

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

<input type="checkbox"/> ALGERIA	<input type="checkbox"/> BOTSWANA	<input type="checkbox"/> EGYPT	<input type="checkbox"/> GABON	<input type="checkbox"/> KENYA
<input type="checkbox"/> KSA	<input type="checkbox"/> KUWAIT	<input type="checkbox"/> NIGERIA	<input type="checkbox"/> QATAR	<input type="checkbox"/> RUSSIA
<input type="checkbox"/> TANZANIA	<input type="checkbox"/> UGANDA	<input type="checkbox"/> OTHERS, PLEASE SPECIFY:		

APPLICANT TYPE

<input type="checkbox"/> TRADER	<input type="checkbox"/> MANUFACTURER	<input type="checkbox"/> THIRD PARTY LOGISTICS	<input type="checkbox"/> DEALER
<input type="checkbox"/> DISTRIBUTOR			
<input type="checkbox"/> OTHERS, PLEASE SPECIFY:			

EXPORTER (APPLICANT) DETAILS

EXPORTER (COMPANY) NAME :			
ADDRESS :			
CONTACT PERSON NAME :		EMAIL :	
EXPORTER NUMBER IN ASTRA IF KNOWN :	TELEPHONE NUMBER :	FAX NUMBER :	

IMPORTER DETAILS

IMPORTER (COMPANY) NAME :			
ADDRESS :			
CONTACT PERSON NAME :		EMAIL :	
CUSTOMS DEALER NUMBER FOR EGYPT SHIPMENTS ONLY	TELEPHONE NUMBER :	FAX NUMBER :	

PAYMENT DETAILS (Responsible Party who will be paying for the services Applicant will receive)

PAYMENT-IN-CHARGE :	<input type="checkbox"/> FREIGHT FORWARDER <input type="checkbox"/> TRADER <input type="checkbox"/> THIRD PARTY LOGISTICS <input type="checkbox"/> MANUFACTURER			
	<input type="checkbox"/> OTHERS, PLEASE SPECIFY:			
COMPANY NAME :				
ADDRESS :				
CONTACT PERSON NAME :		EMAIL :		
TELEPHONE NUMBER :		FAX NUMBER :		
PAYMENT TYPE :	<input type="checkbox"/> CASH	<input type="checkbox"/> CREDIT	INTERTEK CREDIT REF. NUMBER :	
ADDRESS WHERE INVOICE TO BE SENT :		CURRENCY TO BE USED FOR INVOICES		
		<input type="checkbox"/> USD <input type="checkbox"/> JPY <input type="checkbox"/> GBP <input type="checkbox"/> OTHERS, PLEASE SPECIFY:		
		<input type="checkbox"/> EUR <input type="checkbox"/> CNY <input type="checkbox"/> INR		

SHIPMENT DETAILS

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

SHIPMENT REFERENCE, IF AVAILABLE

L/C (ALGERIA) NUMBER :	PROFORMA INVOICE :
IDF (KENYA) NUMBER :	PROFORMA INVOICE DATE :
PAD (TANZANIA) NUMBER :	FORM M (NIGERIA) NUMBER :
BL OR AWB NUMBER :	OTHERS, PLEASE SPECIFY :



Request for Certificate of Conformity Form*

*Request for Technical Inspection Report

*Request for Certificate of Inspection

SHIPMENT DETAILS (Continued)

SHIPMENT DELIVERY			
PORT OF LOADING :		PORT OF DISCHARGE :	
GOODS AVAILABILITY DATE :		EXPECTED SHIPMENT DATE :	
EXPORTING CARRIER :		COUNTRY OF SUPPLY :	
MODE OF TRANSPORT :	<input type="checkbox"/> AIR <input type="checkbox"/> SEA <input type="checkbox"/> ROAD	CONTAINER LOADING :	<input type="checkbox"/> FULL CONTAINER LOAD (FCL)
	<input type="checkbox"/> RAIL <input type="checkbox"/> OTHERS		<input type="checkbox"/> LESS THAN CONTAINER LOAD (LCL)

DOCUMENTS ATTACHED TO THIS APPLICATION (IF APPLICABLE)

<input type="checkbox"/> PROFORMA INVOICE	<input type="checkbox"/> PHOTOGRAPHS OF PRODUCTS	<input type="checkbox"/> COPY OF Sfr/SoR/TER/TIR/PC CERTIFICATE
<input type="checkbox"/> PACKING LIST	<input type="checkbox"/> MEASUREMENT CHART (FOR TEXTILES)	<input type="checkbox"/> COPY OF L/C
<input type="checkbox"/> COPY OF B/L & AWB	<input type="checkbox"/> COPY OF TEST REPORTS	

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.

I/We 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. I/We consent to Intertek's terms and conditions and the requirements stated herein, which form an integral part of this application. I/We 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

1. 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/>.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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 Form*

**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 - AUTOMOTIVE VEHICLES DETAILS						
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	SFR/SOR/TER/TIR/SC/PC (IF AVAILABLE)
Additional Information provided on separate sheets :			<input type="checkbox"/> Yes	<input type="checkbox"/> No	No. of Additional Sheets	