

COUNTRY OF IMPORT: (Cargo Destination) Click to tick the boxes wherever applicable

☐ CONGO (BRAZZAVILLE) ☐ CÔTE D'IVOIRE ☐ EGYPT ☐ GABON ☐ ZIMBABWE VOC
☐ NIGERIA ☐ KENYA ☐ QATAR ☐ ETHIOPIA ☐ ZIMBABWE VEHICLES
OTHERS

TYPE OF APPLICATION

	NEW	RENEWAL	REVISION
Conformity Certificate (COC / SC / COI)	☐	☐	☐
Registration / PCR	☐	☐	☐
License / PCL	☐	☐	☐
Others	☐	☐	☐

TRADE PARTNERS**Exporter**

Name
Address

Contact Number
Email
Contact Person

Importer

Name
Address

Contact Number
Email
Contact Person
Specific information

INSPECTION & CARGO DETAILS

Inspection Date

Expected Shipment Date

Port of Loading

Port of Destination

Place of Inspection (Company Name and Address)

Telephone / Mobile

Contact Name

Email

Goods conditions ☐ New ☐ Second hand (used) Type of Delivery ☐ Total ☐ Partial

FOB value and Currency
May be estimated by Cotecna if not provided

Inspection method
preference, subject to
Cotecna confirmation: ☐ On-site inspection ☐ Video inspection

FOR COTECNA PAYMENT SERVICE

Cotecna services will be paid by ☐ Exporter ☐ Importer ☐ Others: please complete below

Company Name:

Address:

Contact Person:

Contact Number:

Email:

Payment Currency:

Note: For VOC programs where the certification fee is based on a percentage of your goods' value, we reserve the right to estimate the FOB value to calculate the fee.

This typically applies when the shipment has no declared FOB value or if the declared FOB value is significantly lower than the fair market value.

INFORMATION TO EXPORTER

Kindly ensure these documents are provided with your request as it will facilitate quicker review and response to your request:

- Proforma invoice / commercial invoice & FOB value
- Kindly provide, if possible an excel format with brand, manufacturer name and country of origin.
- Packing list with complete packing details such as information including but not limited to:
 - Mode of shipment (Air or Sea)
 - No of containers or trucks, or bulk shipments
- ISO 9001 certificates or other
- Manufacturer test reports
- Test reports from ISO17025 accredited labs or specialized labs
- Product Certificates (eg IEC, CE, Oeko-tex, etc)
- Product specifications

PRODUCT DETAILS

Please click on the excel template for the data entry of the product details.

 [Product Details Form](#)

DECLARATION

By submitting the present Request for Certification, the undersigned hereby undertakes that [Cotecna's Terms & Conditions of Business](#) as well as any additional conditions stated herein apply to this application. Besides, the undersigned represents, to the best of its informed knowledge, that the products listed below, requested for certification and specifically identified in the Certificate of Conformity issued comply with the requirements of the relevant standards and any other regulation applicable to them in case of export, in particular the declared quantity, quality, description (including the brand name, production and expiry dates, batch numbers and markings), absence of recall and/or counterfeit. The issuance by Cotecna of the Certificate of Conformity for such products does not release the applicant of its obligations regarding any and all discrepancies between the certified products and those that are actually shipped to the importing country and that may not comply with the above representation. The undersigned also agrees that any data, results and documentation gathered and/or generated during the performance of this service may be shared with the authorities concerned.

Name

Date

/ /

[Click here](#) to subscribe to our mailing list to stay up to date with industry news, market trends, standards and regulations.

Note: The execution of our services is governed by [Cotecna's Terms & Conditions of Business](#) for Inspection available on our website as well as on the reverse side of our certificates

In general, all imported goods may be subjected to or randomly selected for a secondary inspection and testing for both security and trade compliance purposes at the Customs territory. Cotecna performs the evaluation of conformity based on a random sampling of your products and on testing of limited parameters through a risk assessment approach. Thus, by signing this request form, you confirm that you are aware of the customs legislations and regulatory requirements governing the import of your products into the destination country.

Cotecna reserves the right to charge you for re-inspection following: Abortive / Rejected inspections / Cancellation of inspection less than 24 hours prior the scheduled visit / Inspections in 2 or more locations.

Please note that Exporters are not advised to ship the goods to its destination for any Verification of Conformity programme without obtaining final conformity certificate(s) from COTECNA Inspection SA. In case the exporter ships the goods without satisfactory results of inspection, testing and document review or prior to issuance of certificate(s) of conformity, then the exporter will be liable for any claim, delay, demurrages or non-conformity arising from the goods at the destination. COTECNA Inspection SA will not be responsible or liable to pay and compensation, fines or claim amount to the Exporter or Importer in these situations.