

RFI –

For Intertek Use Only

IMPORTANT: The quality and completeness of the documentation submitted by the Applicant directly influences the time and cost of processing the certification request. This form must be completed in **FULL**. Applications will not be processed without all of the information completed. If more space is needed, additional sheets may be attached.

SERVICES REQUESTED

☐ ALGERIA	☐ BOTSWANA	☐ EGYPT	☐ GABON	☐ KENYA
☐ KSA	☐ KUWAIT	☐ NIGERIA	☐ QATAR	☐ RUSSIA
☐ TANZANIA	☐ UGANDA	☐ ETHIOPIA	☐ OTHERS, (Please Specify):	

APPLICANT TYPE

☐ TRADER	☐ MANUFACTURER	☐ THIRD-PARTY LOGISTICS
☐ AUTHORIZED DEALER	☐ AUTHORIZED DISTRIBUTOR	☐ OTHERS, (Please Specify):

EXPORTER (APPLICANT) DETAILS

COMPANY NAME:			
TRADE LICENCE NO: <i>For KSA Shipments only</i>		EXPIRY DATE :	
ADDRESS:			
CONTACT PERSON:		E-MAIL:	
TELEPHONE:		FAX:	

IMPORTER DETAILS

COMPANY NAME:		CUSTOMS DEALER NO.: <i>For EGYPT Shipments Only</i>	
TRADE LICENCE NO: <i>For KSA Shipments only</i>		EXPIRY DATE :	
ADDRESS:			
CONTACT PERSON:		E-MAIL:	
TELEPHONE:		FAX:	

SHIPMENT DETAILS

SHIPMENT LOCATION WHERE GOODS ARE AVAILABLE FOR INSPECTION IF DIFFERENT FROM EXPORTER'S DETAILS

SITE NAME			
ADDRESS:			
CONTACT PERSON:		EMAIL:	
TELEPHONE:		FAX:	

SHIPMENT REFERENCE, IF AVAILABLE

PROFORMA INVOICE:		PROFORMA INV. DATE:	
L/C NO.: <i>For ALGERIA Shipments Only</i>		FORM M NO.: <i>For NIGERIA Shipments Only</i>	
IDF NO.: <i>For KENYA Shipments Only</i>		BL OR AWB NO.:	
PAD NO.: <i>For TANZANIA Shipments Only</i>		OTHERS, (Please Specify):	

SHIPMENT DELIVERY

PORT OF LOADING:		PORT OF DISCHARGE:	
VESSEL NAME:		COUNTRY OF SUPPLY:	
GOODS AVAILABILITY DATE:		EXPECTED SHIPMENT DATE:	
GOODS CONDITION	☐ NEW ☐ SECOND HAND /USED	GROSS CONSIGNMENT WEIGHT	
MODE OF TRANSPORT:	☐ AIR ☐ SEA ☐ ROAD ☐ RAIL ☐ OTHERS, (Please Specify):	FULL/PARTIAL DELIVERY	☐ FULL ☐ PARTIAL
MODE OF SHIPMENT:	CONTAINERS ☐ FCL ☐ LCL	☐ TRAILERS ☐ TRUCKS ☐ BULK ☐ TANKERS	☐ OTHERS, (Please Specify):
QUANTITY (NUMBERS)			

DOCUMENTS ATTACHED TO THIS APPLICATION

☐ PROFORMA INVOICE	☐ PACKING LIST	☐ B/L & AWB	☐ TEST REPORTS	☐ L/C	☐ PHOTOGRAPHS OF PRODUCTS
☐ REGISTRATION/LICENCE (SIR/SoR/TER/PC) ☐ QMS CERTIFICATES (e.g. ISO 9001, ISO 16949, ISO 22000...) ☐ OTHERS, (Please Specify):					

