Actions	Safety Mark No.	RS Name	CAB Name	Product Category	Trade Mark	Model Number	Additional Info	Last Renewed/Regis
...	219999-09	INTERNATIONAL PTE LTD		Table/Standing Lamp	LIGHT	L-102M	Floor standing lamp rated 110-240Vac, 50-60Hz, ...	09 Sep
...	218888-00	INTERNATIONAL PTE LTD	CAB 01	3-Pin Plug	International Electric	PL-123	3-Pin 13 Amp Non-Rewirable	21 Oct

4.2. Downloading list of CGs registered by the CAB

CABs can export the full list of CGs they have registered into excel format using the export button

My Controlled Goods

[New Registration](#)

[All CGs](#) [Due for Renewal](#) [Expired](#) [Inactive](#)

Safety Mark Number CAB Name Trade Mark Model Number

Expiry Date From Expiry Date To Product Category Application Type

[Export](#) [Clear Filters \(0\)](#) [Search](#)

[Hide Advanced Filters](#)

Actions	Safety Mark No.	RS Name	CAB Name	Product Category	Trade Mark	Model Number	Additional Info	Last Renewed/Regis
...	219999-09	INTERNATIONAL PTE LTD		Table/Standing Lamp	LIGHT	L-102M	Floor standing lamp rated 110-240Vac, 50-60Hz, ...	09 Sep
...	218888-00	INTERNATIONAL PTE LTD	CAB 01	3-Pin Plug	International Electric	PL-123	3-Pin 13 Amp Non-Rewirable	21 Oct

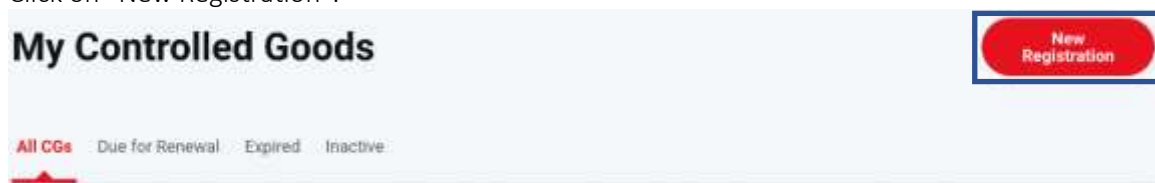
4A. Creating new ACN

Submission of ACN is done through the same page as submission of new CoC

Go to the “My Controlled Goods” page at the navigation sidebar on the left.



Click on “New Registration”.



Enter the UEN of the RS and click “Validate RS UEN”.

Check if the Correct RS name appears:

- If the RS name that appears is wrong, inform the RS to log into their RS account to update.
- If the RS company is unavailable, the UEN may be inaccurate or no longer valid. Check with the RS for the correct/ valid UEN.

Contact the CPSO if above issues persist

Select “Yes” to indicate registration is ACN. Click “Next” to proceed.

Certificate of Conformity

1 General Information
2 Certification Details
3 Review your Application

Contact Information

UEN *

Business Name *

Is ACN

☒ Yes
 ☐ No

Enter the ACN Number and the ACN Generation Date. The ACN Generation date is the date that the ACN was allocated to the RS, not the date that the ACN is submitted inside the system. For example, if the ACN was allocated to the RS by CAB on 1st January 2022 but updated in CPSA+ on 1st Feb 2022, please backdate ACN generation date to 1st January 2022.

Key in the remaining fields. As certain details (e.g. test report number) might not be available, some of the fields are non-mandatory

Click "Next" after all necessary fields are completed.

Controlled Goods Information

Controlled Good 1

ACN Number *

ACN Generation Date *

CoC Certificate Expiry Date

CoC Certificate *

Review all information on this page. Click “Back” if there are any amendments to be made, or “Save as Draft” to review application later. If all information is in order, click “Submit” to submit the application.

Back	Save as Draft	Submit
------	---------------	--------

If the ACN application is successfully submitted, the following page will be shown.

ACN Successfully Submitted

Your ACN application has been successfully submitted.
To continue the CoC application, please proceed through the Application page > ACN Applications.

