

CPSA+ Guidebook for Registered Suppliers

© 2021 Enterprise Singapore

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1. Preface

This guidebook serves to guide Registered Suppliers (RSes) on the use of the new Consumer Product Safety Accuracy System (CPSA+).

The CPSA+ replaces the previous CPSA used by RSes for various functions such as submission of SDoC and viewing the status of their registered Controlled Goods (CGs).

In addition to the existing functions such as application/renewal of SDoC, the new CPSA+ system incorporates additional changes including:

- Sending of email notifications to RSes regarding changes in their CG status (e.g. actions required from RS regarding CGs due for renewal)
- Updated user dashboard allowing RSes to track status of existing CGs and Allocated Certification Numbers (ACNs)
- RSes can easily identify the CABs responsible for registering/renewing their CGs using the system

The Consumer Product Safety Office (CPSO) reserves the right to revise this guidebook. Users may obtain the latest version of the guidebook from the CPSA+ homepage at www.cpsaplus.gov.sg.

We appreciate any feedback for improvements to the guidebook. Please send your feedback to: Consumerproductsafety@enterprisesg.gov.sg


2. Logging into RS account

Important Information

Only Registered Suppliers can apply for the Safety Mark. Application to become a RS can be submitted through the CPSA+ system at the login screen (Refer to section 3)

Existing RSes do not need to submit another application and may proceed to log into their existing RS account using their Corppass

Business entities registered in Singapore (i.e., entities with a valid UEN) will already have a CorpPass account. Your CorpPass Admin will need to log into the RS company CorpPass account to **assign users to the CPSAPLUS e-service** (see below).

Govt. Agency	e-Service	Description	Additional Agency Check	Additional Details Required
 ENTERPRISE SINGAPORE	CPSAPLUS			

Detailed CorpPass guide available at: <https://www.corppass.gov.sg/corppass/common/userguides>

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

A Singapore Government Agency Website

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WEIGHTS
AND MEASURES
OFFICE

Home

Weights and Measures ▾

Consumer Product Safety ▾

LOG IN VIA CORPASS

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](#)

If a company's UEN cannot be found in the database of Registered Suppliers (i.e., the company has not yet registered as an RS), the CPSA+ system will prompt the company to register as a RS to proceed.

If your company is an existing RS and encounters this screen, please check that the UEN was entered correctly; contact the CPSO if the issue persists

Register as a Supplier

Your UEN is not registered in our system,
would you like to register as a registered supplier ?

[BACK TO HOMEPAGE](#) 🏠

[REGISTER NOW](#) ➔

3. Creating new RS Account

If supplier does not have an existing RS account, they will be informed to register when trying to login via CorpPass. Click on “Register Now” to proceed.

Register as a Supplier

Your UEN is not registered in our system,
would you like to register as a registered supplier ?

[BACK TO HOMEPAGE 🏠](#)[REGISTER NOW ➡](#)

Terms and Conditions

Suppliers will be redirected to the terms and conditions for RS registration; agree to the terms and conditions to proceed

Other responsibilities of the Registered Supplier

15. The Registered Supplier shall be responsible for effecting any recall/ rectification actions for the registered Controlled Goods as deemed necessary by the Consumer Product Safety Office.

16. The Registered Supplier shall print or affix the Safety Mark on the registered Controlled Goods in accordance with the Consumer Product Safety Office requirements. If however, the registered Controlled Goods are of such nature that prevent the goods from being so marked, the Safety Mark may be affixed on the packaging of the registered Controlled Goods.

17. The Registered Supplier shall indemnify the Consumer Product Safety Office fully against any loss or damages suffered by the Consumer Product Safety Office arising from or as a result of registering the product of the Registered Supplier.

18. Any application for renewal of registration of any Controlled Goods shall be made not less than 3 months before the registration of the Controlled Goods expires.

☒ Please indicate that you have read and agree to the Terms and Conditions above.

[↑](#)

Proceed

Company Information

The CPSA+ system automatically fills in the company’s business name and address based on the UEN submitted.

Please indicate if there is an alternate mailing address. Otherwise indicate that the mailing address is identical to the official business address.

Company Information

UEN *
S123456789A

Business Name *
International Pte Ltd

Retrieve Company Info

Business Address
Postal Code
123456

Address
Bugis Towers

☐ My mailing address is the same as the business address above

Mailing Address
Postal Code *

Retrieve Mailing Address

Building Name

Block Number *

Street Name *

Floor Number

Unit Number

Designating company's contact person(s)

A minimum of one contact person is required, though suppliers may add up to a maximum of five contact persons.

Please indicate at least one contact person responsible for receiving email update(s); the CPSO will send email updates regarding changes in regulatory policy or action(s) required from the RS to this email. More than one contact person can be selected to receive email updates.

