



National Environment Agency

NEA-WRMS

User Guide



Prepared by Ecquaria Technologies Pte Ltd

WHAT YOU NEED

- ✓ A computer with internet access.
- ✓ Before accessing the Mandatory Electronic Reporting Submission, please ensure that you have a valid CorpPass and has been assigned to access to NEA's Digital Services called "NEA Waste and Resource Management System". Your company CorpPass Admin can set up the digital services under Entity's Digital Services in CorpPass.

IMPORTANT NOTE!

For information on CorpPass, please login to <https://www.corppass.gov.sg>

ADDITIONAL NOTES

- ✓ Your company will receive multiple email notification during the submission period. A total of 3 reminders will be sent.
- ✓ To reduce the time required to perform the submission, please prepare the following documents:
 - Supporting Documents (Up to 5 documents)
- ✓ Your company will receive an email notification upon registration, submission and approval.

ROLE AND RIGHTS

Legend: ✓ : Function is accessible to role. ✕ : Function is inaccessible to role.

Function	Roles
	MER REP
Submit Mandatory Electronic Report	✓
Update Registration Details	✓

TERMS OF REFERENCE

Term	Description
MER	Mandatory Electronic Reporting
EEE	Electrical & Electronic Equipment
Rep	Representative
UEN	Unique Entity Number
WRMS	Waste and Resource Management System

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1 GETTING STARTED

1.1 HOW TO ACCESS NEA'S MANDATORY EEE PRODUCER REPORTING

- a) Ensure that your computer has internet access.
- b) Launch your web browser (e.g. Internet Explorer, Firefox, etc.) and go to WRMS home page at: <https://wrms.nea.gov.sg>.
- c) Click on “Mandatory EEE Producer Reporting (MER)” as shown in **Figure 1.1.1: Mandatory EEE Producer Reporting (MER)**.

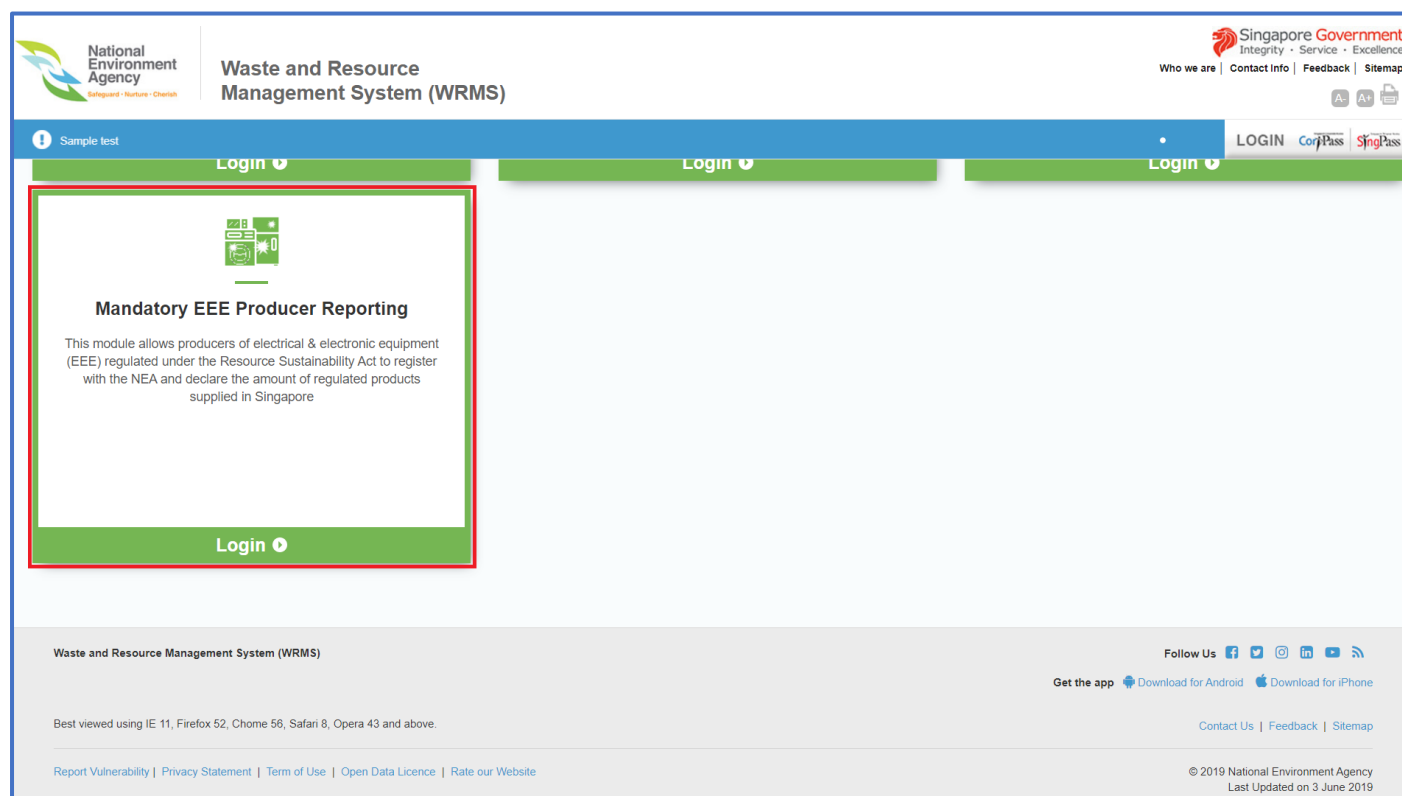


Figure 1.1.1: Mandatory EEE Producer Reporting (MER)

- d) Enter your UEN, CORPPASS ID and Password as shown in **Figure 1.1.2: CorpPass Login Page**.
- e) Click on “Login” to proceed.

Figure 1.1.2: CorpPass Login Page

f)

- a. The screen will show the Registration Form for Electronics Producer Page as seen in **Figure 1.1.3: Registration Form for Electronics Producer.**

The screenshot shows the 'Registration Form for Producers of Regulated Electrical and Electronic Equipment' in the Waste and Resource Management System (WRMS). The form is divided into two main sections: 'Company Details' and 'Singapore Registered Company Address'. The 'Company Details' section includes fields for UEN (800196576W) and Singapore Registered Company Name (Ah Eng White Coffee Pte Ltd). The 'Singapore Registered Company Address' section includes fields for Postal Code (675123), Block Number (94E), Street Name (Ang Mo Kio Avenue 1), Building Name (HDB Hub), Floor (10), and Unit No. (521). The form also features a progress bar with three steps: 1. Registration (active), 2. Confirmation, and 3. Acknowledgement. A sidebar on the left shows the user is logged in as 'MER Company Rep' with a profile picture and a dropdown menu. The top right corner includes the Singapore Government logo and a 'LOGOUT' button.

Figure 1.11.3: Registration Form for Electronics Producer


OR

- g) The screen will show the MER Rep Dashboard as seen in

The screenshot shows the 'MER Rep Dashboard' in the Waste and Resource Management System (WRMS). The dashboard is divided into two main sections: 'Pending Submission' and 'Past Submission'. The 'Pending Submission' section contains a table with one row: No. 1, Name of Submission: PTM Declaration, Declaration Year: 2020, Submission Deadline: 31-03-2020, and Action: Begin Submission. The 'Past Submission' section contains a table with one row: No. 1, Submission No.: PTM-S-2019-0000004, Name of Submission: PTM Declaration, Declaration Year: 2019, Declaration Period: 07-01-2020, Status: Submitted, and Action: View. The dashboard also features a sidebar on the left with a 'WMS' button and a 'MER Dashboard' button. The top right corner includes the Singapore Government logo and a 'LOGOUT' button. The bottom of the dashboard includes a footer with links to 'Report Vulnerability', 'Privacy Statement', 'Term of Use', 'Open Data Licence', and 'Rate our Website', as well as social media links and a copyright notice for 2019 National Environment Agency.


Figure 1.11: MER Rep Dashboard below. In the dashboard, there are two sections:

- a. Pending Submission: Lists out all declarations yet to be submitted by your company.
- b. Past Submission: Lists out all previous submissions made by your company.



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!

LOGOUT

Logged in as
MER Company Rep

Welcome

XXXXX779I/
S2966779I

MER Company Rep

WMS

Update Registration

MER Dashboard

Dashboard

Submissions for Mandatory Electronics Reporting

Pending Submission

No.	Name of Submission	Declaration Year	Submission Deadline	Action
1	PTM Declaration	2020	31-03-2020	<div>Begin Submission</div>

First Previous 1 Next Last

Past Submission

No.	Submission No.	Name of Submission	Declaration Year	Declaration Period	Status	Action
1	PTM-S-2019-0000004	PTM Declaration	2019	07-01-2020	Submitted	<div></div>

Edit

View

Waste and Resource Management System (WRMS)

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Figure 1.11.4: MER Rep Dashboard

1.2 HOW TO LOG OUT OF THE REPORTING

- a) Click on the Logout button at the top right corner to exit the service as shown in **Figure 1.2.1: Logout Button**. You will return to the WRMS home page.

The screenshot displays the Waste and Resource Management System (WRMS) interface. At the top, the National Environment Agency logo and the Singapore Government logo are visible. The main header reads "Waste and Resource Management System (WRMS)". On the right side of the header, there is a "LOGOUT" button highlighted with a red rectangle. Below the header, the user is logged in as "MER Company Rep". The main content area shows the "Registration Form for Producers of Regulated Electrical and Electronic Equipment". The form includes sections for "Company Details" and "Singapore Registered Company Address". The "Company Details" section contains fields for "UEN*" (800196576W) and "Singapore Registered Company Name" (Ah Eng White Coffee Pte Ltd). The "Singapore Registered Company Address" section contains fields for "Postal Code" (675123), "Block Number" (94E), "Street Name" (Ang Mo Kio Avenue 1), "Building Name" (HDB Hub), "Floor" (10), and "Unit No." (521). A progress bar at the top of the form indicates the current step is "01 Registration", with "02 Confirmation" and "03 Acknowledgement" also visible.

