

	Business Process	CIDBH:UPT/PCS/QP-01/FOR-01	
	APPLICATION FORM	CIDB HOLDINGS SDN BHD Level 22, Menara Dato' Onn, Putra World Trade Centre (PWTC) No.45 Jalan Tun Ismail, 50480 Kuala Lumpur Tel: 03-4042 8880, Fax:03 4042 2880	
		Issue No.: 04	Rev. No.: 01
		Effective Date:15/06/2016	


PART 1	APPLICANT'S INFORMATION	
	Name of Applicant	
	Address of Applicant	
	Company/Business Registration Number	
	Contact Person	
	Telephone number	
	Fax number	
	E-mail	
PART 2	FACTORY/MANUFACTURER INFORMATION (if different from Part 1 above)	
	Name of Factory / Manufacturer	
	Address of Factory / Manufacturer	
	Company/Business Registration Number	
	Contact Person	
	Telephone Number	
	Fax Number	
	E-Mail	

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PART 3	PRODUCT INFORMATION																			
	Product Name																			
	Type of Product																			
	Trade mark(s)/Brand name(s)																			
	Standard Applicable to Product																			
	Batch/lot or Code Used																			
	PRODUCT DESCRIPTION AS IN TABULATION BELOWS: - (Please attach all relevant paper works e.g. technical drawings, photos, product installation guide, operation or service manual etc)																			
	Item		Name of type / Model / Component / Size			Technical Data			Trade Mark / Brand Name		Remarks									
	<i>* Please provide in separate supplementary sheets if space provided is insufficient</i>																			
Product Standard / Method required for testing (Please tick (√) which are necessary)																				
MALAYSIAN STANDARD (MS)	Tiles					Sanitary														
	MS ISO 10545 -1	MS ISO 10545 -2	MS ISO 10545 -3	MS ISO 10545 -4	MS ISO 10545 -6	MS ISO 10545 -7	MS ISO 10545 -11	MS ISO 10545 -13	MS ISO 10545 -14	MS 147	MS 1522	MS 795-1,2,3	MS 2578	MS 1799						
Please attach the existing / prior copy of test report or certificate, <i>if available</i> .																				
Test Report No:						Issue date:														
Test Laboratory Name and Address																				

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PART 4	FACTORY INFORMATION	
	Nos. of employee	
	Estimated monthly output/quantity of product to be certified	
	Quality control/Quality System Details	<i>Please adequately describe system in Annex 1 and 2</i>
Please attach: <ol style="list-style-type: none"> 1. A route map to your office / factory site. (if any) 2. Company organisation chart. 3. Product description such as: <ol style="list-style-type: none"> a. Drawings (if applicable) b. Labelling, brochure etc (if any). 		
PART 5	DECLARATION	
	I/we herewith certify that the information/statement given in this form are true and correct to my knowledge. I/we will comply with all the condition stipulated by CIDB Holdings Sdn Bhd as stated below: <ol style="list-style-type: none"> 1. Understand and agree to processes and procedures as describe in GUIDELINES FOR APPLICANTS TO THE CIDBH PRODUCT CERTIFICATION SCHEME Appendix C. 2. To take responsibility to provide all information required by CIDB Holdings Sdn Bhd for the purpose of product certification scheme evaluation. 3. To ensure the manufacturer, product manufactured and manufacturing processes comply with the relevant standard and the CIDBH product certification requirements. 4. To take responsibility with its own cost to provide sample of product for evaluation and testing purposes. 5. To take responsibility with its own cost to provide test report for evaluation purposes. 6. To pay CIDB Holdings Sdn Bhd all the costs of processing this application and stipulated charges. 7. To duly sign the Testing Agreement before granting certificate by CIDB Holdings Sdn Bhd. 	
	SIGNATURE BY AUTHORISED REPRESENTATIVE	
	NAME	
	DESIGNATION	
	DATE	
COMPANY STAMP		

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Annex 2 (a)

Process Flow Chart

(Please describe main production process flow using symbols indicated)



Storage




Flow



Process



Quality Control Check (*List major quality control check point details in Annex 2(b)*) All final product tests and inspections should be identified and included in the list.

