

# 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**

Single Shipment	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	Authorised Dealer Third-Party Logistics	Authorised Distributor Other (please specify)	Manufacturer 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	Cash	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	New	Used	
Gross consignment weight				Country of supply			
Goods availability date				Expected shipment date (if available)			
Mode of transport	Air	Rail	Road	Sea	Delivery (full / partial)	Full	Partial
Mode of shipment	Bulk	FCL		LCL	Tanker	Trailer	Truck
Quantity							
Other mode of shipment (please specify)							

**DECLARATION**

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

**DOCUMENTS ATTACHED TO THIS APPLICATION**

Registration/Licence (e.g.GOEIC/SoR/TER/PC)	Certificate of Origin	Photographs of Products
QMS Certificates (e.g. ISO 9001, ISO/TS 16949)	L/C	Packing List
B/L or AWB	Test Reports	
IDF	Proforma Invoice	
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](http://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**

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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.