**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 Works  Approved Testing Laboratories (is as enclosed) |  |  |  |
| Please describe : | | | |
| 9. | Copies of Test Certificates from Internationally  Recognized Approved Testing Laboratories (is as enclosed) |  |  |  |
| Please describe : | | | |
| 10. | Authorization letter as a Local Appointed  Distributor 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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