Figure 1.2.1: Logout Button

1.3 REGISTRATION

1. In this section, your Company Details and Company Address will be automatically filled in. You will have to enter your Primary Contact Information and Secondary Contact Information, as shown in **Figure 1.3.1: Registration for MER (1)**, **Figure 1.3.2: Registration for MER (2)** and **Figure 1.3.3: Registration for MER (3)**.

Registration Form for Producers of Regulated Electrical and Electronic Equipment

All fields with "*" are compulsory.
Please note that all parties indicated below will need to comply to the provisions stipulated in the Resource Sustainability Act 2019.
Please read this document before filling the form. [Read Me](#)

01 Registration 02 Confirmation 03 Acknowledgement

Registration

Company Details*

UEN* 800196576W

Singapore Registered Company Name Ah Eng White Coffee Pte Ltd

Singapore Registered Company Address*

Postal Code 675123

Block Number 94E

Street Name Ang Mo Kio Avenue 1

Building Name HDB Hub

Floor 10

Unit No. 521

Figure 1.3.1: Registration for MER (1)

Singapore Registered Company Address*

Postal Code 675123

Block Number 94E

Street Name Ang Mo Kio Avenue 1

Building Name HDB Hub

Floor 10

Unit No. 521

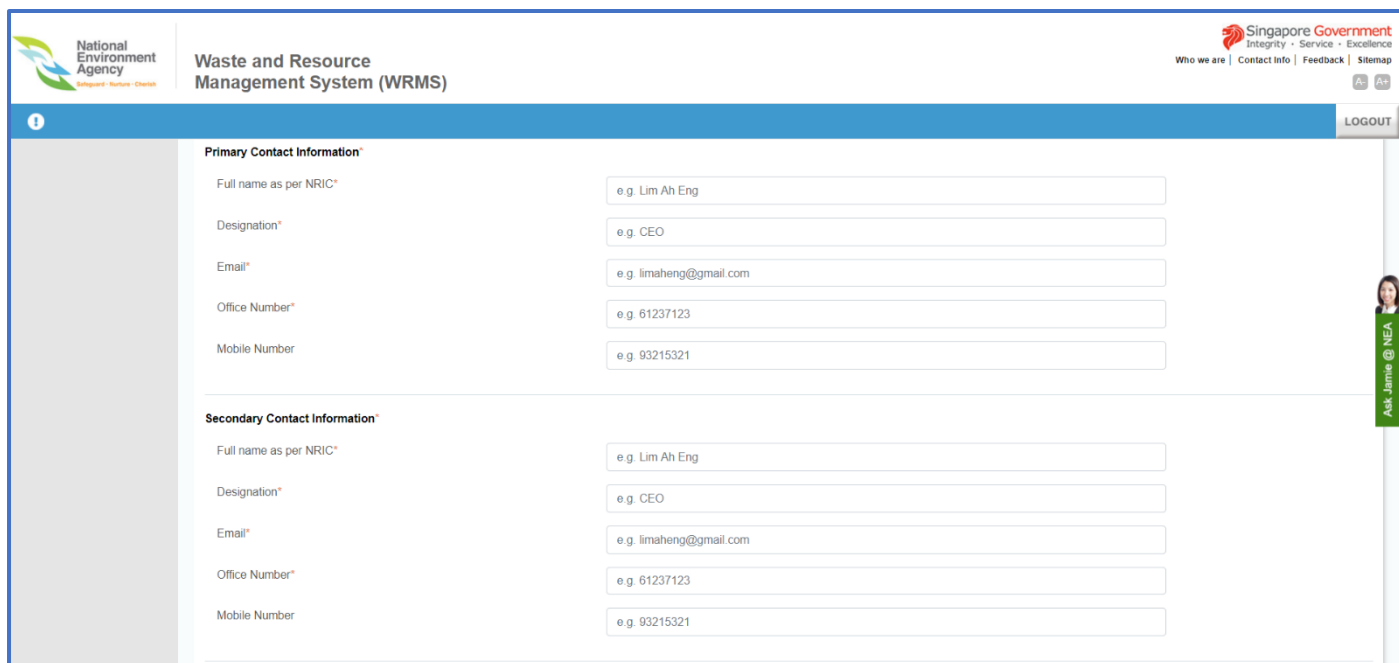
Note*: The information in these fields were auto filled based on the information on the ACRA database. If the information displayed is incorrect, please update the information on ACRA.

Primary Contact Information*

Full name as per NRIC* e.g. Lim Ah Eng

Designation* e.g. CEO

Figure 1.3.2: Registration for MER (2)



Primary Contact Information*

Full name as per NRIC*

Designation*

Email*

Office Number*

Mobile Number

Secondary Contact Information*

Full name as per NRIC*

Designation*

Email*

Office Number*

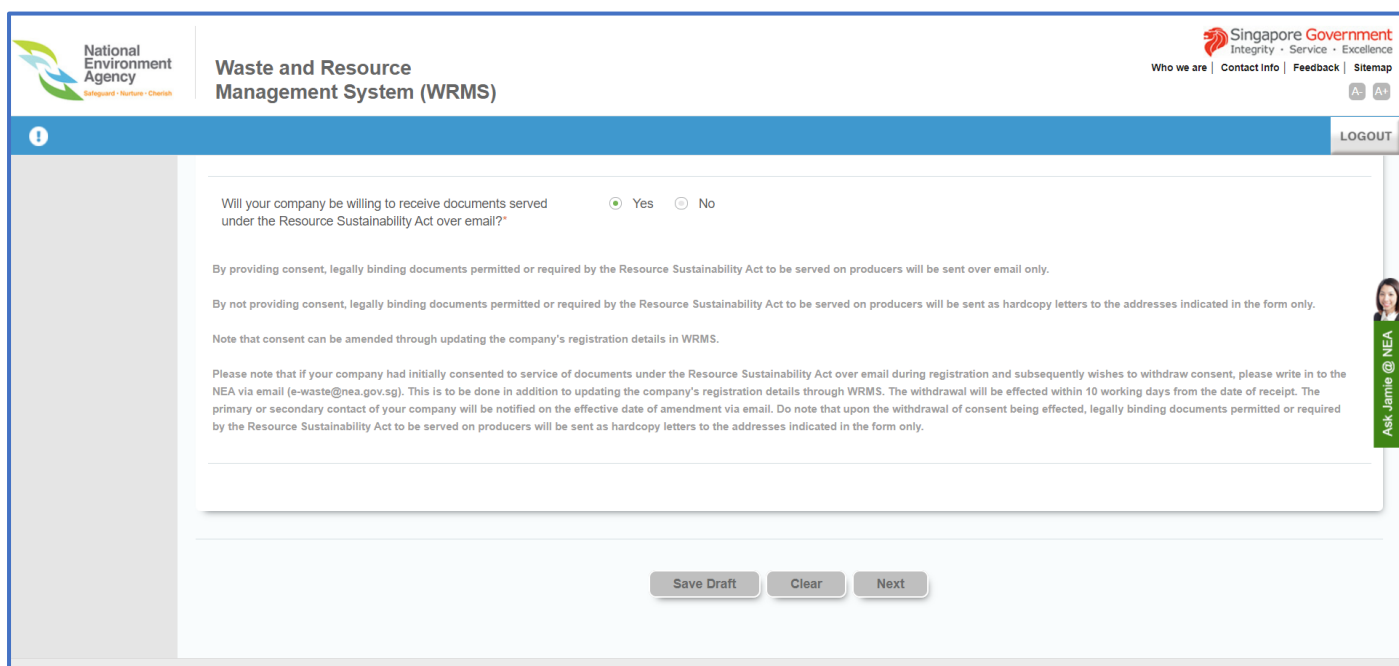
Mobile Number

Figure 1.3.3: Registration for MER (3)

NOTE:

If your Company Address is not being automatically filled in, it is likely due to technical issues with the interface built between ACRA and WRMS. This can be confirmed by viewing the announcement at the blue banner on the top of the page. You are still able to proceed with the registration. The Company Name and Address fields will be automatically updated when the next time you log in and once the interface is functioning properly again.

2. Fill in the fields for under Primary Contact Information and Secondary Contact Information.
3. Select whether your company is willing to receive documents over email (Yes or No) as shown in **Figure 1.3.4: Receive Documents Over Email.**



Will your company be willing to receive documents served under the Resource Sustainability Act over email? ☒ Yes ☐ No

By providing consent, legally binding documents permitted or required by the Resource Sustainability Act to be served on producers will be sent over email only.

By not providing consent, legally binding documents permitted or required by the Resource Sustainability Act to be served on producers will be sent as hardcopy letters to the addresses indicated in the form only.

Note that consent can be amended through updating the company's registration details in WRMS.

Please note that if your company had initially consented to service of documents under the Resource Sustainability Act over email during registration and subsequently wishes to withdraw consent, please write in to the NEA via email (e-waste@nea.gov.sg). This is to be done in addition to updating the company's registration details through WRMS. The withdrawal will be effected within 10 working days from the date of receipt. The primary or secondary contact of your company will be notified on the effective date of amendment via email. Do note that upon the withdrawal of consent being effected, legally binding documents permitted or required by the Resource Sustainability Act to be served on producers will be sent as hardcopy letters to the addresses indicated in the form only.

Figure 1.3.4: Registration for MER (4)

4.

- a) Click on the 'Save Draft' Button to save the current information that has been filled in as shown in **Figure 1.3.5: Save Draft**.

Please note that if your company had initially consented to service of documents under the Resource Sustainability Act over email during registration and subsequently wishes to withdraw consent, please write in to the NEA via email (e-waste@nea.gov.sg). This is to be done in addition to updating the company's registration details through WRMS. The withdrawal will be effected within 10 working days from the date of receipt. The primary or secondary contact of your company will be notified on the effective date of amendment via email. Do note that upon the withdrawal of consent being effected, legally binding documents permitted or required by the Resource Sustainability Act to be served on producers will be sent as hardcopy letters to the addresses indicated in the form only.

Figure 1.3.5: Save Draft

- b) Click on the 'Clear' button as shown in **Figure 1.3.6: Clear Data**. A popup will appear for your confirmation to clear all fields as shown in **Figure 1.3.7: Clear Data Confirmation**. Click 'Yes' to continue clearing the fields. Click 'No' to cancel clearing all the fields.

Please note that if your company had initially consented to service of documents under the Resource Sustainability Act over email during registration and subsequently wishes to withdraw consent, please write in to the NEA via email (e-waste@nea.gov.sg). This is to be done in addition to updating the company's registration details through WRMS. The withdrawal will be effected within 10 working days from the date of receipt. The primary or secondary contact of your company will be notified on the effective date of amendment via email. Do note that upon the withdrawal of consent being effected, legally binding documents permitted or required by the Resource Sustainability Act to be served on producers will be sent as hardcopy letters to the addresses indicated in the form only.

Figure 1.3.6: Clear Data

Are you sure you want to clear all the fields you have filled so far? ×

Figure 1.3.7: Clear Data Confirmation

c) Click on the 'Next' button to continue with the registration process as shown in **Figure 1.3.8: Next Button**.

Please note that if your company had initially consented to service of documents under the Resource Sustainability Act over email during registration and subsequently wishes to withdraw consent, please write in to the NEA via email (e-waste@nea.gov.sg). This is to be done in addition to updating the company's registration details through WRMS. The withdrawal will be effected within 10 working days from the date of receipt. The primary or secondary contact of your company will be notified on the effective date of amendment via email. Do note that upon the withdrawal of consent being effected, legally binding documents permitted or required by the Resource Sustainability Act to be served on producers will be sent as hardcopy letters to the addresses indicated in the form only.

Figure 1.3.8: Next Button

- d) Review the information that was input on the confirmation page, as shown in **Figure 1.3.9: Registration Company Details**, **Figure 1.3.10: Registration Registered Company Address**, **Figure 1.3.11: Registration Primary Contact - Secondary Contact**, **Figure 1.3.12: Registration Receive Documents – Supporting Documents**
- Click on the 'Back' button if there is information to be amended.
 - Click on the 'Save Draft' to save current information.
 - Click on the 'Submit' button to submit the data that was input and carry on with registration.
 - A popup will appear, as shown in **Figure 1.3.13: Registration Confirmation**. Click on the checkbox to check it, followed by clicking submit to continue.

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LOGOUT

Logged in as
MER Company Rep

Welcome
8XXXX6576/
800196576W

MER Company Rep

Registration for Electronics Producer

01 Registration 02 Confirmation 03 Acknowledgement

Registration

Company Details*

UEN* 800196576W

Singapore Registered Company Name* Ah Eng White Coffee Pte Ltd

Singapore Registered Company Address*


Postal Code* 675123


Block Number* 94E

Street Name* Ang Mo Kio Avenue 1


Ask Jamie @ NEA

Figure 1.3.9: Registration Company Details





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Singapore Registered Company Address*

Postal Code*

675123

Block Number*

94E

Street Name*

Ang Mo Kio Avenue 1

Building Name

HDB Hub

Floor

10

Unit No.

521

Note*: The information in these fields were auto filled based on the information on the ACRA database. If the information displayed is incorrect, please update the information on ACRA.


Primary Contact Information*

Name*

Lim Ah Eng

Designation*

CEO









Figure 1.3.10: Registration Registered Company Address





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Primary Contact Information*

Name*

Lim Ah Eng

Designation*

CEO

Email*

test@example.com

Office Number*

61237123

Mobile Number

93215321

Secondary Contact Information*

Name*

Lim Ah Seng

Designation*

CFO

Email*


test2@example.com

Office Number*

61237124

Mobile Number

93215322






Figure 1.3.11: Registration Primary Contact - Secondary Contact

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LOGOUT

Will your company be willing to receive documents served under the Resource Sustainability Act over email? Yes

By providing consent, legally binding documents permitted or required by the Resource Sustainability Act to be served on producers will be sent over email only.

By not providing consent, legally binding documents permitted or required by the Resource Sustainability Act to be served on producers will be sent as hardcopy letters to the addresses indicated in the form only.

Note that consent can be amended through updating the company's registration details in WRMS.

Please note that if your company had initially consented to service of documents under the Resource Sustainability Act over email during registration and subsequently wishes to withdraw consent, please write in to the NEA via email (e-waste@nea.gov.sg). This is to be done in addition to updating the company's registration details through WRMS. The withdrawal will be effected within 10 working days from the date of receipt. The primary or secondary contact of your company will be notified on the effective date of amendment via email. Do note that upon the withdrawal of consent being effected, legally binding documents permitted or required by the Resource Sustainability Act to be served on producers will be sent as hardcopy letters to the addresses indicated in the form only.

Back Save Draft Submit

Ask Jamie @ NEA

Figure 1.3.12: Registration Receive Documents – Supporting Documents

☐ I confirm that all the information to be submitted is accurate. ✕

Submit

Figure 1.3.13: Registration Confirmation

- e) Upon clicking submit, you will be led to an acknowledgement page, as shown in 1.3.14: **Registration Acknowledgement**. This means that you have successfully registered for the MER.
- Click “Back to Dashboard” to be directed to the MER Dashboard Page.
 - Click “Print Acknowledgement” to print a copy of the acknowledgement.

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LOGOUT

Logged in as
MER Company Rep

Welcome
8XXXXX576/
800196576W

MER Company Rep

Acknowledgement

01 Registration 02 Confirmation 03 Acknowledgement

Acknowledgement

SUCCESS
The details of your company (UEN : 800196576W) has been updated successfully on 23/11/2020 10:52 AM

Back to Dashboard Print Acknowledgement

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Figure 1.3.14: Registration Acknowledgement

1.4 NAVIGATING THE SYSTEM

1. There are 2 sections in the system: Update Registration, & MER Dashboard.
 - The MER Dashboard button leads to the Dashboard that provides an overview of all submission-related matters.
 - Update Registration enables you to view and edit administrative information of your company information.
2. Both these sections can be viewed by selecting the appropriate header in the left menu panel, as seen in **Figure 1.4: Left Menu Panel**.

The screenshot displays the Waste and Resource Management System (WRMS) interface. The top header includes the National Environment Agency logo and the Singapore Government logo. The main title is 'Waste and Resource Management System (WRMS)'. The left menu panel shows the user is logged in as 'MER Company Rep' with a profile picture and ID '3XXX00107/395870107G'. The menu items are 'WMS', 'Update Registration' (highlighted with a red box), and 'MER Dashboard' (highlighted with a blue box). The main content area shows a 'Dashboard' section with a 'Pending Submission' table. The table has columns for 'No.', 'Name of Submission', 'Declaration Year', 'Submission Deadline', and 'Action'. The first row shows a 'PTM Declaration' for the year 2020, with a submission deadline of 31-03-2020, and a 'Begin Submission' button. The footer contains links for 'Report Vulnerability', 'Privacy Statement', 'Term of Use', 'Open Data Licence', and 'Rate our Website', along with social media links and a copyright notice for the National Environment Agency.

No.	Name of Submission	Declaration Year	Submission Deadline	Action
1	PTM Declaration	2020	31-03-2020	Begin Submission

Figure 1.4: Left Menu Panel

2 SUBMISSION OF MER

2.1 NAVIGATING THE DASHBOARD

1. The dashboard provides an overview of all submission-related matters.
2. Under the “Pending Submission” section, the yearly reporting that is open for submission but have yet to be uploaded by your company will be listed as shown in **Figure 2.1.1: Pending Submission Section**.

The screenshot shows the WRMS dashboard for a user logged in as 'MER Company Rep'. The 'Pending Submission' section is highlighted with a red border. It contains a table with one submission entry.

No.	Name of Submission	Declaration Year	Submission Deadline	Action
1	PTM Declaration	2020	31-03-2020	Begin Submission

Below the table, there are links for 'Legend', 'Edit', and 'View'. The footer includes contact information, social media links, and a copyright notice for 2019 National Environment Agency.

Figure 2.1.1: Pending Submission Section

3. All previous submissions will be listed under the “Recent Submission” section as shown in **Figure 2.1.2: Past Submission Section**.
 - After submission, records from the “Pending Submission” section will be reflected under this section.

The screenshot shows the WRMS dashboard for a user logged in as 'MER Company Rep'. The 'Past Submission' section is highlighted with a red border. It contains a table with one submission entry.

