



# JOINT ACCREDITATION SCHEME

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FOR

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(LTA)

CAR-SHARING BUSINESSES (SILVER)

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## INFORMATION & APPLICATION KIT

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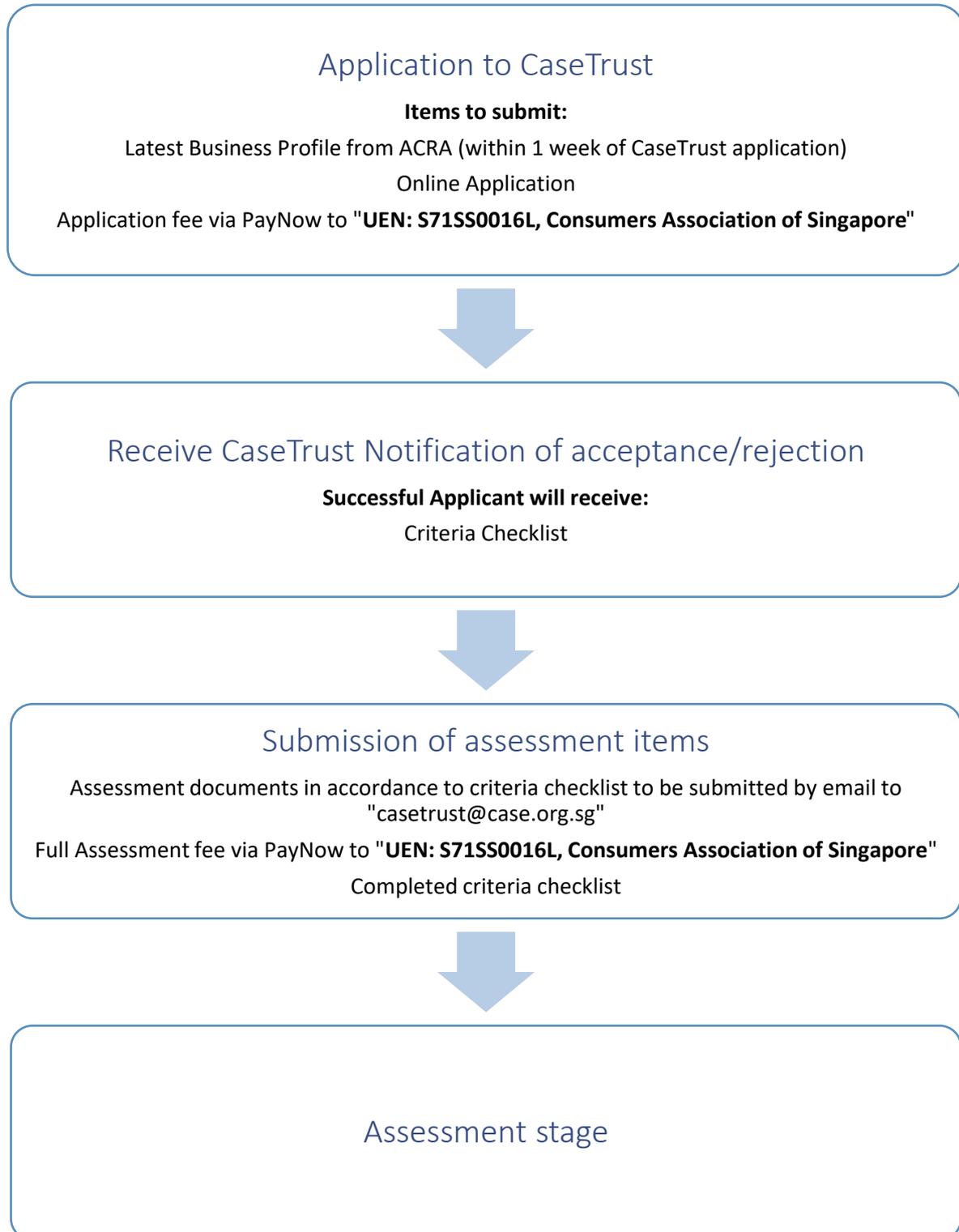
# Introduction

The CaseTrust-LTA Joint Accreditation Scheme for Car-sharing Businesses (Silver) was developed by CaseTrust, the accreditation arm of the Consumers Association of Singapore (CASE), in consultation with the Land Transport Authority (LTA), for the car-sharing industry in Singapore.

