Technical Guidelines for the Import, Export and Transit of Waste Electrical and Electronic Equipment (WEEE) and Used Electrical and Electronic Equipment (UEEE)

Introduction

The aim of the technical guidelines is to provide a reference document for the local industry (e.g. recyclers, traders, suppliers etc.) with regard to the transboundary movement of (i) electrical and electronic waste (e-waste), i.e., Waste Electrical and Electronic Equipment (WEEE) and its components that are listed in the Annexes of the Basel Convention[1] on the Control of Transboundary Movements of Hazardous Waste and Their Disposal ("Basel Convention") and (ii) Used Electrical and Electronic Equipment (UEEE).

At the 15th Conference of the Parties to the Basel Convention held in Jun 2022, Parties adopted the 'e-waste amendments', where all WEEE and its components will be covered under entries Y49 in Annex II or A1181 in Annex VIII of the Basel Convention and will be subjected to transboundary movement control from 1 Jan 2025 onwards. Accordingly, the National Environment Agency (NEA) of Singapore will regulate the transboundary movement of WEEE and its components under the Hazardous Waste (Control of Export, Import and Transit) Act ("HWA") and its Regulations.

On the other hand, the transboundary movement of UEEE for purposes other than disposal or recycling, such as direct reuse or repair, is generally not classified as e-waste under the Basel Convention and HWA. Correspondingly, the Prior Informed Consent (PIC) procedure under the Basel Convention does not apply unless the importing and/or exporting country regards such UEEE as e-waste under their national legislation.

The guidelines will enable the industry to better distinguish between WEEE and UEEE, as well as understand the import and export requirements for both categories whilst ensuring compliance with the obligations set forth by the Basel Convention.

The industry **should note** that the technical guidelines do not exempt them from the need to comply with the domestic regulations and requirements imposed by the exporting and importing countries of UEEE and WEEE.

Scope of the Technical Guidelines

The technical guidelines comprise the following key areas:

Part A:	Differentiation between WEEE and UEEE
Part B:	Categorisation of WEEE – Y49 or A1181
Part C:	Export, Import and Transit Requirements of WEEE
Part D:	Export, Import and Transit Requirements of UEEE
Part E:	Packaging and Transportation Requirements for WEEE and UEEE
Part F:	Other Supporting Information
Part G:	TradeNet Declarations

[1] The Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal was adopted in 1989 and came into force in 1992.

Part A: Differentiation between WEEE and UEEE

It is important to properly assess used equipment to determine if it should be classified as waste (i.e., WEEE) or non-waste (i.e., UEEE) and whether the provisions of the Basel Convention on transboundary movements apply. This involves detailed evaluation of each proposed shipment of used equipment, considering all relevant factors, such as the present condition of the equipment, the equipment's history and its intended fate.

In cases where used equipment is declared to be intended for reuse, repair, failure analysis or refurbishment, rather than to be disposed of as waste, adequate evidence should be furnished to authorities upon request, prior to shipment. Nevertheless, all countries maintain the right to prohibit the import or export of used equipment destined for failure analysis, repair, or refurbishment, as provided by their national legislation.

Used equipment could be considered as WEEE by a country if it is defined as or considered to be waste under the provisions of that country's national legislation[2]. Furthermore, countries can apply additional criteria for waste classification, such as equipment age, residual lifetime, obsolete technology, or the presence of specific components like cathode ray tubes.

In cases where used equipment is considered as WEEE by either the exporting country or the importing country, both exporting and importing countries must comply with Basel Convention provisions, including the PIC procedure.

This following table below provides a list of considerations (non-exhaustive) in which used equipment may be classified as WEEE or UEEE:

WEEE	UEEE
1. Used equipment destined for disposal or recycling, or if its fate is uncertain 2. Used equipment destined for disassembly and or cannibalisation for the purpose of obtaining spare parts 3. Used equipment is unable to perform its key function(s) due to a lack of essential parts, and is not destined for repair	1. Used equipment destined for reuse, or extended use and supported by valid documentation (e.g. contracts relating to the sale and/or transfer of ownership of used equipment, evidence of evaluation/testing determining it is in good working condition, declaration by exporter/importer that none of the equipment is considered as waste in any of the countries involved in the transport) and are well-packaged to prevent damage during transportation

[2] For information on other countries' national legislation on hazardous and other waste (including WEEE) under the Basel Convention, please refer to the Basel Convention website at: https://www.basel.int/Countries/NationalLegislation/tabid/1420/Default.aspx.

