# ADMINISTRATIVE APPLICANT

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name | |  | |
| Address | |  | |
| Contact Person Name | |  | |
| Phone N° |  | E-mail |  |

# APPLICANT/HOLDER (if other than administrative applicant)

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name | |  | |
| Address | |  | |
| Contact Person Name | |  | |
| Phone N° |  | E-mail |  |

**If the Administrative Applicant and the Holder are different, a “power of attorney” (form sent by BV on request) has to be joined to this Application Form**

# PRODUCT TO CERTIFY

|  |  |
| --- | --- |
| Product(s) |  |
| Model - Type – Reference |  |
| Product Description  *(see Annex 1)* |  |
| Trade mark / Brand name |  |
| Key Word(s) and Technical Rules | (*e.g: QCVN 01:2017/BCT; QCVN 3:2019/BKHCN*…) |
| Characteristics  *(see Annex 1)* |  |

# TYPE OF APPLICATION (tick the right box)

|  |  |  |
| --- | --- | --- |
| Admission |  |  |
| Maintenance (1) |  | N° existing certificate: |
| Extension (1) |  | N° existing certificate: |

(1) Define product modification(s) – comparison and delta with the product under the existing certificate.

# COUNTRY OF SALES: VIETNAM

# FACTORY(IES) LOCATION

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name | |  | |
| Address | |  | |
| Contact Person Name | |  | |
| Phone N° |  | E-mail |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name | |  | |
| Address | |  | |
| Contact Person Name | |  | |
| Phone N° |  | E-mail |  |

Tick the box if more than 2 places of manufacture and use separate sheet.

# INVOICING

* 1. **Invoicing of the current certification request**

|  |
| --- |
| The invoice for this request has to be addressed to  AdministrativeApplicant Holder  Other(to precise registered name, address, VAT N° and bank account) |

* 1. **Surveillance fees invoicing address** (NOS-Certification only - if other than above)

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name | |  | |
| Address | |  | |
| Phone N° |  | Bank Name |  |
| VAT N° |  | Account N° |  |
| Contact Person Name | |  | |
| Phone N° |  | E-mail |  |

# DECLARATION AND COMMITMENT

|  |
| --- |
| **We declare** |
| * We are the legal ownerof the product(s), related documentation and trademarks. |
| * We are duly empowered to act on behalf of the legal owner(\*) of the product(s), related documentation and trademarks. |
| * We have read and understood the Certification Rules and the associated financial conditions. * We place on the market product(s) that complies with all the applicable regulations and laws (e.g. Vietnamese Technical Regulation - QCVN) when installed and maintained properly and when used as intended, * We ensure that the user has good information on the use for which the product(s) is intended, * We take adapted measures on the product(s) we put into circulation in order to avoid danger. These measures may be the recall of equipment, effective and adequate warnings and the withdrawal of this product(s) ; * We are aware that the issuance of a certificate is not an indication that the product concerned is not infringing. |
|  |
|  |
| *(\*) An authorization, to represent the legal owner to handle all matters including financial obligation pertaining to this application, is attached.* |
|  |
| **We do understand that unlawful use related to certificate and Product Mark that may have been granted to us, may lead, but not only, to decision of suspension or withdrawal of the concerned certificate and right to use of the certification mark.** |
|  |
| We have taken note of all applicable documents related to this process (including the technical requirements). We have verified that we have in our possession the updated version of all these applicable documents either to have received them at the time of this application, or to already hold them since a previous certification request, notably the below ones: |
|  |
| * Certification Rules * License Agreement - Bureau Veritas Product Mark for Consumer Products |
| * Certification fees in force |
|  |
|  |
| **We agree**   * that the certificate neither expressly nor indirectly implies any warranty, guarantee or any other assurance that a product, for which the certificate is granted, complies with any statutory or other requirements; * that the certificate does not substitute any other product certificate and/or marking which may be mandatory or required under any other statutory or other regulations whatsoever; * that the certification body does not grant any express or implied warranty, guarantee or any other assurance for the merchantability of a specific product for which the certificate was granted; * to the disclosure of all data to any and all regulation and accreditation agencies and which such regulation and accreditation agencies require to check and determine if the relevant regulatory and accreditation criteria are adhered to. * that the evaluation body transfers all protocols and other documentation necessary for certification to the certification body. |

