 ISSUED: 28.02.17

**REQUEST FOR**

**CERTIFICATE OF CONFORMITY\***

\*Request for Technical Inspection Report

\*Request for Certification of Inspection

**IMPORTANT:** The quality and completeness of the documentation submitted by the Applicant directly influences the time and cost of processing the

shipment certification request. Incomplete applications will not be processed.

|  |  |  |
| --- | --- | --- |
| **SERVICE LEVEL AGREEMENT (SLA) REFERENCE** (if available) |  | **DATE**  |
|   |  |   |
| **TYPE OF APPLICATION**  |  |  |
|  Single Shipment Multiple Shipments\*\*  | Valid from  | Valid to  |

\*\*Multiple Shipments is only **VALID** for regular exporters having frequent shipments of the same products. The RFC can be used for multiple shipments of

the same products within the validity period indicated. Validity period shall not exceed on year in all cases.

**SHIPMENT CERTIFICATION REQUEST FOR** (country name)

 **EXPORTER IMPORTER**

|  |  |  |
| --- | --- | --- |
| Company name  |   |   |
| Company address  |   |   |
| Contact person  |   |   |
| Email address  |   |   |
| Telephone No.  |   |   |
| Commercial registration No. or equivalent (KSA)  |   |   |
| Certificate of origin No. and date (KSA)  |   | Warehouse Licence No. (KSA cosmetics shipments only)  |   |
| Proforma Invoice No. and date  |   | Customer Dealer No. (Egypt)  |   |
| UCR No. (Gabon, Ghana and Kenya)  |   | L/C No.  |   |
| IDF No. (Kenya)  |   | BA No. (Nigeria)  |   |
| AWB No.  |   | RC/BN No. (Nigeria)  |   |

The form continues on page 2

**REQUEST FOR**

**CERTIFICATE OF CONFORMITY\***

 **EXPORTER IMPORTER**

|  |  |  |  |
| --- | --- | --- | --- |
| BL No.  |   | TIN No. (Nigeria)  |   |
| Others (please specify)  |   |   |
| Applicant Type  |  Authorised Dealer Authorised Distributor Manufacturer Trader  Third-Party Logistics Other (please specify)  |

 **SHIPMENT LOCATION** (where goods are available

for inspection, if different from Applicants details)

**PAYER** (party responsible for paying the certification service, if

different from Applicants details)

|  |  |  |
| --- | --- | --- |
| Company name  |   |   |
| Company address  |   |   |
| Contact person  |   |   |
| Email address  |   |   |
| Telephone No.  |   |   |
| Payment type  |  Cash Credit  | Intertek credit reference No.  | Invoice currency to be used  |
| Addresses for invoices to be sent  |   |

**SHIPMENT DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Port of loading  |   | Port of discharge  |   |
| Vessel name  |   | Goods condition  |  New Used  |
| Gross consignment weight  |   | Country of supply  |   |
| Goods availability date  |   | Expected shipment date (if available)  |   |
| Mode of transport  |  Air Rail Road Sea  | Delivery (full / partial)  |  Full Partial  |
| Mode of shipment  |  Bulk  |  FCL  |  LCL  |  Tanker  |  Trailer  |  Truck  |
| Quantity  |   |   |   |   |   |   |
| Other mode of shipment (please specify)  |

**DECLARATION**

Please tick here V To confirm that the above details are correct

V To confirm our agreement with the [Intertek’s Terms and Conditions (Global](http://www.intertek.com/WorkArea/DownloadAsset.aspx?id=37715)) and [Shipment Certification Service](http://www.intertek.com/WorkArea/DownloadAsset.aspx?id=34359751576) which are

available at [www.intertek.com/terms](http://www.intertek.com/terms).

Name Position Signature

**DOCUMENTS ATTACHED TO THIS APPLICATION**

|  |  |  |
| --- | --- | --- |
|  Registration/Licence (e.g.GOEIC/SoR/TER/PC)  |  Certificate of Origin  |  Photographs of Products  |
|  QMS Certificates (e.g. ISO 9001, ISO/TS 16949)  |  L/C  |  Packing List  |
|  B/L or AWB  |  Test Reports  |   |
|  IDF  |  Proforma Invoice  |   |
|  Others (please specify)  |  |  |

Thank you for taking the time to fill out this form. We appreciate your business.

Please visit our website [www.intertek.com/governmen](http://www.intertek.com/government)t to learn about the shipment certification services for other countries.

