

Our Ref: Cir 2018-06

Date: 29 Nov 2018

To: Registered Supplier

Subject Scheme: Consumer Protection (Safety Requirement) Registration

---

Dear all,

This circular is to remind all Registered Suppliers of the roles and responsibilities under the Consumer Protection (Safety Requirements) Regulations (CPSR). You should also refer to our information booklet, and the terms and conditions set out at the second page of the Letter of Approval issued by Enterprise Singapore upon your initial registration as a RS. The booklet can be downloaded from <https://www.enterprisesg.gov.sg/quality-standards/consumer-protection#for-suppliers>

Kindly be reminded that a Registered Supplier has to comply with the requirements and regulations under the CPSR, as well as the terms and conditions to their registration (as set out in the Letter of Approval).

The roles and responsibilities of a Registered Suppliers are (but not limited to the following): -

1. Manufacturers, importers (including parallel importers), retailers and traders who are involved in advertising and/or supplying any Controlled Goods (CG) must ensure that the Controlled Goods (CG) supplied by them comply with the requirements of the CPSR, as well as any condition which may have been imposed on the registration of the CG.
2. The Registered Supplier shall ensure that the registered model of CG shall not pose, cause or contribute to any danger or hazard to consumer safety, or damage to property, when applied under normal use, or reasonably foreseeable conditions of misuse.
3. The Registered Supplier and the manufacturer are expected to implement quality control systems that are sufficiently adequate to ensure their registered CGs continue to comply with the relevant Safety Authority Requirements throughout their mass production cycle.
4. A Registered Supplier shall maintain a technical file on each of the CGs which he registers with the Safety Authority, which shall include the Certificate of Conformity, Test Reports, Test Certificates, Photographs, Instruction Manual, and any other relevant documents, information, or particulars as the Safety Authority may require.
5. The Registered Supplier shall make available the said technical file and all documents, information and particulars as may be required to the Safety Authority, within 7 days of receiving a request from the Safety Authority for such technical file.
6. The Registered Supplier shall keep the technical files for a period of not less than 10 years after the registration of the registered CGs expire or are deemed to be withdrawn under regulation 24.

7. The Registered Supplier shall print or affix the correct and appropriate Safety Mark on the registered controlled goods. If, however, the registered controlled goods are of such nature as to prevent the goods from being so marked, the Safety Mark may be affixed on the packaging of the registered controlled goods.
8. The Registered Supplier shall indemnify the Safety Authority fully against any loss or damages suffered by the Safety Authority arising from, or as a result of registering the product of the Registered Supplier.
9. The Registered Supplier shall notify the Safety Authority of any changes to its name, registered address, contact details, and any other particulars as the Safety Authority may require, at least 2 weeks before such change.
10. The Registered Supplier shall be contactable and take responsibility for incidents involving the CGs registered under its company, and shall notify the Safety Authority promptly of any such incidents.
11. In the event of any suspension, prohibition and/or recall, the Registered Supplier shall comply with all notices and directions given by the Safety Authority and render all cooperation and assistance as required under the CPSR.
12. The Safety Authority reserves the rights and power to remove the registration of any Registered Supplier if there are no controlled goods registered for 12 months after the date of the Registered Suppliers' registration.

As a Registered Supplier, if you believe that you are, at any point in time, unable or unwilling to perform the abovementioned functions and responsibilities, please inform the Safety Authority immediately. Kindly note that failure to comply with the regulations under the CPSR may amount to an offence which is punishable on conviction to a fine not exceeding \$2,000 or to imprisonment for a term not exceeding 12 months or to both.

If you need further clarification on the circular, please contact Mr. Finian Lim, Investigation Officer, at [Finian\\_Lim@enterprisesg.gov.sg](mailto:Finian_Lim@enterprisesg.gov.sg) or [consumerprotection@enterprisesg.gov.sg](mailto:consumerprotection@enterprisesg.gov.sg).

Yours faithfully

Deputy Director,  
Consumer Protection, Weights & Measures Division  
(This is computer generated, no signature is required)