No.	Submission No.	Name of Submission	Declaration Year	Declaration Period	Status	Action
1	PTM-S-2019-0000004	PTM Declaration	2019	07-01-2020	Submitted	View

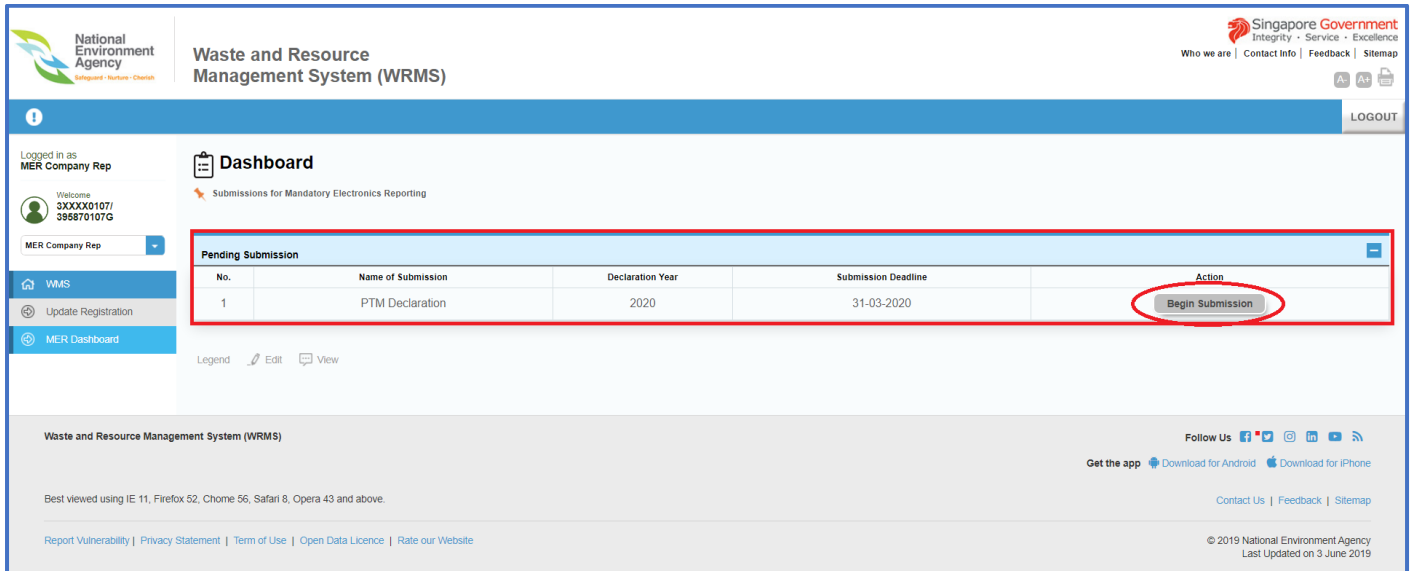
Below the table, there are links for 'Edit' and 'View'. The footer includes contact information, social media links, and a copyright notice for 2019 National Environment Agency.

Figure 2.1.2: Recent Submission Section

2.2 HOW TO SUBMIT MER

Companies are required to submit yearly MER submissions. Please ensure that the correct amount of EEE Supplied for the previous calendar year is entered.

- a) To make a submission, click on the “Begin Submission” button of the desired MER Declaration Document in the Pending Submission section as shown in **Figure 2.2.1: Begin Submission Dashboard**. You will be brought to the Producer Type page as shown in **Figure 2.2.2: Producer Type**.



The screenshot shows the WRMS dashboard for a user logged in as 'MER Company Rep'. The 'Pending Submission' table lists one submission: PTM Declaration for the year 2020, with a submission deadline of 31-03-2020. The 'Begin Submission' button in the 'Action' column is circled in red.

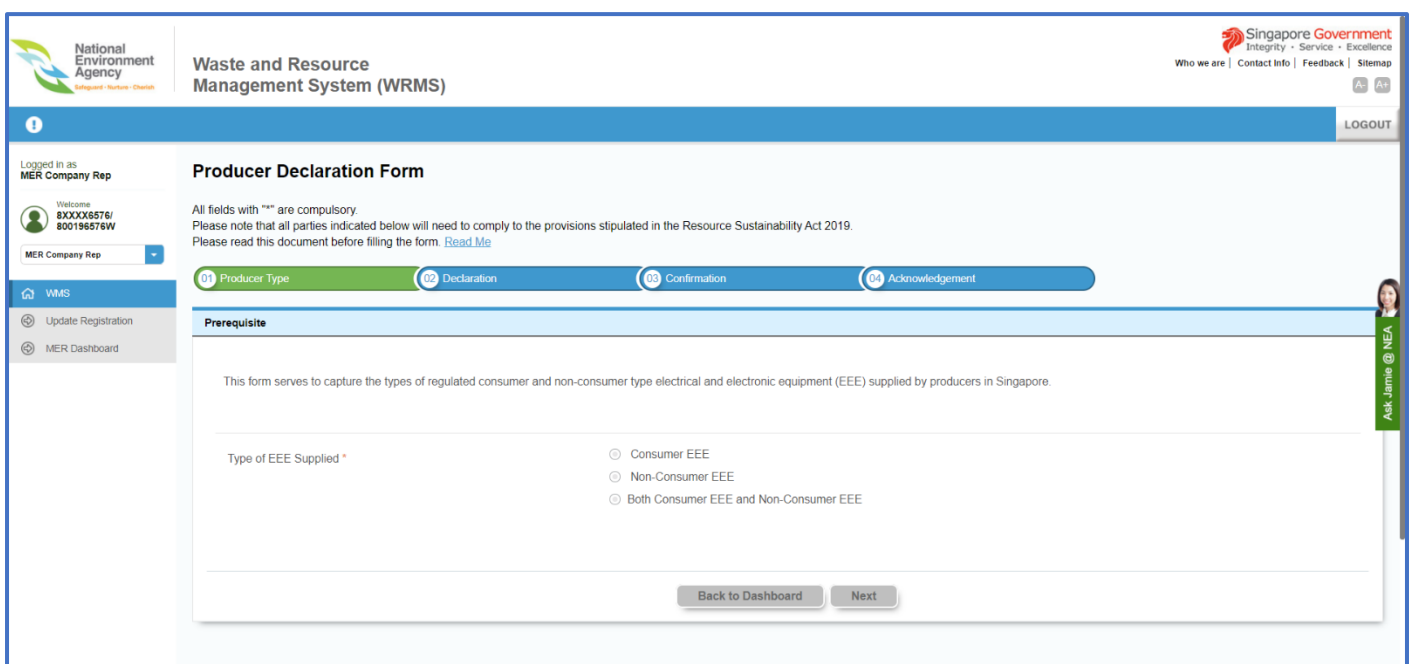
No.	Name of Submission	Declaration Year	Submission Deadline	Action
1	PTM Declaration	2020	31-03-2020	Begin Submission

Figure 2.2.1: Begin Submission Dashboard

There are 3 radio buttons in the Producer Type Form to declare the Company's Type of EEE Supplied:

- To declare that the Company's Type of EEE Supplied is 'Consumer EEE',
- To declare that the Company's Type of EEE Supplied is 'Non-Consumer EEE',
- To declare that the Company's Type of EEE Supplied is 'Both Consumer EEE and Non-Consumer EEE'.

Select the radio button that is true for the company you are representing:



The screenshot shows the 'Producer Declaration Form' with a progress bar indicating the current step is '01 Producer Type'. The 'Prerequisite' section contains the following text and form elements:

This form serves to capture the types of regulated consumer and non-consumer type electrical and electronic equipment (EEE) supplied by producers in Singapore.

Type of EEE Supplied *

☐ Consumer EEE
☐ Non-Consumer EEE
☐ Both Consumer EEE and Non-Consumer EEE

Buttons: Back to Dashboard, Next

Figure 2.2.2: Producer Type

a) Companies that supplies Consumer EEE

Companies that supplies Consumer EEE are required to declare their Amount of Consumer EEE Supplied (kg) in the past calendar year as shown in **Figure 2.2.3 – Producer Type: Consumer EEE**.

Producer Declaration Form

All fields with "*" are compulsory.
Please note that all parties indicated below will need to comply to the provisions stipulated in the Resource Sustainability Act 2019.

01 Producer Type 02 Declaration 03 Confirmation 04 Acknowledgement

Product Category	Product Type	Amount of Consumer EEE Supplied (kg) in 2019
ICT Equipment	Printers	
	Mobile Phones & Tablets	
	Laptops	
	Desktops & Servers	
	Routers & Modems & Set-top Boxes	
	Sub-Total:	
Portable Batteries	Portable Batteries	
	Sub-Total:	
Hybrid / Electric Vehicle Batteries	Hybrid / Electric Vehicle Batteries	
	Sub-Total:	

Figure 2.2.3: Producer Type: Consumer EEE

b) Companies that supplies Non-Consumer EEE

Companies that supplies Non-Consumer EEE are required to declare their Amount of Non-Consumer EEE Supplied (kg) in the past calendar year as shown in **Figure 2.2.4 – Producer Type: Non-Consumer EEE**.

Producer Declaration Form

All fields with "*" are compulsory.
Please note that all parties indicated below will need to comply to the provisions stipulated in the Resource Sustainability Act 2019.

01 Producer Type 02 Declaration 03 Confirmation 04 Acknowledgement

Product Category	Product Type	Amount of Non-Consumer EEE Supplied (kg) in 2019
ICT Equipment	Printers	
	Mobile Phones & Tablets	
	Laptops	
	Desktops & Servers	
	Routers & Modems & Set-top Boxes	
	Sub-Total:	
Solar PV Panels	Solar PV Panels	
	Sub-Total:	
Industrial Batteries	Industrial Batteries	
	Sub-Total:	

Figure 2.2.4: Producer Type: Non-Consumer EEE

c) **Companies that supplies Both Consumer and Non-Consumer EEE**

Companies that supplies Consumer EEE are required to declare their Amount of Consumer EEE Supplied (kg) in the past calendar year as shown in **Figure 2.2.5 – Producer Type: Both Consumer EEE and Non-Consumer EEE**.

Figure 2.2.5: Producer Type: Both Consumer EEE and Non-Consumer EEE

b) Companies are to fill in the amount of EEE Supplied for all Product Categories and Types.

c) Companies have the option of uploading up to 5 Supporting Documents as shown in **Figure 2.2.6: Five Supporting Documents**. Click on the “Choose File” button to upload documents.

- An “Open File” dialog will appear to allow you to choose the file to be uploaded. Alternatively, you can drag and drop the file into the area labelled “Drop File here”.

Figure 2.2.6: Five Supporting Documents

d) Click “Back” button to return to the Producer Type page.

- e) To continue with the submission at a later time, click “Save as Draft”. A banner with the message “Records have been saved successfully” will appear as shown in **Figure 2.2.7: Saved MER Submission Draft**.

Figure 2.2.7: Saved MER Submission Draft

- f) To retrieve this saved record, scroll to the “Pending Submission” section and identify the record with the Status as “Draft”, as seen in **Figure 2.2.8: Continue Editing Draft Submission Record**.

- To continue editing the saved record, click the edit icon 


No.	Submission No.	Name of Submission	Declaration Year	Declaration Period	Status	Action
1	PTM-S-2020-0000049	PTM Declaration	2020	10-03-2020	Draft	

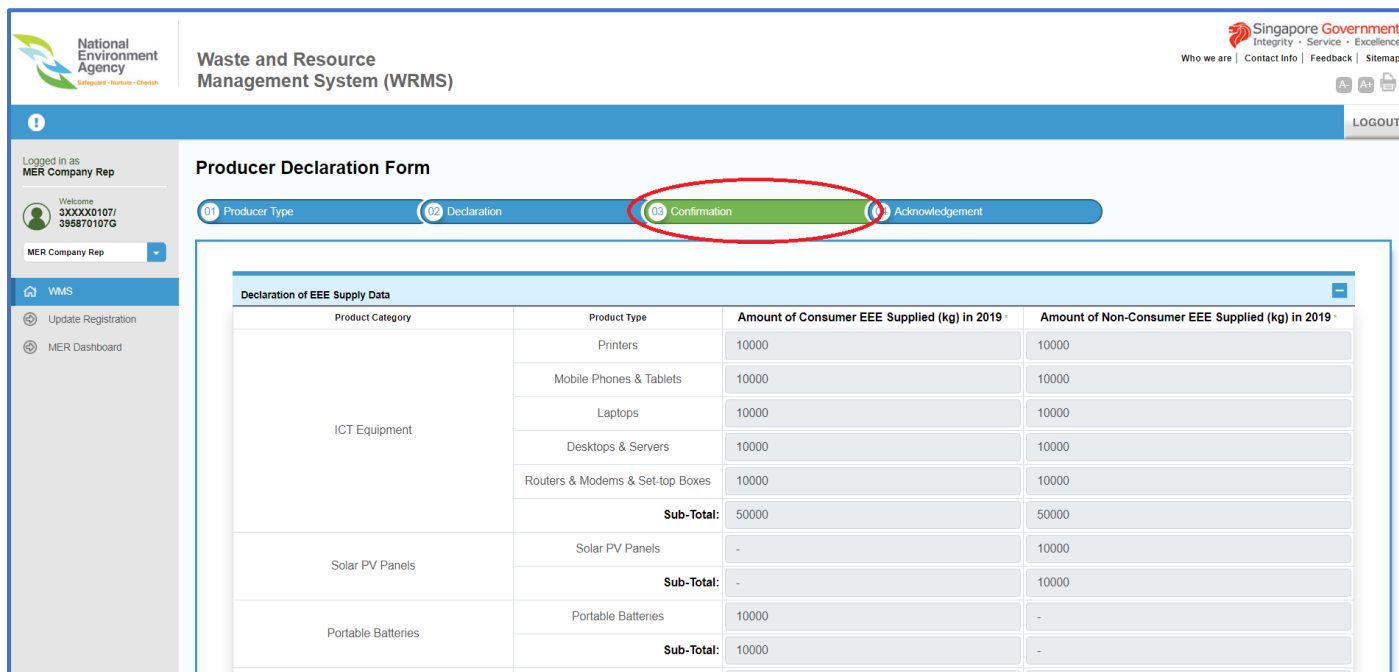
Figure 2.2.8: Continue Editing Draft Submission Record

- g) Click “Clear” delete all entries and remove all uploaded files. A popup will appear asking for confirmation, as shown in **Figure 2.2.9: Draft Clear**. Click Yes to clear all fields. Click No to stop the clearing process.

Figure 2.2.9: Draft Clear

- h) Click “Next” to continue with the submission process.
- You will be directed to the Confirmation page as shown in **Figure 2.2.10: Submission Confirmation (1)**, **Figure 2.2.11: Submission Confirmation (2)**.
 - The Confirmation is for you to review all data that was entered in previous page before fully submitting the submission.
 - To continue with the submission at a later time, click “Save as Draft”. A banner with the message “The record has been saved.” will appear as shown in **Figure 2.2.7: Draft Banner**.

- To retrieve this saved record, scroll to the “Pending Submission” section and identify the record with the Status as “Draft”, as seen in **Figure 2.2.5: Continue Editing Draft Submission Record**.
 - To continue editing the saved record, click the edit icon 

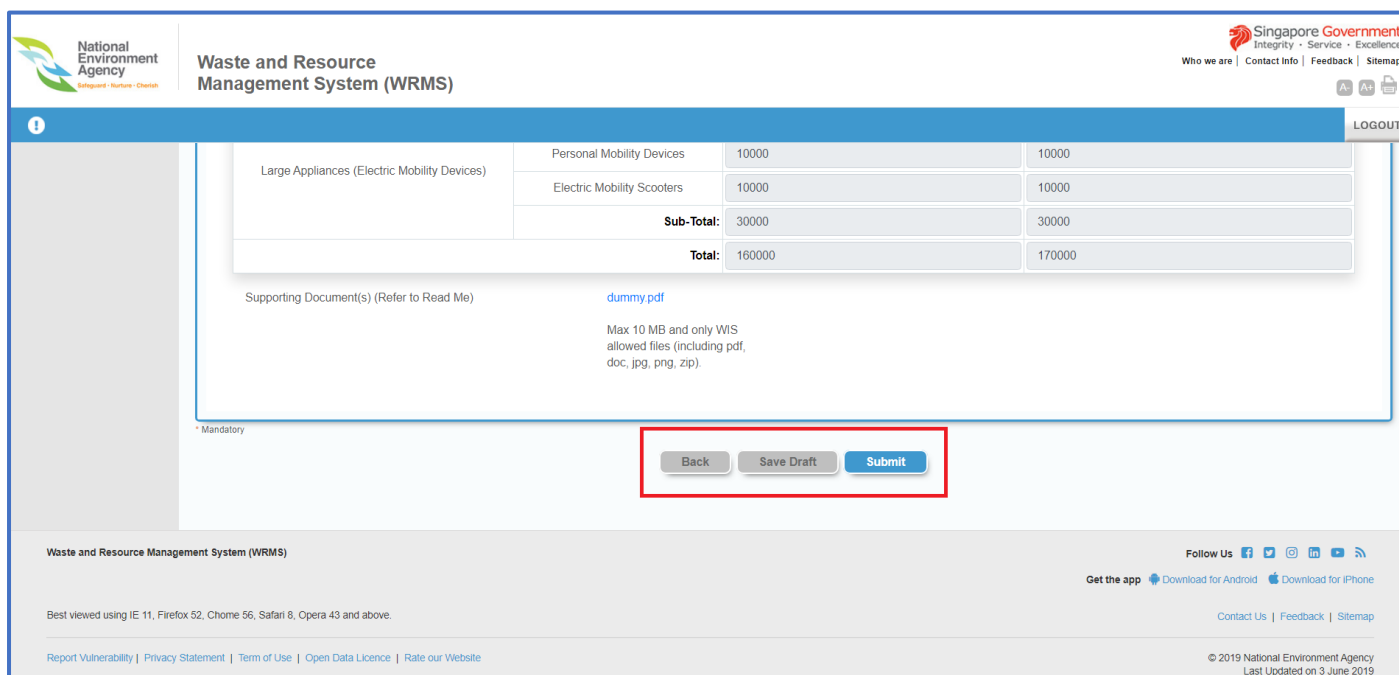


Producer Declaration Form

01 Producer Type 02 Declaration 03 Confirmation 04 Acknowledgement

Declaration of EEE Supply Data			
Product Category	Product Type	Amount of Consumer EEE Supplied (kg) in 2019	Amount of Non-Consumer EEE Supplied (kg) in 2019
ICT Equipment	Printers	10000	10000
	Mobile Phones & Tablets	10000	10000
	Laptops	10000	10000
	Desktops & Servers	10000	10000
	Routers & Modems & Set-top Boxes	10000	10000
	Sub-Total:	50000	50000
Solar PV Panels	Solar PV Panels	-	10000
	Sub-Total:	-	10000
Portable Batteries	Portable Batteries	10000	-
	Sub-Total:	10000	-

Figure 2.2.10: Submission Confirmation (1)



Product Category	Product Type	Amount of Consumer EEE Supplied (kg) in 2019	Amount of Non-Consumer EEE Supplied (kg) in 2019
Large Appliances (Electric Mobility Devices)	Personal Mobility Devices	10000	10000
	Electric Mobility Scooters	10000	10000
	Sub-Total:	30000	30000
Total:		160000	170000

Supporting Document(s) (Refer to Read Me)

[dummy.pdf](#)

Max 10 MB and only WIS allowed files (including pdf, doc, jpg, png, zip).