PAYMENT DETAILS RESPONSIBLE PARTY WHO WILL BE PAYING FOR THE SERVICES APPLICANT WILL RECEIVE			
PAYMENT-IN-CHARGE:	☐ FREIGHT FORWARDER	☐ TRADER	☐ THIRD PARTY LOGISTICS
	☐ MANUFACTURER	☐ OTHERS, (Please Specify):	
COMPANY NAME:			
ADDRESS:			
CONTACT PERSON:		EMAIL:	
TELEPHONE:		FAX:	
PAYMENT TYPE:	☐ CASH	☐ CREDIT	INTERTEK CREDIT REFERENCE NUMBER:
ADDRESS WHERE INVOICE TO BE SENT		CURRENCY TO BE USED FOR INVOICES	
		☐ USD ☐ JPY ☐ GBP ☐ INR ☐ EUR ☐ CNY ☐ OTHERS, (Please Specify):	

REMARKS AND COMMENTS
IN GENERAL, ALL IMPORTED GOODS SUBJECT TO SPECIFIC PROGRAMME REQUIREMENTS MAY BE SUBJECTED OR RANDOMLY SELECTED FOR A SECONDARY INSPECTION AND TESTING FOR BOTH SECURITY AND TRADE COMPLIANCE PURPOSES AT THE CUSTOMS TERRITORY. INTERTEK PERFORMS THE EVALUATION OF CONFORMITY BASED ON A RANDOM SAMPLING OF YOUR PRODUCTS AND ON TESTING OF LIMITED PARAMETERS THROUGH A RISK ASSESSMENT APPROACH. THUS, BY SIGNING THIS REQUEST FORM, YOU TAKE YOUR OWN RESPONSIBILITY AND COMMIT TO FULFILL THAT YOU ARE AWARE OF THE CUSTOMS LEGISLATIVE AND REGULATORY REQUIREMENTS GOVERNING THE IMPORT OF YOUR PRODUCTS.

DECLARATION			
IWE DECLARE THAT ALL PRODUCTS LISTED ON THIS APPLICATION ARE NOT AFFECTED BY ANY PRODUCT RECALLS NOR THESE ARE SUBSTANDARD OR COUNTERFEIT, TO THE BEST OF OUR KNOWLEDGE. IWE ALSO DECLARE UNDER OUR OWN RESPONSIBILITY THAT THE PRODUCTS LISTED IN THIS APPLICATION TO WHICH THIS DECLARATION OF CONFORMITY RELATES, SATISFY THE REQUIREMENTS OF THE STANDARDS AND OTHER NORMATIVE DOCUMENTS APPLICABLE FOR THE GOODS FOR EXPORT. IWE CONSENT TO INTERTEK'S TERMS AND CONDITIONS AND THE REQUIREMENTS STATED HEREIN, WHICH FORM AN INTEGRAL PART OF THIS APPLICATION. IWE ALSO AGREE TO SHARE ANY OF THE DATA, RESULTS AND DOCUMENTATION GATHERED AND GENERATED DURING THE PERFORMANCE OF THIS SERVICE WITH THE CONCERNED AUTHORITIES			
NAME:		SIGNATURE:	
POSITION:		DATE:	

