

# Guidelines on supporting documents

## Table of contents

Content	Pages
Which products require special approval or licensing?	2
What is a safety mark?	2
What are Registered Suppliers?	5
Applying to become a Registered Supplier	5
Safety Mark Design	6
Including the Safety Mark in product listings	6
FAQ on Controlled Goods and Registered Suppliers	7

## Which products require special approval or licensing?

If you are planning to list any of the following products, you'll need to upload the relevant supporting documents before you can start selling them on Shopee.

Product category	Supporting documents
Alcohol or alcoholic beverages Condoms Medical Devices Personal mobility devices such as e-scooters, hoverboards, and e-bicycles Prescribed or non-prescribed medicine Self-defense sticks Pre-paid top-up cards	Valid licenses must be submitted and approved by Shopee.
Pet Food	All online sales and pet food must be approved by the Agri-Food and Veterinary Authority of Singapore (AVA).
Household products	Any product that falls under the <b>Controlled Goods</b> needs to be registered with Enterprise Singapore.

## What is a Safety Mark?



The Safety Mark is a label for household products sold in Singapore to show that they have been tested and approved for safe use. These products are known as Controlled Goods.

Under the Consumer Protection (Safety Requirements) Regulations (CPSR), Controlled Goods includes 33 categories of household products that require registration with Enterprise Singapore. They can only be sold in Singapore after they are tested to specified safety standards and affixed with the SAFETY Mark.

If you are listing these products, you'll have to upload the supporting documents before you can sell the product on Shopee.

#### **The Safety Mark on Controlled Goods:**

- Ensures products have met the specified safety requirements.
- Helps to prevent incidents that could result in injuries or deaths, and damages to properties.
- Grants the manufacturer a marketing advantage as consumers are assured of its safety.

#### **List of Controlled Goods**

Enterprise Singapore categorises Controlled Goods into three risk levels which includes Low, Medium, and High.



#### **Low Risk Controlled Goods include:**

- Air cooler, Fuse ( $\leq 13$  amperes)
- Room air-conditioner
- Table lamp or Standing lamp



**Medium Risk Controlled Goods include:**

- AC adaptors, Multi-way adaptor, Portable socket-outlet, 3-pin main plugs
- Audio and video products, Home computer system
- Liquid heating appliances (kettles, air pots and hot water dispensers), Kitchen machines (mixers, blenders and mincers), Coffee maker
- Microwave oven, Toaster, Grill, Roaster, Hot plate, Deep fryer, Wok and similar appliances, Rice cooker, Slow cooker, Stationary cooking appliances (Cooking ranges and Hobs)
- Decorative lighting chain, Isolating transformer for downlight fitting
- Fans, Iron, Vacuum cleaner, Washing machines
- Hair care appliances (Hair dryers, Hair curlers, Hair straightener and Hair styler)



### **High Risk Controlled Goods include:**

- Components of the Liquefied Petroleum Gas system (Hose, Regulator, Valve)
- Gas cooking appliances (Built-in, Table, Free-standing and Portable Gas cookers)
- Domestic electric wall switch, Lamp control gears
- Main socket-outlets (13-amp or 15-amp switched shuttered socket-outlets)
- Water heaters and Refrigerators (rated voltage of not more than 250 Vac)

If you are uncertain whether the product you intend to sell falls within under Controlled Goods, please check the [List of Controlled Goods](#).

## **What are Registered Suppliers?**

Suppliers who wish to supply Controlled Goods into Singapore would first have to register with the Safety Authority. These parties are referred to as 'Registered Suppliers' (RS).

### **Which parties need to apply to become Registered Suppliers?**

Manufacturers and New Distributors who take over existing registered Controlled Goods from another RS.

### **What if I was an Importer?**

If you import Controlled Goods that are meant for sale in Singapore, you are required to register with the Safety Authority.

### **What if I was a Reseller?**

You are only required to apply for registration if you import the Controlled Goods yourself.

### **How do I know if I have successfully registered as a Registered Supplier?**

You will receive notification of the Registered Supplier Code and a softcopy of the Safety Mark bromide.

## **Applying to become a Registered Supplier**

- **By Hardcopy**

Complete the form - [RS Registration Form](#)

- **Online e-Registration**

Go to [e-Registration form](#)

\*Note that a copy of the Certification of Incorporation of Private Company/Certificate of Registration issued by ACRA will be required for registration.

Learn about the full process of [registering Controlled Goods \(CGs\) for sale in Singapore](#)

## Safety Mark Design



The Certification number is issued by a Conformity Assessment Body (CAB), and is traceable to the Registered Supplier and the registered Controlled Good.

XX = year of certification, YYYYY = serial number, ZZ = CAB identity code

## Including the Safety Mark in product listings


The Safety Mark Certification Number will be displayed to buyers under Product Specifications.

You can enter the Safety Mark Certification Number under the **Basic Information** section when you add a new product.

**Basic information**

\* Product Name  35/120

\* Product Description  0/3000

\* Category [Home Appliances > Large Appliances > Refrigerators](#) 

\* Brand

\* Warranty

\* Safety Mark  Registration No.

## FAQ on Controlled Goods and Registered Suppliers

### What is the registration fee for SDoC and CoC?

The registration fee for both SDoC and CoC are \$180 (excluding GST) for new applications.

### What is the validity period for the registration of the Certified Controlled Goods?

The registration of Certified Controlled Goods is valid for three years, and may be renewed.

### How can Registered Suppliers renew their registration of the Certified CG?

- For low risk level CG, RS can renew SDoC through the [Consumer Product Safety and Accuracy \(CPSA\) System](#) with the renewal fee of \$50 (excluding GST) through online payment (via website) at <https://cpsa.enterprisesg.gov.sg>.
- For medium and high risk levels CG, Registered Suppliers need to approach the CAB who issued their CoC to have the Controlled Good recertified. After the recertification process is completed, they can renew their CoC using the [CoC Renewal Form](#).

\*Registered Suppliers are encouraged to initiate the renewal process 6 months prior to the

expiration date.

**What is the penalty for supplying unregistered Controlled Goods?**

Any person found guilty of selling unregistered Controlled Goods, is liable upon conviction, to a fine not exceeding S\$10,000 or imprisonment for a term not exceeding two years or both.

**What penalties will Shopee give to sellers who do not display Safety Marks on Controlled Goods?**

Shopee will delete Controlled Goods products that do not have the Safety Mark number. Penalty Point(s) will be incurred under the [Seller Penalty Points System](#).