

## KEEPING OF RECORDS/DOCUMENTS

Producer Type	Types of Records/Supporting Documents Which May Be Kept
All Producers	<p>Pursuant to section 18(1)(a) of the RSA, all Producers who supply regulated products must keep and maintain complete and accurate records of the weight and number of all regulated products the Producer has supplied in Singapore. These records are to be kept from the year the records were generated.</p> <p>The NEA considers the following records/documents, where applicable to the Producer, to be relevant to verifying the accuracy of the weight and number of regulated products the Producer has supplied in Singapore:</p> <ol style="list-style-type: none"> <li>i. Import receipts and customs declaration forms detailing number and weight of regulated products imported, including import dates; and/or</li> <li>ii. Export receipts and customs declaration forms detailing number and weight of regulated products exported, including export dates; and/or</li> <li>iii. Manufacturing records detailing number and weight of regulated products, including date(s) of manufacture; and/or</li> <li>iv. Equipment order forms and receipts detailing number and weight of regulated products, including dates of order and delivery; and/or</li> <li>v. Records of the number and weight of regulated products supplied, by way of             <ol style="list-style-type: none"> <li>i. Sale (including by barter or exchange) or hire-purchase; and/or</li> <li>ii. Retail or wholesale; and/or</li> <li>iii. Connection with any agreement (e.g. warranty agreement); and/or</li> <li>iv. Offering the supply of the regulated product or exposure of the regulated product for supply; and/or</li> </ol> </li> <li>vi. Any other records that are equivalent to the above.</li> </ol>
	<p>Pursuant to Section 18(2)(c) of the RSA, all Producers of regulated products must provide to the NEA the records mentioned in Section 18(1) and such other record, document or information relevant to monitoring or evaluating compliance with the RSA, as the NEA may require, in the time specified by the NEA.</p> <p>The NEA may request for Producers of regulated products to make available the technical specifications of regulated products supplied in Singapore.</p>

<p>Producers of regulated non-consumer products</p>	<p>Pursuant to Section 18(1)(b) of the RSA, all Producers who supply regulated non-consumer products must keep and maintain complete and accurate records detailing:</p> <ul style="list-style-type: none"> <li>i. The weight and number of all regulated non-consumer products collected for disposal in compliance with Section 13 of the RSA; and</li> <li>ii. How the collected regulated non-consumer products were handled or disposed of (e.g. refurbished and reused, or sent to which e-waste recyclers).</li> </ul> <p>These records are to be kept from the year the records were generated.</p> <p>The NEA considers the following documents, where applicable to the Producer, to be relevant to verifying the accuracy of the weight and number of regulated products collected, sent for reuse, recycled and disposed of:</p> <ul style="list-style-type: none"> <li>i. Collection receipts from/to premises (to reflect the type of unwanted non-consumer products collected, number of units collected, collection request date and collection date); and/or</li> <li>ii. Invoices/shipping records for sale/lease of reused/refurbished products; and/or</li> <li>iii. Receipts from recyclers (to reflect weight of each type of non-consumer products sent for recycling); and/or</li> <li>iv. Receipts from waste collectors (to reflect the weight of non-consumer products disposed of*). and/or</li> <li>v. Any other records that are equivalent to the above.</li> </ul> <p><i>*If the waste collectors are unable to ascertain the weight of the e-waste, then the producers can declare based on their knowledge of the weight per unit of product disposed of.</i></p>
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