



# REQUEST FOR CERTIFICATION / REGISTRATION / LICENSE

Pre-Export Verification of Conformity to Standards (PVoC)

Important: This form must be completed and ALWAYS sent to SGS before the shipment of the goods.

Country Destination				
<input type="checkbox"/> Algeria	<input type="checkbox"/> Burundi	<input type="checkbox"/> Cameroon	<input type="checkbox"/> Egypt	<input type="checkbox"/> Ethiopia
<input type="checkbox"/> Gabon	<input type="checkbox"/> Ghana	<input type="checkbox"/> India	<input type="checkbox"/> Kenya	<input type="checkbox"/> Kuwait
<input type="checkbox"/> Mongolia	<input type="checkbox"/> Nigeria	<input type="checkbox"/> Qatar	<input type="checkbox"/> Saudi Arabia	<input type="checkbox"/> Tanzania
<input type="checkbox"/> Uganda	<input type="checkbox"/> Zanzibar	<input type="checkbox"/> Ivory Coast	<input type="checkbox"/> Others: _____	

Application For:	NEW	RENEWAL	REVISION	Other Information
Certificate of Conformity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IDF No. (Kenya only) :
Registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	UCR No. (Kenya only):
License	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form M No. (Nigeria only)
SONCAP Certificate (Nigeria only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DII No. (Burundi only)
Product Certificate (Nigeria only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Déclaration d'Importation (Cameroon only):
Others (pls. specify) :				Certificate of Conformity to be collected by: <input type="checkbox"/> Exporter <input type="checkbox"/> Importer

Trade Parties - Seller (Exporter) Details:	
Name	
Address	
Telephone	
Fax	
Email	
Contact Person	
Comm. Registration No. (SA only)	

Trade Parties - Importer/Buyer Details	
Name	
Address	
Telephone	
Fax	
Email	
Contact Person	
Co. TIN No.	

Trade Parties- Supplier <input type="checkbox"/> / Manufacturer <input type="checkbox"/> (if diff. from Seller)	
Name	
Address	
Telephone	
Fax	
Email	
Contact Person	
Comm. Registration No. (SA only)	

Place of Inspection Details	
Name	
Address	
Telephone	
Fax	
Email	
Contact Name	
Date of Inspection	

Certificate / Registration / License Details			
Prod. Certificate No.		Registration No.	
		License No.	

Shipment Details	
Place & Port of Loading	
Port of Discharge	
Country of Supply	
Shipment Method	<input type="checkbox"/> Total <input type="checkbox"/> Partial
Goods Condition	
<input type="checkbox"/> New	
<input type="checkbox"/> Second Hand (used)	
<input type="checkbox"/> Reconditioned (overhauled)	
<input type="checkbox"/> Damaged (Out of order)	
Assembly State	
<input type="checkbox"/> Assembled	
<input type="checkbox"/> Partially Assembled (SKD)	
<input type="checkbox"/> Disassembled (CKD)	

Shipment Method		Sales Invoice / P.O. Details		Currency
<input type="checkbox"/> Air	<input type="checkbox"/> Road	Inv./P.O. No.		<input type="checkbox"/> USD <input type="checkbox"/> EUR
<input type="checkbox"/> Sea	<input type="checkbox"/> Rail	Amount & Incoterm		<input type="checkbox"/> Other: _____
				FOB Value: _____

Shipment on FCL (for KE, NG or SA) : Nbr. of FCL \_\_\_\_\_ 20' \_\_\_\_\_ 40'

Documents Attached to this Application	
<input type="checkbox"/> 3 <sup>rd</sup> Party Test reports / certificates	<input type="checkbox"/> Product identification Declaration (PID)
<input type="checkbox"/> Factory Inspection Report	<input type="checkbox"/> QMS Certificate e.g. ISO9001/ ISO/TS16949, ISO22000
<input type="checkbox"/> Copy of Product Registration (non- SGS)	<input type="checkbox"/> Product Specification Sheet
<input type="checkbox"/> Copy of Product License (non-SGS)	<input type="checkbox"/> Photographs
<input type="checkbox"/> Authorized Distributor Certification	<input type="checkbox"/> Others (pls. specify):

## Remarks/ Additional Information:

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Applicant Details				
Applicant Name		Address		
Signature		Tel. / Fax		E-mail

**IMPORTANT**  
Please complete the above information and the attached declaration of conformity. Both completed forms and required documents (proforma invoice or similar plus the documents that prove conformity, such as detailed description of the goods with technical characteristics and properties, available test reports, quality management system certificates, marks of conformity, - e.g. CE declaration, technical data sheets, national approvals, franchise agreement or similar for supplying branded goods - as well as health, hygienic, phytosanitary, fumigation certificates as applicable) should be returned to SGS by email or by fax. Datasheet and Guidelines for Exporter and the Rules for the suspension and withdrawal of the Certificate of Conformity are available from our website [www.sgs.com/pca](http://www.sgs.com/pca)

The client shall not make reference to its product certification in communication media such as documents, brochures or advertising unless authorized by the company. As applicable, the certified products shall continue to fulfil product requirements if the certification applies to continuing production.

SGS Government and Institutional Services Office is available to provide additional information about the Pre-shipment Verification of Conformity (PVoC) procedures. This order will be performed according to the requirements of the authorities in the country of destination of the goods and is subject to the applicable SGS General Conditions for Product Conformity Assessment Services, available at: [SGS Terms and Conditions](#)

RFC Form version 8 revision 16.03.2018

Please use your own company's Letter Head here

## DECLARATION OF CONFORMITY

We, \_\_\_\_\_ (replace with name of your company) with address \_\_\_\_\_ (place your company address here) declare that the product/s listed below is/are not affected by any product recall nor they are substandard or counterfeit, to the best of our knowledge. We also declare that the technical documentation required to demonstrate product compliance with the import country rules and regulations has been compiled by the signatory below and is attached for viewing by the relevant enforcement authorities. We further declare that we take responsibility and acknowledge that we are aware of the import country's regulatory requirements on the importation of the below-listed products and commit to comply with such requirements.

Item No.	HS Code	Quantity	Unit	Product Description	Brand Name	Product Model No.	Manufacturer's name / Address	Country of Origin	Registration No./ License No. / Product Cert. No.	Applicable standard (s) or Normative reference(s)
Additional sheets may be attached if space allotted above is not enough. Number of pages attached:										

**Certified correct by:**

Name and Position: \_\_\_\_\_

Signature and Stamp: \_\_\_\_\_

Place and date of issue: \_\_\_\_\_