

## INFORMATION ON PRODUCER REGISTRATION

The Producer registration form is accessible via the following web-link: <https://go.gov.sg/rsa-reg>.

2 The form has been developed for Producers of electrical and electronic products regulated under the Resource Sustainability Act 2019 (RSA) to register with the NEA.

3 To register, Producers are to fill all compulsory input fields in the form. All input fields are compulsory, unless indicated as “optional”.

4 The instructions below serve to guide the Company Representative on the registration process.

### **Instructions**

#### **A. Company Details**

The Unique Entity Number (UEN) of the company and Singapore registered company name shall be provided.

#### **B. Singapore Registered Company Address**

The following details of the company’s address shall be provided:

- i. Postal Code (only numbers allowed);
- ii. Block No. (alphanumeric allowed);
- iii. Street Name (alphanumeric allowed);
- iv. Building Name (alphanumeric allowed);
- v. Floor (alphanumeric allowed); and
- vi. Unit No. (alphanumeric allowed).

You may enter a dash “ – “ if any of the information is not applicable.

#### **C. Primary Contact Information**

The Primary Contact shall be the main point of contact with the NEA and must hold a valid CorpPass ID and account.

He/she is responsible for the registration of the Company, the submission of annual declarations to the NEA on the weight of regulated products supplied, as well as any other required documents or information.

The following details of the Primary Contact of the company shall be provided:

- i. Full name as per NRIC;
- ii. Designation;
- iii. Email;
- iv. Office Number; and
- v. Mobile Number

#### **D. Secondary Contact Information**

The Secondary Contact shall be the second point of contact with the NEA with a valid CorpPass ID and account and is recommended to be an employee of C-suite level.

He/she would also be an employee with oversight of, as well as the power to approve the data and other information submitted to the NEA by the Primary Contact, on behalf of the company.

He/she shall also provide acknowledgement for information submitted by the Primary Contact, when required by the NEA.

The following details of the Secondary Contact of the company shall be provided:

- i. Full name as per NRIC;
- ii. Designation;
- iii. Email;
- iv. Office Number; and
- v. Mobile Number

#### **E. Supporting Documents**

The ACRA Business Profile, updated as of the last 6 months, shall be uploaded. The maximum file size acceptable is 10 MB. The accepted file types are .pdf, .doc, .jpg, .png and .zip.

#### **F. Willingness to Receive Legal Documents over Email**

Producers will also be asked to indicate, in the form, whether they are willing to accept service of documents under the RSA by email:

- i. If the Producer states “yes”, such documents will be served on the Producer by email only;
- j. If the Producer states “no”, such documents will be served on the Produced by hard copy only.

5 Should you have any queries related to filling the registration form, please contact the following officers:

<b>S/N</b>	<b>Officer</b>	<b>Contact</b>
1	WEE Ian Bing	6731 9764
2	Nathanael SIM	