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| **ABOUT THIS FORM** | | | | | | | | | | |
| Information on this form shall be kept strictly confidential.  Please submit the following together with this form:   * Relevant manual / procedures * Relevant process flow charts * Organization chart * Latest ISO 9001 Certificate (if any) | | | | Please return completed from to:  **Element Testing Services (S) Pte Ltd**  **Certification**  249 Jalan Boon Lay. Singapore (619523)  Attention: Head, Certification | | | | | | |
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| 1. **APPLICANT DETAILS** | | | | | | | | | | |
| Name of organization: | | | | | | | | | | |
| Address: | | | | | | | | | | |
| Country: | | | | | | | | | Postal Code: | |
| Contact person full name (Managerial role): | | | | | | Designation: | | | | |
| Tel: | | Mobile: | | | | Fax: | | | | |
| Email: | | | | Website: | | | | | | |
| Date of company establishment: | | | | Business Registration No.: | | | | | | |
| **Is your organization certified for any products or ISO management system?** If “YES”, please submit a duplicated copy of the certificate and attached as Appendix I | | | | | | | | | | Yes  No |
| **Are you seeking for multiple certifications (with other certification body) on the product which you applied?** If “YES”, please submit a duplicated copy of additional document as Appendix I | | | | | | | | | | Yes  No |
| **Are you seeking for transfer of certification (from other certification body) on the product which you applied?** If “YES”, please submit a duplicated copy of additional document as Appendix I | | | | | | | | | | Yes  No |
| **Had previously sought certification with a Certification Body but failed (suspension, rejection, withdrawal) in its certification attempt?** If “YES”, please submit a duplicated copy of additional document as Appendix I | | | | | | | | | | Yes  No |
|  | | | | | | | | | | |
| 1. **MANUFACTURER /  SUPPLIER /  LOCAL REPRESENTATIVE DETAILS**   *Please submit details for each premise: if there are several premises contributing to this scope of product certification or/and outsourced processes that affect conformity to requirement.*  *Please duplicate this Part (II) if insufficient space.* | | | | | | | | | | |
| Name of organization: | | | | | | | | | | |
| Address: | | | | | | | | | | |
| Country: | | | | | | | | | Postal Code: | |
| Contact person full name (Managerial role): | | | | | | Designation: | | | | |
| Tel: | | Mobile: | | | | Fax: | | | | |
| Email: | | | | Website: | | | | | | |
| Date of company establishment: | | | | Business Registration No.: | | | | | | |
| Is your organization certified for any products or ISO management system?  If “YES”, please submit a duplicated copy of the certificate. | | | | | | | | | | Yes  No |
|  | | | | | | | | | |  |
| 1. **PRODUCT DETAILS**   *NOTE: Please submit details for each product, duplicate this Part (III) if insufficient space)* | | | | | | | | | | |
| Type of Products: | | | | | | | | | | |
| Brand / Model(s): | | | | | | | | | | |
| Product Description: | | | | | | | | | | |
| Standard(s) Specification: | | | | | | | | | | |
| Application for Scheme Type:  Type 2  Type 5  Type 1B | | | | | | | | | | |
| New Listing of CoC | \*Renewal of CoC | | \*Amendment / Extension of scope | | | | | #Transfer of CoC | | |
| \*Remarks (indicate CoC number): | | | | | | | | | | |
| Test report Nos. (if any): | | | | | | | (Please attached as per Part IV) | | | |
| Assessment Report Nos. (if any): | | | | | | | (Please attached as per Part IV) | | | |
| #CoC Nos. (for transfer of CoC): | | | | | | | (Please attached as per Part IV) | | | |
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| 1. **SUPPORTING DOCUMENTS** | | | | | | | | | | |
| **Please append and submit the following supporting documents with relevant Appendix Cover Pages:**  Appendix A. Scheme Type 5: Quality Manual and Manufacturer’s Information & Request for Factory Inspection (EL-A-QU-SP403A-F2 issue 1 01 Feb 2023) (if necessary), and latest ISO 9001 certificate (if any).  Appendix B. Original or certified true copy of updated company business registration profile. This refers to Unique Entity Number (UEN) issued by the Accounting and Corporate Regulatory Authority (ACRA), or foreign equivalent, where applicable.  Appendix C. The product detail specification, including but not limited to component list & brand/model, material list, drawing and product sample. NOTE (1): If applicant is not the manufacturer of the Product(s), please also submit ***Appendix F.***  Appendix D. Original or duplicated copy of most recent relevant Test Report(s) bearing recognized accreditation logo and accreditation registration number. NOTE (1): If applicant is not the owner of the document, please submit ***Appendix G.*** NOTE (2): Regardless of the age of test reports, product verification tests may be required.  Appendix E. (If any) original or certified true copy Certificate or document directly related that the applied Product(s) and showing evidence that the applied Product(s) has been certified or/and product listed by organization(s) accredited by Singapore Accreditation Council or other accredited organizations of nations foreign to Singapore.  NOTE (1): If applicant is not the owner of the document, please submit ***Appendix G***  Appendix F. (If necessary) original or certified true copy of the Letter of Authorization, if the Applicant is not the manufacturer, to show evidence that the Applicant is entitled to deal in the product.  Appendix G. (If necessary) original or certified true copy of Letter of Authorization from the owner of the document if the Applicant does not own the documents submitted in this application. This is to assure that the applicant is entitled to use these documents.  Appendix H. (If necessary) proof of partnership between local representative and foreign CoC.  Appendix I. Any other information which you felt is relevant to the application (e.g., brochures, ISO certificates, etc). For products which are currently certified by other certification body, please submit all existing product certificates of this product. If you have previously sought certification with other certification body but failed in its certification attempt, please submit the latest audit report and surveillance test report prepared by the previous certification body and highlight any improvement you have made on the product. ***Note: as per latest version of SCDF Fire Code*** (if being rejected by other certification body) Latest audit report and surveillance test results prepared by the previous CB and highlight any improvement had been made to the product. | | | | | | | | | | |
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| 1. **COMPANY’S DECLARATION** | | | | | | | | | | |
| We have read, accept, and agree to comply with the ***ETS Terms and Conditions (*Please visit https://www.element.com/terms/terms-and-conditions for terms and conditions.) and *ETS PLS General Terms and Conditions* (https://certificationsingapore.element.com/certification-process/)**  governing the ETS Product Certification (Product Listing Scheme) and Latest version of **SCDF Fire code (https://www.scdf.gov.sg/home/fire-safety/downloads/acts-codes-regulations)** (if applicable). The completed application form and all relevant documents as required in Part (IV) are submitted herewith. We declare that all information given is true, complete, and accurate. | | | | | | | | | | |
| Name: | | | | |  | | | | | |
| Designation: | | | | |  | | | | | |
| Date: | | | | |  | | | | | |
| Signature: | | | | |  | | | | | |
|  | | | | | Company Stamp | | | | | |