

Our Reference: Cir 2019-06

Date: 3 September 2019

To: All Conformity Assessment Bodies (Certification)

Subject: Requirements for Allocation of Certification Number

Dear CABs (Certification),

We understand that when a registered supplier (RS) submits an application for product certification and registration under the CPS scheme, they will at times be provided with an allocated certification number for them to prepare the Safety Mark before the certification and registration takes place.

The RS will also be informed that the allocation of certification number is to help in the preparation of the Safety Mark, and does not imply that the Controlled Goods have been certified by the CAB or registered with the Safety Authority. However, there is no acknowledgement from the RS that they fully understand the purpose of the allocation of certification number.

Hence, to align the practice of the allocation of certification number across all the designated CABs, we require you to use the following statement when allocating the certification number, to inform the RS not to supply the product before completion of their registration, and to obtain their acknowledgement:

The allocation of certification number is provided to help the Registered Supplier make advance preparations for the markings of the Controlled Goods. It does not imply that the Controlled Goods have been certified by (insert name of CAB). Trade, supply, or advertisement of the Controlled Good should only be done after and upon registration, and receipt of the Certificate of Conformity (CoC) from (insert name of CAB), and Acknowledgement Receipt for Certificate of Conformity (LoA) from Enterprise Singapore. Prior to trade, supply or advertisement of the Controlled Good, the Registered Supplier must also ensure that the number for the Safety Mark affixed to their Controlled Goods corresponds to the certification number as indicated on the LoA.

Acknowledgement by Registered Supplier

We, (insert name of RS/supplier) of (insert company name) confirm that we have read the above and fully understand that the allocation of certification number (insert certification number) is only for the preparation of the Safety Mark, and does not imply that the Controlled Goods have been certified or registered. We fully understand that under the Singapore Consumer Protection (Safety Requirements) Registration Scheme, we are only allowed to supply, trade or advertise for sale, Controlled Goods with the Safety Mark upon receiving the Certificate of Conformity (CoC) and Acknowledgement Receipt for Certificate of Conformity (LoA), to signify that the Controlled Goods have been successfully certified and registered.

Name and Signature

Do note that if the application is made by an agent on behalf of a supplier, both the agent and the supplier are then required to sign the acknowledgement.

For allocation of certification number via emails, the RS is to reply via email with the above acknowledgement.

CABs are to keep a copy of the allocation of certification number and acknowledgement in the technical file.

Thank you for your co-operation.

Yours sincerely,

Mr Andrew Yap
Deputy Director
for the Safety Authority
(This is computer generated, no signature is required)