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| **REQUEST FOR CERTIFICATE FORM** | |
| Your reference number (if any): | E-Form M No. (If any): |
| Type of certificate request:  SONCAP Certificate SC  Product Certificate-Unregistered PC 1  Product Certificate-Registered PC 2  Product Certificate-Licensed PC 3 | |
| If any, BV Registration (SoR) No.:   BV Licensing (SoL) No.:   BV Product Certificate-Unregistered PC 1 No.: | |
| BV Product Certificate-Registered PC 2 No.:   BV Product Certificate-Licensed PC 3 No.: | |
| Note: the Certificate (or Non Conformity Report) is issued based on the information communicated. Unless of a specific arrangement, the draft of the certificate is not  sent prior issuance. | |

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| **Trade parties:** | | |
| Seller (Exporter):  Trader Authorised dealer/Distributor  Supplier Manufacturer  Name and address  Telephone:  Fax:  Email:  Contact name: | | Buyer (Importer):  Name and address  Telephone:  Fax:  Email:  Contact name:  BA number:  RC/BN number:  TIN number: |
| Supplier Manufacturer (If different from Seller): Name and address  Telephone:  Fax:  Email:  Contact name: | |
| Payment information (Party responsible for paying the certification service applied for): | | |
| Company name       Address | Contact details (name/email/tel/fax)       VAT number | |

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| **Proforma Invoice / Contract Purchase Order** | | | | | |
| PFI number and date |  | Currency: |  | Freight value (If applicable) |  |
| PO number and date |  | Total Value |  | Insurance value (If applicable) |  |
| Incoterm: |  | FOB Value |  | Other value ((If applicable) |  |

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| **Shipment & inspection information** | | |
| Type of delivery:  Total  Partial  Final  Shipment method:  Air  Sea  Road  Rail  Unknown | Packing:  FCL :      x20” FCL      x40”FCL  FCL could be on truck  Details:  LCL:  Bulk  General Cargo/Conventional  trucks (size/volume:       )  Consolidated cargo | |
| Location where goods are available for inspection (if same as the applicant, please tick the box ):  Address:       Contact name:  Telephone:       Fax:  Email: | Country of supply:  Expected date of shipment:  Date of availability of goods:  Expected port of destination: | |
| Internet connection is available at the inspection site (good 3G or more or Wi-Fi)? | | Yes  No |
| If so, are you willing to have the inspection (if any) performed remotely\*?  \*This inspection without any additional cost and with lower environmental impact, is subject to formal consent and eligibility check | | Yes  No |

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| **Goods information** | |
| Goods Description: ***Please attach list of products including product description, HS codes, model/type/batch, brand, country of origin, (proforma invoice, packing list, data sheet….). If request for PC1, PC 2 or PC 3, “REGISTRATION-ROUTE B\_ LICENSING-ROUTE C\_LIST OF PRODUCTS & FACTORIES” shall be filled and attached with the request form (Not mandatory for PC1).*** | |
| Goods conditions:  New  Second hand/Used  Complete  Complete knock down  Semi knock down | |
| ISO 9001 Certificate:  Yes  No | Testing done by:  Own lab  Third party lab |
| Test Report provided:  Yes  No | Product Certification: PC 1, PC 2 or PC 3  Yes  No |
| Certificates provided:  Yes  No | Product Certificates provided:  PC 1  PC 2  PC 3 |
| Other Certification: | Factory audit report provided (if any):  Yes  No |
| Applicable standards (if Known): | |
| Lab information: ISO 17025 accreditation  Yes  No  Other: | |

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| **Delivery of Certificates - Please choose one of the followings (only one option could be selected):** | | | | |
| Type of Certificate | PC 1 | PC 2 | PC 3 | SC |
| Original certificate to exporter |  |  |  |  |
| Electronic certificate to exporter |  |  |  |  |

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| **Comments** |
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| **General declaration of the Applicant** | | |
| I hereby declare that : my shipments/goods will be accompanied with a valid certificate, I accept Bureau Veritas terms and conditions of service and I authorize Bureau Veritas to disclose information to concerned authorities when requested to do so,  I would like to ask for an account of Verigates to follow up all my files online | | |
| Applicant Name:  Date: | Signature: |  |

Please complete the above information and kindly return the form together with proforma invoice, copy of L/C – if applicable – and documents proving conformity such as detailed description of the goods with technical characteristics and properties, available test reports, quality management system certificates, marks of conformity, national approvals, franchise agreement or similar for supplying branded goods, as well as health, hygienic, phytosanitary, fumigation certificates as applicable. Bureau Veritas remains available to provide additional information about the VoC Programs. The Applicant accepts the quotation / fees mentioned in the datasheet of the program available on <https://verigates.bureauveritas.com>. The Applicant with a Verigates user account can consult the status of his files on line on Bureau Veritas web platform. Users without a Verigates access can ask for an account clicking the following link: <https://verigates.bureauveritas.com/verigates/gsit/support/ask_account/form.do?smenuitem=-1>

**Important Notice:** The issuance of inspection report does not release the Seller and Buyer from their own responsibilities and fulfilment of their respective obligations. If you have any complaints/appeals regarding the certification service, please inform in writing to gsit@bureauveritas.com