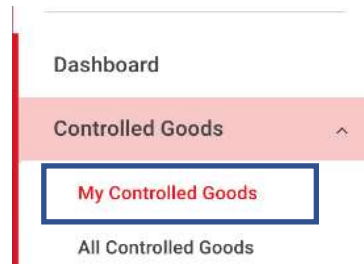
28-Oct-2021 15:46:34

Upon successful ACN submission:

- CABs will be able to view all the ongoing ACNs they have submitted; CABs can also complete the ACN submission by converting the ACN into CoC (refer to section 4B).
- The RS will be able to log into their CPSA+ account to view all the ACNs they currently have active

4B. Registering new CoC

Select “My Controlled Goods” at the navigation sidebar on the left



Click on “New Registration”.



Enter the UEN of the RS and click “Validate RS UEN”.

Check if the Correct RS name appears:

- If the RS name that appears is wrong, inform the RS to log into their RS account to update.
- If the RS company is unavailable the UEN may be inaccurate or no longer valid. Check with the RS for the correct/ valid UEN.

In this example we will assume there is no ACN. Refer to section (4A) for steps to submit ACN.

Certificate of Conformity

1

2

3

General Information

Certification Details

Review your Application

Contact Information

UEN *

Business Name *

Is ACN

☐ Yes
 ☒ No

Key in the necessary details in the fields provided. Please see below for a list of fields.	
Field	Description
SAFETY Mark Registration Number * <input type="text" value="1"/> <input type="text" value="25"/>	6-digit SAFETY Mark Registration Number. The last 2 digits should automatically match the CAB issuing the CoC.
CoC Certificate Expiry Date * <input type="text" value="2024-10-07"/>	Review the CoC expiry date and amend accordingly if required. By default, expiry date will be 3 years from date of registration. There is no need to key in date of CG registration in CPSA+, as the system will automatically fill in based on date of submission
CoC Certificate * <input type="text" value="Select file"/>	Upload the CoC here.
Product Category * <input type="text" value="- Select an option -"/>	CG Category
Trade Mark * <input type="text"/>	Brand of the CG
Model Number * <input type="text"/>	Model of the CG
Product Standard (1) * <input type="text" value="- Select an option -"/> Standard Version (1) * <input type="text" value="- Select an option -"/> Expand Product Standards	Select the product standard and version of standard (two different drop downs). If there are multiple product standards, click "Expand Product Standards".
Linked CG <input type="text" value="- Select an option -"/>	Indicate whether the CG being registered was previously registered under another Safety Mark number by the RS. Please leave this field blank if not applicable.
Product Description * <input type="text"/>	Product description
Product has IoT functions and RS has submitted appropriate document(s) <input type="radio" value="Yes"/> <input type="radio" value="No"/>	Indicate if the CG being registered has Internet of Things (IoT) functions
Test Lab * <input type="text" value="- Select an option -"/>	Test lab issuing the test report
Test Report Number * <input type="text"/>	Test report number
Test Report Type * <input type="text" value="- Select an option -"/>	Select the test report (TR) type from the drop-down list. For TR with IECEE CB Cert or TR issued by SAC or MRA partner, provide the CB certificate number or MRA name.

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+ Add another report	Select this option if there are multiple test reports. CABs will need to provide the test lab, report number and certificate number for each individual test report.
+ Add another CG	Select this option to add another CG to be registered under the same RS

After all necessary fields are completed, click “Next”.

Back	Save as Draft	Next
------	---------------	-------------

Review all information on this page. Click “Back” if there are any amendments to be made or “Save as Draft” to review application later. Click “Submit” to submit the application.

Back	Save as Draft	Submit
------	---------------	---------------

4B.1. Payment for CoC

CABs will be redirected to the Bills & Payments screen and can select which payment to complete. Payment can be made for individual or multiple items at the same time. When ready to submit payment, click “make payment”.

<input type="checkbox"/>	Trade Mark #	Model Number #	Application Type #	Submitted On #	Amount #
<input checked="" type="checkbox"/>	Cell and Efficient AC	AC-1234	New	26 Aug 2021 17:38	\$185.00
<input type="checkbox"/>	Test 889	Test 909	New	25 Aug 2021 15:44	\$185.00

1 to 2 of 2 items

Total Amount to be Paid: \$180.00
1 out of 2 items selected

Make Payment

Users will be redirected to the payment screen (see below). Key in the required payment information to submit payment

Important Information:

Do not press “back” or “refresh” in the browser when on this screen as it could lead to error in payment submission.