4. Used equipment contains defects or physical damage that materially affects its functionality or safety, fails relevant functionality test, and is not destined for repair 5. Used equipment is particularly worn or damaged in appearance and is not destined for repair and/or reuse 6. There is no regular market for the used equipment to be reused or repaired 7. Used equipment collected in large quantities from collection centres without further checks on its potential for reuse or repair.	2. Used equipment destined for failure analysis with the intention of reuse, or extended use, and supported by valid documentation (e.g. contract between the exporter and the importing facility for the failure analysis work) 3. Used equipment destined for repair or refurbishment with the intention of reuse, or extended use, and supported by valid documentation (e.g. contract between the exporter and the importing facility for the repair/refurbishment work)

You may wish to seek further clarification, if any, from NEA via email at NEA_Basel@nea.gov.sg on the classification of their used equipment and the corresponding transboundary movement requirements.

Part B: Categorisation of WEEE – Y49 or A1181

If the used equipment is determined to be WEEE, the next step is to determine if the WEEE and/or its components should be categorised as hazardous WEEE or non-hazardous WEEE under the Basel Convention.

Hazardous WEEE (i.e. A1181 of Annex VIII) refers to WEEE that contains Annex I[3] constituents to an extent that it exhibits Annex III[4] characteristics. It also includes WEEE with specific components that are inherently hazardous, such as those containing asbestos or capacitors with polychlorinated biphenyls (PCBs). Hazardous WEEE could be in whole, component, or crushed form.

In contrast, non-hazardous WEEE (i.e. Y49 of Annex II) refers to WEEE that does not contain Annex I constituents or components to an extent that it exhibits Annex III characteristics. Similarly, non-hazardous WEEE could be in whole, component or crushed form.

The appropriate classification of WEEE (i.e. Y49 or A1181) will facilitate the proper management and disposal of e-waste, ensuring that potentially hazardous materials are handled safely and effectively.

For the descriptions of Y49 in Annex II and A1181 in Annex VIII as well as the details of the e-waste amendments, please refer to **Annex A**.

Part C: Export, Import and Transit Requirement for WEEE

In general, the importing company receiving the WEEE for the purpose of recycling must have a licenced recycling facility that is able to process WEEE in an environmentally sound manner.

In Singapore, WEEE importers must possess a **General Waste Disposal Facility (GWDF) licence** for e-waste. All WEEE imported into Singapore shall be recycled by the importing company only (i.e. no transfer of WEEE to other companies is allowed and no involvement of third-party companies as facilitators/aggregators).

The following table provides the overall import and export requirements for WEEE. All transboundary movement of WEEE between Parties of the Basel Convention, including transits of WEEE through Singapore, requires the Prior Informed Consent (PIC) procedure prior to shipment, and a **Basel Permit** shall be obtained from the Chemical Control and Management Department (CCMD) of NEA prior to shipment. For more information on the application of a Basel Permit, please visit NEA website at https://www.nea.gov.sg/corporate-functions/resources/legislation-international-law/multilateral-environmental-agreements/chemical-safety/basel-convention/application-for-basel-permit

[3] Annex I of the Basel Convention outlines the specific categories of waste controlled by the Convention

[4] Annex III of the Basel Convention defines the hazardous characteristics (e.g. explosive, toxic etc.) of waste