Contact Person(s) Information

Contact Person 1

Name *

This field is required.

Phone Number 1 *

This field is required.

Email *

This field is required.

Designation *

This field is required.

Phone Number 2

Receive email notifications?

☐

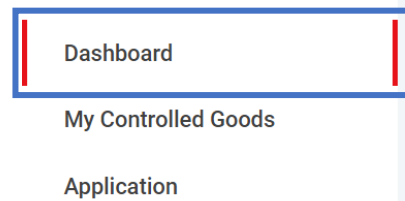
+ Add another contact

Review the information and submit the application if everything is in order. You will be immediately logged into the RS account upon successful application

4. Dashboard Overview

The dashboard provides RS with a summary of the status of their existing CoCs, SDoCs, ongoing ACNs and ongoing draft applications

RS will always be directed to the dashboard page upon logging into their account. RS may also select “dashboard” from the sidebar on the left.



Dashboard

Controlled Goods status CoC

0

ACTIVE

0

EXPIRING SOON

0

EXPIRED

0

INACTIVE

[View My Controlled Goods >](#)

Controlled Goods status SDoC

0

ACTIVE

0

EXPIRING SOON

0

EXPIRED

0

INACTIVE

Ongoing Allocated Certification Numbers (ACN)

0

ongoing ACN(s)

ACN Number	Registered Supplier	Product Category	Trade Mark	Model Number	Ongoing ACN Number of Days
No items to show...					

[View All >](#)

Drafts

0

Draft Applications(s)

Application Id	Safety Mark No(s)	Application Type	Last Modified By	Last Modified On
No items to show...				

[View All >](#)

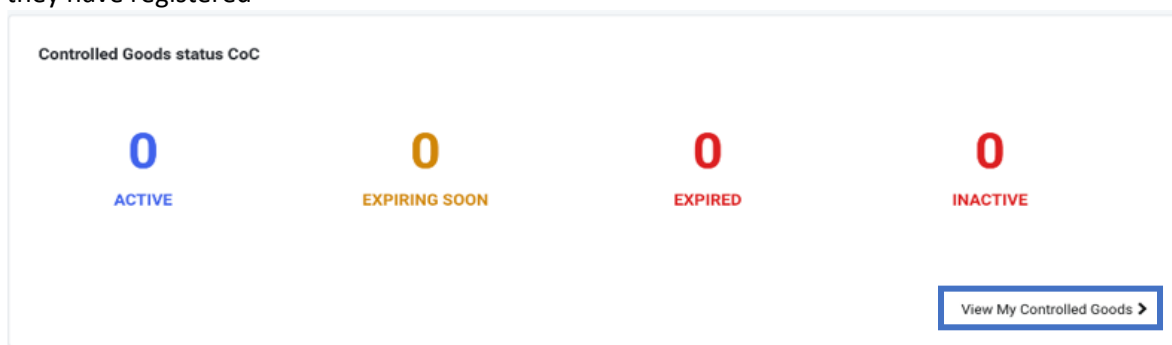
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4.1. Controlled Goods Status (CoC)

Provides an overview of the number of:

- Currently active CoCs
- Expiring CoCs
 - These CoCs are due to expire within the next 6 months. While the CG can continue to be supplied during this period, it is strongly advised for RS to start renewal procedures.
- Expired CoCs
 - These CoCs have already expired, and the CGs can no longer be supplied. Their registration can no longer be renewed unless an appeal is successfully made to the CPSO.
- Inactive CoCs
 - These CoCs have had their registration withdrawn/suspended. The CG cannot be supplied while the CoC status is “Inactive”.

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

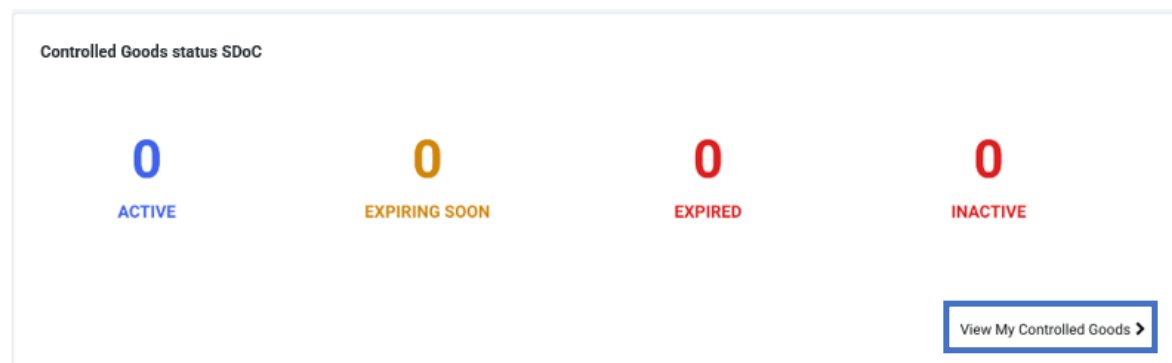


4.2. Controlled Goods Status (SDoC)

Provides an overview of the number of:

