**Material / Product Approval Checklist**

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| --- |
| Name & Address Applicant /Company: |
|   |
| Landline:  | Fax Number:  |

I (We) would like to apply my (our) material / product as follows:

**Material/Product Details:**

|  |  |
| --- | --- |
| Name :  |   |
| Brand :  |   |
| Model :  |   |
| Manufacturing Location :  |   |
| Address Details :  |   |

Please find enclosed the following documents as ticked below: Remarks

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. | Company Profile |  |  |   |
| 2. | Material / Product Approval Certificate (if any) |  |  |   |
| 3. | Approval Letter from Statutory Bodies (if any) |  |  |   |
| 4. | Material / Product Technical Information/Data |  |  |   |
| 5. | Material / Product Certification |  |  |   |
| (Conforming to ISO, IEC, EN, BS or equivalent specification, Please describe :  |
| 6. | Copy of Certification (is as enclosed)  |  |  |   |
| Name of Certification:  |
| 7. | Material / Product Test Report(s) |  |  |   |
| 8. | Test Reports /Results from Ministry of WorksApproved Testing Laboratories (is as enclosed) |  |  |   |
|  Please describe :  |
| 9. | Copies of Test Certificates from InternationallyRecognized Approved Testing Laboratories (is as enclosed) |  |  |   |
|  Please describe :  |
| 10. | Authorization letter as a Local AppointedDistributor from Material / Product Manufacturer  |  |  |   |
| 11. | Material / Product sample provided? |  |  |   |
| Please describe :  |
| 12. | Does sample(s) required to be returned? |  |  |   |
| 13. | Please propose a factory visit date (if requested) :  |
| 14. | Material / Product Installation Manual,Maintenance & Service Manual  |  |  |   |
| 15. | Material /& Product Operational Manual(to describe principle of work , if applicable) |  |  |   |
| 16. | Material / Product References |  |  |   |
| i.e.: Material / Product was approved for use at other projects, please describe :  |
| 17. | Manufacturer Quality Assurance (QA/QC) System |  |  |   |
| 18. | Declaration letter for Material / Product  |  |  |   |
| \* Only Applicable For Renewal Application (refer Material / Product Renewal Application Form) |
| 19. | Brochures or other relevant documents |  |  |   |
| enclosed as follows :  |

Applicant Signature:

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| --- | --- |
| Applicant Name : |   |
| Applicant Identification (CPR) No : |   |
| Position in Company : |   |

**Company Stamp:**

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