Under this scheme, the businesses are audited under a set of stringent and comprehensive criteria, covering the aspects of fair policies, well-maintained and roadworthy vehicles, ethical advertising, proper dispute resolution procedures, staff capabilities as well as training.

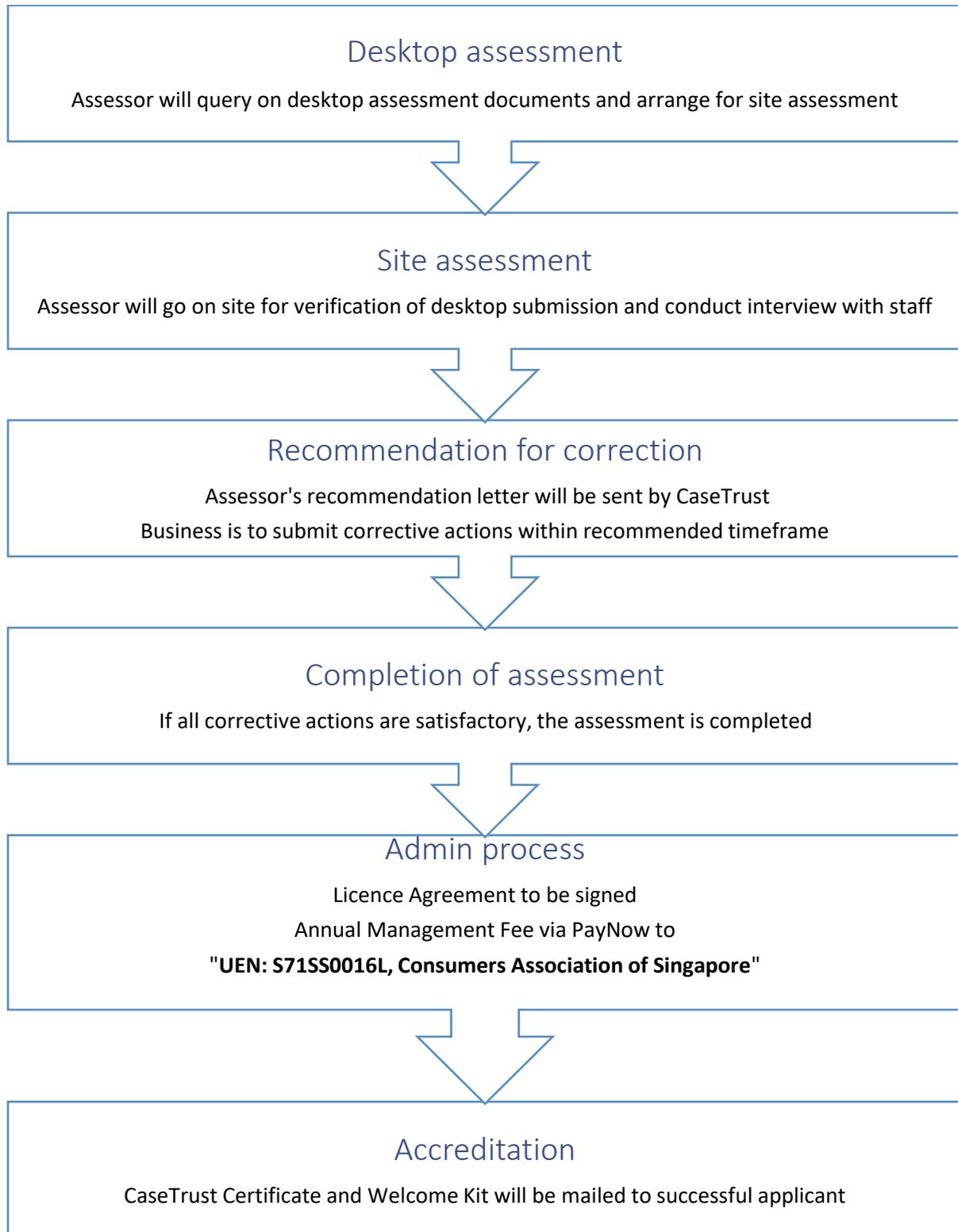
Businesses who qualify to obtain the CaseTrust accreditation will be able to display the CaseTrust logo on their shop fronts and marketing materials as an outward sign of their commitment to fair trading. For consumers, this is assurance that these businesses have good sales/after-sales service, business integrity, well-trained staff and well-maintained retail facilities.

## CaseTrust Application Stages



*Note: The application will be considered Null & Void if the complete set of required assessment items are not submitted within 6 months from date of application.*

# CaseTrust Assessment Stages



*Note: It will take around 3 months from the date applicant commences the assessment stage (through submission of all required assessment items) to complete the accreditation assessment process.*

## CaseTrust Criteria for Car-sharing Businesses

This is a summary of the CaseTrust criteria for Car-Sharing businesses. The full criteria checklist, incorporating assessment elements and document checklists, will be made available to businesses upon submission of the CaseTrust application form and application fee.

Policies	
Goods & Services	
<b>A1</b>	My business offers vehicles that are roadworthy and clean.
Terms & Conditions of Sales	
<b>A2</b>	My business clearly states the terms and conditions of any service guarantees to protect customers against vehicle defects and non-performance.
<b>A3</b>	My business clearly states the liabilities borne by customers in the event of late return of vehicles and/ or damages to the vehicles.
<b>A4</b>	My business has an exchange and refund policy clearly stipulating the time frame and conditions for any exchange and refund.
<b>A5</b>	My business clearly states the terms and conditions for any deposits/ membership fees to register an account.
<b>A6</b>	My business clearly states the terms and conditions applicable to the redemption of promotion codes.
Pricing & Payment	
<b>A7</b>	My business is committed to display all prices clearly (including hourly and mileage charges, cancellation penalties, and surcharges).
<b>A8</b>	My business clearly states the payment methods and the usage of consumers' payment cards.
<b>A9</b>	My business is committed to avoid over or under-charging customers.
<b>A10</b>	My business clearly states the breakdown for any reparation fees and claims.
Security	
<b>A11</b>	My business is committed to maintain the confidentiality of customer data.

# Communication

## External Communication

<b>B1</b>	My business provides effective mode(s) of communication for customers.
<b>B2</b>	My business has a system in place to inform CaseTrust in writing of any change 7 working days before implementation; including policies, ACRA business profile, ownership of the business, contact person for CaseTrust, addition/cessation of branches, change of business contacts information etc.

## Advertising & Promotion

<b>B3</b>	<u>Accuracy of Information</u> My business ensures that all services are accurately described and portrayed in all marketing communications.
<b>B4</b>	<u>Adequacy of Information</u> My business ensures that its marketing communications include sufficient details on prices, quality, availability and terms of hire / rent.
<b>B5</b>	My business hires / rents out what is advertised and promoted.
<b>B6</b>	My business maintains an available fleet of vehicles for all promotional rentals.
<b>B7</b>	My business clearly states the period for which promotions are valid.
<b>B8</b>	My business clearly spells out details of any lucky draw, free gifts and/or contest.

# Practices & Systems

## Retailing

<b>C1</b>	<u>Deposit/Reservations</u> a. My business provides customers with receipts to acknowledge payment of deposits or reservation charges. b. Receipts for deposits and reservations have full detailed information.
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<b>C2</b>	<u>Proof of Hire / Rental</u> a. My business issues a receipt to customer with details of the hiring / renting of goods provided. b. The receipt reflects relevant detailed information.
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<b>C3</b>	<u>Exchange and Refund</u> My business honours our exchange and refund policies promptly within the stipulated time frame and conditions.
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### Feedback Management

<b>C4</b>	My business has a system to document complaint cases and has a complaints resolution procedure.
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<b>C5</b>	My business informs complainants of the status of the complaint investigation.
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<b>C6</b>	My business addresses complaints within a maximum of 21 days upon receipt of complaint (barring longer disputes under traffic police investigations and/ or insurance claims).
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<b>C7</b>	My business informs customers of alternative forms of redress should the business be unable to resolve the complaint within the time frame, E.g., CASE Mediation Centre.
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### Security

<b>C8</b>	My business has a system to keep all customers' particulars confidential.
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### Goods & Services

<b>C9</b>	My business has a system for ensuring the quality of vehicles for hire / rent.
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## Personnel

### Performance

<b>D1</b>	My business ensures that customer support and service staff do not practice any unethical sales tactics.
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### Knowledge

<b>D2</b>	My business ensures staff is able to provide accurate, timely and comprehensive service information to customers and to perform service to the expected levels.
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## Fee Structure

(Fees are inclusive of GST)

Type of Fee	Fee Structure for Car-sharing Businesses	Remark
<b>Application</b>	S\$327.00	Accreditation will be based on ACRA legal entity.
<b>*Full Assessment</b> <b>**Interim Assessment</b>	S\$2,725.00 S\$1,362.50	*Full-term assessment (Desktop & Site) is conducted every four (4) years. **Interim assessment (Site only) is conducted on the third (3rd) year of every accreditation cycle.
<b>Annual Management</b>	S\$2,507.00	

## Other Charges

(Fees are inclusive of GST)

	Fee
Interim assessment (Site only)	S\$1,362.50
Certificate printing	Complimentary
Reprint / Additional Certificate printing	S\$16.35
Mediation at CASE Mediation Centre	Complimentary
CaseTrust decal	Complimentary

## Fee breakdown Illustration

Car-sharing Business Accreditation over 4 years

(Fees are inclusive of GST)

	Preliminary	Year 1	Year 2	Year 3	Year 4
Application	S\$327.00	-	-	-	-
*Full Assessment	S\$2,725.00	-	-	-	-
**Interim Site Assessment (Car-sharing)	-	-	-	S\$1,362.50	-
Annual Management	-	S\$2,507.00	S\$2,507.00	S\$2,507.00	S\$2,507.00
<b>Total</b>	<b>S\$3,052.00</b>	<b>S\$2,507.00</b>	<b>S\$2,507.00</b>	<b>S\$3,869.50</b>	<b>S\$2,507.00</b>

## Important Note

1. Fees are inclusive of the prevailing GST rate and are subject to change, depending on economic situation and discretion of the CaseTrust department.
2. \*Full-term assessment (Desktop & Site) is conducted every 4 years.
3. \*\*Interim assessment (Site only) is conducted on the 3<sup>rd</sup> year of every accreditation cycle.
4. Application fee is to be paid together with submission of application form. Full assessment fee is to be paid at the submission of desktop assessment documents.
5. The application will be considered NULL & VOID, with the Applicant considered to have failed the assessment if:
  - a. Documents and fee for assessment are not submitted within 6 months from date of application.
  - b. The Applicant failed to obtain CaseTrust accreditation within the period of 1 year from date of application.
6. The Applicant must go through the full assessment first, and the interim assessment after 2 years.
  - a. CASE reserves the right to perform more than one interim assessment during the 4-years period.
7. If the Applicant does not pass the assessment, a re-assessment fee equivalent to the full assessment fee must be paid.
8. The annual management fee is payable only after the Applicant passes the assessment process.
9. Below are the cancellation fees in the event the Applicant cancels its application under the following circumstances:
  - a. Application fee is strictly non-refundable.
  - b. Assessment fees are refundable if withdrawal request is made within 7 days after the submission of your application.
  - c. If a withdrawal request is made after 7 days from submission of assessment items, but at least 4 days before commencement of site assessment, 50% of the assessment fees will be refundable.
  - d. Assessment fees are strictly non-refundable if withdrawal request is made less than 4 days before site assessment.
  - e. The annual management fee is payable only after the Applicant clears the assessment process.
  - f. The Assessment Fees would be refunded in the event of an outright disqualification during the initial application stage.

