**RECYCLING SERVICE PROVIDER (RECYCLER) REGISTRATION FORM**

**Introduction**

1. To qualify as a Recycling Service Provider (Recycler) under the National Voluntary Partnership (NVP), your company has to be registered with NEA as demonstration of its credentials.
2. The applicant is required to submit information on its recycling processes and other relevant data. The registered Recycling Service Provider (Recycler) is required to produce periodic reports to maintain a valid registration status.
3. Participation in this registration scheme is entirely voluntary. However, if you are registered as a Recycling Service Provider (Recycler), you agree to abide by the requirements stated herein for the duration of validity of the registration.

**Instructions / Terms & Conditions**

Application Submission Requirement

1. The Recycling Service Provider (Recycler) applying to register with the scheme is required to submit the following materials:
	1. Checklist, Application Cover Sheet, and Declaration by Applicant
	2. Relevant information and copies of documentation stated in the Checklist (as attachments)

1. All pages of the application and supporting documents are to be scanned and e-mailed to:

Ms Loh Kang Li (Loh\_Kang\_Li@nea.gov.sg)

Ms Sushma Prabhu (Sushma\_Prabhu@nea.gov.sg)

1. The Recycling Service Provider (Recycler) may be required to provide further evidence and substantiation to support its submissions.

Qualification Criteria

1. NEA will assess the information submitted to determine if applicant fulfils the criteria for registration. A complete submission does not automatically lead to qualification for registration.
2. NEA reserves the right to disqualify service providers for any reason, including, but not limited, to the failure to fulfil any criteria.

Inspection Requirement

1. As a condition of application and registration, as well as for the purposes of verifying the processes and activities related to the services provided, the Recycling Service Provider (Recycler) shall permit NEA officers and persons authorised by NEA to inspect the premises where services are being provided and to inspect books, records and documents related to the services provided.

Reporting Requirement

1. As a condition of registration / maintenance of registration status and for the purposes of verifying the processes and activities related to the services provided, the Recycling Service Provider (Recycler) shall submit periodic reports of recycling tonnages and other pertinent information to NEA upon NEA’s request.

Disclosure Requirement

1. As a condition of registration / maintenance of registration status, the Recycling Service Provider (Recycler) shall permit NEA to provide **non-commercially sensitive** information (e.g. official contact information, types of recycling services provided, credentials related to recycling standards) to the public for the purposes of public education.

Withdrawal of Application / Registration

1. Participation in this registration scheme is entirely voluntary. At any time, the Recycling Service Provider (Recycler) may withdraw its application or registration by giving NEA one (1) month’s notice of its decision to withdraw.
2. To withdraw, a scanned copy of a statement by the company/organisation made on company/organisation letterhead and duly signed should be e-mailed to:

Ms Loh Kang Li (Loh\_Kang\_Li@nea.gov.sg)

Ms Sushma Prabhu (Sushma\_Prabhu@nea.gov.sg)

Definitions

1. For the purposes of this registration scheme, the following definitions apply:
	1. “Recycling service” refers to any of the processes/services stated in Notes (1) of the Checklist below.

* 1. “Recycling Service Providers” refers to any party that performs any of the processes/services stated in Notes (1) of the Checklist below.

**CHECKLIST**

|  |  |  |
| --- | --- | --- |
| **S/N** | **Description** |  **Complete?** |
| 1. **Processes**
 |
| A | Description of all processes/services (include types of e-waste processed, process flow diagram, specifications, photographs and other relevant info) | [ ]  |
| B | Description of how process outputs are handled or treated | [ ]  |
| C | List of all downstream service providers that handle process outputs | [ ]  |
| 1. **Compliance**
 |
| A | Valid clearance letter on the use of industrial premises issued by NEA | [ ]  |
| B | Valid General Waste Disposal Facility (GWDF) licence  | [ ]  |
| 1. **Others**
 |  |
| A | Any other relevant licences and permits from NEA (e.g. Toxic Industrial Waste (TIW) collector licence, General Waste Collector (GWC) licence, Basel permit, etc.) | [ ]  |

Notes:

1. **You are only required to submit information and supporting documentation relevant to the processes/services provided by your company/organisation.**

Processes/services may include (but not be limited to) the following:

* 1. Collection, transport, handling and logistics processes/services
	2. Refurbishment processes/services (e.g. visual sorting, assembly and disassembly, hardware and software replacement and installation, equipment testing)
	3. Recycling processes/services (e.g. remanufacturing, salvage, material recovery, responsible disposal)
	4. Record keeping, documentation and reporting processes/services
1. Process outputs may include (but not be limited to) recyclable/recycled/scrap materials, general/hazardous/toxic waste, residues, emissions and effluents.
2. Applicants can consider submitting the following to support their application:

Environmental, Health, Safety and Security

* 1. Employee training programme for environment, health and safety and proper handling of e-waste
	2. Evidence of safe and secure facility to conduct operations and to ensure sound safekeeping environment of e-waste collected
	3. Evidence of general and environmental liability insurance
	4. Description of processes to ensure data security and ability to provide certificates of destruction and recycling reports

Compliance with Process Standards and Guidelines

1. Certification to management system standards (e.g., ISO14001:2004 (Environmental Management), ISO9001:2008 (Quality Management), SS 587 (Singapore Standard for Management of End-of-Life ICT Equipment))
2. Certification to recycling process standards (e.g., R2, RIOS, e-Stewards)
3. Evidence of compliance with *Partnership for Action on Computing Equipment* *(PACE)* guidelines
4. Evidence of compliance with any other relevant process guidelines or standards (please specify)
5. Evidence of compliance with NEA’s circular, “Import and Export of E-Wastes and Used Electronic Equipment” (PCD/BASEL/07-01)

**APPLICATION COVER SHEET**

|  |
| --- |
| RECYCLING SERVICE PROVIDER (RECYCLER) DETAILS |
| Name | Click here to enter text. |  |
| Address | Click here to enter text. |  |
| Recycling Facility Address (if different from above) | Click here to enter text. |  |
|  |  |  |
| Website Address | Click here to enter text. |  |
| Tel. No. | Click here to enter text. |  |
|  |  |  |
| CONTACT PERSON DETAILS |
| Name | Click here to enter text. |  |
|  |  |  |
| Job title/Designation  | Click here to enter text. |  |
| Email | Click here to enter text. |  |
| DID | Click here to enter text.  |  |
| Mobile No. | Click here to enter text. |  |
|  |  |  |

**DECLARATION BY APPLICANT**

I agree to abide by the requirements stated herein for the duration of validity of the registration.

I declare that the facts stated in this application and the accompanying information are true and correct to the best of my knowledge and that I have not withheld/distorted any material facts. NEA reserves the right to request additional information and I am aware that any failure to supply such information requested will affect this application.

I am further aware that in the event of any failure to comply with the above or should any declaration or information given found to be false or untrue, I may be disqualified from the registration scheme.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Company stamp |  |  |
|  |  |  |
| Signature of authorised representative |  | Signatory’s job title / designation |
|  |  |  |
| Name (in BLOCK LETTERS) |  | Date (DD/MM/YY) |
|  |  |  |
| The Applicant’s signatory should be the CEO, MD or one who holds an equivalent position in the company.. |
|  |  |  |
|  |  |  |
| Signature of witness |  | Signatory’s job title / designation |
|  |  |  |
| Name (in BLOCK LETTERS) |  | Date (DD/MM/YY) |