|  |
| --- |
| **By this, we notably commit ourselves:**   * to ensure that the product samples supplied for the evaluation are in every respect representative samples of the product(s) produced by each factory(ies) location listed within this document; * to maintain through the validity of the certificate product(s) compliance with the applicable requirements by supply arrangements and a constant quality during production; * to comply at all times without restriction or reservation with the provisions of the Certification Rules, the applicable documents and the License Agreement; * to pay all the fees relating to the certification of the product(s), in particular any extra cost due to non-compliance or failure; * to provide the required number of product samples for evaluation which is sufficient to also perform repeated evaluation; * to submit to the evaluation body all relevant information and documents which are, from the perspective of the certification body, necessary to properly perform the evaluations for the purpose of completing the required certification service; * to provide any further information and facilitate the control by the certification body representative mandated to verify the conformity of the certified products and to ensure their continuous conformity with the Certification Rules; * to authorize access to our buildings and installations, and to guarantee access to the buildings of all the factory(ies) listed within this document, to the representatives of the certification body within the framework of the audits and controls of the certified product(s); * to keep records of and deal with complaints relating to compliance with certification requirements and make these records available to certification body on request, * to document the actions taken with respect to the complaints and deficiencies found in products that affect compliance with the requirements for certification and to implement effectively these actions, * to ensure that all information or documents which are submitted by it or suppliers and/or its distributors to the certification body and/or the evaluation body are correct and always up-to-date; * to identify the risk of counterfeiting of the product(s) and not to ask any certification for product(s) that would be infringing; * to pay the certification body and/or the evaluation body all fees regardless of the certification decision, * to not use the product(s) certificate in such a manner as to neither bring the certification body into disrepute nor make any statement regarding its product certification that the certification body may consider misleading or unauthorized; * to use the Product Mark only when the authorization will be given by the certification body, and only on the product(s) strictly identical to those presented; * to communicate on the certification in a consistent manner with its scope of certification and in application of the PM license agreement.   Place: Date:  Company Name (printed letters):  Name and Position (printed letters):  Stamp of Applicant:    Hand written or electronic signature:  **By our signature we declare having read and approved the terms of this Application Form and agrees to be bound by the terms and conditions of the Certification Rules.** |

**BV CPS notably commit ourselves:**

* Carry out product certification comply with procedure “Regulation on product certification in compliance with Standard/ Technical regulation “ that is issued by BV CPS.
* Keep confidential all information, documents of applicant/customer during certification process.
* Inform customers any changes relating to certificated product(s) as well as any other relating matters

**ANNEX 1: DOCUMENTS ATTACHED TO THIS APPLICATION FORM**

We enclose here the following documents:

1. Manufacturing License/ Business License: 🞎
2. Certificate of product’s brand name property/ owner: 🞎
3. Certificate on quality management system (if available) (\*): 🞎

(*e.g: ISO 9001 certificate*)

1. Organization chart (\*): 🞎
2. Technical documents/ specification of registered products: 🞎

(*e.g: TCCS, BOM, product design….*)

1. Production control plan/ procedure (\*): 🞎
2. Quality control plan/ procedure (\*): 🞎
3. Instrument calibration control plan (\*): 🞎
4. Test reports (if available): 🞎
5. For Scheme 7 (Batch Certification) (\*\*) : 🞎

Note:

*(\*) - Documents need to be submitted (for Scheme 5 (NOS-Certification))*

*(\*\*)*

1. *Copy of contract, invoice, transportation bill, list of products (detail of quantity and code of each product), technical datasheet (if any), C0; CQ, customs declaration form (****for import batch****)*
2. *List of products (detail of quantity and code of each product),warehouse receipt / warehouse delivery or equivalent document, technical standards (****for domestic batch****)*