



---

**SECTION A: REQUEST FOR TESTING SERVICE FROM COSMETICS LABORATORY**

**NOTE:**

- (i) This form must be completed and signed by an authorised person, and submitted to Cosmetics Laboratory together with the email/request form from the local regulatory authority stating the test(s) required for the sample(s).
- (ii) Cosmetics Laboratory may, after reviewing your answers, request for more information from you if necessary.
- (iii) Cosmetics Laboratory reserves the right to not agree to perform any testing service. Therefore, please do not send any sample to Cosmetics Laboratory until the Laboratory has confirmed its acceptance of your request for testing.
- (iv) In the event that Cosmetics Laboratory agrees to perform the test(s), the terms and conditions in Section B of this form will apply.

**Test Request:**

1. Please check the relevant boxes:

- Common Poisons Screening
- Heavy Metals (\*Lead, Arsenic, Mercury) \* *Delete when necessary*
- Others (Please specify: \_\_\_\_\_)

2. Product(s) Description:

\_\_\_\_\_  
\_\_\_\_\_

3. Has a sample of the product from the same manufacturing batch been tested by Cosmetics Laboratory before?

If your answer is "yes", please furnish the laboratory report number:

\_\_\_\_\_

4. The test requested is for (please tick the appropriate boxes):

- Personal information
- Compliance with Cosmetics Control Unit (CCU)
- Cross-quality check
- Others, please specify \_\_\_\_\_



5. Is the product the subject of any inquiry, investigation or proceeding carried out or commenced by the Government of Singapore or any regulatory authority, or has it previously been the subject of any such inquiry, investigation or proceeding? If your answer is "yes", please provide details (you may give your answer in a separate sheet of paper if necessary).

No

Yes

---

---

6. Are you already selling the product in Singapore or do you intend to sell the product in Singapore within the next twelve (12) months?

---

7. Kindly indicate your preferred mode of collection

Self-collect from ASG Registration Counter, Level 1

Send to the billing address

**We confirm that the information given by us in this form is to the best of our knowledge and belief true and accurate. We also consent to the Laboratory's selection of the most appropriate method(s) to be used for this test request.**

**We agree to abide by the Terms and Conditions set out in Section B, should the laboratory agree to perform the test(s).**

Name / IC No:

Contact No.:

Company:

Signature and  
company stamp:

Date:

---

---

---

---

---

---



---

## SECTION B: TERMS AND CONDITIONS

Thank you for sending your sample(s) to the Cosmetics Laboratory.  
Please refer to the following terms and conditions which are applicable to all products testing provided by Cosmetics Laboratory, HSA.

### 1. **Request procedure**

- 1.1 Your request for testing is accepted based on the answers provided by you in the form entitled "Request for Testing Service from Cosmetics Laboratory". Cosmetics Laboratory reserves the right to discontinue any test or withhold the report, if and where applicable, in the event that any error or inaccuracy, even if unintentionally made, is found in the information provided by you.
- 1.2 Samples submitted for tests must be contained in its original retail packaging with brand name, product name and batch number clearly indicated on its label. It must also be properly labeled in English according to the requirements under the Health Products Act and written labels will not be accepted. Cosmetics Laboratory may reject any sample for testing which fails to meet the aforementioned packaging and labeling requirements.
- 1.3 Any portion of the samples not used for analysis will be destroyed and properly disposed of by the laboratory.
- 1.4 A laboratory report number will be assigned by Cosmetics Laboratory to each sample when the request for testing is accepted. The laboratory report number shall be referred to in all subsequent communications.

### 2. **Fees and Payments**

- 2.1 Fees are charged for all testing services performed. A quotation of the fees involved will be supplied upon request before the commencement of work by Cosmetics Laboratory.
- 2.2 In the event that you decide to withdraw your sample from testing, you are required to give a notice in writing to Cosmetics Laboratory within 3 working days after sample submission. You will be charged for all services performed and all costs incurred by the laboratory prior to such withdrawal.
- 2.3 Payment in advance is required via NETS, Credit Cards, GIRO or Telegraphic Transfer (overseas customers).

### 3. **Reports**

- 3.1 A report of the test results will be issued. The reports can be collected by the customer in-person or sent to your billing address by post. You will be informed when the report is ready for collection in person.
- 3.2 A copy of the report will be sent to the Health Products Regulation Group (HPRG) and/or other relevant authorities if the test reveals that the sample(s) is non-compliant with any legal requirement.



- 
- 3.3 Please note that the results in the report are specific to the particular sample(s) supplied for testing by the customer. Cosmetics Laboratory cannot guarantee that the same results can or will be obtained from any test carried out on subsequent samples that are similar or equivalent.
- 3.4 The report does not constitute and no part of it may under any circumstance be construed as an endorsement by Cosmetics Laboratory of the sample(s) or any manufacturing process or product(s).
- 3.5 The report shall not be used either in full or in part:
- a. for advertising or product endorsement purposes or in any publicity material;
  - b. in any manner which may mislead or cause any person to form any erroneous or mistaken belief or impression regarding any product or the report; or
  - c. in any manner contrary to law.
- 3.6 This report shall not be reproduced in full or in part without HSA's prior written consent.
- 3.7 The report will not include the date(s) of performance of the laboratory activity, unless otherwise requested by the customer.

#### **4. Liability**

- 4.1 Cosmetics Laboratory shall under no circumstances be liable to you or your agents, servants or representatives, in contract, tort (including negligence or breach of statutory duty) or otherwise for any direct or indirect loss or damage suffered by you, your agents, servants or representatives howsoever arising, irrespective of its connection with the services provided by Cosmetics Laboratory herein and regardless of whether Cosmetics Laboratory has been advised of the possibility of such loss or damage.
- 4.2 Cosmetics Laboratory reserves the right to decline to carry out any test or, if the test has been commenced, to stop the test immediately, if it is or becomes apparent to Cosmetics Laboratory that it will be inappropriate, whether for legal or any other reason, for Cosmetics Laboratory to carry out or continue with such test.
- 4.3 Cosmetics Laboratory reserves the right to refuse to provide any future testing service to any customer who has breached any term or condition herein unless the test is required by law or any regulatory, judicial or other competent authority.
- 4.4 In the event that the resources of the Cosmetics Laboratory have to be diverted for use for reasons of or concerning national interest or pursuant to any request by or requirement of the Government or any Government agency, the Cosmetics Laboratory may not be able to carry out any test requested for by you in good time or at all. The Cosmetics Laboratory shall not be responsible in any way for any delay or failure to carry out the test in such event.
- 4.5 If you have any enquiries, you can contact us at 6213 0806 or email to [HSA\\_PD\\_Enquiry@hsa.gov.sg](mailto:HSA_PD_Enquiry@hsa.gov.sg).