- Currently active SDoCs
- Expiring SDoCs
 - These SDoCs are due to expire within the next 6 months. While the CG can continue to be supplied it is strongly advised for RS to start renewal procedures.
- Expired SDoCs
 - These SDoCs have already expired, and the CG can no longer be supplied. Their registration can no longer be renewed unless an appeal is successfully made to CPSO
- Inactive SDoCs
 - These SDoCs have had their registration withdrawn/suspended. The CG cannot be supplied while the SDoC status is “Inactive”

RS can click on “view my Controlled Goods” to view all Controlled Goods they have registered



4.3. Ongoing Allocated Certification Numbers (ACN)

RS can track the number and status of the latest 5 unregistered Controlled Goods that were issued ACN, 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 Controlled Good Registration not yet been completed

Only the latest 5 ACNs issued will be displayed here. Selecting “view all” (bottom left) will show RS the full list of unregistered Controlled Goods that were issued ACN.

Note:

- Allocated Certification Numbers (ACN) are probationary Safety Mark numbers issued to registered suppliers before their Controlled Goods complete registration.
- ACNs are issued as a goodwill gesture to allow RS to prepare the CG for sale in Singapore (e.g., liaising with factory to print Safety Mark on rating label).

Important Information

Controlled Goods displayed in the “Allocated Certification Numbers (ACN)” panel have not completed registration and cannot be supplied in Singapore

Issuing of ACN is a goodwill gesture and does not indicate the Controlled Good has completed registration. Only Controlled Goods that are registered with the CPSO (i.e., Controlled Goods issued with an LOA from CPSO and appearing in the RS CPSA+ account as registered) can be supplied in Singapore

Ongoing Allocated Certification Numbers (ACN)

1

ongoing ACN(s)

ACN Number	Registered Supplier	Product Category	Trade Mark	Model Number	Ongoing ACN Number of Days
2345678-00	INTERNATIONAL PTE LTD	3-Pin Plug	International Electric	PL-123	14

View All >

4.4. Dashboard: Ongoing drafts

RS can track the number and status of the latest 5 uncompleted drafts (i.e., of SDoC submissions) 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-202110240000001	-	SDoC	markng	24 Oct 2021 17:05

View All >

5. RS Profile Page Overview

If there are any changes to the RS information (e.g., changes to RS contact person(s), changes to RS addresses, etc.) please login to the CPSA+ to edit the RS profile. There is no need to email CPSO regarding these changes.

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

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OFFICE**

IP International Pte Ltd
S123456789A

Edit Profile >

Dashboard

Controlled Goods status CoC

Editing RS profile

Select "edit" at the company profile page (top right)

INTERNATIONAL PTE LTD
Registered On: 07 Sep 2021

Edit Download RS TnC Switch Profile

Company Information ^

Updating company information

Selecting "Retrieve Company Info" will result in the CPSA+ system updating the RS profile with the latest available information based on the company UEN. Registered Suppliers 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"

Company Information

UEN *	Business Name *
S123456789A	International Pte Ltd
Retrieve Company Info	
Business Address	
Postal Code	Address
123456	Bugis Towers

Updating company mailing address

RS can indicate if there is an alternate mailing address, or otherwise indicate that the mailing address is identical to the official business address

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☐ My mailing address is the same as the business address above

Mailing Address

Postal Code *

Retrieve Mailing
Address

Building Name

Block Number *

Street Name *

Floor Number

Unit Number

Updating company's contact person(s)

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

Suppliers may indicate up to five (but least one) contact persons responsible for receiving email update(s); the CPSO will send email updates regarding changes in regulatory policy or action(s) required from the Registered Supplier to these emails.

Contact Person(s) Information

Contact Person 1

Name *

This field is required.

Phone Number 1 *

This field is required.

Email *

This field is required.

Designation *

This field is required.

Phone Number 2

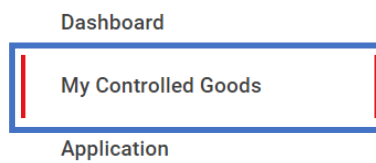
Receive email notifications?

☐

+ Add another contact

6. Overview: “My Controlled Goods” Page

RS can select “My Controlled Goods” from the sidebar on the left to view all their existing CGs



The “My Controlled Goods” page allows RS to view information on all CGs they have registered (both CoCs and SDoCs)

The various tabs allow RS 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. RS are advised to begin renewing these CGs.
- Expired
 - Only CGs which have their registrations expired will be shown. These CGs can no longer be supplied. Their registration can no longer be renewed unless an appeal is successfully made to the CPSO.
- Inactive
 - Only CGs which have had their registration withdrawn will be shown. These CGs can no longer be supplied.

