

**REQUEST FOR CERTIFICATION (RFC)
SAUDI ARABIA**

TRADE PARTIES & PLACE OF INSPECTION

Seller (Exporter) : name and address		Buyer (Importer) : name and address	
Telephone:		Telephone:	
Fax:		Fax:	
Email:		Email:	
Contact name:		Contact name:	

Manufacturer (if applicable) : name and address		Place where goods are available, if different from seller: name and address	
Telephone:		Telephone:	
Fax:		Fax:	
Email:		Email:	
Contact name:		Contact name:	

Proforma invoice/Contract/Purchase Order					
Number:	Date:	Incoterm	Currency	Total Value:	FOB Value:

PRODUCT INFORMATION

Goods Description:	<i>Please complete attached Declaration of Conformity</i>				
Goods conditions:	<input type="checkbox"/> New	<input type="checkbox"/> Second hand/Use	<input type="checkbox"/> Complete	<input type="checkbox"/> Complete knock down	<input type="checkbox"/> Semi knock down
Type of delivery:	<input type="checkbox"/> Total <input type="checkbox"/> Partial <input type="checkbox"/> Final		Port of Loading :	Port of discharge (in Saudi Arabia):	
Shipment Method	<input type="checkbox"/> Air <input type="checkbox"/> Sea <input type="checkbox"/> Road	<input type="checkbox"/> Rail <input type="checkbox"/> Other	Packing details: <input type="checkbox"/> FCL : x20" FCL ... x40" FCL <input type="checkbox"/> LCL : <input type="checkbox"/> Bulk <input type="checkbox"/> General Cargo/Conventional		



ADDITIONAL INFORMATION

Lab information	
ISO 9001 Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No	Other Certification:
Test Report provided <input type="checkbox"/> Yes <input type="checkbox"/> No	Testing done by: <input type="checkbox"/> Own lab <input type="checkbox"/> Third party Lab
Lab Information: ISO 17025 accreditation <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other:	
Requested date of inspection	Registration (SoR) or License (SoL) No. (if applicable)

COMPANY DETAILS AND SIGNATURE

Company requesting the CoC	Name of person and position	Signature:

IMPORTANT :

Please complete the above information and the attached declaration of conformity. Both completed forms and required documents (proforma invoice or similar plus the documents that prove conformity, such as detailed description of the goods with technical characteristics and properties, available test reports, quality management system certificates, marks of conformity, - e.g. CE declaration, technical data sheets, national approvals, franchise agreement or similar for supplying branded goods - as well as health,hygienic, phytosanitary, fumigation certificates as applicable) should be returned to SGS by email or by fax. Datasheet and Guidelines for Exporter are available from our website: <http://www.sgs.com/en/Public-Sector/Product-Conformity-Assessment-PCA/Saudi-Arabia-SGS-Mandate.aspx>

The party to which the certification is granted, hereafter referred to as the "client", can only make certification claims on goods covered under the scope of certification. In cases that copies of certification documents are provided by clients to others, these should be reproduced in its entirety.

The client shall indemnify SGS, and any affiliated company of SGS SA, against all liabilities, costs, expenses, damages and losses (including but not limited to any direct, indirect or consequential losses, loss of profit, and all interest, penalties and legal costs and all other professional costs and expenses) suffered or incurred by SGS, or by any affiliated company of SGS SA, arising out of or in connection with the shipment of goods under a given CoC which differ in quality, specifications, type, model, or any other attributes, from the goods presented to SGS, or to any affiliated company of SGS SA, for which the said CoC was issued. Furthermore, the client shall not use its certification in such a manner as to bring SGS into disrepute and shall not make any statement regarding its certification that SGS may consider misleading or unauthorized.

The client must comply and implement any changes in the certification requirements as detailed by SGS. Likewise, they must inform SGS should there be changes that may affect their ability to comply with the certification requirements.

In cases of complaints, the client makes all the necessary arrangements for the investigation. They shall keep a record of all customer complaints made known to them, takes appropriate action and document the actions taken and makes these records available to SGS when requested.

Rules for the suspension and withdrawal of the Certificate of Conformity are available at the following [Link](#)

SGS Government and Institutional Services Office is available to provide additional information about the Product Certification to be exported to Saudi Arabia. This order will be performed according to the requirements of Conformity Assessment of Goods to be exported to the Kingdom of Saudi Arabia and subject to the applicable SGS General Conditions for Product Conformity Assessment Services, available at: [General Conditions for Product Conformity Assessment Services](#).

Certification Body is SGS Société Générale de Surveillance S.A. (1, Place des Alpes, CH-1211 Geneva, Switzerland).

Please use your own company's Letter Head here

Declaration of Conformity

We:

[Name of **Manufacturer/Seller**]

[Address]

hereby declare under our own responsibility that the product(s) listed below, to which this Declaration of Conformity relates satisfy the requirements of the standards and other normative documents applicable for the goods to be exported to the Kingdom of Saudi Arabia.

Item # or Batch #	HS code	Product/Goods description	Country of Origin	Quantity & Unit	Standard(s) or normative reference

Name and position:

Place and date of issue: