

COVER LETTER FORMAT

Request For Exemption on Toy Safety Standards Regulation under Consumer Protection Act 1999 [CPA 1999]

Only cover letter issued by the product owner requesting for exemption on Toy Safety Standards under the Consumer Protection Act 1999 [CPA 599] shall be processed.

The cover letter must contain the following details: -

A. Particulars of the Product Owner

Product Owner Name
Business/Company Name
Business/Company Registration No.
Headquarters/Premise Address

B. Particulars of the Goods

Bill of Lading No./Airway No./Invoice No.
Date of Shipment (Estimate Time of Arrival)

C. Purpose of the Goods

D. Justification on the request for exemption

E. Contact Person

F. Authorised Signature

The details and sample image of the goods must be attached together with the cover letter using the format as in **Appendix A**.

Please submit the cover letter and relevant attachment to:

Director
Consumerism Standards Division
Ministry of Domestic Trade and
Consumer Affairs
Level 4 (Podium 2), No. 13, Persiaran Perdana
Precint 2, 62623 Putrajaya
MALAYSIA

No. Tel : +603-8882 5886/5955/6965
No. Faks : +603-8882 6960
E-mel : toys@kpdnhep.gov.my
Laman Web : mystandard.kpdnhep.gov.my

