

GUIDELINES FOR COMPLETING FORM – Application to be a Registered Supplier of Controlled Goods

- 1 **Supplier's FULL Business Name**
Name of the company registered in Singapore with the Accounting and Corporate Regulatory Authority (ACRA) applying as a "Registered Supplier".
- 2 **Supplier's FULL Registered Address in Singapore**
Registered address of the company registered with the ACRA.
- 3 **Supplier's Business Registration Number (issued by ACRA) in Singapore**
Business registration number of the company issued by ACRA.
- 4 **Types of Controlled Goods intended to supply in Singapore**
Controlled Goods that the supplier wishes to sell in the Singapore domestic market.
- 5 **Name and Title of Person authorised to represent the above Supplier (must be a staff of Supplier)**
Name and title (designation) of person appointed by the company to be in-charge of submission of Certificate of Conformity (CoC) as well as to liaise with the Safety Authority.
- 6 **Authorised Signature**
The signature of the staff authorised by the company to be responsible for the registration of Controlled Goods.
- 7 **Name and Title of Signatory**
The name and title (designation) of the staff authorised by the company to be responsible for registration of Controlled Goods.
- 8 **Company's Registered Seal/Stamp**
The registered seal or rubber-stamp of the company.
- 9 **Date**
The date of the day that FORM – Application to be a Registered Supplier of Controlled Goods is signed.



Application to be a Registered Supplier of Controlled Goods

For Official Use Only			
Received On			
Allocated RS Code			

You may require about 2 minutes to fill in this form.

SUPPLIER DATA

Name of Company:

Address:

Contact Person:

Designation:

Tel:

Fax:

Email:

ACRA Reference Number: (attach a copy of the Certificate of Incorporation of Private company / Certificate of Registration)

Date of Registration:

Type of Controlled Goods to be supplied in Singapore (eg. IT equipment, 13A plug, etc)

Signature:

Name:

Designation:

Date:

Please note that making a false statement on this application is an offence under the Consumer Protection (Trade Descriptions and Safety Requirements) Act (Chapter 53).

Enterprise Singapore

230 Victoria Street, #10-00, Bugis Junction Officer Tower, Singapore 188024
Tel: 1800-773 3163 Website: www.enterprisesg.gov.sg/



Notification of Change of Registered Supplier's Particulars

You may require about 2 minutes to fill in this form.

Name of Company:

We wish to inform you that our company has changed the following particulars (please tick where necessary on the box)

<input type="checkbox"/>	Company name (please attach Certificate of Incorporation on Change of Company Name / Certificate of Registration)	<input type="text" value="New Company name"/>
<input type="checkbox"/>	Company's registered address	<input type="text" value="New Address"/>
<input type="checkbox"/>	Name and Designation of person authorised to represent the company	<input type="text" value="New Name and Designation"/>
<input type="checkbox"/>	Tel	<input type="text" value="New Tel"/>
<input type="checkbox"/>	Fax	<input type="text" value="New Fax"/>
<input type="checkbox"/>	Email	<input type="text" value="New Email"/>
<input type="checkbox"/>	Others (please specify):	<input type="text"/>

Signature:

Name:

Designation:

Date:

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**Notification of Modification to Registered Controlled Goods
(for non-technical modification only)**

You may require about 2 minutes to fill in this form.

Trade Name:

Old Model No.:

Certificate of Conformity No.:

New Model No.:

We wish to inform the Safety Authority that our registered Controlled Goods, has changed its registered model number due to the following modification(s) (Please describe the modification(s) in the box below)

Note: A new certificate number will be issued to the new model number should the modification(s) be accepted

Signature:

Name:

Designation:

Date:

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