Annex Code	Country Ratified Ban Amendment[5]		Country Did Not Ratify Ban Amendment		Non-Parties to Basel Convention[6]	
	Export from SG	Import into SG	Export from SG	Import into SG	Export from SG	Import into SG
A1181 (Hazardous WEEE)	Allowed (Subject to PIC)	[7]Not allowed - if country is an Annex VII country	Allowed (Subject to PIC)	Allowed (Subject to PIC)	Not allowed	Not allowed
Y49 (Non-hazardous WEEE)	Allowed (Subject to PIC)	[7]Allowed (Subject to PIC) **except from European OECD states**	Allowed (Subject to PIC)	Allowed (Subject to PIC)	Not allowed	Not allowed

[5] The onus is on the exporting state listed in Annex VII of the Basel Convention to ensure that the export complies to the requirements under the Ban Amendment, which includes prohibiting the export of hazardous waste which are destined for final disposal operations from OECD to non-OECD states. Please refer to the Basel Convention website for the list of countries which have ratified the Ban Amendment at: https://www.basel.int/Countries/StatusofRatifications/BanAmendment/tabid/1344/Default.aspx

[6] Countries which are not in the list of Parties are non-Parties. Please refer to the list of Parties under the Basel Convention at: https://www.basel.int/Countries/StatusofRatifications/PartiesSignatories/tabid/4499/Default.aspx

[7] For European OECD states that have ratified the Ban Amendment, the export of A1181 or Y49 waste from these states to non-OECD states is prohibited under the EU legislations.

Part D: Export, Import and Transit Requirement for UEEE

For each TradeNet[8] declaration for UEEE, companies must upload key supporting documents (i.e. Invoice/packing list, Bill of Lading, Airway Bills, Declaration Letter, Contractual Agreements showing the location of the repair / refurbishment / testing facility and the fate of the equipment after repair / refurbishment / testing, etc.) to expedite processing. The TradeNet declaration is mandatory for all UEEE shipments, regardless of quantity. Failure to include any of the key supporting documents may result in delays in processing or rejection of the TradeNet declaration.

[8] TradeNet is Singapore's National Single Window for trade declarations where various parties are allowed to exchange trade information electronically. It enables Singapore Customs and other competent authorities to monitor the movement of goods.

The following table provides the overall **export** requirements for UEEE from Singapore:

Non-exhaustive documents to be uploaded in TradeNet (See Part G)	
For direct re-use	• Commercial invoice or contract relating to the sale and/or transfer of ownership of the used equipment • Shipping documents (e.g. bill of lading or air waybill, packing list etc.) • A declaration letter (with company letterhead) by the Singapore exporter of the equipment that none of the equipment within the shipment is defined or considered as waste in any of the countries involved in the transport (countries of export and import and, if applicable, countries of transit), and the purpose of the shipment. A sample template of the declaration letter can be found in **Annex B**. • Surveyor report confirming that all used equipment is in good working condition prior to shipment and meets the import requirements of the receiving country (to be made available upon request by NEA)

For repair and refurbishment	• Commercial invoice(s)
	• Contract between the Singapore exporter and the legal representative of the facility where the equipment is to be repaired or refurbished (to be made available upon request by NEA)
	• Shipping documents (e.g. bill of lading or air waybill, packing list etc.)
	• A declaration letter (with company letterhead) by the Singapore exporter of the equipment to declare that:-
	  ○ None of the equipment within the shipment is defined or considered as waste in any of the countries involved in the transport (countries of export and import and, if applicable, countries of transit)
	  ○ A description of the fate (e.g. whether there is a ready market for re-sale) of the UEEE after completion of repair/refurbishment works
	  ○ Provisions to ensure that any residual waste generated from the repair work shall be managed in accordance with the requirements of the importing facility country
	  ○ Provisions requiring the facility to provide the person who arranged the transport with a feedback report on the repair or refurbishment activities that were performed on the equipment.
	A sample template of the declaration letter can be found in **Annex C**.

