



APPLICATION FORM OF PRODUCT CERTIFICATION

Before processing to filling this application and requesting MICPL for the same, the applicant shall accept that:

- I am fully aware of and understand the rules, obligations, and process of certification activities.
- I authorize MICPL to do compliance verification as per technical regulations, schemes, and all applicable requirements mandatory for the product and for issuance of the certificate by MICPL.
- I declare that the same application has not been applied with any other certification body(ies).
- I also acknowledge and agree that part of the certification activities may be outsourced to external approved subcontractors. MICPL will inform the applicant accordingly in writing for the same.
- I abide by all the policies implemented by MICPL as listed on page no. 3 of this application form.

(Note: In this application form, Please mark “x” where applicable) (Information to be filled by the Applicant).

(Applicant here also refers as Client.)

Job Order Number (MICPL-Year-XXXX: Allotted by MICPL)	
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<input type="checkbox"/> New Application	<input type="checkbox"/> Surveillance
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Section 1: *Applicant

<input type="checkbox"/> Manufacturer		<input type="checkbox"/> Importer	<input type="checkbox"/> Other (please specify) _____
Company Name	:		
Address	:		
Legal /Commercial Registration (CR) Identity No.	:		
Name of Contact Person	:		
Telephone/ Contact No.	:		
Email Id	:		
Signature of Contact Person	:		

Section 2: *Certification Scheme being sought for

<input type="checkbox"/> KSA Saleem Scheme (PCS-01)	<input type="checkbox"/> Type 1a	<input type="checkbox"/> Type 3
Test Standard (Applicable/ Requested):		



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Section 3: Product Details:

SABER Ref. Nos.	HS codes	Model Number(s)	Trademark (if Available)	Country of Origin	Product Name	Product Description

Note:

- A detailed description of the Product must be provided; including Model Number, images, or available product documentation. Supplementary documents, such as images, can be attached separately to the return email.
- HS Code entered here should match the one provided in the SABER online certification request. If it does not match and the HS Code provided in the SABER online certification request needs to be revised, please contact MICPL first.

Section 4: *Target market (s) of distribution for the Product under certification

Bahrain
 Kuwait
 Oman
 Qatar
 Saudi Arabia
 United Arab Emirates
 Yamen
 Any other country /region (Please specify) _____

***Policies: YES NO**

The applicant shall abide by the below policies implemented by MICPL. These are:

- A) Confidentiality Policy:**
I authorize MICPL to release information regarding our application in specific conditions to third parties under the specific regulation(s), or as requested by the law or governing body(ies).
- B) Certification Agreement/ Legal Enforceable Agreement:**
The agreement, as defined in the terms and conditions for use of the certificate of conformity listed on the MICPL website, www.markekcertifications.com for the Saudi Product Safety Program (SALEEM) Based On Relevant Saudi Technical Regulations, also constitutes in the legally enforceable agreement, QF-01 between MICPL and the applicant in line with the requirements of ISO/IEC 17065.
I notably commit my/our acceptance to these terms and conditions for obtaining the certification services from MICPL.
- C) Conflict of Interest:**
I am not in a position that would raise a conflict of interest for MICPL or any of its staff, and commit to disclose any information immediately to my best knowledge that could represent a conflict of interest to MICPL.
- D)Language Policy:**
All documentation must be provided in English. Other than English, it is subjected to acceptance by MICPL on a case-by-case basis.
- E) Applicable Documents:**
I ensure to hold all current versions (s) of documents and fully understand documents related to the certification process and the technical process that applies to the certification request.
- F) Product Sample representative:**
I confirm that the product sample(s) provided by us, for the certification, as applicable, is sampled by a competent party and is representative of the manufacturing capability/ production batch it is picked from (upon the certification requirements), and understand that it is my responsibility for any loss or damage due to this non-conformity.
- G) Application Validity:**
The application is valid for a period of three months from the date application invoice, all fees are non-refundable, as applicable. The application will expire if no assessment can be undertaken by MICPL within the first month. An accepted application may be lapsed in case of no follow-up or communication by the applicant for a period of one month.



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Declaration:

As the applicant Organization's Authorized representative, I agree to the above conditions and obligations for certification. I attest that all statements made on this application are correct to the best of my knowledge and belief. I accept responsibility for any damage caused by misinterpretations or incorrect data.

Authorized Representative:

(Name)	(Signature)	(Company Stamp)	(Date)

Note:

- 1) * must be duly filled in all terms in the application.
- 2) Appendix of the application is also given for reference.
- 3) Please return the duly filled application form to the MICPL contact person or otherwise email at: compliance@markekcifications.com

MICPL Contact Information:

- Registered Office: DCG4-1511, DLF Corporate greens, Sector 74A, Gurugram, Haryana-122004
- Email id: compliance@markekcifications.com ; Website: www.markekcifications.com

For Official Use Only:

APPLICATION REVIEW

MICPL reviewed the application for completeness, including the documents and information provided, and the application is signed. MICPL also reviewed the resources, capabilities, competence, personnel, and timeline to arrange assessment within one month or earlier, and other necessities were checked.