The screenshot shows the 'My Controlled Goods' page. At the top, there's a breadcrumb 'My Controlled Goods' and a 'New Registration' button. Below the title, there are four tabs: 'All CGs' (selected), 'Due for Renewal', 'Expired', and 'Inactive'. A search bar with filters is present, including 'Safety Mark Number', 'CAB Name', 'Trade Mark', 'Model Number', 'Expiry Date From', 'Expiry Date To', 'Product Category', and 'Application Type'. There are buttons for 'Export', 'Clear Filters (0)', and 'Search'. Below the filters is a table with columns: Actions, Safety Mark No, RS Name, CAB Name, Product Category, Trade Mark, Model Number, Additional Info, and Last Renewed/Regis.

Actions	Safety Mark No	RS Name	CAB Name	Product Category	Trade Mark	Model Number	Additional Info	Last Renewed/Regis
...	219999-99	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

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6.1. Searching for specific registered CG(s)

RS 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
...	219999-99	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

6.2. Downloading list of CGs registered by the RS

RS can export the full list of their registered CGs 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
...	219999-99	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

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6A. Viewing detailed information/downloading LOA

RS will be able to access the LOA for any of their registered Controlled Goods from its detailed information page

Click on the Safety Mark number of the Controlled Good to view its 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/Regis
...	219999-99	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

RS will be redirected to a page showing the details of the registration. This page contains all relevant information about the product, including its technical specifications and the CAB responsible for product registration/renewal

[219999-99](#) [Download Endorsed SDoC](#) [Amend CG](#) [Renew CG](#)

Controlled Good

RS Information

UEN
S123456789A

Business Name *
INTERNATIONAL PTE LTD

LOA Information

SAFETY Mark Registration Number
219999-99

Trade Mark
Light

Product Description
Floor standing lamp rated 110-240Vac, 50-60Hz, max 13W, Class II, IP20

Model Number
L-102M

Product Details

Product Category
Table/ Standing Lamp

Product Standard(s)
IEC 60598-2-4 : 2017

Scroll to the bottom of the page to download the latest version of the LOA

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	

6B. SDoC Registration

6B.1. Important Information regarding SDoC submission

1) False Declarations during SDoC submission

Submission of false declaration(s) on SDoC applications is an offence, and offenders may be penalized accordingly. False declarations made during SDoC submission include:


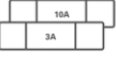


- Registering CG(s) classified as Medium-risk or High-risk by falsely declaring them as Low-risk CG(s)
- Falsely declaring that CG(s) complies with the required Safety Standard(s) when the supplier does not have appropriate test report(s) supporting their statement

SDoCs found to have false declaration(s) may have their validity withdrawn.

No refunds will be issued for SDoCs that have their validity withdrawn in this manner.

2) Only low risk CGs can be registered through SDoC submission

The following four categories are classified as low risk CGs. The RS can choose to register only CGs from these categories via SDoC instead of approaching a Conformity Assessment Body for Certificate of Conformity (CoC).

Controlled Good	Definition	Minimal applicable Safety Standard(s)
Air Cooler 	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 (≤13 amperes) for use in a plug 	Devices that, by the fusion of one or more of their specially designed and proportioned components, open the circuit in which they are inserted and break the current when it exceeds a given value for a sufficient time.	SS 167: 1977
Room air-conditioner 	Electrical appliances intended for household use and designed as self-contained units 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.	IEC 60335-2-40: 2002
Table lamp/ Standing lamp 	Electrical portable general-purpose luminary intended for household use with supply voltage of not more than 250 VAC.	IEC 60598-2-4: 2017

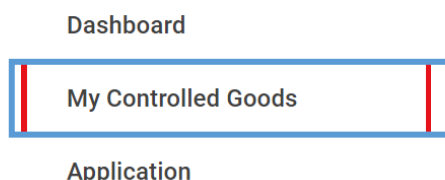
All other CGs are classified under the medium and high-risk categories and can only be registered using a Certificate of Conformity (CoC).

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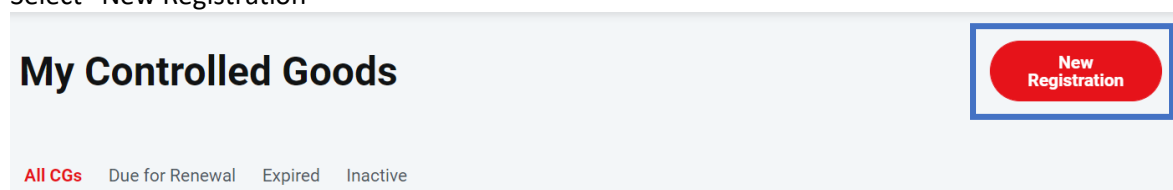
A Controlled Good (CG) does not need to be registered using both SDoCs and CoCs (Certificates of Conformity). The RS may choose if a low-risk CG they intend to supply is to be registered either through submission of an SDoC or a CoC.

