

Pickup Request Checklist

Last updated: September 2026

A practical checklist to help you prepare the information needed before submitting an electronics collection request.

Information to Prepare

- Company/organization name and contact person
- Collection address and postal code
- Collection-point details, including floor, lift, stairs, loading-bay or parking access where relevant
- Preferred collection date and time window
- Type of electronic equipment for collection
- Approximate quantity or weight
- Photos of bulky, unusual or damaged items where helpful
- Whether data sanitization or physical media destruction is required
- Whether a data-destruction certificate is required
- Whether batteries, power banks or battery-containing equipment are included
- Whether any items are damaged, swollen, leaking, unusually heavy or difficult to access
- Any security-clearance or site-access instructions

Quick Request Form Fields

Field	Example Input
Contact Name	Jane Tan
Company / Organization	ABC Pte Ltd
Email / Phone	jane@example.com / +65 XXXX XXXX
Collection Address	10 Example Road, Singapore
Postal Code	123456
Items	20 laptops, 5 desktops, 2 boxes of cables
Batteries Included?	Yes / No
Damaged Items?	Yes / No
Data Destruction Required?	Yes / No
Certificate Required?	Yes / No
Preferred Date / Time	DD/MM/YYYY / Morning
Site Special Notes	Loading bay access, security clearance, parking instructions

What Happens After You Submit

ReTech Resource will review your request and contact you to confirm collection details, access arrangements, any special handling requirements and the documentation required. Submission of a request does not by itself confirm the collection date or acceptance of every listed item.

Batteries & Damaged Items

Please identify batteries, power banks and battery-containing equipment when submitting your request. Standalone or removable batteries should be separated where practical, but equipment should not be dismantled solely to remove built-in batteries.

Damaged, swollen or leaking batteries and unusual or contaminated equipment should be declared before collection so suitable handling arrangements can be confirmed.

Before You Submit

- ☐ I have identified the main equipment types and approximate quantities.
- ☐ I have provided the correct collection address and access details.
- ☐ I have identified batteries and battery-containing equipment.
- ☐ I have declared damaged, leaking or unusual items.
- ☐ I have identified equipment requiring secure data handling.
- ☐ I have confirmed any certificate or recycling-documentation requirements.
- ☐ I have attached useful photos where appropriate.

References & Notes

This checklist provides general preparation guidance. Collection availability, accepted items, battery handling, data-security requirements, access arrangements and documentation may vary depending on equipment type, condition, site requirements and the agreed service scope. ReTech Resource will confirm the applicable arrangements after reviewing the collection request. Information reviewed September 2026.

- [NEA E-Waste Management](#)
- [NEA Where to Recycle E-Waste](#)
- [PDPC – Guide to Data Protection Practices for ICT Systems](#)