For failure analysis	• Commercial invoice(s)
	• Contract between the Singapore exporter and the legal representative of the facility where the equipment is to undergo failure analysis (to be made available upon request by NEA)
	• Shipping documents (e.g. bill of lading or air waybill, packing list etc.)
	• A declaration letter (with company letterhead) by the Singapore exporter of the equipment to declare that:-
	  ○ None of the equipment within the shipment is defined or considered as waste in any of the countries involved in the transport (countries of export and import and, if applicable, countries of transit)
	  ○ A description of the fate (e.g. whether there is a ready market for re-sale) of the UEEE after completion of failure analysis works
	  ○ Provisions to ensure that any residual waste generated from the failure analysis activity shall be managed in accordance with the requirements of the importing facility country
	  ○ Provisions requiring the facility to provide the person who arranged the transport with a feedback report on the failure analysis activities that were performed on the equipment.
	A sample template of the declaration letter can be found in **Annex D**.

The following table provides the overall **import** requirements for UEEE into Singapore.

Non-exhaustive documents to be uploaded in TradeNet (See Part G)	
For direct re-use	• Shipping documents (e.g. bill of lading or air waybill, commercial invoice, packing list etc.) • A declaration letter (with company letterhead) by the Singapore importer of the equipment that none of the equipment within the shipment is defined as or is considered to be waste in any of the countries involved in the transport (countries of export and import and, if applicable, countries of transit), and the purpose of the shipment. A sample template of the declaration letter can be found in **Annex B**. • Surveyor report confirming that all used equipment is in good working condition prior to shipment (to be made available upon request by NEA)

For repair and refurbishment	• Shipping documents (e.g. bill of lading or air waybill, commercial invoice, packing list etc.) • Contractual agreement between the exporter and the importer for the repair/refurbishment work (to be made available upon request by NEA) • Importer shall possess a repair facility unless the purpose of import is for consolidation of UEEE and re-export to overseas repair facilities for repair works. Importer acting as consolidator should provide the Warranty/Contractual Agreement among exporter, consolidator & overseas repair facility for the repair works (to be made available upon request by NEA). • A declaration letter (with company letterhead) by the Singapore importer of the equipment to declare that:- o None of the equipment within the shipment is defined or considered as waste in any of the countries involved in the transport (countries of export and import and, if applicable, countries of transit) o A description of the fate of the UEEE (e.g. whether there is a ready market for re-sale) after completion of repair/refurbishment works o Provisions to ensure that any residual waste generated from the repair work shall be managed in accordance with local regulations o Provisions requiring the facility to provide the person who arranged the transport with a feedback report on the repair or refurbishment activities that were performed on the equipment. A sample template of the declaration letter can be found in **Annex C**.

For failure analysis	• Shipping documents (e.g. bill of lading or air waybill, commercial invoice, packing list etc.) • Contractual agreement between the exporter and the importer for the failure analysis activity (to be submitted upon request by NEA) • Importer shall possess a facility for the failure analysis activity unless the purpose of import is for consolidation of UEEE and re-export to overseas facilities for failure analysis works. Importer acting as consolidator should provide the Warranty/Contractual Agreement among exporter, consolidator & overseas failure analysis facility (to be made available upon request by NEA). • A declaration letter (with company letterhead) by the Singapore importer of the equipment to declare that:- ○ None of the equipment within the shipment is defined or considered as waste in any of the countries involved in the transport (countries of export and import and, if applicable, countries of transit) ○ A description of the fate (e.g. whether there is a ready market for re-sale) of the UEEE after completion of repair/refurbishment works ○ Provisions to ensure that any residual waste generated from the failure analysis activity shall be managed in accordance with local regulations ○ Provisions requiring the facility to provide the person who arranged the transport with a feedback report on the repair or refurbishment activities that were performed on the equipment. A sample template of the declaration letter can be found in **Annex D**.

For the transit of UEEE through Singapore on a through air waybill or bill of lading, only the key supporting documents such as invoice/packing list and bill of lading / air waybills are mandatory to be submitted in TradeNet. This requirement does not apply to import shipments into Singapore for re-export purposes.