6B.2. SDoC application process

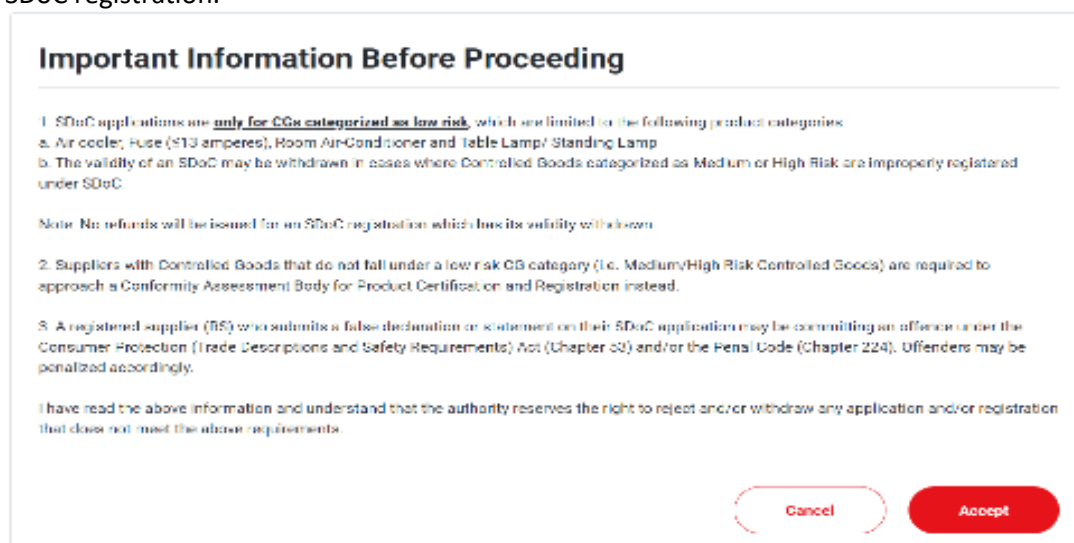
Select “My Controlled Goods” at the sidebar on the left.



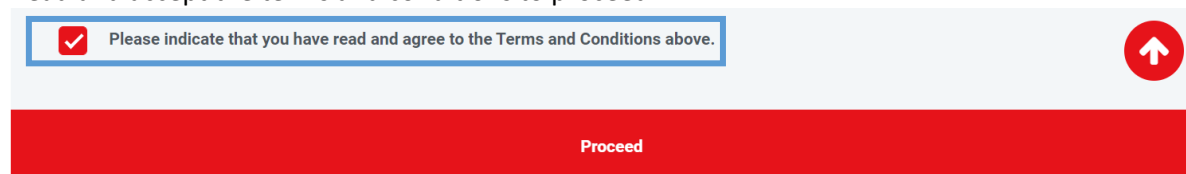
Select “New Registration”



Read the information in the pop-up window and press “accept” upon confirming the CG is eligible for SDoC registration.



Read and accept the terms and conditions to proceed



Key in the name and designation of the Signatory

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 CPSO’s regulatory requirements. Whenever possible, the Signatory should be the person in charge of the RS; however,

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the CPSO will also accept someone working at the RS in a supervisory role as a Signatory with regards to Controlled Goods needing SDoC registration (e.g., Management members of the regulatory compliance team).

The signatory must be an employee of the RS. Both the signatory and the RS will be held responsible should the information be inaccurate.

Signatory Name ⓘ *

Signatory Designation ⓘ *

Key in the necessary details in the fields provided. Please see below for a list of fields.

Field	Description
Product Category ⓘ * <input type="text" value="- Select an option -"/>	Select from the drop-down list. If the CG does not fall under any of the categories listed, it cannot be registered via an SDoC.
Trade Mark ⓘ * <input type="text"/>	Fill in the brand of the CG. Information submitted should match the brand listed in the test report.
Model Number * <input type="text"/>	Fill in the model of the CG. Information submitted should match the model number listed in the test report.
Product Standard (1) * Standard Version (1) * <input type="text" value="- Select an option -"/> <input type="text" value="- Select an option -"/> Expand Product Standards ▼	Refers to the safety standards that the low-risk CG complies with. The test report will list the relevant safety standard(s) that the CG is tested against. Contact the CPSO if the standard listed on the test report does not appear on the provided drop down list. 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. Leave this field blank if not applicable.
Product Description ⓘ <input type="text"/>	Provide technical information about the CG, e.g. What is the CG's rated voltage and rated current? Is it a class I or class II appliance?
Smart Device ⓘ <input type="button" value="Yes"/> <input type="button" value="No"/>	If the CG being registered has Internet of Things (IoT) functions, RS needs to fill in form RS04 and file it in the technical file. For more information, please refer to circular CW-CPS-2020-14 on the CPSO website.
Test Lab ⓘ * <input type="text" value="- Select an option -"/>	Select the laboratory that conducted the testing and issued the test report. This information can be obtained from the test report.