# Application Terms and Conditions

## Application

1. The Applicant is bound by the Terms and Conditions herein and such variations, which may from time to time, be made by the CaseTrust Department; and upon submission of their Application to the CaseTrust Department.
2. Fees are subject to change, depending on economic situation and discretion of the CaseTrust Department.
3. The applicant (or subsequently accredited business) is to note the following eligibility conditions to apply/re-apply for the accreditation scheme or to remain accredited:
  - a. there should not be 5 or more complaints related to the Consumer Protection Fair Trading Act (CPFTA) lodged against it with CASE, within a continuous period of 12 months before the date of the new/renewal application or after the business has been accredited; and/or
  - b. must not be faced with any debarment arising out of any sanction imposed by CaseTrust; and/or
  - c. must not have any bad track record with CASE (where the respective situation arises), for refusal to sign the Voluntary Compliance Agreement (VCA), breach the signed VCA, be issued with a Consumer or Company Alert against it by CASE, or be referred to the Competition and Consumer Commission of Singapore for Injunction by CASE.
3. Businesses with different ACRA unique entity numbers are considered separate entities, even if they are under the same holding company. Separate applications will be required.
4. An application for CaseTrust accreditation must be accompanied by:
  - a. Completed application form as prescribed, together with any supporting documents required
  - b. Application fee

## Assessment

1. The Applicant must pass all assessments to be or remain accredited.
2. Assessment Fees are strictly non-refundable if the Applicant fails the assessment.
  - a. The CaseTrust department reserves the right to reject any submission for any reason without further explanation to the Applicant
  - b. If the Applicant wishes to appeal the rejection of its submission, it may contact CaseTrust via email at [casetrust@case.org.sg](mailto:casetrust@case.org.sg) with its supporting documents within 14 business days of receiving the notification of rejection. The CaseTrust department

may in its absolute discretion review the Applicant's appeal and respond with its final decision within 30 business days.

3. The application will be considered **NULL & VOID** if:
  - a. Documents for assessment are not submitted within **6 months** from date of application.
  - b. The Applicant failed to obtain CaseTrust within the period of **1 year** from the date of application.
4. If an Applicant fails the prescribed Assessment conducted, the Applicant may be given a further opportunity to qualify to be accepted under the scheme and such would be decided by the Assessor or Assessors assigned as long as the Applicant does not exceed 2 further Assessments. All Assessment Fees, if any, must be paid by the Applicant.
5. Applicants whose desktop submission is insufficient as determined by the assessor, will have to submit the corrective actions within 2 months from the date of notification. Failing which, the Applicant is deemed to have failed the desktop assessment.
6. Applicants who pass the desktop assessment but subsequently fail the site assessment are deemed to have failed the assessment.
7. The Applicant may ask for a review of the Assessment with reasons. The Applicant's request will be considered by the Head of Department, and if appropriate, forwarded to the CaseTrust Department. Such review will be allowed at the discretion of the CaseTrust Department and will be final. This review fee will be refunded if the review is found in the Applicant's favour.
8. Where there is a need for the Applicant to engage a consultancy firm, the Applicant will liaise directly with such consultant(s) and the appropriate fees paid to the consultancy firm for their services. Such consultants and consultancy firms are independent third parties and are not endorsed by either CASE or the CaseTrust department. CASE and the CaseTrust department will under no circumstance be liable for any advice rendered by such consultancy firms.
9. In the event the CaseTrust Applicant withdraws their application:
  - a. Assessment Fees are refundable if withdrawal request is made within 7 days after the submission of your application.
  - b. If a withdrawal request is made at least 7 days before commencement of Site Assessment, 50% of the Assessment Fees will be refundable.
  - c. Assessment Fees are strictly non-refundable if withdrawal request is made less than 4 days before site assessment.
  - d. If the Applicant fails the desktop assessment and decides to withdraw at that stage, 50% of the Assessment Fees will be refundable.

- e. The annual management fee is payable only after the Applicant clears the assessment process.
- f. The Assessment Fees would be refunded in the event of an outright disqualification during the initial application stage.

## Accreditation Details

1. Applicant must go through the full assessment first, and the interim assessment after 2 years.
2. Accreditation will be for a period of 4 years, renewable every year, subject to payment of the Annual Management Fee, passing all Assessments, satisfying all Investigation or queries by CaseTrust (this including feedback from the public i.e. complaints, if any), and any other requirement(s) put forth by CaseTrust at any point in time.
3. Accredited companies that make changes to its company ownership partnership/directorship after obtaining accreditation may be subjected to re-assessment and must furnish CASE with a Deed of Assignment. This assessment shall be independent of other assessments that the accredited business is scheduled to undertake.

