



# Request for Certificate of Conformity\*

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

**IMPORTANT:** The quality and completeness of the documentation submitted by the Applicant directly influences the time and cost of processing the certification request. Incomplete applications will not be processed.

SERVICE LEVEL AGREEMENT (SLA) REFERENCE (If Available)	DATE
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<b>TYPE OF APPLICATION</b>	<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. This RFC can be used for multiple shipments of the same products within the validity period indicated. Validity period shall not exceed one year in all cases.

<b>SHIPMENT CERTIFICATION REQUEST FOR</b> (Country Name)
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EXPORTER				IMPORTER			
COMPANY NAME							
ADDRESS							
CONTACT PERSON							
E-MAIL ADDRESS							
TELEPHONE							
COMMERCIAL REGISTRATION NO. or EQUIVALENT (KSA)							
CERTIFICATE OF ORIGIN NO. & DATE (KSA)				WAREHOUSE LICENCE NO. (KSA COSMETICS SHIPMENTS ONLY)			
PROFORMA INVOICE NO. & DATE				N I G E R I A	BA NO.		
IDF NO. (KENYA)	AWB NO.				RC/BN NO. (If Available)		
UCR NO. (GABON GHANA KENYA)	BL NO.				TIN		
OTHERS, Please Specify					L/C NO.		
APPLICANT TYPE	<input type="checkbox"/> AUTHORIZED DEALER	<input type="checkbox"/> AUTHORIZED DISTRIBUTOR	<input type="checkbox"/> MANUFACTURER	<input type="checkbox"/> TRADER			
	<input type="checkbox"/> THIRD-PARTY LOGISTICS	<input type="checkbox"/> OTHERS, Please Specify					

SHIPMENT LOCATION				PAYER			
<small>(where goods are available for inspection, if different from Applicant's details)</small>				<small>(Party responsible for paying the certification service, if different from the Applicant)</small>			
COMPANY NAME							
ADDRESS							
CONTACT PERSON							
E-MAIL ADDRESS							
TELEPHONE							

PAYMENT TYPE	<input type="checkbox"/> CASH	<input type="checkbox"/> CREDIT	INTERTEK CREDIT REFERENCE NO.	INVOICE CURRENCY TO BE USED
ADDRESS WHERE INVOICE IS 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	<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	<input type="checkbox"/> OTHERS, Please Specify
QUANTITY							

DECLARATION		
PLEASE TICK (✓) HERE		
<input type="checkbox"/> IF YOU CONFIRM THAT THE ABOVE DETAILS ARE CORRECT.		
<input type="checkbox"/> IF YOU AGREE AND ACCEPT <a href="http://WWW.INTERTEK.COM/TERMS">INTERTEK'S TERMS AND CONDITIONS (GLOBAL)</a> AND <a href="#">SHIPMENT CERTIFICATION SERVICE</a> WHICH ARE AVAILABLE ON <a href="http://WWW.INTERTEK.COM/TERMS">WWW.INTERTEK.COM/TERMS</a> .		
NAME	POSITION	SIGNATURE

DOCUMENTS ATTACHED TO THIS APPLICATION					
<input type="checkbox"/> B/L or AWB	<input type="checkbox"/> IDF	<input type="checkbox"/> L/C	<input type="checkbox"/> TEST REPORTS	<input type="checkbox"/> PACKING LIST	
<input type="checkbox"/> CERTIFICATE OF ORIGIN	<input type="checkbox"/> QMS CERTIFICATES (e.g. ISO 9001, ISO/TS 16949)		<input type="checkbox"/> PROFORMA INVOICE	<input type="checkbox"/> PHOTOGRAPHS OF PRODUCTS	
<input type="checkbox"/> REGISTRATION/LICENCE (e.g. GOEIC/SoR/TER/PC)		<input type="checkbox"/> OTHERS, Please Specify			

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



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## PRODUCT DETAILS - GENERAL

**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.

SN	PRODUCT DESCRIPTION	QUANTITY	PACKING	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 A 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 - COSMETICS

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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 <small>(SoR/TERPC) (IF AVAILABLE)</small>				
01															
02															
03															
04															
05															
06															
07															
08															
<b>ADDITIONAL INFORMATION PROVIDED ON SEPARATE SHEETS</b>				<input type="checkbox"/> YES				<b>NO. OF ADDITIONAL SHEETS</b>				<input type="checkbox"/> 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 A 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

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SN	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	REGISTRATION / LICENCE <small>(So/TER/PC) (IF AVAILABLE)</small>
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 A 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.