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 under Enterprise Singapore.

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

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Test Report Number ⓘ * <input type="text"/>	The test report number can be obtained from the test report.
Certificate Number ⓘ <input type="text"/>	The certificate number can be obtained from the IEC CB cert.
+ Add another report	Select this option if there are multiple test reports. Please provide the test lab, report number and certificate number for each individual test report.

Click on “next” to proceed when all fields are filled in

☒ Include this Test Report in the renewal submission.

[Back](#)
[Save as Draft](#)
[Next](#)

Select ‘Acknowledge’

Controlled Good 1

Product Details
Product Category
 Room air-conditioner
Model Number
 AC-1234
Product Manufacturers
 Electrical Trading Pte. Ltd.
Product Description
 Air-conditioner rated 220-240VAC, 50-60Hz, Class I

Trade Mark
 Cool and Efficient AC
Product Standard(s)
 IEC 60335-2-40 : 2013 with A1: 2016
Linked CG
Smart Device?
 No

Test Report 1
Test Lab
 Intertek Testing Services Shanghai Limited
Certificate Number
 SG-1001598

Report Number
 2021-1001-598

[Acknowledge](#)

A Supplier Declaration will pop up; review the information and click on “accept” if everything is in order. This is a digital endorsement by the supplier declaring that all information within the application is correct, and that the product complies with the CPSO’s requirements.

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Supplier Declaration

Product Details

Product Category

Room air-conditioner

Model Number

AC-1234

Product Manufacturers

Electrical Trading Pte. Ltd.

Product Description

Air-conditioner rated 220-240VAC, 50-60Hz, Clas...

Trade Mark

Cool and Efficient AC

Product Standard(s)

IEC 60335-2-40 : 2013 with A1: 2016

Linked Cg

Smart Device?

No

Test Report 1

Test Lab

Intertek Testing Services Shanghai Limited

Certificate Number

SG-1001598

Report Number

2021-1001-598

I/We declare and confirm that:

1. all information submitted is true to the best of our knowledge;
2. the conditions for application and registration of SDoC are understood and accepted; and
3. the penalties for furnishing false information have been made clear.

Cancel

Accept

Upon accepting the declaration, the “Acknowledge” button will indicate “confirmed”. Click on “submit” to proceed to payment.

☒ Include this Test Report in the renewal submission.

Confirmed



Back

Save as Draft

Submit

6B.3. Submitting payment for SDoC

RS will be redirected to the payment screen upon acknowledgement of declaration and clicking “Submit”. Payment can be made for individual or multiple items at the same time. When ready to submit payment, click “make payment” and follow the onscreen instructions. We encourage the RS to clear all outstanding payments.

	Trade Mark	Model Number	Application Type	Submitted On	Amount
<input checked="" type="checkbox"/>	Cool and Efficient AC	AC-1234	New	30 Aug 2021 17:39	\$180.00
<input type="checkbox"/>	test 999	test 999	New	25 Aug 2021 15:44	\$180.00

1 to 2 of 2 Items

Total Amount to be Paid: \$180 SGD
1 out of 2 Items selected

Make Payment

The payment successful screen will appear to indicate that payment has been made with no issues



Payment Successful

Thank you for your payment.
Your payment transaction pi_3JhqpXDjDF42afM607nyL30V was successful!

6B.4. Retrieving Safety Mark number upon successful SDoC application

When the application has been approved, a new entry will be added under the “All CGs” tab of the “My Controlled Goods” page. RS should note that a SDoC is only considered to be successfully registered with the CPSO when it appears under this tab.

RS can search for the newly added entry by entering the brand or model in 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 -

[Hide Advanced Filters](#)

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

Actions	Safety Mark No	RS Name	CAB Name	Product Category	Trade Mark	Model Number	Additional Info	Last Renewed/Regis
...	219999-99	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

The Safety Mark number can be found under the “All CGs” tab of “My Controlled Goods” page. RS should affix the Safety Mark number of the newly registered Controlled Good onto the product or its packaging prior to supplying in Singapore.

My Controlled Goods

New Registration

All CGs Due for Renewal Expired Inactive

Actions	Safety Mark No	RS Name	CAB Name	Product Category	Trade Mark	Model Number	Additional Info	Last Renewed/Regis
...	219999-99	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

6C. Applying for SDoC renewal

Important Information:

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

Select the "Due for Renewal" tab under the "My Controlled Goods" page

My Controlled Goods

New Registration

All CGs **Due for Renewal** Expired Inactive

RS may search for a specific SDoC to renew using the search fields provided. Select the appropriate SDoC to be renewed and click on its Safety Mark number.

My Controlled Goods

New
Registration

All CGs **Due for Renewal** Expired Inactive

- 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
...	218888-99	Retailers Pte Ltd	Singapore Certs Pte Ltd	Kitchen Machine	KM	KM-004

Check that the product information is correct and select “Renew CG”

219999-99

[Download Endorsed SDoC](#)
[Amend CG](#)
[Renew CG](#)

Controlled Good

RS Information

UEN

12345678A

Business Name *

Electrical Trading Pte Ltd

LOA Information

SAFETY Mark Registration Number

219999-99

Trade Mark

Light

Product Description

Standing lamp rated 110-240V, 50-60Hz, Class II, IP20

Declare if there have been any technical modifications made to the CG since the previous registration/renewal. Technical modifications affect the CG’s safety, and includes changes to internal components, wiring or enclosure design. If there is a technical change to the product, an updated test report is required.

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](#)

G1802 Lauters IEC 60598-2-4 : 2017

Update the Signatory name and designation

Signatory Name ⓘ *

Mark Ng

Signatory Designation ⓘ *

Compliance Specialist

[Next](#)

Review the SDoC information and update them as necessary. Click on "next" to proceed if all is in order.

Test Report 1

Test Lab
TÜV SÜD PSB Pte Ltd

Certificate Number
TUV 012345

Test Report Number
2100009-001

☒ Include this Test Report in the renewal submission.

[Back](#) [Save as Draft](#) [Next](#)

Select 'Acknowledge'

Test Report 1

Test Lab
TÜV SÜD PSB Pte Ltd

Certificate Number
TUV 012345

Test Report Number
2100009-001

☒ Include this Test Report in the renewal submission.

[Acknowledge](#)

A Supplier Declaration will pop up; review the information and click on "accept" if everything is in order. This is a digital endorsement by the supplier declaring that all information within the application is correct, and that the product complies with the CPSO's requirements.

CONSUMER PRODUCT SAFETY OFFICE

Test Report 1

Test Lab

TÜV SÜD PSB Pte Ltd

Certificate Number

TUV 012345

Test Report Number

2100009-001

I/We declare and confirm that:

1. all information submitted is true to the best of our knowledge;
2. the conditions for application and registration of SDoC are understood and accepted; and
3. the penalties for furnishing false information have been made clear.

Cancel


Accept

6C.1. Payment for SDoC renewal

Please note that payment must be made on the CPSA+ system. Your SDoC renewal application will only be complete once payment has been made.

Upon accepting the declaration, the “Acknowledge” button will indicate “confirmed”. Click on “submit” to proceed to payment.

☒ Include this Test Report in the renewal submission.

Confirmed 


Back Save as Draft Submit

RS 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 checked="" type="checkbox"/>	Trade Mark	Model Number	Application Type	Submitted On	Amount
<input checked="" type="checkbox"/>	Light	L102-M	Renewal	25 Oct 2021 16:38	\$50.00

1 to 1 of 1 items

Total Amount to be Paid: \$50 SGD
1 out of 1 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



SGD 180.00

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



Or pay with card





Email

nick.foo@cab.com

[Log in](#)


Card information

1234 1234 1234 1234



MM / YY

CVC



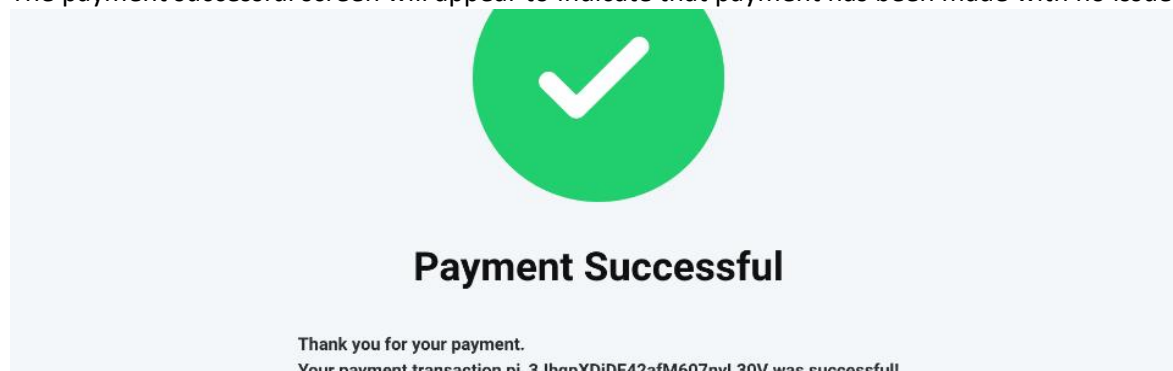
Name on card

Country or region

Singapore

Pay SGD 180.00

The payment successful screen will appear to indicate that payment has been made with no issues



When the application has been approved, the entry under the “All CGs” tab of “My Controlled Goods” will be updated.