* Mandatory

Back Save Draft Submit

Figure 2.2.11: Submission Confirmation (2)

IMPORTANT NOTE!

If you have saved your submission as a draft, do remember to submit the documents **before the deadline**. Email reminders will be sent until submission has been made.

- i) To complete the submission process, click on the “Submit” button as shown in **Figure 2.2.11: Submission Confirmation (2)**.
- A popup will appear asking to confirm Submission as shown in **Figure 2.2.12: Confirm Submission**
 - Upon clicking the “Submit” Button, you will be directed to the Acknowledgement Page, as shown in **Figure 2.2.13: Submission Acknowledgement Page**.
 - You have completed the submission process. To print this page, click the “Print Acknowledgement” Button. To return to the submission dashboard, click the “Back to Dashboard” Button.
 - An email notification will be sent to you upon submission.

☐ By submitting this form, I am making a declaration that the information entered is accurate. I understand that submitting false information would constitute a breach of Section 42 of the Resource Sustainability Act 2019, and may result in the revocation of the registration status of my company, as per the provisions of Section 10(3) of the Resource Sustainability Act 2019.

Submit

Figure 2.2.12: Confirm Submission

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Singapore's Nature Check

Waste and Resource Management System (WRMS)

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Logged in as
MER Company Rep
 Welcome
 XXXXX0107/
 395870107G
 MER Company Rep

Acknowledgement

01 Producer Type 02 Declaration 03 Confirmation **04 Acknowledgement**

Acknowledgement

SUCCESS
 Your company (UEN : 395870107G) has made PTM declaration successfully on 10/03/2020 02:46 PM. An acknowledgement email has been sent to you containing further instructions.

Back to Dashboard Print Acknowledgement

Waste and Resource Management System (WRMS)

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 Last Updated on 3 June 2019

Figure 2.2.13: Submission Acknowledgement Page

- j) On the Dashboard page, under past submission, the Status will show “Submitted” as shown in **Figure 2.2.14: Declaration Status Submitted**


First Previous 1 Next Last						
Past Submission						
No.	Submission No.	Name of Submission	Declaration Year	Declaration Period	Status	Action
1	PTM-S-2020-0000049	PTM Declaration	2020	10-03-2020	Submitted	

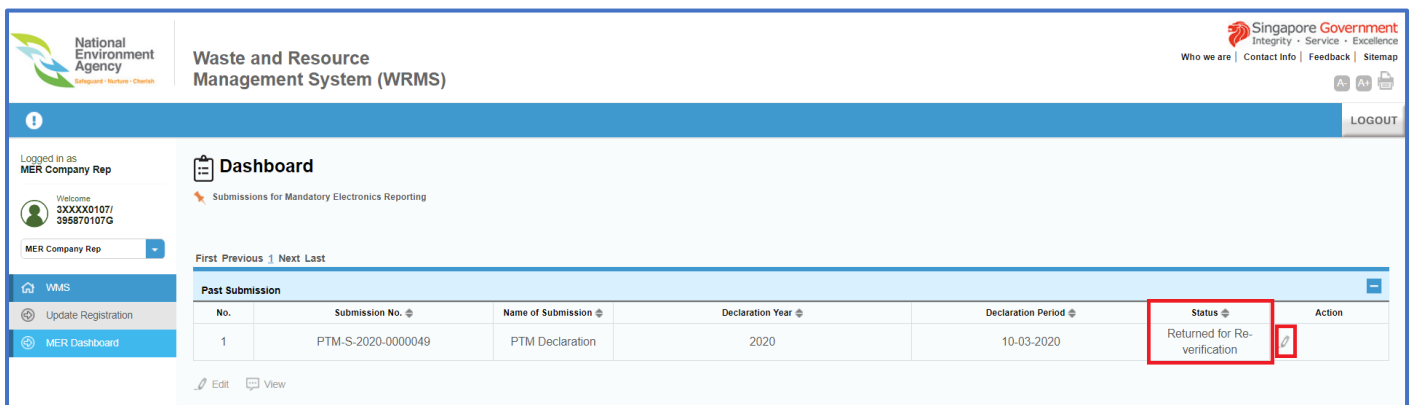
Figure 2.2.14: Declaration Status Submitted

2.3 HOW TO MAKE A RESUBMISSION IF SUBMISSION IS RETURNED BY NEA

After submission, NEA will review your MER Submission. If further clarification is required on the submission, NEA will return the submission and the status will be indicated as “Returned for Resubmission”. An email notification will also be sent to remind you to resubmit the declaration.

a) Scroll to the Past Submission section of the Dashboard as shown in **Figure 2.3.1: Past Submission Section**

a. Identify the record that indicates “Returned for Re-verification” and click on the Edit Details icon 



The screenshot shows the WRMS Dashboard for a user logged in as 'MER Company Rep'. The 'Past Submission' table lists one submission with the status 'Returned for Re-verification'. The 'Status' column and the 'Edit' icon in the 'Action' column are highlighted with red boxes.


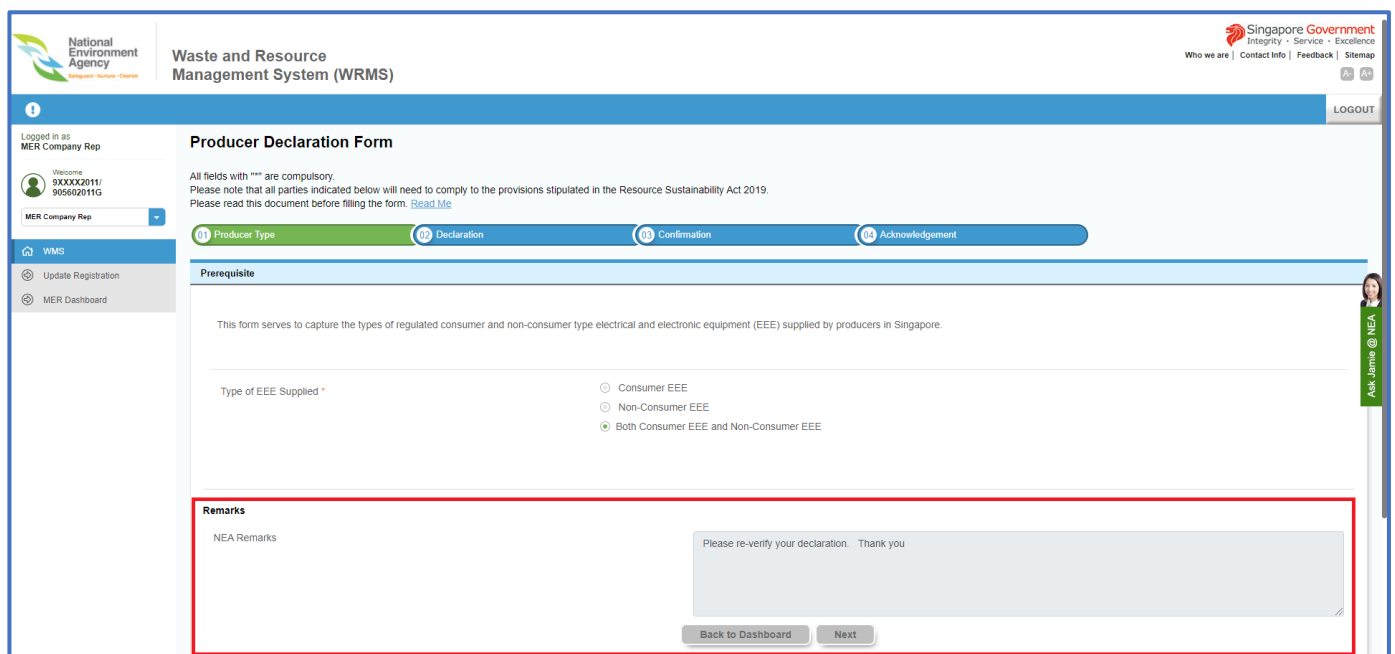
No.	Submission No.	Name of Submission	Declaration Year	Declaration Period	Status	Action
1	PTM-S-2020-0000049	PTM Declaration	2020	10-03-2020	Returned for Re-verification	

Figure 2.3.1: Past Submission Section

b) The screen will show the Producer Type page with remarks from NEA as shown in **Figure 2.3.2: NEA Remarks**.



The screenshot shows the 'Producer Declaration Form' with a progress bar indicating the 'Declaration' step. The 'Remarks' section at the bottom is highlighted with a red box, showing the text 'NEA Remarks' and 'Please re-verify your declaration. Thank you'.

Figure 2.3.2: NEA Remarks

c) Click “Next” to go to Declaration page.

d) Amend the fields as necessary and add your remarks to inform NEA of the changes to the submission you have made as shown in **Figure 2.3.3: Amend and remark (1)**, **Figure 2.3.4: Amend and remark (2)**.

Producer Declaration Form

All fields with "*" are compulsory.
Please note that all parties indicated below will need to comply to the provisions stipulated in the Resource Sustainability Act 2019.

