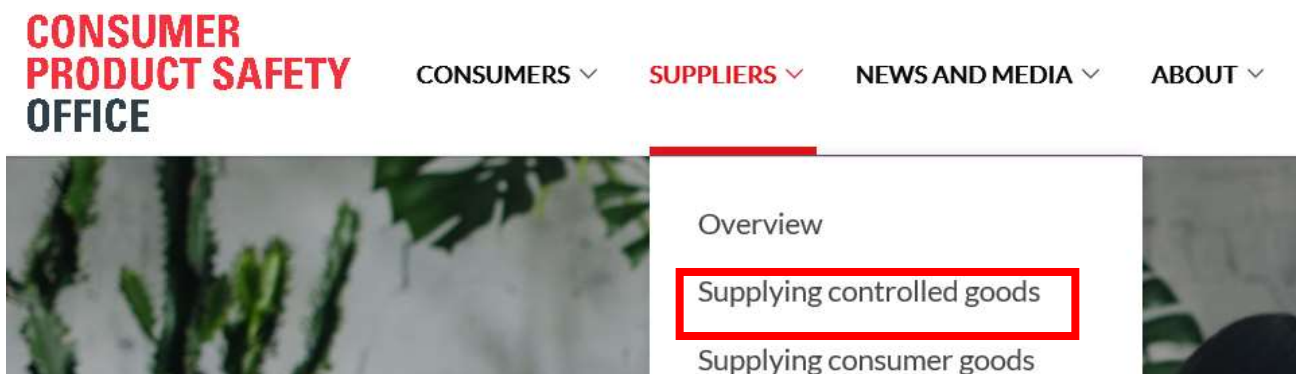# How to register Controlled Goods (CGs) for sale in Singapore

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 : https://www.consumerproductsafety.gov.sg

2. Select the "Suppliers" tab at the top of the page and click on "supplying controlled goods"

3. Select "Resources" in the sidebar, and download the information booklet

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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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Overview

**Supplying controlled
goods**

   Consumer Protection
   (Safety Requirements)
   Regulations

   List of controlled goods

   Apply to be a Registered
   Supplier

   Register your controlled
   goods

Resources

- Updated 01 Nov 2021:
  - Conformity Assessment Information Booklet
- Updated 16 September 2021:
  - Consumer Protection (Safety Requirements) Regulations Information Booklet
- Updated 02 July 2021:
  - Overview of Registration Process
- Updated 31 May 2021:
  - Guide to SDoC registration
- Updated 31 May 2021:
  - Guidelines on the Usage of the SAFETY Mark
- Updated as required (check document for latest revised date):
  - Download latest list of Conformity Assessment Bodies

Overview of Controlled Good (CG) Registration

To sell CGs[1] in Singapore, suppliers must do the following:

1. Register with the Consumer Protection Safety Office (CPSO)[2], to be a Registered Supplier (RS); Refer to page 4 for more details

2. Obtain the necessary test report(s)[3,4]. If none are available, RS can contact a CAB (Testing)[5] to test their CG.

3. Determine the CG's risk category by referring to section 4.1 of the CPSR Information Booklet or checking online at
https://www.consumerproductsafety.gov.sg/suppliers/cpsr/list-of-controlled-goods

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[1] 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.

[2] The Consumer Product Safety Office (CPSO) is an office of the Competition and Consumer Commission of Singapore

[3] 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.

[4] 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.

[5] CABs (Testing) are third party testing laboratories designated by CPSO that can test the CGs against relevant safety standard(s) and issue a test report.

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

4. **[For CGs of all risk levels]** RS submits test reports and other relevant documentation to a CAB (Certification)[6] for review. If the CGs meet safety requirements, the CAB (Certification) issues a Certificate of Conformity (CoC) and submits the CoC to the CPSO on behalf of the RS. Refer to page 6 for CoC application process.

5. **[For Low Risk CGs]** RS may instead choose to submit a Supplier's Declaration of Conformity (SDoC)[7] to CPSO. In doing so, the RS is making a self-declaration that the low-risk CG(s) conform to CPSO's requirements. Refer to page 5 for SDoC application process

6. Upon successful registration of the CG, a Letter of Approval (LOA) will be issued to the RS.

7. Upon receiving the LOA, RS can affix the SAFETY Mark on the registered CG before they sell it in Singapore.

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[6] CABs (Certification) are third party certification bodies designated by CPSO which can certify if the CGs conform to specified safety requirements.
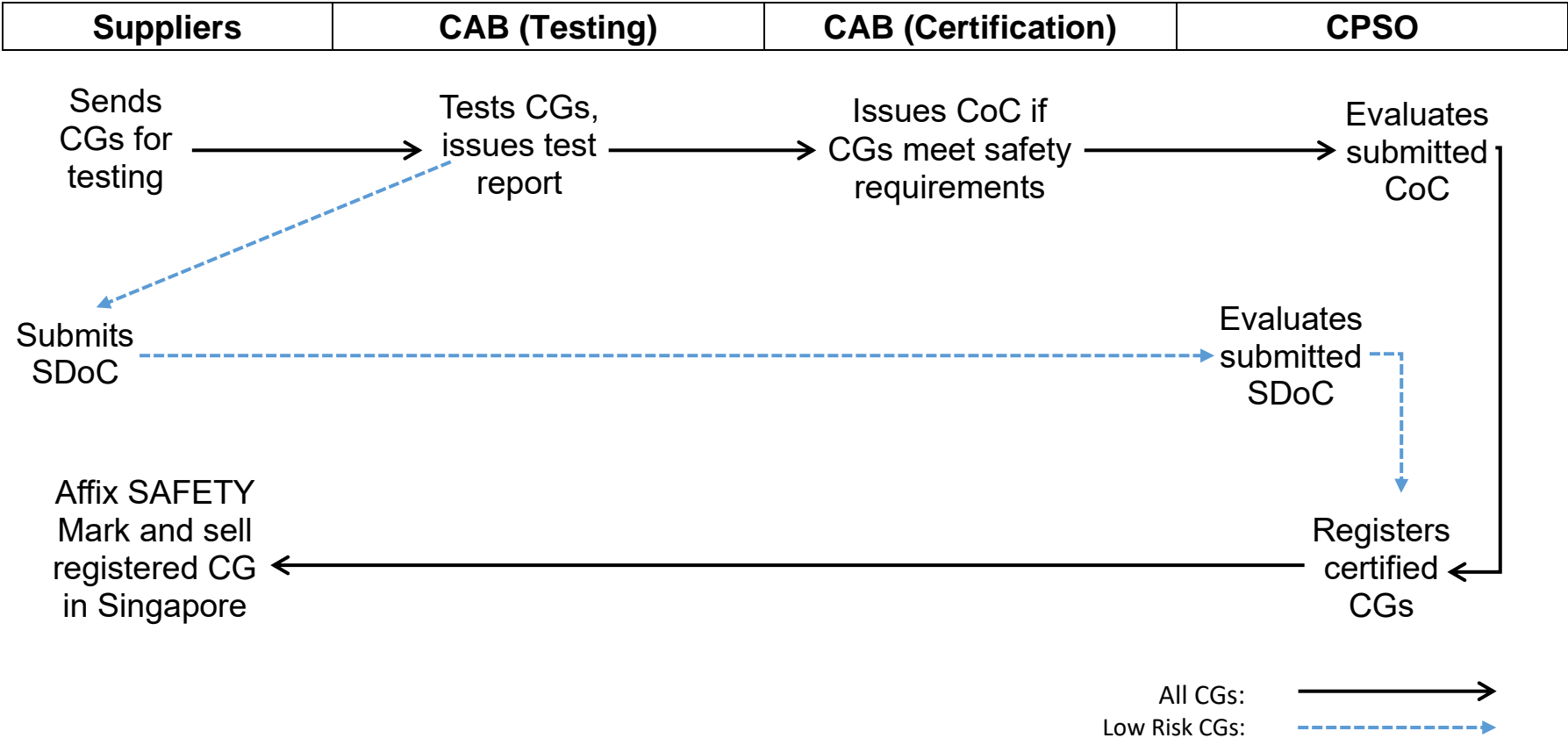
[7] Supplier's Declaration of Conformity. A declaration by the RS that their CGs meets safety requirements specified by CPSO.

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Registration Flowchart

Suppliers	CAB (Testing)	CAB (Certification)	CPSO

Sends CGs for testing → Tests CGs, issues test report → Issues CoC if CGs meet safety requirements → Evaluates submitted CoC

Submits SDoC ⇢ Evaluates submitted SDoC

Affix SAFETY Mark and sell registered CG in Singapore ← Registers certified CGs

All CGs: ⟶
Low Risk CGs: ⇢

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Becoming an RS

Suppliers wishing to sell CGs in Singapore can apply to become a RS via online e-Registration[8]

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1) Ensure your company's CorpPass account has been setup to allow access to the CPSAPLUS e-service

This can be done by logging into the company's CorpPass account at https://stg-home.corppass.gov.sg/ and assigning users to the CPSAPLUS e-service[9].

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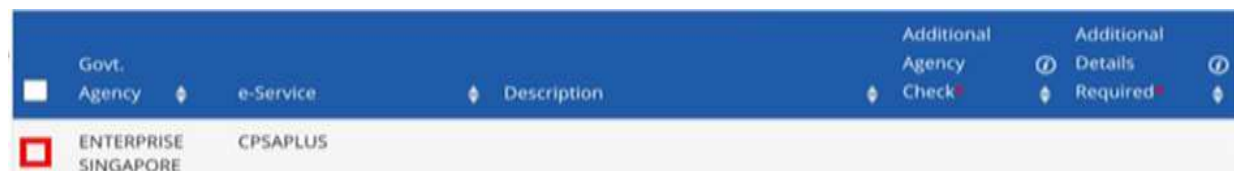
2) Visit www.cpsaplus.gov.sg and select "Log in via CorpPass"

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3) If your company does not already have an RS account, you will be prompted to register with CPSO. Click on 'register now' to proceed

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4) Follow the onscreen instructions

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5) Once the RS application is complete, you will be able to register CGs by submitting SDoCs online or approaching any designated Conformity Assessment Bodies (CABs) to apply for CoCs.

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[8] For a detailed guide on navigating the CPSAPLUS system to create a RS account, refer to page 5 of the CPSAPLUS guidebook for Registered Suppliers

[9] Detailed guides for CorpPass are available at: https://www.corppass.gov.sg/corppass/common/userguides

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SDoC Application

RS first obtains the required documentation (i.e. test reports) to attest that their CG meets required safety standards[10]. 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 the documentation from the original manufacturer of the CG/upstream retailer or send CGs to a CAB (Testing) to be tested.

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

    a. Login to your RS account from www.cpsaplus.gov.sg

    b. Select "My Controlled Goods" at the sidebar on the left and click on "New Registration" at the top right[11]
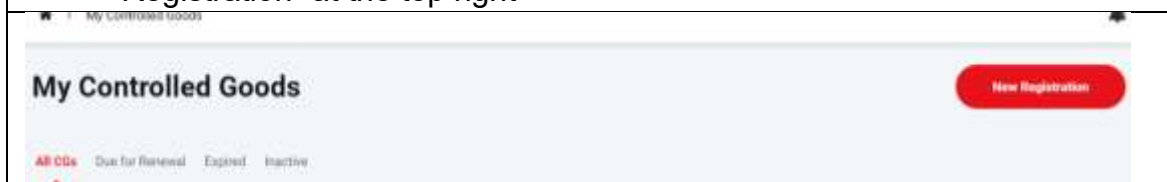
The system automatically issues an LOA and SAFETY Mark number upon successful registration

Upon receiving the SAFETY Mark number, RS can affix the SAFETY Mark to the CG and sell it in Singapore.

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[10] For a list of standards by product category, refer to chapter 6 of the CPSR Information Booklet.

[11] For a detailed guide on navigating the CPSAPLUS system to for SDoC registration, refer to page 15 of the CPSAPLUS guidebook for Registered Suppliers

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CoC Application

RS first obtains the required documentation (i.e., test reports, and other relevant documents as listed in the next section of this guide) to attest that their CG complies with required safety standards (all CABs should know the 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. Please note that test reports must be dated within 3 years of CoC application.

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RS submits the necessary documentation to a CAB (Certification). If everything is found to be in order, the CAB (Certification) issues a CoC which is submitted to the CPSO[12]

↓

Upon successful registration of the CG, the RS will be able to view the CG information and download documents such as the CoC and LOA from their RS account in CPSAPLUS.

Registered CGs will be listed in the Register of Registered Controlled Goods, at
www.cpsaplus.gov.sg/Homepage/RegisterofRegisteredSuppliers

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The RS can affix the SAFETY Mark to the CG and sell it in Singapore.

