



Singapore Test Services

Product Certification Application Form



ABOUT THIS FORM

Information on this form shall be kept strictly confidential.  
 Please submit the following together with this form:

- ✓ Relevant manual/procedures
- ✓ Relevant process flow charts
- ✓ Organization chart
- ✓ Latest ISO 9001 Certificate (if any)

Please return completed form to :  
**Singapore Test Services Pte Ltd Certification**  
 249 Jalan Boon Lay. S(619523)  
 Attention : Head, Certification

(I) APPLICANT DETAILS

Name of organization: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_ POSTAL CODE ( \_\_\_\_\_ )

Contact person: \_\_\_\_\_ Designation: \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Date of company establishment: \_\_\_\_\_ Business Registration No.: \_\_\_\_\_

Is your organization certified for any products or ISO management system? YES / NO  
 If "YES", please submit a duplicated copy of the certificate (and attached as Appendix H)

Are you seeking for multiple certifications (with other certification body) on the product which you applied? YES / NO  
 If "YES", please submit a duplicated copy of additional document as Appendix H

Are you seeking for transfer of certification (from other certification body) on the product which you applied? YES / NO  
 If "YES", please submit a duplicated copy of additional document as Appendix H

Had previously sought certification with a Certification Body but failed (suspension, rejection, withdrawal) in its certification attempt? YES / NO  
 If "YES", please submit a duplicated copy of additional document as Appendix H/I

(II) MANUFACTURER DETAILS

*Please submit details for each premise: if there are several manufacturing premises contributing to this scope of product certification or/and outsourced processes that affect conformity to requirement. Please duplicate this Part (II) if insufficient space.*

Name of organization: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_ POSTAL CODE ( \_\_\_\_\_ )

Contact person: \_\_\_\_\_ Designation: \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Date of company establishment: \_\_\_\_\_ Business Registration No.: \_\_\_\_\_

Is your organization certified for any products or ISO management system? YES / NO  
 If "YES", please submit a duplicated copy of the certificate

**(III) PRODUCT DETAILS**

*NOTE : Please submit details for each product, duplicate this Part (III) if insufficient space)*

Type of Products: \_\_\_\_\_

Brand / Model(s): \_\_\_\_\_

Product Description: \_\_\_\_\_

Standard(s) Specification: \_\_\_\_\_

Application for ISO System Listing (2, 5 or 7):  ISO System 2  ISO System 5  ISO System 7

Assessment Evaluation  Extension/Reduction  Suspension/Rejected/Withdrawal with/by other CB

Others: \_\_\_\_\_ (eg. Change of Address)

Test Report Nos. (if any): \_\_\_\_\_ (please attached as per Part(IV))

Assessment Report Nos. (if any): Nil (please attached as per Part(IV))

Cert. Of Conformity Nos. (if any): Nil (please attached as per Part(IV))

**(IV) SUPPORTING DOCUMENTS**

**Please append and submit the following supporting documents with relevant Appendix Cover Pages:**

- Appendix A. ISO System 5: Quality Manual & **Manufacturer's Information & Request for Factory Inspection (STS-PSQM-02 Section 2.03 Form-2)**, and latest ISO 9001 certificate (if any)  
ISO System 2 and 7 : **Request for Batch Inspection (STS-PSQM-02 Section 2.03 Form-3)- if necessary**
- Appendix B. Original or certified true copy of updated company business registration profile. This refers to Business Profile extracted from Accounting and Corporate Regulatory Authority (ACRA) if the Applicant is a Singapore-registered company.
- Appendix C. The product detail specification, including but not limited to component list & brand/model, material list, drawing and product sample. NOTE(1) : If applicant is not the manufacturer of the Product(s), please also submit **Appendix F**
- Appendix D. Original or duplicated copy of most recent relevant Test Report(s) bearing recognized accreditation logo and accreditation registration number. NOTE(1) : If applicant is not the owner of the document, please submit **Appendix G**  
NOTE(2) : For report issued more than 5 years ago, a verification of the product may be required.
- Appendix E. (If any) original or certified true copy Certificate or document directly related that the applied Product(s) and showing evidence that the applied Product(s) has been certified or/and product listed by organization(s) accredited by Singapore Accreditation Council or other accredited organizations of nations foreign to Singapore.  
NOTE(1) : If applicant is not the owner of the document, please submit **Appendix G**
- Appendix F. (if necessary) original or certified true copy of the Letter of Authorization, if the Applicant is not the manufacturer, to show evidence that the Applicant is entitled to deal in the product.
- Appendix G. (If necessary) original or certified true copy of Letter of Authorization from the owner of the document if the Applicant does not own the documents submitted in this application. This is to assure that the applicant is entitled to use these documents.
- Appendix H. Any other information which you felt is relevant to the application (e.g. brochures, ISO certificates, etc).  
**SCDF PLS:** For products which are currently certified by other certification body, please submit all existing product certificates of this product. If you have previously sought certification with other certification body but failed in its certification attempt please submit the latest audit report and surveillance test report prepared by the previous certification body and highlight any improvement you have made on the product, *Note: as per SCDF, document ref. "FSG 1:2013"*
- Appendix I. (if being rejected by other certification body) Latest audit report and surveillance test results prepared by the previous CB and highlight any improvement had been made to the product.

**(V) COMPANY'S DECLARATION**

We have read, accept and agree to comply with the Terms and Conditions (ref. STS-PSQM-02 Section 2.03 Appendix-2) governing the STS Product Certification and Listing Scheme and SCDF Fire Safety Guideline FSG-1:2013 (if applicable). The completed application form and all relevant documents as required in Part (IV) are submitted herewith. We declare that all information given is true, complete and accurate.

Company Name: \_\_\_\_\_

Name of Authorized Signatory: \_\_\_\_\_

Designation of Authorized Signatory: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature / Company Stamp / Date