CHAIN-OF-CUSTODY CERTIFICATION
REQUEST FOR INFORMATION (RFI)

1. GENERAL INFORMATION

1.1 Name of Company : _____

1.2 Company Registration No : _____

1.3 Registration Number as Timber Supplier (TS) and Timber Exporter (TE) : TS : _____
TE : _____

1.4 Address (main site/mill/office) : _____

1.5 Contact details : a)Telephone : _____
b) Fax : _____
c) Website : _____

1.6 Contact Person details. a) Name : _____
b) Position : _____
c) Telephone : _____
d) Fax : _____
e) Email : _____

1.7 Number of employees : _____

1.8 Name and distance of nearest town to office/mill : _____

1.9 Category of company (tick where appropriate)

☐	SMI	☐	Multinational
☐	Large	☐	Joint Venture
☐	Government	☐	Other

1.10 Annual total turnover of the company .Please tick (√) in the appropriate box and please submit latest financial statement

☐	Up to RM 5 million	☐	Over 5 million and up to 20 million
☐	Over 20 million and up to 50 million	☐	Over 50 million and up to 100 million
☐	Over 100 million		

2. INFORMATION ON ADDITIONAL SITES (kiln drying/warehouse/distribution centre etc). ***Please include additional sites to be certified in separate sheets***]

2.1 a) Address : _____

b) Activity _____

2.2 a) Address : _____

b) Activity _____

3. MANUFACTURER: INFORMATION ON PRODUCT/PROCESS TO BE CERTIFIED

3.1 Describe the scope of your company's activity for which certification is sought (Indicate the process(es) and final products for which chain-of-custody is applied for)

_____

_____

_____

3.2 List processes/activities which have been sub-contracted

No.	Process/Activity	Name and Address of Sub-Contractor

3.3 Input or raw material used (for example logs, sawn timber, veneer, etc.) : _____

3.4 Source of Certified Raw Material

i) Domestic (***Names and certificate*** numbers of MTCS-certified FMUs or companies) : _____

_____

_____

ii) Import(***Names and certificate*** numbers of PEFC-certified FMUs ***or companies)*** : _____

_____

3.5 Output of Final Product

Type of Product (e.g. sawn timber, plywood, veneer, etc.)	**Annual Output** (m^3 or no. of units)

3.6 Is uncertified material used in manufacturing the product(s) mentioned in item 3.5?

☐ Yes ☐ No

3.7 If the uncertified raw material used is imported state source of material (country) : _____

4. **EXPORTER: INFORMATION ON PRODUCT/ PROCESS TO BE CERTIFIED**

4.1 Describe the scope of your company's activity for which certification is sought (Indicate the final product(s)/process(es) for which chain-of-custody is applied for)

_____

_____

_____

4.2 Source of Certified Product :

i) Domestic (***Names and certificate*** numbers of MTCS-certified FMUs or ***companies***) _____

_____

_____

ii) Import (Names and certificatenumbers of PEFC-certfied FMUs or companies) : _____

4.3 Export of Product

Type of Product	**Annual Export** (m^3 or no. of units)

5. IMPORTER: INFORMATION ON PRODUCT TO BE CERTIFIED

5.1 Describe the scope of your company's activity for which certification is sought (Indicate the final product(s)/process(es) for which chain-of-custody is applied for)

_____

_____

_____

5.2 Source of certified product(***Names and certificate*** numbers of PEFC-certified FMUs or c***ompanies*** : _____

5.3 Import of Product

Type of Product (e.g. sawn timber, plywood, veneer)	**Annual Import** (m^3 or no. of units)

6. OTHER INFORMATION

6.1 If your company buy logs, the name and location of the Forest Checking Station(FCS) issuing the Removal Passes

No.	**Name of FCS**	**Location**

6.2 Have your company engaged the service of a consultant to develop the chain-of-custody system? If yes, provide the name and address of the consultant.

☐ Yes ☐ No

6.3 Name of consultant : _____

6.4 Company of consultant : _____

6.5 Management system certification currently or previously held (if any)

_____

_____

_____

6.6 Do you have a documented operation procedure (SOP) for chain-of-custody system?

☐ Yes ☐ No

6.7 Target date for audit : _____

Signature : _____

Name : _____

Position : _____

Date : _____

Thank you for your co-operation in completing this Request for Information (RFI) and Appendix. Please ensure that all information requested have been provided to expedite the processing. Kindly submit the completed Request for Information (RFI) to:
Head of Sales and Business Development Section, Management System Certification Department,
SIRIM QAS International Sdn. Bhd.
Building 4, SIRIM Complex, No. 1, Persiaran Dato' Menteri, 40700 Shah Alam,
Selangor Darul Ehsan, Malaysia.
Email : ask.msc@sirim.my

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FOR OFFICE USE ONLY:

Adequate information received: Proceed with contract review ☐

Request for quotation declined. Justification for declining: ☐

_____

_____

Head/Executive of Sales and Business Development : _____ Date : _____