	DOC NO.:	VG-F-03	ISSUE:	01
	APPLICATION FORM FOR PRODUCT CERTIFICATION		REV:	07
			EFF DATE:	27/07/2022
	Page 1 of 3			

REFERENCE NUMBER: VG-YYMM-XXXX

Region: Choose an item.

TO: HEAD OF CERTIFICATION DEPARTMENT, VERGER GROUP


By completing this application form, we agree that we have full understanding of the rules, obligations, and process of certification, and hereby apply for the conformity assessment and issuance of the certificate by VERGER under SASO Certification Scheme.

I declare that the same application has not been lodged with any other certification body(ies).

I also acknowledge and agree that part of the conformity assessment activities may be outsourced to external approved subcontractors. VERGER will inform the applicant accordingly.

(Note: For all checkbox “” in this form, please mark “X” when applicable)

<input type="checkbox"/> New Application <input type="checkbox"/> for Modification of Existing Certificate <i>(see Section 6 for details)</i>	
1. APPLICANT DETAIL [^] <i>(additional obligation required, refer to Annexure 1: Certification Agreement)</i>	
<input type="checkbox"/> Manufacturer <input type="checkbox"/> Importer / <input type="checkbox"/> Exporter/Supplier <input type="checkbox"/> Other (please specify) _____	
Company Name	
Address	
Commercial Registration No.	
Responsible Person	
Department & Title	
E-mail	
Contact Number	
2. IMPORTER DETAIL	
<input type="checkbox"/> Same as the applicant stated in Section 1 <i>(Otherwise please fill-in the below information)</i>	
Company Name	
Address	
Responsible Person	
Department & Title	
E-mail	
Contact Number	
3. FACTORY / MANUFACTURING DETAIL <i>(where the products are manufactured)</i>	
<input type="checkbox"/> Same as the applicant stated in Section 1 <i>(Otherwise please fill-in the below information)</i>	
Factory / Manufacturer	
Address	
Responsible Person	
Department & Title	
E-mail	

	DOC NO.:	VG-F-03	ISSUE:	01
	APPLICATION FORM FOR PRODUCT CERTIFICATION		REV:	07
			EFF DATE:	27/07/2022
	Page 2 of 3			

Contact Number	
Is any part/activity of manufacturing is outsourced? <i>(If yes, fill-in the below information)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Details of activities outsourced	
Factory Name	
Address	
Responsible Person	
Department & Title	
E-mail	
Contact Number	

4. PRODUCT DETAILS UNDER CERTIFICATION *(to be filled under Product Registration Sheet)*

Product Name			
HS Code			
Type / Model No.			
Trademark(s)			
Applied for Country Name / Scheme Name			
Test Report No.		Test Report Date	

Please list out other models to certify under Product Registration sheet attached separately (if applicable)


5. INSPECTION/AUDIT LOCATION DETAIL *(as applicable, mandatory for certain certification scheme type)*

<input type="checkbox"/> Same as the factory(ies) stated in Section 3 <i>(Otherwise, please fill-in the below information)</i>	
Company Name	
Location	
Responsible Person	
Department & Title	
E-mail	
Contact Number	

6. DETAILS FOR MODIFICATION INTO EXISTING CERTIFICATE *(Not required for new application)*

Existing Certificate No.	
Changes: (use separate sheets if the space is not sufficient)	

NOTE: Please refer to attached Annexure 1: Certification Agreement and sign stamp the same for acceptance.