SUBMISSION OF THIS APPLICATION CONFIRMS CONSENT TO THE TERMS SET OUT BELOW

- Unless otherwise explicitly agreed between the parties in writing, any Certificate or report issued in response to this application is issued strictly subject to Intertek's General Terms and Conditions, a copy of which is available from our nearest Country Office or at our website: <http://www.intertek.com/terms/>.
- Intertek represents and warrants that any Certificate or report issued in response to this RFC is issued in good faith and in the reasonable belief that it has authority to do so from the respective authorities or within the provisions of relevant decrees issued by them.
- The Request for Certification (RFC) sets out the entire agreement and understanding between the parties in relation to its subject matter. The Exporter acknowledges that, in submitting the RFC, it has not relied on any oral or written representation, warranty, or other assurance (except as provided for or referred to in this RFC) and waives all rights and remedies which might otherwise be available to it in respect thereof, provided always, that nothing in this clause limits or excludes any liability for fraud.
- Inspection Auditors from the Country Office are to be allowed access to the Exporter's inspection site without prior notice for the purpose of ensuring that a recently performed inspection has been correctly conducted. The Auditor is authorized by the Country Office to amend or overturn the inspection outcome if the result of the audit supports this action. In their course of action, Inspection Auditors will not hamper or hinder the export process.
- In the event of conflict between the Exporter and an Approved Laboratory relating to the testing of the products, the dispute shall be resolved by the two parties, without involvement or responsibility on the part of the Country Office (CO), Registration and Licensing Centre (RLC), Centre of Technical Expertise (CTE) or Programme Management (PM). PM shall be informed of such dispute to allow a reassessment of the laboratory's approval status to be made if warranted.
- In the event of conflict between the Exporter and any of the COs, RLCs or CTEs relating to the inspection, evaluation, licensing, registration or certification of the regulated products, the Exporter shall be entitled to submit a complaint to the CO, RLC or CTE. If no agreement can be reached, the exporter is entitled to submit an appeal to the Programme Management within two (2) weeks from the date of submittal of the complaint to the CO, RLC or CTE. Documents supporting the Exporter's point of view shall be attached to the appeal. Programme Management undertakes to investigate the complaint in accordance with Intertek's internal complaints procedure, and issue a decision thereon within one (1) month from the date of receipt.
- The Exporter is responsible for informing Intertek in advance of any applicable import/export restrictions that may apply, including instances where products, information or technology may be exported to a country that is restricted or banned from such export.
- The service undertaken by Intertek does not absolve the Buyer and Seller from their contractual obligations to each other, or from compliance with any other import or export regulations.
- Unless otherwise explicitly agreed between the parties in writing, the above conditions shall be governed by English law and any dispute arising out of this RFC to which these conditions apply shall be subject to the jurisdiction of the English Courts. This Clause supersedes Clauses 22 and 24 in Intertek's General Terms and Conditions with respect to jurisdiction.

Thank you for taking the time in filling out this form. We appreciate your business!



Request for Certificate of Conformity*

*Request for Technical Inspection Report
*Request for Certificate of Inspection

NOTE: Applicant need not complete the below table with the requested information if the submitted invoice/shipment documents includes this information or if this is provided separately in an easily editable electronic format (e.g. word, excel, rich text format document). If you need to provide more information than the available space permits, please attach EXTRA SHEETS using same format as below.

PRODUCT DETAILS EXCEPT AUTOMOTIVE VEHICLES									
PRODUCT CATEGORY	QUANTITY	PACKING	PRODUCT DESCRIPTION	HS CODE	BRAND	COUNTRY OF ORIGIN	MANUFACTURER'S NAME AND ADDRESS	STANDARD REFERENCE	REGISTRATION / LICENCE (SfR/SoR/TER/ PC) (IF AVAILABLE)
ADDITIONAL INFORMATION PROVIDED ON SEPARATE SHEETS:				☐ YES NO. OF ADDITIONAL SHEETS ☐ NO					

ACRONYMS USED L/C - Letter Of Credit IDF - Import Declaration Form PAD - Pre-Arrival Declaration BL - Bill of Lading AWB - Airway Bill FCL - Full Container Load LCL - Less than Container Load QMS - Quality Management Systems SfR - Statement for Registration PC - Product Certificate
USD - US Dollars GBP - Great British Pound JPY - Japan Yen INR - Indian Rupee EUR - Euro CNY - China Yuan Renminbi HS Code- Harmonized Commodity Description and Coding System SoR - Statement of Registration TER - Technical Evaluation Report

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PRODUCT DETAILS FOR AUTOMOTIVE VEHICLES					
MAKE/BRAND (E.G. TOYOTA)	VEHICLE TYPE (E.G. PASSENGER CAR)	VEHICLE MODEL (E.G. COROLLA 1.8GLI)	YEAR (E.G. 2010)	COUNTRY OF ORIGIN	VIN NUMBER
ADDITIONAL INFORMATION PROVIDED ON SEPARATE SHEETS:		☐ YES	NO. OF ADDITIONAL SHEETS	☐ NO	