Part E: Packaging and Transportation Requirements for WEEE and UEEE

Companies intending to import or export UEEE for purposes such as reuse, repair and refurbishment, or failure analysis should ensure that each piece of UEEE must be individually safeguarded against damage and potential hazards during transportation, loading, and unloading. This protection is achieved through sufficient packaging and appropriate stacking of the load by the responsible personnel. In addition, appropriate documents must accompany the UEEE during transportation. These include surveyor reports, inspection certificates or functionality testing report stating the working conditions of the UEEE and contractual agreements for any repair works. WEEE that are subject to transboundary movement controls should be packaged, labelled and transported in conformity with international rules and standards.

Note: NEA does not provide a recommended list nor appoint any official surveyors for the inspections of UEEE for direct reuse. Companies should ensure that the engaged surveyors or companies issuing the inspection certificates and functionality testing reports have a proven track record for such inspection works.

Part F: Other Supporting Information

Authorities may require additional supporting documentation to further determine whether equipment and/or its components should be classified as UEEE or WEEE, and to establish if the export/import is permissible.

This includes but is not limited to the following:

(i) Photographic evidence on the condition of the UEEE or WEEE

(ii) Analytical reports and certification for WEEE (e.g. detailed breakdown of any hazardous constituents, quantitative risk assessment of the materials)

(iii) Origin and treatment processes of the UEEE or WEEE (i.e. source of the used equipment, processing activities performed on the WEEE prior to export such as sorting, shredding etc, recycling rate of the WEEE imported (i.e. the percentage of the shipment of WEEE that will be recycled or end up as waste))

(iv) Licences/permits from the importing country for conducting recycling activity on WEEE

(v) Name of a responsible contact at the dispatching organisation

(vi) Treatment and disposal process of waste residues generated from intended use

(vii) Appropriate handling instructions

(viii) Statement letters from companies and/or approval letters from relevant competent authorities to endorse the necessity of import/export and that the shipment containing UEEE is deemed as non-hazardous under the Basel Convention and the importing country's legislation

(ix) Documentation proof of the successful WEEE export to the importing company confirming that the recycling was conducted legitimately when requested

Part G: TradeNet Declarations

Under Singapore's domestic requirements, the export, import and transit of UEEE or WEEE must be declared via TradeNet prior to their transboundary movement using the appropriate Harmonised System (HS) and Product Codes.

The appropriate Product Codes to be declared for UEEE and WEEE are as follows:

a) UEEE meant for direct reuse: PCTWCB031;
b) UEEE meant for repair/refurbishment or failure analysis: PCTWCB032; and
c) WEEE meant for disposal/recycling: PCTWCB030

For more information on the appropriate HS and Product codes to be used, please refer to the full list of HS and Product codes for hazardous waste on the NEA website at https://www.nea.gov.sg/corporate-functions/resources/legislation-international-law/multilateral-environmental-agreements/chemical-safety/basel-convention. The list and definition of products regulated under RSA can be found at https://sso.agc.gov.sg/SL/RSA2019-S900-2019?DocDate=20230525&WholeDoc=1.

All supporting information and documents listed in **Part C, D and F** should also be submitted via TradeNet for the export and import of UEEE and WEEE.

References

The following documents were referenced in this set of guidelines. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) would apply.

1. Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and Their Disposal: 2019, *Texts and Annexes*

2. Hazardous Waste (Control of Export, Import and Transit) Act (Cap.122A): 1997

3. UNEP/CHW.16/INF/10/Rev.1, *Technical guidelines on transboundary movements of electrical and electronic waste and used electrical and electronic equipment, in particular regarding the distinction between waste and non-waste under the Basel Convention*

ANNEX A – E-waste amendments

Adopted Amendments to the Basel Convention[9] (Effective as of 1 Jan 2025)		**Requirements**

New entry to Annex II	**Y49: Electrical and electronic waste:**
	
	• Waste electrical and electronic equipment
	  ○ not containing and not contaminated with Annex I constituents to an extent that the waste exhibits an Annex III characteristic, and
	  ○ in which none of the components (e.g. certain circuit boards, certain display devices) contain or are contaminated with Annex I constituents to an extent that the component exhibits an Annex III characteristic
	
