|  |  |  |
| --- | --- | --- |
| **REQUEST FOR CERTIFICATE FORM** | | |
| Your reference number (if any): | IDF/Licence number (If any): | Unique Consignment/UCR/DUM No. (if known): |
| Country of destination:  **Algeria**  **Botswana**  **Congo (Brazzaville)**  **Côte d’Ivoire**   **Ethiopia** (Stand Alone Solar products) **Ethiopia** (PVoC-Other products) **Gabon**  **Ghana**  **Libya**  **Mauritania**  **Morocco**  **Tanzania** (Mainland)Tanzania **(Zanzibar)  Uganda**  **Zimbabwe**  **Somalia** | | |
| If any, BV Registration (SoR) No.:   BV Licensing (SoL) No.: | | |
| **Note:** the Certificate (or Non Conformity Report) is issued based on the information communicated. Unless of a specific arrangement, the draft of the certificate is not sent prior issuance. | | |

|  |  |
| --- | --- |
| **Trade parties:** | |
| **Seller (Exporter):** Name and Address    Telephone :  Email:  Contact name:  Local commercial registration No.: | **Buyer (Importer)**: Name and Address    Telephone :  Email:  Contact name:  BPN (ZWE) / ICE (MAR) No.: |
| **If the Applicant is not the Seller, please tick the type**:  Buyer (Importer see above)  Authorised Dealer  Forwarding Agent  Other (please specify):  Name and Address:  Telephone :  Email:  Contact name: | **Payer:** Same as Seller  or Company name:  Address:  VAT No.:  Telephone :  Email:  Contact name:  Purchase Order No.:  Email address/Address for Invoices to be sent to: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Proforma Invoice / Contract Purchase Order of the consignment** | | | | | |
| PFI number and date |  | Currency: |  | Freight value (If applicable) |  |
| PO number and date |  | Total Value |  | Insurance value (If applicable) |  |
| Incoterm: |  | FOB Value |  | Other value ((If applicable) |  |

|  |  |  |
| --- | --- | --- |
| **Shipment & inspection information** | | |
| Type of delivery:  Total  Partial  Final  Transport mode:  Air  Sea  Road  Rail  Unknown | Shipment method:  FCL :      x20” FCL      x40”FCL (FCL could be on truck)  LCL  Bulk  General Cargo/Conventional  Trucks (size/volume:       )  Consolidated cargo | |
| Location where goods are available for inspection (if same as the applicant, please tick the box ):  Address:  Contact name:       Telephone:  Email: | Country of supply:  Expected date of shipment:  Date of availability of goods:  Expected port of destination: | |
| Internet connection is available at the inspection site (good 3G or more or Wi-Fi)? | | Yes  No |
| If so, are you willing to have the inspection (if any) performed remotely\*?  \*This inspection without any additional cost and with lower environmental impact, is subject to formal consent and eligibility check | | Yes  No |

|  |  |
| --- | --- |
| **Goods information** | |
| Goods Description: ***Please attach list of products including HS codes (proforma invoice…)*** | |
| Goods conditions:  New  Second hand/Used  Complete  Complete Knock Down (CKD)  Semi knock down (SKD) | |
| ISO 9001 Certificate:  Yes  No | Other Certification : |
| Test Report provided:  Yes  No | Testing done by:  Own lab  Third party lab |
| Certificates provided:  Yes  No |  |
| Applicable standards (if Known): | |
| Lab information: ISO 17025 accreditation  Yes  No  Other: | |

|  |
| --- |
| **Certificate generation type** |
| Certificates are in the secured electronic format (except when the paper version remains mandatory by the program).  Request to have the certificate in paper version, for L/C or other specific need (instead of electronic format - may be subject to additional charges and delivery time) |

|  |
| --- |
| **Comments** |
|  |

|  |  |  |
| --- | --- | --- |
| **General Declaration and Consent of the Applicant** | | |
| I hereby declare that: my shipments will be accompanied with a valid certificate of conformity, I accept Bureau Veritas terms and conditions of service which are available on request and I authorize and consent to Bureau Veritas processing and disclosing all personal information to concerned authorities when requested to do so. Purpose(s) of processing personal information means the purposes for which Client personal information is processed under or in connection with this request, as further set out in the BUREAU VERITAS GROUP PERSONAL DATA PROTECTION POLICY FOR USERS that may be viewed at: <https://personaldataprotection.bureauveritas.com/privacypolicy>. | | |
| Applicant Name:  Date: | Signature: |  |

Please complete the above information and kindly return the form together with proforma invoice, copy of L/C – if applicable – and documents proving conformity such as detailed description of the goods with technical characteristics and properties, available test reports, quality management system certificates, marks of conformity, national approvals, franchise agreement or similar for supplying branded goods -, as well as health, hygienic, phytosanitary, fumigation certificates as applicable. Bureau Veritas remains available to provide additional information about the VoC Programs.

The Applicant accepts the quotation / fees mentioned in the datasheet of the program available on <https://verigates.bureauveritas.com>

The Applicant with a Verigates user account can consult the status of his files on line on Bureau Veritas web platform. Users without a Verigates access can ask for an account clicking the following link: <https://verigates.bureauveritas.com/verigates/gsit/support/ask_account/form.do?smenuitem=-1>

**Important Notice:** The issuance of inspection report does not release the Seller and Buyer from their own responsibilities and fulfilment of their respective obligations.

If you have any complaints/appeals regarding the certification service, please inform in writing to gsit@bureauveritas.com