**PRODUCT DETAILS - GENERAL**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SN  | PRODUCT DESCRIPTION  | QUANTITY  | PACKAGING  | HS CODE  | MATERIALS  | BRAND  | COUNTRY OF ORIGIN  | MANUFACTURERS NAME AND ADDRESS  | STANDARD REFERENCE  | REGISTRATION/ LICENCE NO. (SoR/TER/PC IF AVAILABLE)  |
| 01  |   |   |   |   |   |   |   |   |   |   |
| 02  |   |   |   |   |   |   |   |   |   |   |
| 03  |   |   |   |   |   |   |   |   |   |   |
| 04  |   |   |   |   |   |   |   |   |   |   |
| 05  |   |   |   |   |   |   |   |   |   |   |
| 06  |   |   |   |   |   |   |   |   |   |   |
| 07  |   |   |   |   |   |   |   |   |   |   |
| 08  |   |   |   |   |   |   |   |   |   |   |

**Additional Information provided on separate sheets: YES (**No. of additional sheets) **No**

In general, the applicant acknowledges that all imported goods which are subject to specific programme requirements may be randomly selected for inspection and testing for safety, quality and trade compliance purposes at the customs territory of the importing country. Intertek performs the evaluation of conformity based on a random sampling of their products and on testing of limited parameters through risk assessment approach. The applicant agrees to take responsibility and acknowledges that they are aware of the customs legislative and regulatory requirements governing the import of their products and commit to comply with those requirements.

**PRODUCT DETAILS - COSMETICS**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SN  | PRODUCT DESCRIPTION  | QUANTITY  | PACKING  | PRODUCT LISTING NO.  | BATCH NO. / PRODUCTION DATE  | HS CODE  | BRAND  | COUNTRY OF ORIGIN  | MANUFACTURER’S NAME & ADDRESS  | STANDARD REFERENCE  | REGISTRATION/ LICENCE NO. (SoR/TER/PC IF AVAILABLE)  |
| 01  |   |   |   |   |   |   |   |   |   |   |   |
| 02  |   |   |   |   |   |   |   |   |   |   |   |
| 03  |   |   |   |   |   |   |   |   |   |   |   |
| 04  |   |   |   |   |   |   |   |   |   |   |   |
| 05  |   |   |   |   |   |   |   |   |   |   |   |
| 06  |   |   |   |   |   |   |   |   |   |   |   |
| 07  |   |   |   |   |   |   |   |   |   |   |   |
| 08  |   |   |   |   |   |   |   |   |   |   |   |

**Additional Information provided on separate sheets: YES (**No. of additional sheets) **No**

In general, the applicant acknowledges that all imported goods which are subject to specific programme requirements may be randomly selected for inspection and testing for safety, quality and trade compliance purposes at the customs territory of the importing country. Intertek performs the evaluation of conformity based on a random sampling of their products and on testing of limited parameters through risk assessment approach. The applicant agrees to take responsibility and acknowledges that they are aware of the customs legislative and regulatory requirements governing the import of their products and commit to comply with those requirements.

**PRODUCT DETAILS – AUTOMOTIVE VEHICLES**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SN  | BRAND OF VEHICLE  | VEHICLE TYPE (E.G. PASSENGER CAR)  | VEHICLE MODEL (E.G. 1.8 GLI)  | MODEL YEAR  | AGE (FOR USED VEHICLES ONLY)  | COUNTRY OF ORIGIN  | VIN NUMBER  | REGISTRATION/LICENCE ((SoR/TER/PC IF AVAILABLE)  |
| 01  |   |   |   |   |   |   |   |   |
| 02  |   |   |   |   |   |   |   |   |
| 03  |   |   |   |   |   |   |   |   |
| 04  |   |   |   |   |   |   |   |   |
| 05  |   |   |   |   |   |   |   |   |
| 06  |   |   |   |   |   |   |   |   |
| 07  |   |   |   |   |   |   |   |   |
| 08  |   |   |   |   |   |   |   |   |

**Additional Information provided on separate sheets:**  **YES (**No. of additional sheets) **No**

In general, the Applicant acknowledges that all imported goods which are subject to specific programme requirements may be randomly selected for inspection and testing for safety, quality and trade compliance purposes at the customs territory of the importing country. Intertek performs the evaluation of conformity based on a random sampling of their products and on testing of limited parameters through risk assessment approach. The applicant agrees to take responsibility and acknowledges that they are aware of the customs legislative and regulatory requirements governing the import of their products and commit to comply with those requirements.