01 Producer Type 02 Declaration 03 Confirmation 04 Acknowledgement

Product Category	Product Type	Amount of Consumer EEE Supplied (kg) in 2019 *	Amount of Non-Consumer EEE Supplied (kg) in 2019 *
ICT Equipment	Printers	100	200
	Mobile Phones & Tablets	300	400
	Laptops	500	600
	Desktops & Servers	700	800
	Routers & Modems & Set-top Boxes	900	100
	Sub-Total:	2500	2100
Solar PV Panels	Solar PV Panels		200
	Sub-Total:		200
Portable Batteries	Portable Batteries	300	
	Sub-Total:	300	

Figure 2.3.3: Amend and remark (1)

Amend and remark

Choose File Drop File here

Choose File Drop File here

Max 10 MB and only WIS allowed files (including pdf, doc, jpg, png, zip)

Remarks

NEA Remarks

Please re-verify your declaration. Thank you

Your Response *

2500 (max)

* Mandatory

Back Save Draft Clear Next

Figure 2.3.4: Amend and remark (2)

- e) Click "Next" to continue to the Confirmation Page.
- f) Verify the data that was input, and the files were uploaded from the previous page
 - a. Click "Back" if you would like to amend any data that was input or file that was uploaded.
 - b. Click "Submit" to continue with the submission
 - i. A popup will appear. Check the checkbox and click submit to continue.
- g) You will be redirected to the Acknowledgement Page as shown in **Figure 2.3.5: Resubmission Acknowledgement Page**

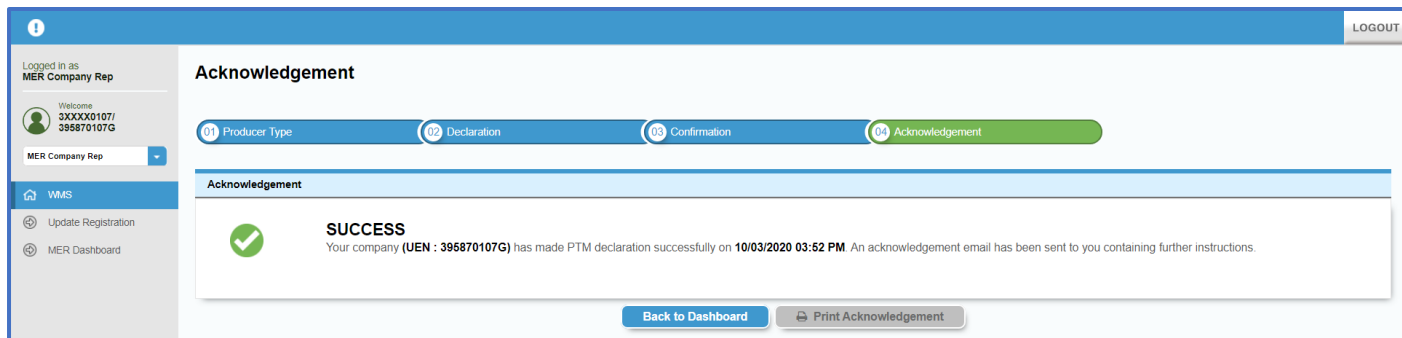


Figure 2.3.5: Resubmission Acknowledgement Page


- h) If resubmission is successful, the status of the submission will be changed to “Submitted” as seen in **Figure 2.3.6: Past Submission Section (After Resubmission)**.

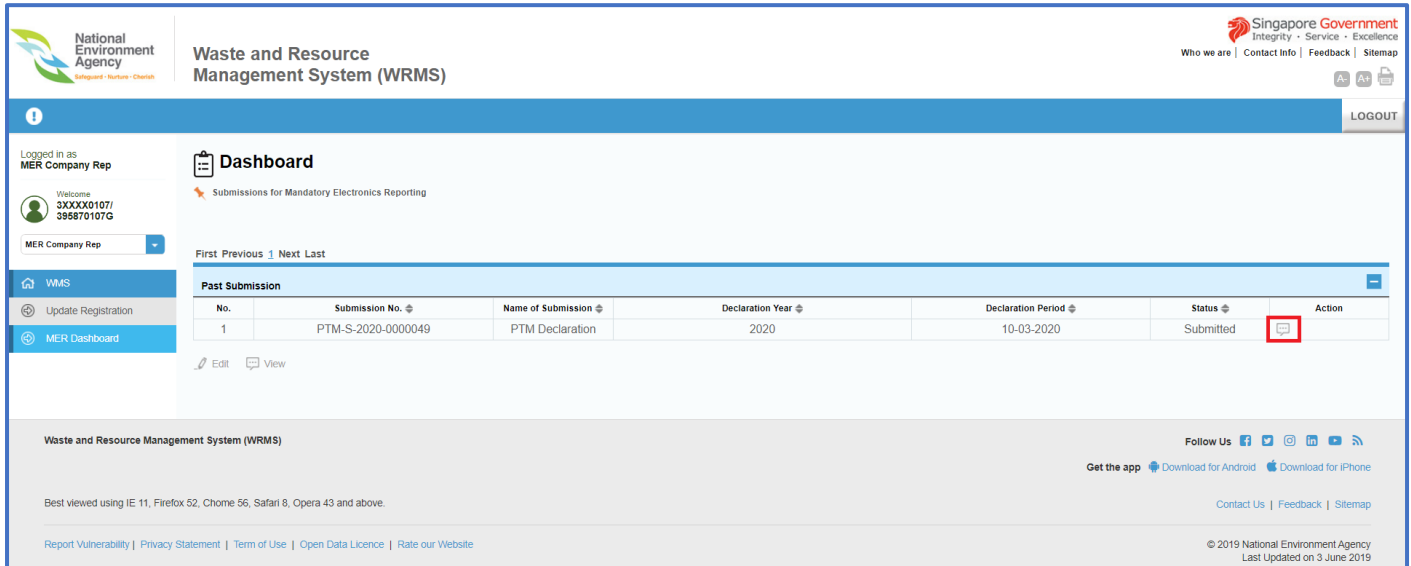
First Previous 1 Next Last						
Past Submission						
No.	Submission No.	Name of Submission	Declaration Year	Declaration Period	Status	Action
1	PTM-S-2020-0000049	PTM Declaration	2020	10-03-2020	Submitted	

Figure 2.3.6: Past Submission Section (After Resubmission)

2.4 HOW TO VIEW A SUBMISSION

This section illustrates how to view your submission. The steps for this section apply all submission statuses.

- Locate the submission that you would like to view
- Click on the View Icon  , as shown in Figure 2.4.1: View Submission.



The screenshot shows the WRMS dashboard for a user logged in as 'MER Company Rep'. The dashboard displays a table of past submissions. The first submission is highlighted, and the 'View' icon in the 'Action' column is circled in red.


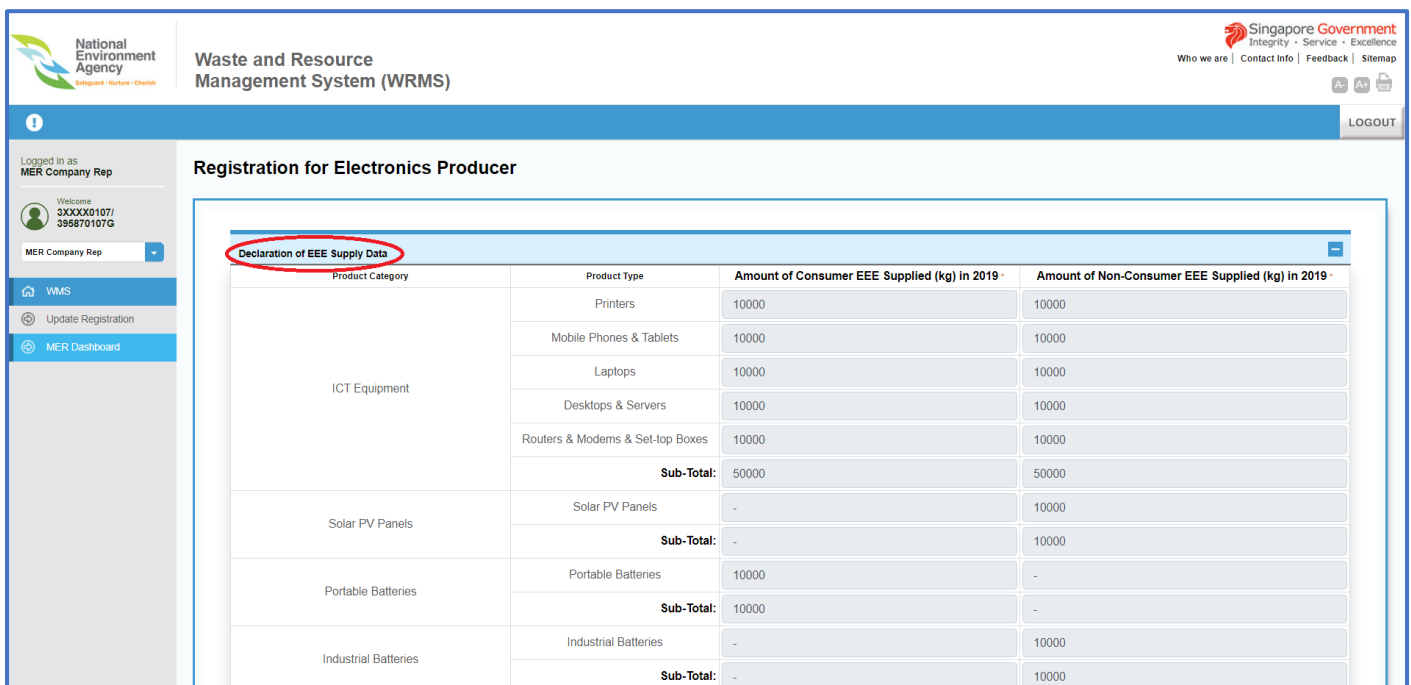
No.	Submission No.	Name of Submission	Declaration Year	Declaration Period	Status	Action
1	PTM-S-2020-0000049	PTM Declaration	2020	10-03-2020	Submitted	

Figure 2.4.1: View Submission

- You will be directed to the page showing the Declaration of EEE Supply Data, as shown in Figure 2.4.2: View Submission Page (1), Figure 2.4.3: View Submission Page (2). This page allows you to view the data you submitted and download the individual attached files.
- Click "Back to Dashboard" to return to dashboard page.



