

## 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,**  
**Co-operatives and Consumerism**  
**Level 4 (Podium 2), No. 13, Persiaran Perdana**  
**Precint 2, 62623 Putrajaya**  
**MALAYSIA**

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