SIRIM QAS International Sdn. Bhd. (410334-X)
SIRIM Complex, No. 1, Persiaran Dato' Menteri, P.O. Box 7035, 40700 Shah Alam,
Selangor Darul Ehsan, Malaysia. Tel: 603-5544 6400
Web Site: www.sirim-qas.com.my Email: cserviceqas@sirim.my

APPLICATION FORM FOR PRODUCT CERTIFICATION SCHEME

Type of Application *(Tick where applicable)*					
	Product Certification		Eco-Labelling Certification		Product Listing / Fire Listing
	Batch Certification		RMC Certification		IBS-IMPACT Certification
	Modular Coordination Verification		Electromagnetic Compatibility		Certification for Genuine Product
	UN Marking		Certification for Premium Product		Others, please specify: ……....

A. APPLICANT'S INFORMATION

1. NAME AND ADDRESS OF APPLICANT

Management Representative and Deputy management Representative shall be named as contact persons. *Only person who has authority in relation to certification process, product quality and/or process should be named as contact person for all the related info.*	Company Name				
	Company Address				
		Post code		City	
		State / Province		Country	
	Business Reg.				
	Tax Identification Number (TIN)				
	Website				
	Contact Person 1			Position	
		Phone HP No.		Email	
	Contact Person 2			Position	
		Phone HP No.		Email	

2. FACTORY'S / MANUFACTURER'S INFORMATION

This section shall be completed if the factory is located at a different address from the above ***OR*** *the product is not manufactured by the applicant.* *Should the product is not manufactured by the applicant, the manufacturer is required to complete Declaration of Manufacturer (ePCS/FOR/01-5)*	Manufacturer's Name				
	Address *(if different from above)*				
		Post code		City	
		State / Province		Country	
	Business Reg.				
	Tax Identification Number (TIN)				
	Contact Person 1			Position	
		Phone / HP No.		Email	

	Contact Person 2			Position	
		Phone / HP No.		Email	

3. APPROVAL FROM RELEVANT AUTHORITY

Should the applicant is conducting activities of manufacturing product in Malaysia, the applicant is required to declare approval from relevant authority.	☐ Has obtained approval from the relevant authority (e.g.: PBT, MITI/ MIDA, etc.)* *(Applicable for Manufacturer located within Malaysia)* ☐ Has obtained approval from Regulatory Body (e.g. ST, BOMBA, DOSH, CIDB, JKR, MDA and etc.)* *(if applicable)* ☐ Is seeking approval from the related authority* **Evidence of approval or application for approval shall be attached.* Note: Please tick ☑ where applicable

4. WAREHOUSES / DISTRIBUTION CENTRES

Applicant to formally declare the location of the associated warehouses / distribution centres.	Company Name				
	Warehouse / Distribution Address				
		Post code		City	
		State/ Province		Country	
	Contact Person			Position	
	Phone HP No.			Email	

B. PRODUCT INFORMATION

1. PRODUCT DETAILS

Information on product intended for certification is deemed mandatory and shall be provided clearly in this section. *Wherever applicable, name of product, its type(s) and/or model(s) shall follow as specified in the standard.*	Product Name		
	Model(s): Type(s): Rating(s): Size(s): Premium Criteria(s) and Testing Standard(s):		
	Product Description		
	Standard (E.g. MS, BS, EN, JIS, SIRIM CRITERIA, etc.)	Code	
		Title	
To be filled for application of Eco-Labelling Certification only.	*Eco-labelling Claim		

2. TRADEMARK / BRANDNAME (S)

This section is applicable for trademark(s)/ brandname(s) with same status of trademark(s)/ brandname(s)

Should the applicant have 2 or more different status of trademark(s)/ brandname(s), applicant shall attach form ePCS/FOR/01-4 separately for declaration of another trademark(s)/ brandname(s).

