



# REQUEST FOR CERTIFICATION / REGISTRATION / LICENSE

Pre-Export Verification of Conformity to Standards (PVoC)

Important: This form must be completed and ALWAYS sent to SGS before the shipment of the goods.

Country Destination				
<input type="checkbox"/> Algeria	<input type="checkbox"/> Burundi	<input type="checkbox"/> Cameroon	<input type="checkbox"/> Egypt	<input type="checkbox"/> Ethiopia
<input type="checkbox"/> Gabon	<input type="checkbox"/> Ghana	<input type="checkbox"/> India	<input type="checkbox"/> Kenya	<input type="checkbox"/> Kuwait
<input type="checkbox"/> Mongolia	<input type="checkbox"/> Nigeria	<input type="checkbox"/> Qatar	<input type="checkbox"/> Saudi Arabia	<input type="checkbox"/> Tanzania
<input type="checkbox"/> Uganda	<input type="checkbox"/> Zanzibar	<input type="checkbox"/> Ivory Coast	<input type="checkbox"/> Others: _____	

Application For:	NEW	RENEWAL	REVISION	Other Information
Certificate of Conformity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IDF No. (Kenya only) :
Registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	UCR No. (Kenya only):
License	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form M No. (Nigeria only)
SONCAP Certificate (Nigeria only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DII No. (Burundi only)
Product Certificate (Nigeria only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Déclaration d'Importation (Cameroon only):
Others (pls. specify) :	Certificate of Conformity to be collected by: <input type="checkbox"/> Exporter <input type="checkbox"/> Importer			

Trade Parties - Seller (Exporter) Details:	
Name	
Address	
Telephone	
Fax	
Email	
Contact Person	
Comm. Registration No. (SA only)	

Trade Parties - Importer/Buyer Details	
Name	
Address	
Telephone	
Fax	
Email	
Contact Person	
Co. TIN No.	

Trade Parties- Supplier <input type="checkbox"/> / Manufacturer <input type="checkbox"/> (if diff. from Seller)	
Name	
Address	
Telephone	
Fax	
Email	
Contact Person	
Comm. Registration No. (SA only)	

Place of Inspection Details	
Name	
Address	
Telephone	
Fax	
Email	
Contact Name	
Date of Inspection	

Certificate / Registration / License Details			
Prod. Certificate No.		Registration No.	
		License No.	

Shipment Details	
Place & Port of Loading	
Port of Discharge	
Country of Supply	
Shipment Method	<input type="checkbox"/> Total <input type="checkbox"/> Partial
<b>Goods Condition</b>	
<input type="checkbox"/> New	
<input type="checkbox"/> Second Hand (used)	
<input type="checkbox"/> Reconditioned (overhauled)	
<input type="checkbox"/> Damaged (Out of order)	
<b>Assembly State</b>	
<input type="checkbox"/> Assembled	
<input type="checkbox"/> Partially Assembled (SKD)	
<input type="checkbox"/> Disassembled (CKD)	

Shipment Method	
<input type="checkbox"/> Air	<input type="checkbox"/> Road
<input type="checkbox"/> Sea	<input type="checkbox"/> Rail

Sales Invoice / P.O. Details		Currency
Inv./P.O. No.		<input type="checkbox"/> USD <input type="checkbox"/> EUR <input type="checkbox"/> Other: _____
Amount & Incoterm		FOB Value: _____

Shipment on FCL (for KE, NG or SA) : Nbr. of FCL \_\_\_\_\_ 20' \_\_\_\_\_ 40'

Documents Attached to this Application	
<input type="checkbox"/> 3 <sup>rd</sup> Party Test reports / certificates	<input type="checkbox"/> Product identification Declaration (PID)
<input type="checkbox"/> Factory Inspection Report	<input type="checkbox"/> QMS Certificate e.g. ISO9001/ ISO/TS16949, ISO22000
<input type="checkbox"/> Copy of Product Registration (non- SGS)	<input type="checkbox"/> Product Specification Sheet
<input type="checkbox"/> Copy of Product License (non-SGS)	<input type="checkbox"/> Photographs
<input type="checkbox"/> Authorized Distributor Certification	<input type="checkbox"/> Others (pls. specify):

Remarks/ Additional Information:

Applicant Details			
Applicant Name		Address	
Signature		Tel. / Fax	E-mail

**IMPORTANT**  
Please complete the above information and the attached declaration of conformity. Both completed forms and required documents (proforma invoice or similar plus the documents that prove conformity, such as detailed description of the goods with technical characteristics and properties, available test reports, quality management system certificates, marks of conformity, - e.g. CE declaration, technical data sheets, national approvals, franchise agreement or similar for supplying branded goods - as well as health, hygienic, phytosanitary, fumigation certificates as applicable) should be returned to SGS by email or by fax. Datasheet and Guidelines for Exporter and the Rules for the suspension and withdrawal of the Certificate of Conformity are available from our website [www.sgs.com/pca](http://www.sgs.com/pca)

The client shall not make reference to its product certification in communication media such as documents, brochures or advertising unless authorized by the company. As applicable, the certified products shall continue to fulfil product requirements if the certification applies to continuing production.

SGS Government and Institutional Services Office is available to provide additional information about the Pre-shipment Verification of Conformity (PVoC) procedures. This order will be performed according to the requirements of the authorities in the country of destination of the goods and is subject to the applicable SGS General Conditions for Product Conformity Assessment Services, available at: [SGS Terms and Conditions](#)