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Annex 3

Product Test Equipment List and Calibration Schedule

Equipment (Name, Model, Serial No.)	Parameters Calibrated	Range Use for Testing	Frequency of calibration	Name of Calibration Laboratory

	Business Process	CIDBH:UPT/PCS/QP-01/FOR-1.1	
	DECLARATION OF APPROVAL FROM RELEVANT AUTHORITY	CIDB HOLDINGS SDN BHD Level 22, Menara Dato' Onn, Putra World Trade Centre (PWTC) No.45 Jalan Tun Ismail, 50480 Kuala Lumpur Tel: 03-4042 8880, Fax:03 4042 2880	
	(To Be Filled by Manufacturer & Applicable for Local Product Only)	Issue No.: 04	Rev. No.: 00
		Effective Date:15/06/2016	

Company :

Product :

In connection with my/our activities of manufacturing the product which will be granted the Certification Mark, I/we declare that:

Has obtained approval from the relevant local authority and/or other enforcement body to manufacture the above product;

or

Is seeking approval from them.

I/we undertake responsibility to revoke this application should there be a rejection by the respective authority or registrar. I/we also undertake not to involve CIDB Holdings Sdn. Bhd., in any legal proceeding pertaining to the above mention approval.

Signature:

Company Chop:

Name of :

signatory

Designation :

Date :

Company address:

	Business Process	CIDBH:UPT/PCS/QP-01/FOR-1.2(a)		
	DECLARATION OF APPROVAL FOR TRADEMARK / BRAND NAME REGISTRATION		CIDB HOLDINGS SDN BHD Level 22, Menara Dato' Onn, Putra World Trade Centre (PWTC) No.45 Jalan Tun Ismail, 50480 Kuala Lumpur Tel: 03-4042 8880, Fax:03 4042 2880	
	(to be completed by trademark owner - Importer)		Issue No.: 04	Rev. No.: 00
			Effective Date:15/06/2016	

Company :

Product :

In connection with my/our activities of manufacturing the product which will be granted the Certification Mark, I/we declare that:

Legally owns the trademark/brand name below;

Or

Is seeking approval for the trademark/brand name below.
(Applicant to provide approval from the trader mark/brand name owner before the commencement of the certification process)

Note: Please tick where applicable

Trademark/brand name

I/we undertake responsibility to revoke this application should there be a rejection by the respective authority or registrar. I/we also undertake not to involve CIDB Holdings Sdn. Bhd., in any legal proceeding pertaining to the above mention approval.

Signature:

Company Chop:

Name of :
signatory
Designation :
Date :
Company address:

	Business Process	CIDBH:UPT/PCS/QP-01/FOR-1.2(b)	
	DECLARATION OF APPROVAL FOR TRADEMARK / BRAND NAME REGISTRATION	CIDB HOLDINGS SDN BHD Level 22, Menara Dato' Onn, Putra World Trade Centre (PWTC) No.45 Jalan Tun Ismail, 50480 Kuala Lumpur Tel: 03-4042 8880, Fax:03 4042 2880	
	(to be completed by trademark owner - Manufacturer)	Issue No.: 04	Rev. No.: 00
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Trading Company :
Address :
Product :
Brand :

In relation to the application by the above named trading company for the CIDB Holding Product Certification Scheme, we hereby:

1. Have no objection that the Product Certificate of Conformity be awarded to the company as stated above;
2. Agree to abide the terms and conditions of the Product Certification Agreement relating to the certified product and the manufacturing premises. We also understand that this Agreement will be signed by the Certificate Holder and CIDB Holdings Sdn. Bhd. upon award of the certificate;
3. Not to involve CIDB Holdings Sdn. Bhd., its directors, officers and authorized representatives in any disputes between us and the Certificate Holder.

Approval by manufacturer if the brand owned by manufacturer

I hereby confirmed that the trading company is the sole authorized agent for the product as described above.

Signature of
manufacturer's
authorized representative :

Name :

Designation :

Address :

Company's stamp :