	DOC NO.:	VG-F-03	ISSUE:	01
	APPLICATION FORM FOR PRODUCT CERTIFICATION		REV:	07
			EFF DATE:	27/07/2022
		Page 3 of 3		

DOCUMENTATION REQUIRED TO OBTAIN PRODUCT CERTIFICATION


- Test reports from an ISO/IEC 17025 accredited testing laboratory (within last 3-year validity)
- Actual Product photos with clear marking labelling and packaging. The photos should include clear image of-
 - Each model
 - Marking label
 - Barcode or QR Code (if any)
 - Product Trademark
 - SASO Energy efficiency label or water consumption label or GMark, *if applicable*.
- Copy of Factory Business License or Commercial Registration info (with license no. or registration no.)
- Inspection Reports and/or Audit reports from accredited bodies (For Type 3 certification) (1 year validity)
- Factory ISO certificates (ISO 9001 and ISO 14001) (*optional*)
- Product Identity Declaration (PID) is provided, *if applicable*
- Shipment Information (e.g., date and port of arrival), *if applicable*
- Material and composition of each part of the product (BOM), *if applicable*

FOR OFFICE USE ONLY:

APPLICATION ADMISSION	
<i>VERGER reviewed the application for completeness, including documents and information provided and that the application is signed. Based on the above VERGER <input type="checkbox"/> Accepted / <input type="checkbox"/> Rejected the application.</i>	
REFERENCE NUMBER	
DATE ADMITTED	
REVIEWED BY	
REMARKS OR NOTES (if any)	

APPLICATION REVIEW

Yes	N/A	Documents Received from Applicant	Remarks
<input type="checkbox"/>	<input type="checkbox"/>	Test reports from an ISO/IEC 17025 accredited testing laboratory (<i>within last 3-year validity</i>)	
<input type="checkbox"/>	<input type="checkbox"/>	Actual Product photos with clear marking labelling and packaging	
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Factory Business License (<i>with license no. or registration no.</i>)	
<input type="checkbox"/>	<input type="checkbox"/>	Factory Audit reports (<i>For Type 3 certification</i>) (<i>1 year validity</i>)	
<input type="checkbox"/>	<input type="checkbox"/>	Factory ISO certificates (<i>ISO 9001 and ISO 14001</i>) (<i>optional</i>)	
<input type="checkbox"/>	<input type="checkbox"/>	Product Identity Declaration (PID)	
<input type="checkbox"/>	<input type="checkbox"/>	Material and composition of each part of the product (BOM), <i>if applicable</i>	
<input type="checkbox"/>	<input type="checkbox"/>	Others, please specify	

	DOC NO.:	VG-F-03 ANNEX	ISSUE:	01
	ANNEXURE - CERTIFICATION AGREEMENT		REV:	01
			EFF DATE:	21/07/2022
		Page 1 of 4		

ANNEXURE - CERTIFICATION AGREEMENT

Below are the terms and condition clauses which constitutes the legally enforceable agreement between VERGER and the applicant in line with the requirements of ISO/IEC 17065.

CONFIDENTIALITY POLICY: Both VERGER and the applicant shall take the responsibility through mutually agreed means, for the management of all the information obtained or created during the performance of certification activities under this Agreement. All information received under this Agreement is considered proprietary information and regarded as confidential except that information which are publicly available, or when agreed between VERGER and the Applicant.

Any information about the client obtained from sources other than the client (e.g., from the complainant or from regulators) shall be treated confidential.

When either party is required to release confidential information as required by law or authorized by contractual arrangements, the other party shall be notified of the information provided, unless prohibited by law.

LANGUAGE POLICY: All documentation must be provided in English. Other than English, it is subject to the acceptance by VERGER in case-by-case basis.

APPLICATION VALIDITY: The application is valid for a period of 3 months from the date application is received, all fees are non-refundable as applicable. An accepted application may lapse in case of no follow-up or communication by the applicant for a period of 1 month.


COMMITMENT FOR CERTIFICATION: The applicant shall always fulfil the certification requirements, including-

- completing the certification agreement
- implementing appropriate changes when they are communicated by VERGER.
- providing access to certified products for surveillance activities.
- providing information about changes to the certified product.
- In case the certification applies to ongoing production, the certified product continues to fulfil the product requirements.