The screenshot shows the 'Registration for Electronics Producer' page. The 'Declaration of EEE Supply Data' table is displayed, showing the amount of consumer and non-consumer EEE supplied in 2019.

Product Category	Product Type	Amount of Consumer EEE Supplied (kg) in 2019	Amount of Non-Consumer EEE Supplied (kg) in 2019
ICT Equipment	Printers	10000	10000
	Mobile Phones & Tablets	10000	10000
	Laptops	10000	10000
	Desktops & Servers	10000	10000
	Routers & Modems & Set-top Boxes	10000	10000
	Sub-Total:	50000	50000
Solar PV Panels	Solar PV Panels	-	10000
	Sub-Total:	-	10000
Portable Batteries	Portable Batteries	10000	-
	Sub-Total:	10000	-
Industrial Batteries	Industrial Batteries	-	10000
	Sub-Total:	-	10000

Figure 2.4.2: View Submission Page (1)

[Back to Dashboard](#)

3 MANAGEMENT OF COMPANY INFORMATION

This section illustrates how to view and edit your company information, such as address and contact details.


3.1 HOW TO VIEW AND EDIT MY COMPANY INFORMATION

- a) Click on the “Update Registration” button on the left menu panel. You will be brought to the Registration Form page as shown in **Figure 3.1.1: Manage Registration Information Page**.

The screenshot displays the 'Registration Form for Producers of Regulated Electrical and Electronic Equipment' within the Waste and Resource Management System (WRMS). The interface includes a top header with the National Environment Agency logo and the Singapore Government logo. A left sidebar contains navigation links: 'WMS', 'Update Registration', and 'MER Dashboard'. The main content area shows a progress bar with three steps: '01 Registration' (active), '02 Confirmation', and '03 Acknowledgement'. Below the progress bar, the 'Registration' section is divided into two parts: 'Company Details' and 'Singapore Registered Company Address'. The 'Company Details' section contains input fields for 'UEN*' (905602011G) and 'Singapore Registered Company Name' (Ah Eng White Coffee Pte Ltd). The 'Singapore Registered Company Address' section contains input fields for 'Postal Code' (675123), 'Block Number' (94E), 'Street Name' (Ang Mo Kio Avenue 1), and 'Building Name' (HDB Hub). A 'Logout' button is located in the top right corner. A vertical chatbot icon for 'Ask James @ NEA' is visible on the right side of the page.

Figure 3.1.1: Manage Registration Information Page

- b) In this section, you can view and edit the administrative information of your company as shown in **Figure 3.1.2: View & Edit Registration Details (1)**, **Figure 3.1.3: View & Edit Registration Details (2)**, **Figure 3.1.4: View & Edit Registration Details (3)**.
- Only contact details can be amended.
 - UEN & address cannot be amended.



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Logout

1

Logged in as
MER Company Rep

Welcome
8XXXX2011/
905602011G

MER Company Rep

WMS

Update Registration

MER Dashboard

Registration Form for Producers of Regulated Electrical and Electronic Equipment

All fields with "*" are compulsory.
Please note that all parties indicated below will need to comply to the provisions stipulated in the Resource Sustainability Act 2019.
Please read this document before filling the form. [Read file](#)

1 Registration

2 Confirmation

3 Acknowledgement

Registration

Company Details

UEN* 905602011G

Singapore Registered Company Name Ah Eng White Coffee Pte Ltd

Singapore Registered Company Address

Postal Code 675123

Block Number 94E

Street Name Ang Mo Kio Avenue 1


Building Name HDB Hub

Floor 10

Unit No. 521

Ask Jamie @ NEA

Figure 3.1.2: View & Edit Registration Details (1)



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Logout

1

Primary Contact Information

Full name as per NRIC* Lim Ah Eng

Designation* CEO

Email* test@example.com

Office Number* 61237123

Mobile Number 93215321

Secondary Contact Information

Full name as per NRIC* Lim Ah Seng

Designation* CFO

Email* test2@example.com

Office Number* 61237124

Mobile Number 93215322

Ask Jamie @ NEA

Figure 3.1.3: View & Edit Registration Details (2)

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LOGOUT

Will your company be willing to receive documents served under the Resource Sustainability Act over email? ☒ Yes ☐ No

By providing consent, legally binding documents permitted or required by the Resource Sustainability Act to be served on producers will be sent over email only.

By not providing consent, legally binding documents permitted or required by the Resource Sustainability Act to be served on producers will be sent as hardcopy letters to the addresses indicated in the form only.

Note that consent can be amended through updating the company's registration details in WRMS.

Please note that if your company had initially consented to service of documents under the Resource Sustainability Act over email during registration and subsequently wishes to withdraw consent, please write in to the NEA via email (e-waste@nea.gov.sg). This is to be done in addition to updating the company's registration details through WRMS. The withdrawal will be effected within 10 working days from the date of receipt. The primary or secondary contact of your company will be notified on the effective date of amendment via email. Do note that upon the withdrawal of consent being effected, legally binding documents permitted or required by the Resource Sustainability Act to be served on producers will be sent as hardcopy letters to the addresses indicated in the form only.

Save Draft Clear Next

Figure 3.1.4: View & Edit Registration Details (3)

- c) Amend the desired fields in the Primary Contact Details & Secondary Contact sections.
- d) Click “Save Draft” to temporarily save the changes made to the Company Information.
- e) Click “Next” to permanently save the changes made to the Company Information.
- f) You will be redirected to the Confirmation Page, as shown in **Figure 3.1.5: Update Registration Details Confirmation Page (1)**, **Figure 3.1.6: Update Registration Details Confirmation Page (2)** and **Figure 3.1.7: Update Registration Details Confirmation Page (3)**, to review the information you keyed in before updating the Company Information.
 - i. Click “Submit” to save the amended details.
 - ii. Click “Save Draft” to temporarily save the changes made to the Company Information
 - iii. Click “Back” to return to the Company Details Page. The changes will not be saved.

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LOGOUT

Logged in as
MER Company Rep

Welcome
905602011G
905602011G

MER Company Rep

WMS
Update Registration
MER Dashboard

Registration for Electronics Producer

01 Registration 02 Confirmation 03 Acknowledgement

Registration

Company Details*

UEN* 905602011G

Singapore Registered Company Name* Ah Eng White Coffee Pte Ltd

Singapore Registered Company Address*

Postal Code* 675123

Block Number* 94E

Street Name* Ang Mo Kio Avenue 1

Building Name HDB Hub

Floor 10

Unit No. 521

Note*: The information in these fields were auto filled based on the information on the ACRA database. If the information displayed is incorrect, please update the information on ACRA.

Figure 3.1.5: Update Registration Details Confirmation Page (1)

Primary Contact Information*

Name*

Designation*

Email*

Office Number*

Mobile Number

Secondary Contact Information*

Name*

Designation*

Email*

Office Number*

Mobile Number

Figure 3.1.6: Update Registration Details Confirmation Page (2)

Will your company be willing to receive documents served under the Resource Sustainability Act over email? ☒ Yes

By providing consent, legally binding documents permitted or required by the Resource Sustainability Act to be served on producers will be sent over email only.

By not providing consent, legally binding documents permitted or required by the Resource Sustainability Act to be served on producers will be sent as hardcopy letters to the addresses indicated in the form only.

Note that consent can be amended through updating the company's registration details in WRMS.

Please note that if your company had initially consented to service of documents under the Resource Sustainability Act over email during registration and subsequently wishes to withdraw consent, please write in to the NEA via email (e-waste@nea.gov.sg). This is to be done in addition to updating the company's registration details through WRMS. The withdrawal will be effected within 10 working days from the date of receipt. The primary or secondary contact of your company will be notified on the effective date of amendment via email. Do note that upon the withdrawal of consent being effected, legally binding documents permitted or required by the Resource Sustainability Act to be served on producers will be sent as hardcopy letters to the addresses indicated in the form only.

Figure 3.1.7: Update Registration Details Confirmation Page (3)

- g) Click on the 'Submit' button to submit the data that was input and carry on with updating the Company Information.
 - a. A popup will appear, as shown in Figure 3.1.8: Update Company Registration Confirmation Popup. Click on the checkbox to check it, followed by clicking submit to continue.
 - b. Click the "X" icon at the top right to exit the popup and return to the Confirmation Page.

☐ I confirm that all the information to be submitted is accurate.

Submit

Figure 3.1.8: Update Registration Details Confirmation Popup

- h) Upon clicking submit, you will be led to an acknowledgement page as shown in **Figure 3.1.9: Update Registration Acknowledgement Page**. You have successfully updated your Company Information for the MER.

The screenshot displays the 'Update Registration Acknowledgement Page' within the Waste and Resource Management System (WRMS). The page header includes the National Environment Agency logo and the Singapore Government branding. A progress bar at the top indicates the completion of three steps: 01 Registration, 02 Confirmation, and 03 Acknowledgement. The main content area shows a green checkmark and the text 'SUCCESS The details of your company (UEN : 905602011G) has been updated successfully on 23/11/2020 05:56 PM'. Below this, there are buttons for 'Back to Dashboard' and 'Print Acknowledgement'. The left sidebar contains navigation options such as 'WMS', 'Update Registration', and 'MER Dashboard'. The footer provides additional information, including social media links, a 'Get the app' section, and a copyright notice for the National Environment Agency, dated 2019.

Figure 3.1.9: Update Registration Acknowledgement Page