Note that the SAFETY Mark can only be affixed upon successful completion of the registration (i.e., CG listed in Register of Registered Controlled Goods)

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[12] Many CABs act as both CAB (Testing) and CAB (Certification). CAB (Certification) also generally submit CoCs to CPSO on the supplier's behalf. Do check with CABs to determine their services offered.

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Documents required for CoC application

A CAB (certification) usually needs to review the following documents when registering a new Controlled Good

1. Valid test report(s) and any applicable associated test certificate(s); test reports and certificates must be in English

2. Full electrical wiring/circuit diagram. Service manual containing the electrical wiring/circuit diagram can also be used.

   Circuit diagram must indicate the component's values or be supported with Bill of Material/Part List.

3. Technical/constructional drawing for gas products

4. Photographs of product(s) including but not limited to:
   - Front, top and rear exterior view of product
   - Nameplate
   - Rating label
   - Mains plug that will be used with the product
   - Critical safety components within the product

   Polaroid photographs or photocopies in black and white will not be accepted.

5. User Manual; there should be an English version included

   CABs might also require additional supporting document(s) depending on the situation

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

Contacts for CABs (Certification) Located in Singapore

TÜV SÜD PSB Pte Ltd	
Location: 15 International Business Park TÜV SÜD @ IBP Singapore 609937 Website: https://www.tuvsud.com/sg	Contact: Mr Desmond Soh Tel: 69736097 Fax: N/A Email: testing@tuvsud.com or desmond.soh@tuvsud.com
Intertek Testing Services (S) Pte Ltd	
Location: Asiawide Industrial Building 5 Pereira Road #06-01 Singapore 368025 Website: www.intertek.com	Contact: Mr Ong Keng Chuan Tel: 62827187 ext. 200/206/210 Fax: 62800840 Email: kengchuan.ong@intertek.com
UL International Singapore Pte Ltd	
Location: 20 Kian Teck Lane #01-00PT Singapore 627854 Website: www.ul.com	Contact: Mr Lim Shixiang Tel: 68764618 Fax: N/A Email: Shixiang.lim@ul.com
Centre Testing International Pte Ltd	
Location: Blk 10 Ubi Crescent #03-26 (Room C) Ubi Techpark Singapore 408564 Website: http://www.cti-cert.com/en/	Contact: Mr Don Quek Tel: 67495821 Fax: 67425916 Email: donquek@cti-cert.com
SGS Testing & Control Services Singapore Pte Ltd	
Location: 30, Boon Lay Way #03-01 Singapore 609957 Website: http://www.sgs.com	Contact: Mr Christopher Hee Tel: 63790269 Fax: 67756124 Email: christopher.hee@sgs.com

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Contacts for CABs (Testing) Located in Singapore

TUV SUD PSB Pte Ltd (Electrical and Electronics Centre)	
Location: 15 International Business Park TÜV SÜD @ IBP Singapore 609937 Website: https://www.tuvsud.com/sg	Contact: Dr Deng Jun Hong Tel: 69736268 Fax: N/A Email: enquiries@tuvsud.com or junhong.deng@tuvsud.com

Intertek Testing Services (S) Pte Ltd	
Location: Asiawide Industrial Building 5 Pereira Road #06-01 Singapore 368025 Website: www.intertek.com	Contact: Mr Wong Tuck Hoong Tel: 6282 7187 ext 209 Fax: 6280 0840 Email: tuckhoong.wong@intertek.com

SETSCO Services (S) Pte Ltd	
Location: 18 Teban Gardens Crescent Singapore 608925 Website: www.setsco.com	Contact: Mr Edwin Leong Tel: 6566 7777 ext 363 Fax: 6566 7718 Email: edwinleong@setsco.com

UL International-Singapore Pte Ltd (Consumer Technology Division)	
Location: 20 Kian Teck Lane #01-00PT Singapore 627854 Website: www.ul.com	Contact: Mr. Sam Hsu Tel: 6876 4619 Fax: N/A Email: gma.singapore@ul.com or sam.hsu@ul.com

Singapore Electrical Testing Services (Schneider Electric South East Asia (HQ) Pte Ltd)	
Location: 50 Kallang Avenue Singapore 339505 Website: www.sets.com.sg	Contact: Mr. Victor Ang (Principal Engineer) Tel: 64802117 Fax: N/A Email: victor.ang@se.com

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