

Competition & Consumer Affairs Authority (CCAA)

Policy on usage of CCAA Identification Card

Objective of CCAA Identification Card

To give legitimacy and to protect employees of CCAA from undue harassment and intimidation during the execution of official function in the markets - such as surveillance, inspections, investigations and any other official functions, CCAA Identification Cards (hereafter referred as IDC) are issued to all employees.

Since all CCAA employees, in addition to Investigators and Inspectors, are expected to undertake official duty / surveillance/ inspection, in times of needs, all – regular or contract – are issued IDC. To ensure proper use and prevent misuse or abuse of the IDC, the following must be observed at all times:

General Rules on the use of IDC

1. The ID Card is the property of CCAA. It is mandatory to return the IDC to the office at the time of separation from the office.
2. The Administration Assistant is vested with the responsibility to (i) issue IDC to new staffs, and (ii) to repossess the IDC upon separation from CCAA.
3. The IDC is non-transferable and must be lent to any other individual at any time.
4. The IDC must be displayed prominently at all times during official market inspection or inspection of any business premises for the purpose of investigation or other office-assigned work.
5. The IDC should never be displayed or used while on personal visits to markets or any business premises.
6. The IDC must be well taken care of and must not be left unattended. Loss or theft of IDC should be reported to the Administration Assistant for issuance of a new card. Employees are expected to pay for replacement of the IDC resulting from loss or damage due to sheer carelessness.
7. All employees will adhere to the Civil Service Values & Conduct outlined in the BCSR, 2018, at all times, including during market surveillance, inspection and investigation.