Trademark/ Brand name	

Status of Trademark(s) / Brandname(s)

Note: Please tick ☑ where applicable

- ☐ Legally owns the trademark/ brand name as stated;
  (Registration for trademark / brandname shall be attached)
- ☐ Am / Are seeking approval for the trademark/brand name as stated.
  (Evidence of application for registration shall be attached)
- ☐ No brand name
- ☐ Using trademark/brandname(s) belonging to other party.
  (Authorization Letter of Trademark/ Brandname (ePCS/FOR/01-4.1) shall be attached as the evidence had been authorized by the trademark / brand name owner.)

C. REQUIRED DOCUMENTS

Please ensure that the following documents are submitted, as appropriate :

☑	**Required Documents** *(Please tick where applicable)*
☐	Type Test Report(s) bearing recognized accreditation logo with accreditation number. *(Full Test Report shall complies with the standard requirements and validity period shall comply with certification requirement)*
☐	Original or copy of the Authorization Letter by Test Report Owner (ePCS/FOR/01-4.2) *(if the applicant is not the owner test report, confirming that the applicant is authorized to use the test report for application)*
☐	*Bill of Materials / Components *(All applicable information of components or raw materials used to produce the product shall be listed. Shall the components or raw materials used is required to have specific approval from the authority, the certificate or letter of approval shall be attached)*
☐	*Inspection and Test Plan (ITP) / Quality Inspection Plan / Quality Control Checkpoint / Quality Control Checking Schedule
☐	*Process Flow Chart *(Manufacturing process in the production line)*
☐	*List of test equipment and status of calibration *(All equipment or gauges that are used to perform all identified tests in QC checkpoint shall be listed together with its model, serial number, frequency of calibration/verification and name of calibration laboratory)*
☐	*Full specification of genuine product – applicable for Certification Scheme for Genuine Product *(E.g.: performance classification, viscosity classification, artwork design, and etc.)*
☐	Copy of certificate(s) to declared certification (e.g. ISO 9001, 14001, etc.) if any
☐	Others, please specify: ……... *(E.g.: Organization chart, Product Brochure, etc.)*

**Complete documents shall be submitted to SIRIM QAS International well in advance of the initial audit, to ensure there is sufficient time for evaluation.*

D. DECLARATION AND UNDERTAKING

In connection with this application, I/we:

(a) undertake to ensure the product manufactured and the manufacturing process comply with the relevant standard and the product certification requirements respectively.
(b) undertake to supply all information required by SIRIM QAS International Sdn. Bhd. for the purpose of evaluation of the product(s) to be certified;
(c) undertake to make samples of product(s) and materials available to SIRIM QAS International Sdn. Bhd. for evaluation and testing purposes;
(d) agree that SIRIM QAS International Sdn. Bhd. may review the product details if it found that, during the assessment, the product evaluated is/are different from the product details declared in this application form;
(e) undertake to pay SIRIM QAS International Sdn. Bhd. all costs of processing this application;
(f) agree that SIRIM QAS International Sdn. Bhd. may release information obtained in the course of processing the application to the public or government authorities so far as is prudent to warn in the opinion of SIRIM QAS International Sdn. Bhd.;
(g) undertake to sign the SIRIM QAS International Sdn. Bhd. Product Certification Agreement before grant of the certification license.
(h) undertake not to use SIRIM QAS International Sdn. Bhd. certification mark / label before the granting of product certification license / certificate.
(i) I/we also undertake not to involve SIRIM QAS International Sdn. Bhd., its directors, officers and authorized representatives in any legal proceeding on any disputes between us and other parties.

I, hereby declare that all information and/or statement given in this application form are correct to my knowledge.

An authorized representative of the applicant shall put his/her signature in this section.	Signature		Applicant's stamp:
	Name		
	Designation		
	Email		
	Phone No.		
	Date		

Please return form duly completed to:

PRODUCT CERTIFICATION & INSPECTION DEPARTMENT
SIRIM QAS INTERNATIONAL SDN. BHD.
BUILDING 25, SIRIM COMPLEX
1, PERSIARAN DATO' MENTERI
P.O. BOX 7035
40700 SHAH ALAM
SELANGOR DARUL EHSAN