	• Waste components of electrical and electronic equipment (e.g. certain circuit boards, certain display devices) not containing and not contaminated with Annex I constituents to an extent that the waste components exhibit an Annex III characteristic, unless covered by another entry in Annex II or by an entry in Annex IX
	
	• Wastes arising from the processing of waste electrical and electronic equipment or waste components of electrical and electronic equipment (e.g. fractions arising from shredding or dismantling), and not containing and not contaminated with Annex I constituents to an extent that the waste exhibits an Annex III characteristic,
		The transboundary movement of all electrical and electronic waste (i.e. Y49 or A1181) will be controlled under the basel Convention, i.e.
		
		▪ PIC procedure is required
		▪ Shipment can only proceed if all Parties involved in the movement have provided their consent
		▪ Local companies dealing with the import, export or transit of electrical and electronic waste will be required to obtain a Basel Permit and an electronic Banker's Guarantee

[9] The current full text and Annexes of the Basel Convention can be found on the Basel Convention website at: https://www.basel.int/TheConvention/Overview/TextoftheConvention/tabid/1275/Default.aspx

	unless covered by another entry in Annex II or by an entry in Annex IX	

Replacing the entry A1180 with new A1181 in Annex VIII	**A1181: Electrical and electronic waste (note the related entry Y49 in Annex II)[10]:**
	
	• Waste electrical and electronic equipment
	  ○ containing or contaminated with cadmium, lead, mercury, organohalogen compounds or other Annex I constituents to an extent that the waste exhibits an Annex III characteristic, or
	  ○ with a component containing or contaminated with Annex I constituents to an extent that the component exhibits an Annex III characteristic, including but not limited to any of the following components:
	  ▪ glass from cathode-ray tubes included on list A
	  ▪ a battery included on list A
	  ▪ a switch, lamp, fluorescent tube or a display device backlight which contains mercury
	  ▪ a capacitor containing PCBs
	  ▪ a component containing asbestos
	  ▪ certain circuit boards
	  ▪ certain display devices
	  ▪ certain plastic components containing a brominated flame retardant
	
	• Waste components of electrical and electronic equipment containing or contaminated with Annex I constituents to an extent that the waste components	

[10] PCBs or PBBs are at a concentration level of 50 mg/kg or more in equipment, in a component, or in wastes arising from the processing of waste electrical and electronic equipment or waste components of electrical and electronic equipment.

	exhibit an Annex III characteristic, unless covered by another entry on list A • Wastes arising from the processing of waste electrical and electronic equipment or waste components of electrical and electronic equipment, and containing or contaminated with Annex I constituents to an extent that the waste exhibits an Annex III characteristic (e.g. fractions arising from shredding or dismantling), unless covered by another entry on list A	
Deletion of entries in Annex IX	Deletion of entries B1110 and B4030 in Annex IX	Not applicable

Annex B – Declaration Letter for UEEE Exported/Imported for Direct Re-Use

[To insert company letterhead of Singapore-based exporter or importer]

To: National Environment Agency of Singapore

DECLARATION
(Direct Re-Use of Used Electrical & Electronic Equipment (UEEE))

1. Type of shipment: Export / Import [please amend accordingly]

2. Details of the person who arranges the shipment of the equipment:
   a. Name:
   b. Address
   c. Contact (i.e. phone number and email address):

3. My company/ I _____hereby declare the following:
   a. The UEEE shipped under invoice number _____ has been tested to be in good working condition prior to *the shipment*.
   b. The UEEE within the shipment is **not defined as or considered to be waste** in any of the countries involved in the transport and is **destined for direct reuse** and not for recovery or disposal operations.
   c. Supporting documents including the commercial invoice or contract, air waybill / bill of lading and a copy of this letter are submitted on TradeNet. Additional supporting document such as surveyor report / inspection certificate / functionality test report, confirming that all used equipment is in good working condition prior to shipment will be made available if requested by NEA.
   d. The purpose of the shipment is for *[please tick accordingly]:*

