

5.2 Telephone																				
5.3 Fax																				
5.4 Email																				

**FOR INTERNAL
USE ONLY**

6. No. of permanent workers

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7. No. of casual/part time workers

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8. Type of application: - i. New
 ii. Annual Renewal
 iii. Application for Added product/added sites
 iv. Application for Modifying/Changing Product Design or Specification
 v. Reapplication

9. Scope of certification : _____ (e.g. plywood, WBP or MR)

10. Product Certification Standard: _____

11. Are you currently certified by another CB?
*If so, please attach a copy of the - current certificate
- Test report*

12. Relevant Documents to Be Submitted (Certified true copies should be submitted)
- 12.1 Business Registration Certificate (Borang B/D) issued by The Registration of Business Ordinance, 1956 (Company with Sole Proprietorship/Partnership Status)
 - OR
 - Incorporation of Company (Borang 9) under Companies Act 1965 (Company with Private Limited status)
 - OR
 - A photocopy of the latest Form 49- Particulars of Director lodged with the Companies Commission of Malaysia (CCM)
 - A photocopy of the latest Form 24- Particulars of Shareholdings lodged with the CCM.
 - 12.2 Mill License issued by the State Forestry Department
 - 12.3 Membership of Timber association: MWIA / PEKA, if applicable
 - 12.4 Manual of quality system being implemented (if any)

B. APPLICATION AGREEMENT

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I/We have read and undertake to observe MTIB CB's Rules of Certification (ROC) which have been provided separately and is available on MTIB CB's website: www.mtib.gov.my. A copy of this ROC will be retained on file for future reference. I/We understand that changes to these rules may occur from time to time and agree to observe any such amendment. I/We accept the quotation provided by MTIB CB and understand the initial and annual certification charges. I/We understand that the certification fee is payable within 30 days of the invoice date.

I/We hereby agree to:-

- ✓ ensure that the products manufactured and the manufacturing process comply with the relevant standard(s) and all other product certification requirements
- ✓ declare that the information in the application form and accompanying documentation, test report and related information provided to MTIB CB is a true, accurate and complete representation of the product.
- ✓ supply all information required by MTIB CB for the purpose of evaluation of the product (s) to be certified.
- ✓ make samples of product (s) and materials available to MTIB CB for evaluation and testing purposes.
- ✓ pay MTIB CB all costs of processing this application.
- ✓ sign the MTIB CB's Product Certification Agreement prior to granting of certification.
- ✓ pay all fees related to the certification process (including for product inspection & testing) irrespective of the results of the evaluation.
- ✓ not be entitled to any refund in case of cancellation of certification and furthermore I/We agree to pay the outstanding fees.
- ✓ at all times provide true information to MTIB CB. I/We understand providing false information will lead to termination by MTIB CB of the services and I/We shall pay whatever outstanding amount (fees) to MTIB CB prior to the termination.

I/We enclose herewith a cheque payable to MTIB CB for a sum of RM _____ as detailed in the quotation number _____.

Signature:	Date:
Name: Position:	Company Stamp:

Please return the completed form to:

Product Certification Unit,
Department of Director – General Office,
Malaysian Timber Industry Board,
Level 13-17, Menara PGRM,
No. 8, Jalan Pudu Ulu,
56100 Cheras, Kuala Lumpur, MALAYSIA.