ISSUED: 24.04.17

**REQUEST FOR**

**PRODUCT CERTIFICATE/ REGISTRATION/LICENCE FORM\***

\*Request for Technical Evaluation Report

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

processing the Registration/Licence request. Incomplete applications will not be processed

**SERVICE LEVEL AGREEMENT (SLA) REFERENCE** (if available) **DATE**

**REGISTRATION/LICENCE REQUEST FOR** (country name)

**PURPOSE OF APPLICATION NEW RENEWAL REVISION**

|  |  |  |  |
| --- | --- | --- | --- |
|  Registration  Licence  Product Certificate 1 (PC-1 Nigeria)  Product Certificate 2 (PC-2 Nigeria)  Product Certificate 3(PC-3 Nigeria)  Technical Evaluation Report (TER Kuwait)  Other (Please specify)  |  |  |  |

**APPLICANT DETAILS**

|  |
| --- |
| Contact person  |
| Company name  | Company address  |
| Email address  | Telephone No.  |

**APPLICANT TYPE**

 Authorised Dealer Authorised Distributor

 Third-party Logistics Manufacturer

 Trader Others (please specify)

**REQUEST FOR**

**PRODUCT CERTIFICATE/ REGISTRATION/LICENCE FORM\***

**REGISTRANT/LICENCEE DETAILS** (please provide details if you have any existing valid Registration/Licence for any of your

products

|  |  |
| --- | --- |
| Registration No.  |  |
| Licence No.  |  |
| TER No.  |  |
| PC-1 No.  |  |
| PC-2 No.  |  |
| PC-3 No.  |  |
| Other (please specify)  |  |

**PAYMENT DETAILS** (partly responsible for paying the certification service applied for, if different from the Applicant)

|  |
| --- |
| Contact person  |
| Company name  | Company address  |
| Email address  | Telephone No.  |
| Payment type Cash Credit  | Addresses where invoice are to be sent  |
| Intertek Credit Reference No.  |
| Invoice Currency to be used  |

**DECLARATION**

|  |
| --- |
| Please tick here To confirm that the above details are correct To confirm our agreement with the [Intertek’s Terms and Conditions (Global](http://www.intertek.com/WorkArea/DownloadAsset.aspx?id=37715)) and [Shipment Certification](http://www.intertek.com/WorkArea/DownloadAsset.aspx?id=34359751575) [Service](http://www.intertek.com/WorkArea/DownloadAsset.aspx?id=34359751575) which are available at [www.intertek.com/terms](http://www.intertek.com/terms).  |
| Name  | Position  | Signature  |

**DOCUMENTS ATTACHED TO THIS APPLICATION**

 Factory Audit Report QMS Certificates (e.g. ISO 9001, ISO/TS 16949)

 Suppliers Declaration of Conformity (SDoC) Product Data Sheet/Technical Data Sheet

 Product Identity Declaration ISO/IEC 17025 Accreditation Certificate

 Verified Manufacturers Testing Certificate Photographs of Products

 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/government](http://www.intertek.com/government) to learn about the shipment certification services for other countries.

**NOTE:** Please complete the below required details if this information has **NOT** been made available in the submitted invoice/shipment documents or has **NOT** been provided separately in editable electronic

format (e.g. Word, Excel, rich text format document). Should you require additional space, please attach **EXTRA SHEETS** using the same template as below.

**PRODUCT DETAILS - GENERAL**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| SN  | PRODUCT DESCRIPTION  | MODEL/TYPE/BATCH NO.  | HS CODE  | BRAND  | COUNTRY OF ORIGIN  | MANUFACTURERS NAME AND ADDRESS  | STANDARD REFERENCE  |
| 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.

**NOTE:** Please complete the below required details if this information has **NOT** been made available in the submitted invoice/shipment documents or has **NOT** been provided separately in editable electronic

format (e.g. Word, Excel, rich text format document). Should you require additional space, please attach **EXTRA SHEETS** using the same template as below.

**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.