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| **REQUEST FOR CERTIFICATE** | |
| Your reference number (if any): |  |

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| **Trade parties & Place of inspection** | |
| Seller (Exporter): name and address    Telephone:  Fax:  Email:  Contact name: | Buyer (Importer): name and address    Telephone:  Fax:  Email:  Contact name: |
| **If the Applicant is not the Seller, please tick the type**:  Buyer (Importer see above)  Authorised Dealer  Forwarding Agent  Other (please specify):  Name and Address:  Telephone :  Email:  Contact name: | **Payer:** Same as Seller  or Company name:  Address:  VAT No.:  Telephone :  Email:  Contact name:  Purchase Order No.:  Email address/Address for Invoices to be sent to: |

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| **Proforma Invoice / Contract Purchase Order** | | | | | |
| Number: |  | Currency: |  | Freight value (If applicable) |  |
| Date: |  | Total Value |  | Insurance value (If applicable) |  |
| Incoterm: |  | FOB Value |  | Other value ((If applicable) |  |

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| **Shipment information:** | |
| Type of delivery:  Total  Partial  Final  Shipment method:  Air  Sea  Road | Number of containers:  Packing:  FCL :      x20” FCL      x40”FCL  FCL could be on truck  Details:  LCL:  Bulk  General Cargo/Conventional  trucks (size/volume: ) |
| Location where goods are available for inspection:  Country:  Address:  Contact name:  Telephone:       Fax:  Email: | Expected date of shipment:  Date of availability of goods:  Port of loading :  Port of discharge : |

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| **Goods information** | |
| Goods Description: ***Please attach list of products (proforma invoice…)*** | |
| ISO 9001 Certificate:  Yes  No | Other Certification : |
| Food safety certification:  Yes  No  (such as ISO 22000, HACCP, BRC, IFS…) | Testing done by:  Own lab  Third party lab |
| Test Report provided:  Yes  No |  |
| Certificates provided:  Yes  No |  |
| Applicable standards (if Known): | |
| Lab information: ISO 17025 accreditation  Yes  No  Other: | |

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| **Comments** |
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| **General declaration of the Applicant** | | | |
| Email: | | Date of availability of goods: | |
| I hereby declare that: my shipments will be accompanied with a valid Certificate Of Inspection (COI), I accept Bureau Veritas terms and conditions of service and I authorize Bureau Veritas to disclose information to concerned authorities when requested to do so.  Follow-up your files online on our Verigates web platform connecting with your user account. If not done yet, please click here to ask for an account: <https://verigates.bureauveritas.com/verigates/gsit/support/ask_account/form.do?smenuitem=-1> | | | |
| Applicant Name:  Date: | Signature: | |  |

Please complete the above information and kindly return the form together with proforma invoice, copy of LC – if applicable – and documents proving conformity such as detailed description of the goods with technical characteristics and properties, available test reports, quality management system certificates, marks of conformity, national approvals, franchise agreement or similar for supplying branded goods -, as well as health, hygienic, phytosanitary, fumigation certificates as applicable. BV remains available to provide additional information about the VoC Programs, contact: conformity.egypt@bureauveritas.com.

Remark: The Service will be carried out according to the Bureau Veritas’s General Conditions of Service. The issuance of inspection report does not release the Seller and Buyer from their own responsibilities and fulfilment of their respective obligations. If you have any comments/complaints/appeals regarding the certification service, please inform in writing to gsit@bureauveritas.com.