

	APPLICANT'S / MANUFACTURER'S INFORMATION FORM <i>(To be filled by Applicant Authorised Representative)</i>	CBM/PC/FR/06
		Certibuild (M) Sdn Bhd (1436507-X) E3-05-08, Tamarind Square Persiaran Multimedia, Cyber 10 63000 Cyberjaya, Selangor Website: www.certibuild.com.my
		Issue 1, 1 November 2021 Revision 4, 1 September 2023

SECTION A - PARTICULARS ABOUT THE APPLICANT			
1.	Company Name		
2.	Company Address	Postcode	City
		State / Province	Country
		GPS Coordinates	
3.	Company Registration No.		
4.	Contact Person <i>(Authorised Representative)</i>	Name	Position
		Phone No.	H/P No.
		E-mail	
5.	Website <i>(If any)</i>		
6.	Are you the Manufacturer*	<input type="checkbox"/> Yes	
		<input type="checkbox"/> No	
7.	Category of applicant*	<input type="checkbox"/> Local Manufacturer - proceed to Section B	
		<input type="checkbox"/> Foreign Manufacturer - proceed to Section B	
		<input type="checkbox"/> Agent (Foreign Product Only)	
		<input type="checkbox"/> OEM Product Supplier (Local Manufacturer)	
		<input type="checkbox"/> OEM Product Supplier (Foreign Manufacturer)	
		<input type="checkbox"/> Manufacturer for Authorized Brand	
8.	Have you been appointed officially by Manufacturer*	<input type="checkbox"/> Yes	
		<input type="checkbox"/> No	
9.	*Please attach: a) Manufacturer's Declaration of Commitment and Undertaking - Agent (Form: FR14) (only applicable if the applicant is the Agent for the Manufacturer) b) Letter of appointment – Agent (only applicable if the applicant is the Agent for the Manufacturer) c) Manufacturer's Declaration of Commitment and Undertaking - OEM (Form: FR15) (only applicable if the applicant is the OEM)		

SECTION B - PARTICULARS ABOUT THE FACTORY / MANUFACTURER			
1.	Manufacturer Name		
2.	Manufacturer / Factory Address	Postcode	City
		State / Province	Country
		GPS Coordinates	
3.	Is this factory operating under	<input type="checkbox"/> Yes	

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SECTION B - PARTICULARS ABOUT THE FACTORY / MANUFACTURER				
	legal status and has obtained approval(s) from the relevant authority? *	<input type="checkbox"/>	No	
4.	Chief Executive Officer	Name		
		Designation		
5.	Has the factory/ company obtained the Certificate of Quality Management System ISO 9001? *	<input type="checkbox"/>	Yes (If yes, please state the agency's name & attach the certificate/license)	
		<input type="checkbox"/>	No	
		Name of Agency		
		Certificate No.		
		Certification Scope		
	Expiry Date			
6.	Date of which factory began operation:			
7.	*Please attach: a) Declaration of Approval from the Relevant Authority (Form: FR12) b) Certificate of Quality Management System ISO 9001 (if applicable) c) Factory/Manufacturer Organisation Chart			

SECTION C - PRODUCT INFORMATION			
1.	Product Name		
2.	Standard (MS, BS, EN, JIS, CIS, etc.)	Code	
		Title	
3.	Type(s), Model(s), Dimension(s)		
4.	Trademark(s) / Brand Name(s) ¹		
5.	Product Description		
6.	Please attach: a) Declaration of Approval for Trademark Registration/ Brand Name (Form: FR13) b) Technical drawing of the product/ component (if applicable) c) Product Manual including installation instruction (if applicable) d) Sample of products labels/ marking/ delivery ticket (if applicable)		
	<i>*Note: ¹ The trademark/brand should have been own by the applicant and certified. Refer to the FR13 form.</i>		

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SECTION D - PRODUCT TESTING			
1.	Has the Manufacturer obtained any Full Type Test Reports from other agencies? *	<input type="checkbox"/>	Yes (If yes, please state the agency's name & attach the test report)
		<input type="checkbox"/>	No
		Name of Agency	
		Test Report No.	
2.	Sampling Location		
3.	<u>Identification of Testing Facility</u> <i>(Applicant may identify any under scope 3rd party accredited laboratory for testing of sample for certification purpose)</i>	Name of the laboratory	
		Address of laboratory	
		SAMM No.	
		Scope of testing	
4.	Please attach*: a) Full Type Test Report (if any) *Note: CERTIBUILD may request further/additional information from time to time.		

SECTION E - TECHNICAL / ADDITIONAL INFORMATION	
1.	Please attach*: a) Quality Manual and Quality Plan b) List of Components or Raw Materials Used to Manufacture the Product. (Form: FR07) c) Mill Certificate/ Test Report of the component of material listed in Form FR07 d) Production & Quality Control Flowchart (Process Flow Chart). (Form: FR08) e) Process Quality Control Checking Schedule. (Form: FR09) f) Product Test Equipment List and Calibration Schedule. (Form: FR10) g) Calibration certificate for equipment listed in Form FR10 h) Documented procedure for Control of Product Change (if applicable) i) Documented procedure for Handling of Non-Conforming Product j) Documented procedure for Handling of Customer Complaint *Note: CERTIBUILD may request further/additional information from time to time.

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SECTION F - DECLARATION BY APPLICANT		
<p>I/We, with this, declare that all information and statement given in this form are correct to my/our knowledge and agree to supply all other information required by CERTIBUILD should I/we decided to proceed with the application.</p>		
Signature		Company's Stamp
Name		
Designation		
Date		

FORWARD TO <i>(Forward form to (preferable by e-mail))</i>
Certibuild (M) Sdn Bhd E3-05-08, Tamarind Square Persiaran Multimedia, Cyber 10 63000 Cyberjaya, Selangor T: +6017-324 1906 E-mail: certification@certibuild.com.my Attention: Ts. Alif Hanifi Md Lazim / Mohd Hafiz Sani

All received information will be treated with confidentiality.

FOR CERTIBUILD (M) SDN BHD USE ONLY
Received by: Name : Designation : Date :