DOCUMENTS COMMITMENT: The applicant shall ensure to hold all current version(s) of documents and have fully understanding of documents related to the certification process and to the technical process that are applicable to the certification request. The applicant shall provide VERGER with all required documents for certification for the scope for which certification is sought (new applicant) or granted (already certified) and to commit to provide evidence of fulfilment, these requirements for certification includes the compliance with certification requirements. This also includes the agreement to adapt to changes in the requirements for certification when they are communicated by VERGER.

PRODUCT SAMPLE REPRESENTATIVENESS: The applicant shall confirm that the product sample(s) provided for certification, as applicable, is sampled by a competent party and is representative of the manufacturing capability/ production batch from which it is picked and is the responsibility of the applicant, for any loss or damage due to this non-conformity. The applicant shall ensure that product to be certified is not counterfeit, and do not infringe any legal requirement related to the right of production of product to be certified, and/or intellectual property related to the product to be certified.

INFORM CHANGES: The applicant shall bring into kind notice of VERGER to any changes/modification in production methods or product specification or production location or which may directly or indirectly affect the provided certification decision. The applicant shall inform VERGER within one week in writing of those changes or pending changes taken place related to issued certification.

	DOC NO.:	VG-F-03 ANNEX	ISSUE:	01
	ANNEXURE - CERTIFICATION AGREEMENT		REV:	01
			EFF DATE:	21/07/2022
		Page 2 of 4		

INSPECTION/AUDIT LOCATION ACCESS: The applicant shall arrange the witnessing of production activities (certified or applied) when applicable and as requested by VERGER. In case inspection/audit is required as part of certification process, the access to production site and all other organization information required as per assessment being conducted and facility is provided by applicant. In case if the applicant doesn't wish to provide some documents, VERGER will then accordingly determine whether the information provided is sufficient for the conformity assessment or not. If not, the certification application will be declined. The applicant also commits to-

- makes all necessary arrangements for the conduct of the evaluation and surveillance (if required), including provision for examining documentation and records, and access to the relevant equipment, location(s), area(s), personnel, and client's subcontractors.
- investigation of complaints
- the participation of observers, if applicable.

FEES: The applicant shall pay all necessary fees at the time of application and/or during the duration of certification services, being invoiced by VERGER. All the fees applicable are to be paid upfront in advance before execution of the services unless special approval is given by VERGER financial department, regardless of the results of application. VERGER has the rights to cancel the product certificate without prior notice in condition that VERGER invoice is not paid even after the certification process is completed.


WITHDRAWAL, SUSPENSION AND TERMINATION: Below are the cases/situations wherein the certificate may be either withdrawn, suspended or terminated during/after the certification process-

- Issued Certificate will be withdrawn in case of any major non-conformance(s) or effective corrective action not implemented within a specified time period, or client fails to meet financial obligations to VERGER, or client makes a formal request to withdraw certification.
- Issued Certificate will be suspended in case of existence of a serious complaint, or a large number of second- or third-party complaints, which indicate that the requirements are not being maintained, or when client is unable or unwilling to ensure conformance to revisions of schemes.
- Issued Certificate will be terminated in case of repetitive misuse of certificate even after one warning from VERGER, or when client does not allow routine surveillance to be conducted at the required frequency.
- For more information, please visit our website www.verger-group.com

Upon suspension, withdrawal, or termination of certification, the applicant discontinues its use of all advertising matter that contains any reference thereto and takes action as required by VERGER (e.g., the return of certification documents) and takes any other required measure.

USE OF CERTIFICATE & LOGO: To attain and maintain certification, applicant needs to comply with the certification requirements of the corresponding certification scheme, the applicant must agree to:

- claim or use certification only with respect to and consistent with the scope for which certification has been granted and which are carried out in accordance with this Agreement.
- Endeavor to ensure that no certificate or unauthorized statement regarding its certification nor any part thereof, is used in a misleading manner(s). In case of providing copies of the certification documents to others, the documents shall be reproduced in their entirety or as specified by VERGER.
- use the certificate only to indicate that product(s) is certified as being in the conformity with the requirements of the certification scheme.
- in making reference to product certification in communication media such as documents, brochures or advertising, the applicant complies with the requirements of VERGER or as specified by the certification scheme.

