

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

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TYPE OF APPLICATION

<input type="checkbox"/> Single Shipment	<input type="checkbox"/> Multiple Shipments**	Valid from	Valid to
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** 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)

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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

EXPORTER		IMPORTER	
BL No.		TIN No. (Nigeria)	
Others (please specify)			
Applicant Type	<input type="checkbox"/> Authorised Dealer <input type="checkbox"/> Third-Party Logistics	<input type="checkbox"/> Authorised Distributor <input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Trader

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	<input type="checkbox"/> Cash <input type="checkbox"/> 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	<input type="checkbox"/> New <input type="checkbox"/> Used
Gross consignment weight		Country of supply	
Goods availability date		Expected shipment date (if available)	
Mode of transport	<input type="checkbox"/> Air <input type="checkbox"/> Rail <input type="checkbox"/> Road <input type="checkbox"/> Sea	Delivery (full / partial)	<input type="checkbox"/> Full <input type="checkbox"/> Partial
Mode of shipment	<input type="checkbox"/> Bulk <input type="checkbox"/> FCL	<input type="checkbox"/> LCL <input type="checkbox"/> Tanker	<input type="checkbox"/> Trailer <input type="checkbox"/> Truck
Quantity			
Other mode of shipment (please specify)			

DECLARATION

Please tick here	<input type="checkbox"/> To confirm that the above details are correct <input type="checkbox"/> To confirm our agreement with the Intertek's Terms and Conditions (Global) and Shipment Certification Service which are available at www.intertek.com/terms .	
Name	Position	Signature

DOCUMENTS ATTACHED TO THIS APPLICATION

<input type="checkbox"/> Registration/Licence (e.g.GOEIC/SoR/TER/PC)	<input type="checkbox"/> Certificate of Origin	<input type="checkbox"/> Photographs of Products
<input type="checkbox"/> QMS Certificates (e.g. ISO 9001, ISO/TS 16949)	<input type="checkbox"/> L/C	<input type="checkbox"/> Packing List
<input type="checkbox"/> B/L or AWB	<input type="checkbox"/> Test Reports	
<input type="checkbox"/> IDF	<input type="checkbox"/> Proforma Invoice	
<input type="checkbox"/> 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 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	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.

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 - 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.

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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.