My Controlled Goods

New Registration

All CGs

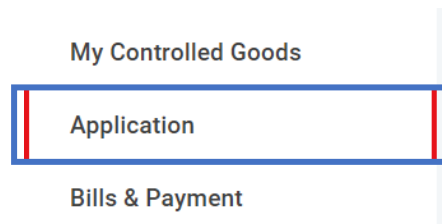
Due for Renewal

Expired

Inactive

7. Application Page Overview

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



7.1. Viewing ongoing drafts

RS will be redirected to the Applications page where they can view the list of ongoing drafts and ACNs. RS can select the “drafts” tab to view the list of ongoing submissions they have 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	-	SDoC	Mark	27 Oct 2021 18:36
...	APP-202110240000001	-	SDoC	Mark	24 Oct 2021 17:05

1 to 2 of 2 items

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.

Clear Filters (0) Search

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

CONSUMER PRODUCT SAFETY OFFICE

7.2. Deleting an unwanted draft

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

Clear Filters (0)						Search	
Actions	Application Id	Safety Mark No(s)	Application Type	Last Modified By	Last Modified On		
...	APP-202110270000002	-	SDoC	Mark	27 Oct 2021 18:36		
...	202110240000001	-	SDoC	Mark	24 Oct 2021 17:05		

7A. Viewing list of ongoing ACNs from the application page

Select the “ACN Applications” tab to view the full list of ongoing ACNs under your company.

ACNs will be removed from the list once the product has completed registration

Important Information

Controlled Goods displayed in the “ACN Applications” page have not completed registration and cannot be supplied in Singapore

Issuing of ACN is a goodwill gesture and does not indicate the Controlled Good has completed registration. Only Controlled Goods that are registered with the CPSO (i.e., Controlled Goods with an LOA from CPSO) can be supplied in Singapore

Applications

Drafts **ACN Applications**

RS Name - Product Category ACN Number

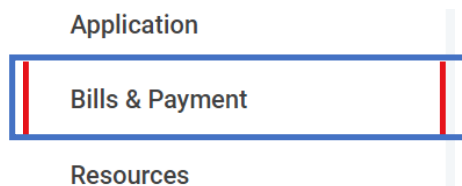
Clear Filters (0) Search

Actions	ACN Number	RS Name	Product Category	Trade Mark	Model Number	Ongoing ACN Number of Days
	212345-00	INTERNATIONAL PTE LTD	3-Pin Plug	Safe Electric	PL-123	14

1 to 1 of 1 items

8. Bills & Payment page

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



8.1. Viewing ongoing payments

The “Pending Payment” tab allows RS to view outstanding payments (e.g., for SDoC registration/renewals). RS are strongly advised to submit any outstanding payments in order to complete pending registration/renewals.

Please note that submissions made by CABs on RSes’ behalf will not be shown here. For example, if an RS has approached a CAB to renew their CoC, the RS will not be required to submit payment directly through CPSA+ as payment has already been made by the CAB.

The image is a screenshot of the 'Bills & Payments' page in the CPSA+ system. The 'Pending Payment' tab is selected and highlighted with a blue box. Below the tabs, there are filter options: a dropdown for 'Application Type', and input fields for 'Date Submitted From' and 'Date Submitted To'. A 'Clear Filters (0)' button and a red 'Search' button are also present. Below the filters is a table with the following data:

<input checked="" type="checkbox"/>	Trade Mark ↕	Model Number ↕	Application Type ↕	Submitted On ↕	Amount ↕
<input checked="" type="checkbox"/>	Light	L-102M	Renewal	25 Oct 2021 16:38	\$50.00

Below the table, it says '1 to 1 of 1 items'. At the bottom right, it says 'Total Amount to be Paid: \$50 SGD' and '1 out of 1 items selected'. A red 'Make Payment' button is highlighted with a blue box at the bottom right of the page.

CONSUMER PRODUCT SAFETY OFFICE

8.2. Viewing payment history and accessing receipts

The “My Payment History” tab will allow RS to view all previously made payments. RS 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 No ↕	Receipt No ↕	Application Type ↕	Payment ID ↕	Submitted On ↕	Paid On ↕	Amount ↕
220001-00	1234-5678	New	pi_3JmxoeDjDF42afM644v3yZhr	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

9. Resources page

Select “Resources” from the sidebar on the left to access all available resources

Bills & Payment

Resources

Logout

Downloading Resources

Click on the various resources to access and download them.

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