Based on the above MICPL:- Accepted Rejected the application.

MICPL allotted order Number	:	
*Date of receipt of application	:	
Date of admittance of application	:	
*Signature (by AR-Application reviewer)	:	
Name of Person & Designation	:	
Remarks (if any)	:	

Note: *mandatory term to be filled in the application.

The appendix of the application is given for your reference to fill out the application.



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APPENDIX OF APPLICATION

1) Application Form:

When applying, please use the "Application of product certification" attached to this document. Even if the application form of MICPL or other forms is used for the reason of an application combining other services etc., an application is regarded as the application after agreeing to the contents of this document. When applying by other forms, please pay attention so that information on all items mentioned in "Application of Product Certification" is provided.

2) Applicant:

As a rule, the applicant subjected to conformity assessment is the Manufacturer (manufacturer of the concerned product), the Importer (Importer of the concerned product), or the Authorized Representative (legal representative).

If products are placed on the market using an Importer's or Distributor's trademark or band, that trademark's owner is considered equivalent to a Manufacturer.

When applying, please prepare an application by checking which condition is subjected to your case.

3) List of required documents/samples: to be submitted alongside with this filled and signed application form:

- a) Duly filled "Application of Product Certification" Form
When applying by other forms, please refer to the Appendix of this application document and items to be checked when submitting on application, check the above item (1).
- b) Proof of the organization's legal entity (for the new applicant only).
- c) Letter of authorization for access to factory and warehouse location as applicable.
- d) If you have any existing certification, which certification scheme applied is identical to the certification scheme being sought for in this application, and you wish it to be considered by MICPL then please provide **a copy of the certification certificate(s)**.
- e) **Technical Documentation:**

A general description of the product to be certified:

A detailed description with conceptual design and manufacturing drawing, including a list of components, materials, sub-assemblies, and circuits used in the product as well as the safety data sheets on the chemical used, to be obtained from the chemical suppliers.

Descriptions and explanations necessary for the understanding of those drawings and schemes and the operation of the product

Adequate analysis and assessment of the risk(s) through the identification of the chemical, physical, mechanical, electrical, hygiene, radioactivity, flammability, and heating hazards that the product may request, as well as an assessment of the potential exposure to such hazards.

Results of design calculations made, the examination carried out, etc.

Supporting evidence for the adequacy of the technical design solution. This supporting evidence shall mention any documents (standards or similar) that have been used. Typically, such evidence consists of test reports from in-house laboratories belonging to the manufacturer, or by another testing laboratory, or an IECEE CB test report and test certificate.

Acceptability of such test reports regarding the requirements of the certification scheme will be determined during the application review, or after the reports have been made available for review.

Generally, the following are required:

- 1) Product information and descriptions:-
 - a. marking of the product (s) (Label(s) etc.)
 - b. Bill of Materials (BOM)
 - c. Certificate and Material safety data sheets for components/materials (if any) used.
 - d. Instructions for use in English (and Arabic language for SASO)
 - e. Specifications, assembly/structural drawing, exploded view diagram (if any), etc. for finished product
 - f. Document describing the special operation, handling, etc.
- 2) Photo(s) of the product(s) showing all its parts:-
 - a. Marking label/ Rating Label (as applicable)
 - b. Barcode or QR code (if any)
 - c. Clear image of the product
 - d. Trademark or company name
 - e. Country of origin
 - f. Model No.



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- 3) Evidence of the identification of the product(s) tested with enclosed documentation
- 4) Technical documentation referring to reference requirement(s) form standards, e.g., test reports and other docs required:-
- a. Test reports, by default in English, issued within the specified period (details refer to the certification scheme being sought for)
 - b. QC data sheets
 - c. Factory audit (if applicable)
 - d. ISO certification (if any)

Depending on the product, other than the above-mentioned, a few more documents may be required. For details, please check with MICPL 's designated person before or during the application.

f) **Sample(s) Under Certification**

We inform you about the number of samples (s), at least one if feasible, to be submitted for the smooth conducting of conformity assessment in consideration of the product concerned, delivery dealing requested, and other matters. For details, please check with the MICPL contact person.

4) Surveillance:

Upon different scheme types being sought for, surveillance will be applicable, and the beneficiary is required to trigger the surveillance per the relevant certification scheme.

If the certification scheme(s) being sought has not specified any specific surveillance program which MICPL shall conduct for the scheme. However, MICPL will take action by analyzing the impacts on the markets, etc. if finding out nonconformity on certificates issued by MICPL.

5) Fees

In case of incorrect documents or improper samples etc. of which the applicant submitted, improvement against non-conformity, or the like, if the concerned issue is under the responsibility of the applicant and if additional work is required, MICPL informs the applicant of the additional fee and confirms the payment with the applicant. If not agreed for the payment, MICPL stoppe the rejection and charges the actual expenses which were spent till then.

6) The applicant must sign a certification agreement QF-01. The agreement will be available at the website: www.markekcertifications.com or connect with MICPL staff for the same.

Note: when found out incorrect reference to the certifications system or misuse of certificates or indication, MICPL will take suitable actions, e.g., withdrawal of certificate and if necessary, other legal action.