	DOC NO.:	VG-F-03 ANNEX	ISSUE:	01
	ANNEXURE - CERTIFICATION AGREEMENT		REV:	01
			EFF DATE:	21/07/2022
		Page 3 of 4		

- VERGER will not be liable for any legal penalties or damage done to applicant or product in case of misuse of certificate.
- Only use the certification symbol and/ or claims of certification status for the specific activities covered by the scope of certification.
- The certificate cannot be transferred. It is not transferable, and it is unseizable.
- The validity of the certificate expires on the date specified in it.
- Not to use its product certification in such a manner as to bring VERGER into disrepute and does not make any statement regarding its product certification that VERGER may consider misleading or unauthorized.
- In case of merger, liquidation or absorption of the holder/ beneficiary, all certificates of conformity expire automatically. The terms of a new certificate to be requested shall be adopted, after consulting VERGER.
- Not to use VERGER's logo for Type 1a and type 3 products.
- For more information, please visit our website www.verger-group.com


COMPLAINTS/APEALS: In case of any complaint/appeal, the applicant shall follow below process-

- The incident/appeal may be reported by the applicant by any means – verbal or written. Email be sent to v-operation@verger-group.com with complete information along with supporting documents/proofs, if any.
- VERGER shall acknowledge the receipt of complaint/appeal within 48 working hours.
- VERGER concerned person shall investigate the matter and communicate to the complainant/appealer at the end of the process detailing the findings and to formally close the complaint/appeal within relevant timeframe.
- Vice-versa, ensure to assist and make all necessary arrangement in the investigation and resolution of any certification related complaints against the applicant referred to it by the VERGER.
- Once the complaint/appeal is resolved, VERGER will take feedback from the complainant/appealer and close the case.
- For more information, please visit our website www.verger-group.com

The applicant shall keep a record of all complaints made known to it relating to compliance with certification requirements and makes these records available to VERGER when requested and takes appropriate action with respect to such complaints and any deficiencies found in products that affect compliance with the requirements for certification and document the actions taken.

CONFLICT OF INTEREST: The applicant is not in a position that would represent a conflict of interest of VERGER or any of its staff and commit to disclose any information immediately in his/her best knowledge that could represent a conflict of interest to VERGER. In case of any VERGER personnel demands any kind of bribe, in any form, the applicant is committed to inform VERGER in written about the incident and bring in notice of VERGER management representatives. Also, the applicant shall not offer any kind of bribery to VERGER personnel for any reasons which directly or indirectly shall affect the certification decision. The applicant shall maintain impartiality and integrity of the certification business.

To apply, the applicant organization's AUTHORIZED REPRESENTATIVE must agree to the above terms and must attest that all statements made on the application are correct to the best of his/her knowledge and belief. An organization's AUTHORIZED REPRESENTATIVE is an official who represents the organization in all matters related to maintaining VERGER certification(s). This official is VERGER's primary point of contact with the organization. An Organization's Authorized Representative shall be in a position of authority to ensure that the organization complies with the VERGER criteria. Furthermore, this representative is responsible for ensuring that all the relevant conditions for certification are maintained.

	DOC NO.:	VG-F-03 ANNEX	ISSUE:	01
	ANNEXURE - CERTIFICATION AGREEMENT		REV:	01
			EFF DATE:	21/07/2022
		Page 4 of 4		

At any point in the application or conformity assessment process, if there is evidence of fraudulent behaviour, if the applicant intentionally provides false information or if the applicant conceals any information for certification, VERGER shall reject the application or terminate the assessment process and VERGER also reserves the right to take any legal action.

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 assume responsibility for any damage caused by misinterpretation or incorrect data.

COMPANY NAME :

COMPANY REPRESENTATIVE NAME :

DESIGNATION :

SIGNATURE WITH COMPANY STAMP

.....

Please return the duly filled application form to your VERGER contact person or otherwise at: v-operation@verger-group.com