



Application for Product Certification and Trademark Licence



CodeMark Product Certification

1. Information about the certificate holder

Details of organisation *	Name and Business Registration Number (if applicable)		
	Street		
	Suburb/City		State/Postcode/Country
	Authorised representative: (for the certification process and for the approval of invoices)		
	Name		
	Position		
	Telephone	Fax	Email
Mailing address: (for correspondence)	Address		
	Suburb/City		State/Postcode/Country
Contact for Accounts Payable (if different from above)	Name		
	Position		
	Telephone	Fax	Email
	Mailing address: (if different to above)	Address	
Suburb/City		State/Postcode/Country	

2. Information about the manufacturing organisation

(if different from above)	Name		
	Street		
	Suburb/City		State/Postcode/Country
	Contact		Position
	Phone	Fax	Email

Occupational Health & Safety Issues Specify if visitors to your premises require personal protection equipment (e.g. goggles, hard hats or safety boots):

Information about the manufacturing site	Please provide information about the number of staff employed in each department and who are involved with manufacturing of the product that is being certified.	Department	No. of Employees
		Manufacturing	
		Design / R&D	
		Laboratory	
		Quality Control / Assurance	
		Factory Total	

If some of these departments operate from a separate location, please provide details

Department name	Name		
	Address		
	Suburb		City
	State	Country	Postcode

Other manufacturers Please specify any other manufacturers / suppliers of critical components

Manufacturer's name Please attach a separate sheet if required	Name		
	Address		
	Suburb		City
	State	Country	Postcode

Type of component/s

Other types of certification - Does your company maintain other forms of certification e.g. ISO 9000, HACCP, and ISO 14001 etc?

If so please identify the type of certification and certifying organisation.

3. Information about your product (attach copies of documents where applicable)

Do you require SAI Global to provide a Managed Service?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Description of the product, including purpose for use, trade name(s), catalogue numbers, model identification & indication of the different brand names that may be used		
Specific BCA and/or NZBC clauses including any relevant State & Territory variations for the products intended for certification		
History of the product, including how long and where the product been used		
Tests and/or appraisals carried out on the product, including Australian/New Zealand Standards		
Product packaging, marking, storage, transportation information		

4. Scope of use (attach copies of documents where applicable)

<p>The scope of use including all suitable applications and conditions under which the Product may be used. This includes BCA and/or NZBC, Standard or other requirements for any other product or system that directly interacts with the Product, or may in some way affect its performance when in use.</p> <p>Any limitations to the application of the Product should also be stated.</p>	
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5. Technical specification (attach copies of documents where applicable)

The technical specification should include detailed descriptions of all individual components and accessories that are required for the Product, which are supplied and/or specified by the Applicant.

The technical specification should also advise who is responsible for the supply of each item. The description of all individual components and accessories should be detailed enough so that they can be adequately identified on site.

6. Technical information – design, installation and maintenance (attach copies of documents where applicable)

The technical information should contain explicit, detailed information on the design, use, installation and maintenance requirements of the Product. It should identify all critical aspects relating to the BCA and/or NZBC requirements, to be taken into account by the building professionals during the design stage in order for the Product to perform successfully.

7. Critical aspects (attach copies of documents where applicable)

Include all critical aspects relating to the Product and any other products that directly interact with it and/or could in some way impact on the performance of the Product.

8. Construction site installation information (attach copies of documents where applicable)

Installation instructions for the products intended for certification should be available where applicable

Approval, including qualifications and/or training requirements of the installers

Sites available for SAI Global to inspect

9. Manufacturing information (attach copies of documents where applicable)

Description of the manufacturing process, including plants, equipment, raw materials, sub-contracted operations, etc.

10. Additional information (attach copies of documents where applicable)

11. Application fee (Please refer to Scheme Fee Schedule)

Total fee payable (Ex GST)	\$AUD	GST value (if applicable) \$AUD	Receive Electronic Invoice <input type="checkbox"/> Yes <input type="checkbox"/> No
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12. Payment method (Kindly note: your application cannot be processed until receipt of fee payment)

Cheque	Cheques to be made payable to: SAI Global Limited (ABN 67 050 611 642)		
	A cheque for \$	is	Cheque No.
	attached		Date
Credit Card	Please charge (tick where applicable) <input type="checkbox"/> Bankcard <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AmEx (ID No.) <input type="checkbox"/> Other		
	Card No.		
	Expiry Date		
	Cardholder's name (please print)		
	Signature		
Telegraphic Transfer	Bank Address	Westpac Banking Corporation Cnr Market & Clarence Sts Sydney 2000 NSW	THE REMITTANCE ADVICE SHOULD BE FAXED, EMAILED OR MAILED QUOTING: ATT: Business Development Manager Fax (+612) 8206 6032 Email product@saiglobal.com Organisation name: Type of service and date: Invoice number being paid (if applicable): Receipt of remittance advice details will minimise delays in processing your payment
Please make payment to:	Acc name BSB Number Acc Number Swift Number	SAI Global Limited 032016 175282 WPACAU2S To ensure correct processing please include the following information with your payment.	

Terms and Conditions

- The applicant warrants that the information provided in this application form is correct.
- The applicant acknowledges that it has received and agrees to abide by the following contractual documents:
 - SAI Global Terms and Conditions of Certification Services (including the Schedule of Fees where applicable);
 - CodeMark Product Compliance Program; and
 - Terms and Conditions of the Certification Mark Licence.
- The applicant agrees that:
 - when SAI Global accepts this application in writing; or
 - if the application is not accepted in writing, when SAI Global starts to supply Certification or Assessment Services to the applicant;
 there is a contract for the supply of Certification or Assessment Services upon the Terms and Conditions of Certification Services, including the applicant's obligation to pay all fees due in respect of the certification services, as calculated in accordance with either the Schedule of Fees or other agreement reached with SAI Global.
- The applicant agrees that if SAI Global issues a certificate and licence to the organisation for the use of any Trade Marks (such as the StandardsMark), the organisation will use the Marks in accordance with the Certification Mark Licence Terms.
- This application remains valid for 12 months from the date at which the application was made, after which period the application will expire.
- All fees are non-refundable.
- "Managed Service" means complete project management by SAI Global of the certification process, from receipt of application to issue of certificate and includes:
 - selection and retention of suitably qualified and accredited laboratory;
 - instructions to laboratory for nature and scope of testing;
 - liaison with laboratory including in respect of testing processes, equipment, timing and test report;
 - application of test report and results to audit process and certification decisions; and
 - issue of certificate of conformity where appropriate.
- The client indemnifies SAI Global from and against all expenses, losses, damages and costs (on a solicitor and own client basis and whether incurred by or awarded against SAI Global) that SAI Global may sustain or incur as a result, whether directly or indirectly, of any loss of or damage to any property or injury to or death of any person;
 - caused by any negligent act or omission or wilful misconduct of the Client or its officers and employees;
 - arising out of or in connection with the Client's product, process or service that is the subject of testing.

Signed for and on behalf of organisation	Signature of applicant or authorised officer of the organisation	Date
	Full name (BLOCK LETTERS)	Title

* Organisations may undergo a check on credit history through existing creditors and Credit Reporting Agencies. SAI Global reserves the right to reject any application.

Signed for and on behalf of manufacture (if different from above)	Signature of applicant or authorised officer of the manufacture	Date
	Full name (BLOCK LETTERS)	Title

Please return completed application form with payment to: **The Business Development Manager, Product Certification**
SAI Global Limited GPO Box 5420 Sydney NSW 2001 Australia Email: product@saiglobal.com

Your Privacy

SAI Global Limited and its related bodies corporate ("SAI Group") respect stakeholders' privacy at all times. When processing your order or application we collect personal information about you for the primary purpose of providing you with a high level of customer service. We may also use this information to inform you of other related products and services available from the SAI Group and to contact you in relation to these products and services. As we value your privacy we do not make your personal information available to other organisations without your explicit consent, and you have the right to gain access to this information. For more information please see our Privacy Policy on our website www.saiglobal.com Please direct privacy related enquiries to the Chief Privacy Officer on (02) 8206 6000 or by e-mail: privacy.officer@sai-global.com