If CABs need to go back to the “Bills and Payments” screen without making payment, please use the ‘back’ button in the payment screen



New CoC - 123333-35

SGD 180.00

Powered by **stripe** | [Terms](#) | [Privacy](#)



Or pay with card

Email [Log in](#)

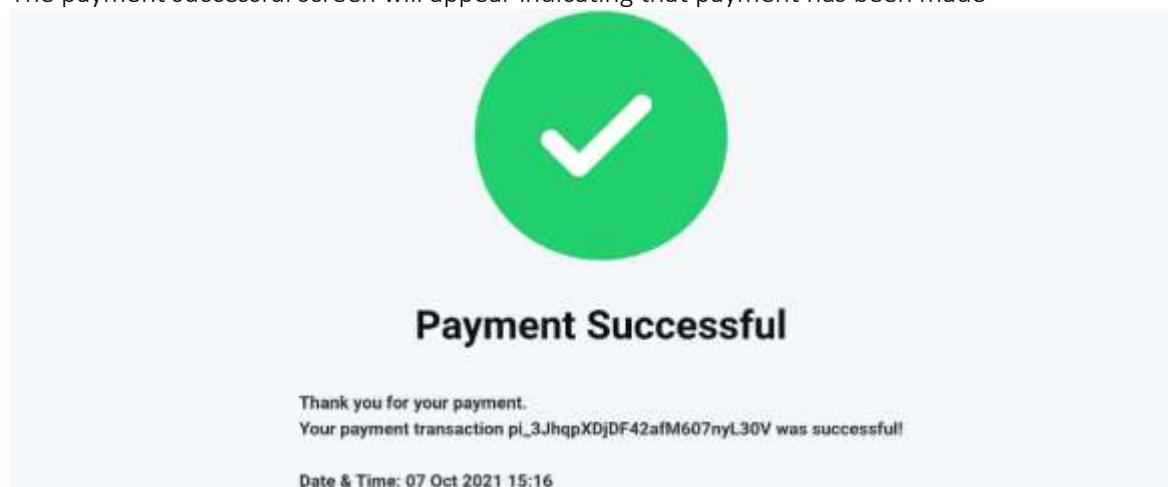
Card information

Name on card

Country or region

Pay SGD 180.00

The payment successful screen will appear indicating that payment has been made



4B.2. Finding newly submitted CoC

CABs can search for their newly added entries by using the search fields and advanced filters under “My Controlled Goods”

4C. Viewing detailed information/downloading LOA/editing information for a CoC

CAB will be able to access the additional functions for Controlled Goods they have registered from its detailed information page

Select “My Controlled Goods” from the sidebar on the left to view the list of CGs



Click on the Safety Mark number of the Controlled Good to view detailed information

My Controlled Goods

[New Registration](#)

All CGs: [Due for Renewal](#) [Expired](#) [Inactive](#)

Safety Mark Number: CAB Name: Trade Mark: Model Number:

Expiry Date From: Expiry Date To: Product Category: Application Type:

[Export](#) [Clear Filters \(0\)](#) [Search](#)

Actions	Safety Mark No.	RS Name	CAB Name	Product Category	Trade Mark	Model Number	Additional Info	Last Renewed/Reg
	219999-99	INTERNATIONAL PTE LTD		Table/Standing Lamp	LIGHT	L-102M	Floor standing lamp rated 110-240Vac, 50-60Hz ...	09 Sep
		INTERNATIONAL PTE LTD	INTERNATIONAL PTE LTD	Table/Standing Lamp	International	PL-123	3-Pin 13 Amp	

4C.1. Amending/Renewing CoC

You will be redirected to a page showing the details of the product. This page shows the latest information about the CoC. From this page, CABs can choose to:

