



APPLICATION FOR MARKET ACCESS CONSULTANCY

Services required: (Please tick ✓)

<i>Trade Regulatory & Technical Information</i>	<i>Product Standards Compliance</i>	<i>Product Technical Consultancy</i>	<i>Advisory on Conformity Assessment</i>
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A. APPLICANT'S INFORMATION

1. ORGANISATION PROFILE

<i>2 contact persons shall be named. Only person who has authority in relation to certification process, product quality and/or process should be named as contact person.</i>	Company Name				
	Company Address				
		Post code			
	Business Reg.				
	Type of Industry: <i>(e.g Food & beverage, Electrical)</i>				
	Contact Person 1		Position		
		Phone No.		H/P No.	
		Fax No.		Email	
	Contact Person 2		Position		
		Phone No.		H/P No.	
Fax No.			Email		
Website					

2. FACTORY'S / MANUFACTURER'S INFORMATION (if applicable)

<i>This section shall be completed if the factory is located at different address from the above OR the product is not manufactured by the applicant.</i> <i>Only person who has authority in relation to certification process, product quality and/or process should be named as contact person.</i>	Manufacturer's Name			
	Address <i>(if different from above)</i>			
		Post code		
	Business Reg.			
Contact Person		Position		

Phone No. H/P No.		Fax No.	
Email		Web Site	

B. PRODUCT INFORMATION

<p><i>Information on product intended for evaluation is deemed mandatory and shall be provided clearly in this section.</i></p> <p><i>Wherever applicable, name of product, its type(s) and/or model(s) shall follow as specified in the standard.</i></p> <p><i>For product description, please briefly describe the product and/or provide relevant documents such as, technical drawing, photograph, component list, label or marking details, operation or service manual, circuit diagram, if any.</i></p>	Product Name		
	Type(s):		
	Model(s):		
	Rating(s):		
	Size(s):		
	TradeMark(s) / Brand name(s)		
Standard/ Certification scheme (MS, BS, EN, JIS, SIRIM CRITERIA, MyGap, etc.)	Code/ Name		
	Title		
Product Description			
Market to access	<input type="checkbox"/> Local market <input type="checkbox"/> Export market (please specify country or region) <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____		

C. TECHNICAL / ADDITIONAL INFORMATION

<p><i>Technical information in Annex 1, Annex 2a and the company's organization chart shall be completed and submitted to SIRIM STS. together with this application form.</i></p>	List of raw material	Please fill-up form 'List of Components and/or Raw Materials Used to Assemble/Manufacture the Product' as in Annex 1
	Process flow	Please draw the process flow chart and identify the quality check point in Annex 2a

Additional information:

1. Company organisation chart
2. Others (*Please specify*)

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Annex 1**List of Components and/or Raw Materials Used to Assemble/Manufacture the Product**

(All components or raw materials used to produce the product shall be listed here. All applicable information of the components or raw materials such as Model/Brand, Technical Data (Specification) and Manufacturer shall be provided in the relevant column. Shall the components or raw materials used is required to have specific approval from the authority, the certificate or letter of approval shall be attached)

Item	Model/Brand	Technical Data (Specification)	Manufacturer	Approval

Annex 2 (a)**Process Flow Chart**

(Please describe main production process flow using symbols indicated)



Incoming



Flow



Process



Quality Control Check (List major quality control check point details in Annex 2(b))



Storage / Outgoing

All final product test and inspection should be identified and included in the list.

D. DECLARATION AND UNDERTAKING

In connection with this application, I/we:

- (a) undertake to supply all information required by SIRIM STS Sdn. Bhd. for the purpose of evaluation of the application for Market Access Consultancy;
- (b) undertake to pay SIRIM STS Sdn. Bhd. 20% of the project fee;
- (c) agree that SIRIM STS Sdn. Bhd. may release information obtained in the course of processing the application to the public or government authorities so far as is prudent to warn in the opinion of SIRIM STS Sdn. Bhd; and
- (d) undertake not to involve SIRIM STS Sdn. Bhd., its directors, officers and authorised representatives in any legal proceeding on any disputes between us and other parties.

I, hereby, declare that all information and/or statement given in this application form are correct to my knowledge.

<i>An authorized representative of the applicant shall put his signature in this section.</i>	Signature		Applicant's stamp:
	Name		
	Designation		
	Date		

E. CONFIDENTIALITY

- (a) All information provided in this Market Access Consultancy Services will be treated confidentially.
- (b) SIRIM Group is committed in ensuring the confidentiality, protection, security and accuracy of your personal information made available to SIRIM Group in accordance with the Personal Data Protection Act 2010. It is your obligation to ensure that all personal information submitted and retained is accurate, not misleading, updated and complete in all aspects. SIRIM Group and/or its employees or authorised officers or agents shall not be responsible for any personal information submitted by you that is inaccurate, misleading, incomplete or not updated. Please refer to our Personal Data Protection Policy at <http://www.sirim.my/privacy> for further information.

Please return form duly completed to:

**SIRIM STS SDN. BHD.
BUILDING 03, SIRIM COMPLEX, 1, PERSIARAN DATO' MENTERI,
P.O. BOX 7035,
40700 SHAH ALAM
SELANGOR DARUL EHSAN**