## Standards

1. Accredited businesses are required to maintain the CaseTrust standards as stated, among other things, in the Assessment Criteria provided. The criteria may be revised from time to time and the accredited business must be so bound by such.
2. Accredited businesses are required to comply with all government laws, rules, and regulations at all times. Should the accredited businesses be found to be in breach of such laws, rules, and regulations, the accredited business has been made aware of the CaseTrust Department's empowerment to suspend, expel, or blacklist, either singly or jointly, depending on the severity of the non-compliance, or by any other appropriate means.
3. The CaseTrust Department reserves the right to perform an audit or conduct mystery shopping on the business during their accreditation period.
4. Upon successful accreditation, the business is required to display its policies clearly in its premises or such policies must be easily accessible to Consumers. Web-based retailers are required to publish their web policies on their websites.
5. The accredited businesses must have a proper criterion to deal with complaints and a dispute resolution programme in place which is transparent and known to consumers. If the consumer who has a dispute with a CaseTrust accredited business requests for mediation at CASE Mediation Centre, the CaseTrust accredited business must attend the mediation session arranged by CASE.

6. To uphold the standards, which may be updated from time to time by CaseTrust, all accredited businesses shall adhere to the Code of Practice and abide by penalties imposed upon breach/infringement of the Code of Practice.

## Conditions Precedent

1. Businesses should allow CaseTrust representatives into their premises for auditing and/or investigation purposes, whether notified or not.
2. The business agrees to indemnify and keep CASE, its directors, employees, officers, agents or representatives) fully and effectively indemnified against any and all actions, liabilities, cost, claims (including third party), losses, damages, proceedings and/or expenses (including all legal costs on an indemnity basis) arising from or in connection with the business's application for CaseTrust accreditation scheme.

## Audit/Investigation

1. In the event of a breach of the CaseTrust requirements stipulated within this Information Kit, the Criteria Checklist, the License Agreement and/or the CaseTrust Code of Practice, CaseTrust may impose sanctions by way of Warning, Suspension, Expulsion and/or Debarment from CaseTrust.
2. All Suspension, Expulsion and Debarment cases would be considered and approved by the CaseTrust Advisory Council.
3. Accredited business Suspended of its CaseTrust status would be required to pay for the Interim Assessment fee, undergo and pass the Interim Assessment. Under this circumstance, the business would be given up to 2 rounds to pass the Interim Assessment, within 3 months from the date of the Notice of Suspension.
4. Should the accredited business be sanctioned of its CaseTrust status by Warning or Suspension, the sanction would be valid for 2 years from the date of the imposition. The validity of the sanction would be carried forward to the renewed accreditation cycle and should there be any breach of the CaseTrust requirements again, further or more sanctions may be imposed.

## Termination

1. Upon termination and expiry of CaseTrust accreditation scheme, all physical CaseTrust related materials must be returned to CASE office within 7 days, and such materials should not be used in any manner whatsoever by the businesses before its return.
2. The CaseTrust Department reserves the right to suspend and/or revoke the accreditation status should the business fail to adhere to any of the CaseTrust requirements stipulated within this Information Kit, the Criteria Checklist, the License Agreement and/or the CaseTrust Code of Practice, or for whatever reasons, as the CaseTrust Department deems fit.

# CaseTrust Application Submission Checklist

- CaseTrust Application via [Online Submission](#)
- [Business Profile from ACRA](#) (within 1 week of CaseTrust application)
- Application Fee of \$327 can be made by PayNow to **'UEN: S71SS0016L, Consumers Association of Singapore'**.

### **PayNow Instructions**

1. PayNow is to be made to UEN: S71SS0016L, Consumers Association of Singapore
2. Within the field, <Transfer Details> please indicate your business name
3. Send a screen shot of the successful payment page to this email  
[casetrust@case.org.sg](mailto:casetrust@case.org.sg)

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Thank you for your interest in the CaseTrust.

You are a step closer to be recognised as a reliable company that consumers can count on.

We look forward to having you on board.