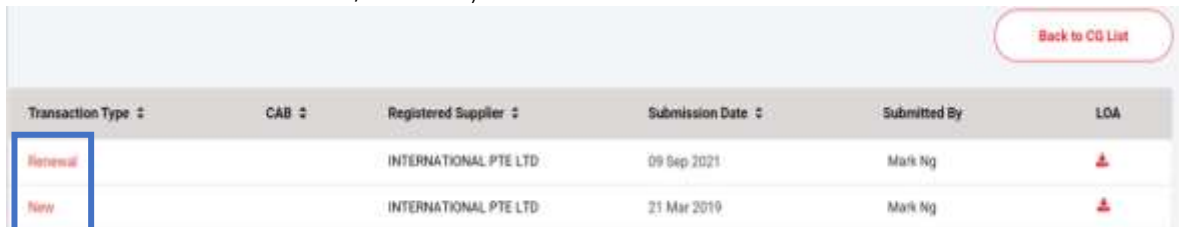
- Amend CG: Update the CG information, for example changes to the product description. Some of the fields can only be edited by the CPSO. CABs will need to email the CPSO to update these fields.
- Renew the CG

219999-99 [Amend CG](#) [Renew CG](#)

Controlled Good

RS Information UEN: 0123456789A Business Name: INTERNATIONAL PTE LTD	
LOA Information SAFETY Mark Registration Number: 219999-99 Trade Mark: Light Model Number: L-102M	
Product Details Product Category: Table/ Standing Lamp Product Standard(s): IEC 60598-2-4 : 2017 Linked CG: - Smart Device: No	
Product Description Floor standing lamp rated 110-240Vac, 50-60Hz, max 13W Class II, IP20	

Scroll to the bottom of the page to view the table summarizing previous updates to the registration. The table will be updated whenever there is an **amendment or renewal** of the CoC. The date of amendment/renewal is also updated. CABs can view previous versions of the CoC by clicking on the transaction type (left column) to view past information on the CoC (i.e. information before the CoC was amended/renewed).



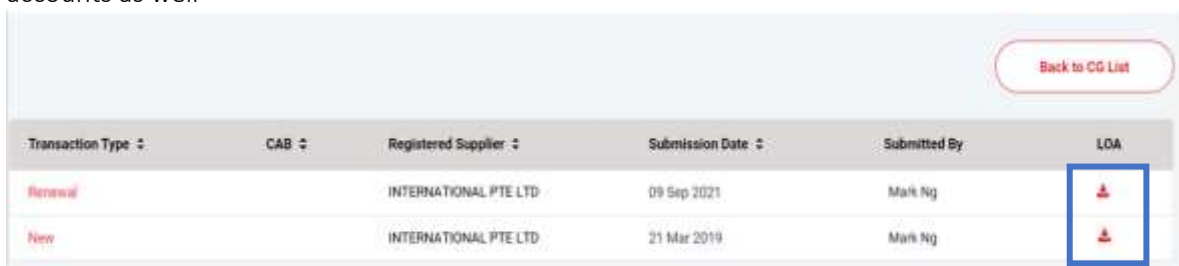
Back to CG List

Transaction Type	CAB	Registered Supplier	Submission Date	Submitted By	LOA
Renewal		INTERNATIONAL PTE LTD	09 Sep 2021	Mark Ng	
New		INTERNATIONAL PTE LTD	21 Mar 2019	Mark Ng	

4C.2 Download LOA

Click on the download symbol (bottom left) to download the LOA. Different versions of the LOA are available, as a new LOA is generated whenever CoC is amended/renewed. The latest version of the LOA will appear at the top of the table.

RS will be able to download the LOAs and CoCs of CGs registered under their companies from their accounts as well



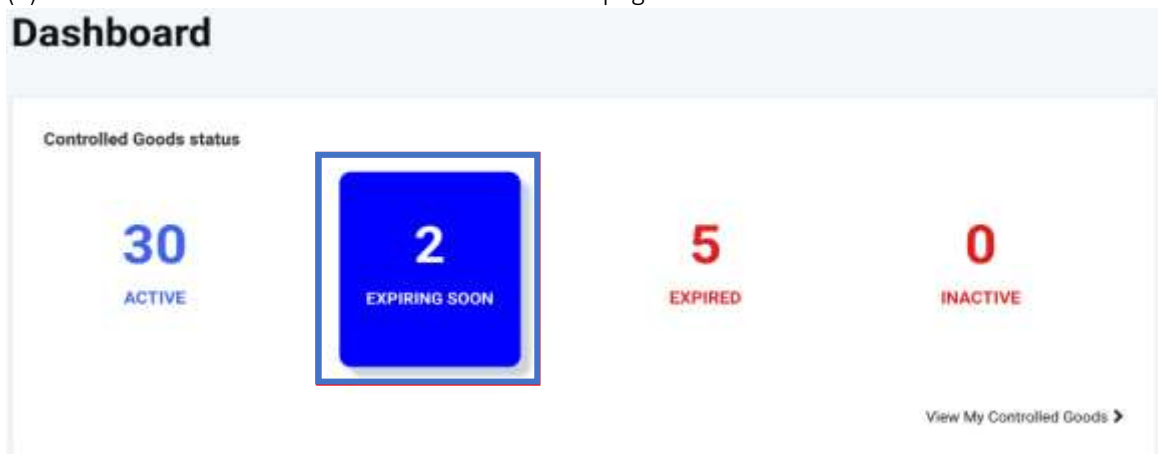
Back to CG List

Transaction Type	CAB	Registered Supplier	Submission Date	Submitted By	LOA
Renewal		INTERNATIONAL PTE LTD	09 Sep 2021	Mark Ng	
New		INTERNATIONAL PTE LTD	21 Mar 2019	Mark Ng	

4D. Renewal of CG registration

To access CGs for renewal, CABs can either:

(a) click on “EXPIRING SOON” from the Dashboard page



(b) Go to the “Due for Renewal” tab under “My Controlled Goods”

My Controlled Goods

New
Registration

All CGs **Due for Renewal** Expired Inactive

Safety Mark Number

RS Name

RS UEN

- Product Category -

Show Advanced Filters

Export

Clear Filters (0)

Search

Search for the appropriate CG that is due for renewal. Once found CABs may either:

(a) Click on “...” under Actions and select “Renew”; or

Actions	Safety Mark No	RS Name	CAB Name	Product Category	Trade Mark	Model Num
...	200002-25	ELECTRICAL TRADING PTE. LTD.	CAB_Test	Main Socket Outlet	MSO	MSO-02
...	100001-25	ELECTRICAL TRADING PTE. LTD.	CAB_Test	Main Socket Outlet	MSO	MSO-01

(b) Click on the Safety Mark number. This will lead to the CG Details page and CABs may click on the “Renew CG” button on the top right corner.

200002-25

Amend CG Renew CG

Controlled Good

Declare if there have been any technical modifications made to the CG since the previous registration/renewal.

Does the CG have modifications?

If there are technical modification(s) to the registered Controlled Goods which affect the design, construction, or material(s) of the Controlled Goods, or which may otherwise affect conformance of the Controlled Goods to the Authority's requirements, please select "Yes", otherwise, "No".

Note: If you need to change the modification status, you have to delete your renewal/amendment draft and start a new application.

Cancel No Yes

If there is a technical change to the product, an updated test report is required. Key in details of the updated test report(s) and remove the existing test report(s) if necessary

Test Report 1
Test Lab
ABC Testing Technology Co., Ltd

Test Report Number
ABC-1234567

Test Report Type
TR with IECEE CB Cert

CB Certificate Number
CB-1234567

☒ Include this Test Report in the renewal submission.

Test Report 2
Test Lab *
- Select an option -

Test Report Number *

Test Report Type *
- Select an option -

+ Add another report

Delete this report

Update the rest of the CG information if necessary; proceed to submit renewal and make payment

5. All Controlled Goods page Overview

The 'All Controlled Goods page' allows CABs to view **all CGs registered by all CABs**

Accessing All Controlled Goods Page

CABs can select "All Controlled Goods" from the sidebar on the left to view the list of all CGs registered by all CABs



All Controlled Goods

All CGs Expired

Show Advanced Filters ▼

Actions	Safety Mark No	RS Name	CAB Name	Product Category	Trade Mark	Model Number
...	180760-02	RS_C2	CAB2	Audio/Video	SOUND	HG32AJ570

5.1. Searching for specific registered CG(s)

CABs can filter for specific registered CG(s) using the search fields

All CGs Expired

Hide Advanced Filters ▲

5.2. Downloading list of CGs registered by all CABs

CABs can export the full list of all CGs registered by all CABs into excel format using the export button

All CGs Expired

Hide Advanced Filters ▲

5A. Renewing CoC registered by other CAB/CPSO

The CPSA+ system allows CABs to renew CoCs registered by other CABs/CPSO.

Important Information

While the CPSA+ allows CABs to renew CoCs registered by others, there are multiple additional requirements if RS wishes to 'transfer' CoCs across CABs. RS will need to provide a new test report and go through recertification of their product for such cases unless waiver is granted by the CPSO

Select "All Controlled Goods" from the sidebar on the left to view the list of **all CGs registered by all CABs**



5A.1 Search for the Safety Mark number of the Controlled Good to be renewed.

Once the CoC is found, click on "..." and select "Renew". The steps for renewing the CoC are similar to steps for registration of any CoCs. Please note that like other renewal applications, CABs can only renew the CoC when it is within 6 months of expiry.

All Controlled Goods

All CGs | Expired

Safety Mark Number | RS Name | RS UEN | - Product Category -

Export | Clear Filters (0) | Show Advanced Filters | Search

Actions	Safety Mark No	RS Name	CAB Name	Product Category	Trade Mark	Model Number
...	180760-02	Retailers Pte Ltd	Singapore Cert Pte Ltd	Audio/Video	SOUND	S-32AJ570

6. Application Page

Accessing the list of ongoing applications

CABs can select “Application” from the sidebar on the left to view the complete list of ongoing drafts and ACNs



CABs will be redirected to the Applications page to view the list of ongoing drafts and ACNs. Select the “drafts” tab to view the list of ongoing submissions saved as drafts.

Applications

Drafts ACN Applications

Last Modified Date From: Last Modified Date To:

Clear Filters (0) Search

Actions	Application Id	Safety Mark No(s)	Application Type	Last Modified By	Last Modified On
...	APP-202110270000002	218888-88	CoC	Mark	27 Oct 2021 18:36
...	APP-202110240000001	218887-88	CoC	Mark	24 Oct 2021 17:05

1 to 2 of 2 items

6.1. Continuing a draft of an ongoing submission

Click on the application ID to continue with the application. Once a draft application is completed it will be automatically removed from the application page

Actions	Application Id	Safety Mark No(s)	Application Type	Last Modified By	Last Modified On
...	APP-202110270000002	218888-88	CoC	Mark	27 Oct 2021 18:36

6.2. Deleting an unwanted draft

Click on “...” and select “delete” to remove a draft

Applications

Drafts ACN Applications

Last Modified Date From Last Modified Date To

Clear Filters (0) Search

Actions	Application Id	Safety Mark No(s)	Application Type	Last Modified By	Last Modified On
...	02110270000002	218888-88	CoC	Mark	27 Oct 2021 18:36
...	02110240000001	218887-88	CoC	Mark	24 Oct 2021 17:05

6A. Viewing ongoing ACNs from the application page

Select the “ACN Applications” tab to view the full list of ongoing ACNs. Search for the appropriate ACN Number and click on it to process the application.

Applications

Drafts **ACN Applications**

RS Name Product Category ACN Number

Clear Filters (0) Search

Actions	ACN Number	RS Name	Product Category	Trade Mark	Model Number	Ongoing ACN Number of Days
...	001001-25	Retailers Pte Ltd	Kitchen Machine	KM	KM001	
...	002002-25	Retailers Pte Ltd	Kitchen Machine	KM	KM002	
...	231982-25	Retailers Pte Ltd	AC Adaptor	Test	AC-01	4

6A.1 Completing ongoing ACN Application

CABs can update the ACN as a CoC submission. Search for the appropriate ACN Number and click on it to process the application.

Applications

Drafts **ACN Applications**

RS Name Product Category ACN Number

Clear Filters (0)

Actions	ACN Number	RS Name	Product Category	Trade Mark	Model Number	Ongoing ACN Number of Days
...	001001-25	Retailers Pte Ltd	Kitchen Machine	KM	KM001	
...	002002-25	Retailers Pte Ltd	Kitchen Machine	KM	KM002	
...	231982-25	Retailers Pte Ltd	AC Adaptor	Test	AC-01	4

CABs will be redirected to the screen for CoC submission. Press “Next” to proceed.

Certificate of Conformity

1 General Information 2 Certification Details 3 Review your Application

Contact Information

UEN
234567FR

Business Name *
Retailers Pte Ltd

Is ACN
Yes No

Next

Update the product information:

- 1) Ensure the correct version of CoC is uploaded
- 2) Ensure that all other information (e.g., product model, test report number) are correct, especially if the product information has been updated since the ACN was submitted
Once the information is updated, submit application and make payment (i.e., similar to normal CoC application process)

When the CoC is submitted, the ACN will be converted into a CoC registration. The ACN number will be removed from the ‘list of ongoing ACN’ in the RS’ and CAB’s dashboard, and the application page of the CAB will no longer show the ACN.

6A.2. Removing Ongoing ACN

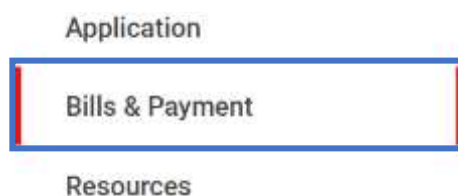
If the ACN is withdrawn due to reasons such as RS withdrawing the CoC application, please update accordingly in the system by deleting the ACN.

Click on “...” and select “delete” to remove a draft

...	RS ID	Product Name	ACN Number
Delete	RS_S1	Hair Care Appliances	210709.03
		Hair	Hair plus vB

7. Bills & Payment page

Select “Bills & Payment” from the sidebar on the left to view all payment related information.



7.1. Pending payments

The “Pending Payment” tab allows CABs to view outstanding payments. Please note that payment step must be completed for a CoC submitted before it’s registration is updated in CPSA+

The screenshot shows the 'Pending Payment' tab selected in the top navigation bar. Below the navigation bar, there are filters for 'Application Type', 'Date Submitted From', and 'Date Submitted To'. A 'Search' button is also present. The main content area displays a table with the following data:

<input checked="" type="checkbox"/>	Safety Mark No	Trade Mark	Application Type	Submitted On	Amount
<input checked="" type="checkbox"/>	000068-35	J-990	New	08 Nov 2021 14:28	\$180.00
<input checked="" type="checkbox"/>	892733-35	Logo of test	New	05 Nov 2021 15:38	\$180.00

Below the table, it says '1 to 2 of 2 items'. At the bottom right, there is a summary: 'Total Amount to be Paid: \$360 SGD' and '2 out of 2 items selected'. A red circular button with an upward arrow is positioned above a red 'Make Payment' button.

7.2. Payment History

The “My Payment History” tab will allow CABs to view all previously made payments. CABs may click on a particular receipt number to download a PDF of the payment receipt.

Bills & Payments

Pending Payment **My Payment History** Transaction History

Safety Mark Number Date Submitted From Date Submitted To

Clear Filters (0) Search

Safety Mark No	Receipt No	Application Type	Payment ID	Submitted On	Paid On	Amount
220001-00	1234-5678	New	pi_3JmsxoeDjDF42afM644v3yZhr	21 Oct 2021 17:31	21 Oct 2021 17:31	\$180.00
192939-00	2234-5678	Renewal	pi_3JZ9oZDjDF42afM61KKVnok3	13 Sep 2021 15:42	13 Sep 2021 15:42	\$50.00

8. Resources page

Accessing Resources

CAB can select “Resources” from the sidebar on the left to access all available resources

Bills & Payment

Resources

Logout

Click on the various resources to access and download them. Other important documents such as circulars, etc. may be uploaded here in future here.

Resources

Title	Description
Safety_Mark.PDF	Editable AI file for Safety Mark
CoC.PDF	Guide to CoC application
SDoC.PDF	Guide to SDoC application
Info_book.PDF	CPSR Information Booklet

1 to 4 of 4 items