☐ Inter-Company Transfer ☐ Resale ☐ *Training
☐ *Research ☐ *Demonstration ☐ *Exhibition
☐ Others (Please specify: _____)

**For selections with asterisk, please specify whether the UEEE will or will not be returned to the country of origin after use under "Additional Information" below.*

Countries Involved		
Import	**Export**	**Transit (if any)**

Description of UEEE (e.g. name)	**Model / Identification No.**

4. Additional information: (i.e. Photograph(s), where appropriate.)

……..
(Signature)
Name of Declarer & Designation:
Signed for (Company name):
Date:

Annex C – Declaration Letter for UEEE Exported/Imported for Repair/ Refurbishment

[To insert company letterhead of Singapore-based exporter or importer]

To: National Environment Agency of Singapore

DECLARATION

(Repair/Refurbishment of Used Electrical & Electronic Equipment (UEEE))

1. Type of shipment: Export / Import *[please amend accordingly]*

2. Details of the person who arranges the shipment of the equipment:
   a. Name:
   b. Address:
   c. Contact (i.e. phone number and email address):

3. My company/ I _____hereby declare the following:
   a. The following UEEE shipped under invoice number _____ is **not defined as or considered to be waste** in any of the countries involved in the transport.
   b. The UEEE is designated for **repair/refurbishment** to be conducted by the importer.
   c. After the UEEE has been repaired/refurbished, it would be _____ *[please indicate fate of equipment and next and/or final destination of the repaired/refurbished goods. For e.g., "returned to (country) for reuse". Please submit a separate document if required.].*
   d. Supporting documents including the commercial invoice or contract, air waybill / bill of lading and a copy of this letter are submitted on TradeNet. Additional supporting documents such as warranty/contractual agreement between exporter & importer/repair facility for the repair/refurbishment works, feedback report on the repair/refurbishment activities will be made available if requested by NEA.
   e. Any residual waste generated from the repair/refurbishment works shall be managed in accordance with local regulations.

Countries Involved		
Import	**Export**	**Transit (if any)**

Description of UEEE (e.g. name)	**Model / Identification No.**

Details of Receiving Repair/Refurbishment Facility		
Name	**Address**	**Contact person details**
		Name: Tel: Email:

4. Additional information: (i.e. Photograph(s), where appropriate.)

……..

(Signature)

Name of Declarer & Designation:

Signed for (Company name):

Date:

Annex D – Declaration Letter for UEEE Exported/Imported for Failure Analysis

[To insert company letterhead of Singapore-based exporter or importer]

To: National Environment Agency of Singapore

DECLARATION

(Failure Analysis of Used Electrical & Electronic Equipment (UEEE))

1. Type of Shipment: Export / Import *(please amend accordingly)*
2. Details of the person who arranges the *shipment* of the equipment:
    a. Name:
    b. Address:
    c. Contact (i.e. phone number and email address):

3. My company/ I _____hereby declare the following:
    a. The following UEEE shipped under invoice number _____ is **not defined as or considered to be waste** in any of the countries involved in the transport.
    b. The UEEE is designated for **failure analysis** to be conducted by the importer.
    c. After the UEEE has been analysed, it would be _____ *[please indicate fate of equipment and next and/or final destination of the UEEE].*
    d. Supporting documents including the commercial invoice or contract, air waybill / bill of lading and a copy of this letter are submitted on TradeNet. Additional supporting documents such as warranty/contractual agreement between exporter & importer/repair facility for the failure analysis works, feedback report on the failure analysis activities will be made available if requested by NEA.
    e. Any residual waste generated from the failure analysis works shall be managed in accordance with local regulations.

Countries Involved		
Import	**Export**	**Transit (if any)**

Description of UEEE (e.g. name)	**Model / Identification No.**

Details of facility where UEEE is to undergo failure analysis		
Name	**Address**	**Contact person details**
		Name: Tel: Email:

4. Additional information: (i.e. Photograph(s), where appropriate.)

……..
(Signature)
Name of Declarer & Designation:
Signed for (Company name):
Date: