

## Overview of SDoC (Supplier's Declaration of Conformity) Application and Renewal

### **Note:**

This document summarizes the procedure for registration of low risk Controlled Goods as stated in the CPSR Information Booklet. The CPSR Information Booklet will always contain the latest information. Suppliers should always refer to the CPSR Information Booklet should its content differ from this document.


For more details on Controlled Goods, procedures and requirements please visit our website at [www.consumerproductsafety.gov.sg](http://www.consumerproductsafety.gov.sg).

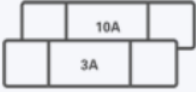


### **A Controlled Good (CG) cannot be registered using both SDoCs and CoCs (Certificates of Conformity)**

Registered Suppliers (RS) can choose to register low risk CG either by submitting a CoC [through Conformity Assessment Bodies (CABs), similar to high/medium risk CGs], or by submitting an SDoC online. However, the RS must choose if a low risk CG is registered either through submission of an SDoC or CoC, as a low risk CG cannot possess both CoC and SDoC at the same time (one of them will be invalidated).

### **Only low risk CGs can be registered through SDoC submission**

The below four CG categories are classified as low risk CGs, meaning the RS can choose to register CGs from these categories via the SDoC submission instead of the CoC submission.

Controlled Goods	Definitions	Safety Standards
Air cooler 	Air cooler, which is an electrical appliance intended for household use to agitate the air and equipped to use water as a cooling medium, with rated voltage of not more than 250 Vac.	IEC 60335-2-98: 2002
Fuse ( $\leq 13$ amperes) for use in a plug	Fuse (13-amp or less) for use in a 13-amp plug, which is a device that, by the fusion of one or more of its specially designed and proportioned components, opens the circuit in which it is	SS 167: 1977

	<p>inserted and breaks the current when this exceeds a given value for a sufficient time.</p>	
<p>Room air-conditioner</p> 	<p>Room air-conditioner, which is an electrical appliance intended for household use and designed as a self-contained unit for mounting on a window or through a wall to provide conditioned air to an enclosed area, with rated voltage of not more than 250 Vac.</p>	<p>IEC 60335-2-40: 2002</p>
<p>Table lamp/ standing lamp</p> 	<p>An electrical portable general purpose luminary intended for household use with supply voltage of not more than 250 Vac.</p>	<p>IEC 60598-2-4: 1997</p>

All other CGs are in the medium and high risk categories, and can only be registered via the CoC submission.

### **Converting between SDoC and CoC requires issuing of new registration number**

Should an RS decide to replace the CoC for a low risk CG with an SDoC or vice versa, a new registration number will be issued. This will require a change in the Safety Mark on the CG.

For example, if a CG that was originally registered through the submission of a CoC switches over to SDoC, the Safety Mark number on the CG will be different. In this case, the RS must change the Safety Mark on **ALL** units of the CG, even those already in the market. This can impose additional costs on the RS, hence it is important for the RS to evaluate the costs and benefits of switching a product registered with CoC to SDoC.

(1)



(2)



(3)



Model X air cooler is a low risk CG previously registered through submission of a CoC. All units of Model X air coolers are affixed with Safety Mark carrying the CoC number in order to be sold in Singapore.

RS submits an SDoC online for model X air cooler. The SDoC application is approved.

Model X air cooler is issued a new Safety Mark number. RS must now ensure all units of model X air cooler sold in Singapore carry the new Safety Mark number. This includes units sold to downstream suppliers.

## Who should be the Signatory for the SDoC

The Signatory for an SDoC guarantees on behalf of the RS that (1) the information provided during SDoC registration is correct, and (2) the Controlled Good complies with the CPSR. Whenever possible, the Signatory should be the **person in charge** of managing the RS; however, the Consumer Product Safety Office<sup>1</sup> will also accept as a Signatory someone working at the RS in a **supervisory role** with regards to Controlled Goods needing SDoC registration (e.g. Management members of the regulatory compliance team).

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<sup>1</sup> The Consumer Product Safety Office (CPSO) is an office under Enterprise Singapore

## SDoC application process

**Step 1:** Visit <https://cpsa.enterprisesg.gov.sg>. RS logs into their RS account via the CPSA system.

User ID is the three-digit RS code. This is unique to each RS and issued upon successful RS application.

An email with the password is emailed to the primary RS contact upon successful RS application

**Step 2:** Under 'Application Forms', select 'Registration of SDoC – New'.

**Step 3:** Key in the necessary details in the fields provided. See below for a brief description of each field.

Field	Description
Person to receive SDoC Letter of Acknowledgement (LoA)	The LoA for the low risk CG will be addressed to this person.
Product Category	Indicate via the provided drop down list if the low risk CG is an Air Cooler, Fuse, Room Air Conditioner, or Table Lamp/Standing Lamp. If the CG does not fall under each of these categories, it cannot be registered using an SDoC.
Product Description	Technical information about the low risk CG. (E.g. What is the CG's rated voltage and rated current? Is it a class I or class II appliance?)

Product Brand	Brand of the CG
Model Number	Model of the low risk CG. The model number listed in the field must match the model number listed in the test report.
Product Standards	Safety standards the low risk CG complies with. The test report will list out the relevant safety standard(s) the CG is tested against. Contact CPSO if the standard listed on the test report does not appear on the provided drop-down list.
Country of Manufacturer	Country the CG is manufactured in
Testing Laboratory	Name of laboratory that conducted the testing and provided the test report.
Test Report Number	Found on the test report
Test Certificate Number	Found on the IEC CB cert
Name of Signatory	<p>Name of the signatory assigned by the RS.</p> <p>The signatory declares, on behalf of the RS, that the information submitted is genuine for the purposes of the SDoC. <b>The signatory must be an employee of the RS.</b> Both the signatory and the RS will be held responsible should the information be found to be inaccurate.</p>
Designation of Signatory	Signatory's designation held in the RS company

**Step 4:** Click on 'Review' after all fields are filled

Test Report Number *	2018-10001-598	
Test Certificate Number *	SG-10001598	
Name of Signatory *	Mr	Kingsman Lee
Designation *	Managing Director	

Review

Upload Signed Document \*

Valid file extensions: .pdf, .doc, .docx, .xls, .xlsx, .zip, .png, .jpg, .jpeg

Please make sure information on the online form that you will submit and the uploaded signed document is the same; otherwise your registration might be rejected.

☐ I have read and agree to the terms and conditions set out [here](#).

Cancel

**Step 5:** A copy of the SDoC can be seen (see below image for example). Check if all details are correct; if they are, print a copy and get the signatory to sign it.

## Supplier Declaration of Conformity

### Registered Supplier Data

RS Code	CAC
Company Name	Worldwide Electrical Trading (S) Pte Ltd
Address	8 Kaki Bukit Avenue 1 - SINGAPORE 232865

### Controlled Goods Information

Date of Registration	20/11/18
Person to Receive SDOC	Mr Kingsman Lee
Product Category	Table / standing lamp
Product Description	Table lamp rated 220-240 VAC, 50-60 HZ, Max 18w, Class II
Product Brand	Emperor
Model Number	EMP-18W
Test Report Number	2018-1001-598
Test Certificate Number	SG-10001598
Testing Laboratory	TUV SUD PSB Pte Ltd
Product Standard	IEC 60598-2-4: 1997
Country where Controlled Goods are likely to be manufactured	SINGAPORE

I/We declare that all information submitted is true for the purpose of this Declaration of Conformity, and am/are aware that there are penalties for furnishing false information.

Authorised Signature

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Mr Kingsman Lee  
Managing Director

**Step 6:** Scan a copy of the signed SDoC and upload the pdf version.

Test Report Number \*

Test Certificate Number \*

Name of Signatory \*

Designation \*

Upload Signed Document \*

Valid file extensions: .pdf, .doc, .docx, .xls, .xlsx, .zip, .png, .jpg, .jpeg

Please make sure information on the online form that you will submit and the uploaded signed document is the same; otherwise your registration might be rejected.

☐ I have read and agree to the terms and conditions set out [here](#).

**Step 7:** Read the terms and conditions and check the box if you agree to them, then Click 'Submit' to submit your SDoC.

**Step 8:** You will be directed to the payment page. Note that payment must be made via eNets.

**Step 9:** Your SDoC application will be submitted for processing once payment has been made. Processing of SDoC application may take up to two weeks.

**Step 10:** Once the application has been approved, access the LoA and the registration number by first selecting 'My Profile'.

**Home**

**My Profile**

**Submission Listing**

**Application Forms** ▼

**Logout**

**My Notifications**

Process	Activity Name	A

**Step 11:** Scroll down to 'Letter of Acknowledgement', then search for the newly registered CG by entering the brand or model in the search bar.

## Letter of Acknowledgement

Certificate No  or Brand  or Model

COC Certificate No	Brand	Model
<a href="#">180021-99</a>	Emperor	EMP-18W

**Step 12:** Click on the CoC certificate number to obtain the LoA.

## Letter of Acknowledgement

Certificate No  or Brand  or Model

COC Certificate No	Brand	Model
<a href="#">180021-99</a>	Emperor	EMP-18W

The Safety Mark, including the registration number assigned (180021-99 for this particular example), shall then be affixed accordingly.

## Applying for SDoC renewal

Like a CoC, an SDoC is valid for three (3) years. RS who wish to continue supplying their registered Controlled Goods beyond three (3) years shall submit an application for SDoC renewal online. Please note that the RS is to keep track of their SDoC validity and apply for SDoC renewal at least six (6) months prior to expiry.

**Step 1:** Log in to RS Account via the CPSA system.

**Step 2:** Under 'Application Forms', select 'Registration of SDoC – Renewal'.

Home  
My Profile  
Submission Listing  
**Application Forms**

Registration of COC - New  
Registration of COC - Renewal  
Registration of COC Drafts  
Registration of SDOC - New  
Registration of SDOC - Renewal  
Registration of SDOC Drafts

My Notifications

Activity Name	Action Required

**Step 3:** Scroll down to 'Renew SDOC'. Select the registration number for the SDoC to be renewed from the drop down and click 'Load'.

## Controlled Goods

Renew SDOC \*



The rest of the fields will be automatically loaded.

**Step 4:** Edit the information in the fields, if there are any changes.

**Step 5:** Click on 'Review' and review the details keyed in. If the details are correct, print a copy of the SDoC and get the signatory to sign it. Once the SDoC is signed, scan a copy and upload the pdf version.

**Step 6:** Read the terms and conditions and check the box if you agree to them, then click 'Submit' to submit your SDoC.

**Step 7:** You will be directed to the payment page. Please note that payment has to be made via eNets. Your SDoC renewal application will be submitted once payment has been made.

**Step 8:** RS should note that an expired SDoC is only considered renewed (i.e. registered with the CPSO) when the RS can download the LOA issued from the CPSO. Under the Consumer Protection (Safety Requirements) Regulations, it is an offence to trade, advertise or supply Controlled Goods in Singapore unless it has been successfully registered with the CPSO.