|  |  |  |  |
| --- | --- | --- | --- |
| Please complete the details below and return to Technical Manager whose contact details are shown below.  If you have any queries regarding the details on this form, please telephone for help. | | | |
| **Send To** | HPi Verification Services (Ireland) Ltd. | **Email** | office@hpivs.ie |
| **Telephone** | +353 (0)1 8017008. | **Web** | www.eucertification.ie |

# Client Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name** |  | | |
| **Status in terms of EU Directives[[1]](#footnote-1)** | MANUFACTURER  MANUFACTURER AUTHORISED REPRESENTATIVE  PRIVATE IMPORTER | | |
| **Contact Name(s)** |  | | |
| **Legal Address (as to be shown on Certificate)** | | **Postal Address (if different)** | |
|  | |  | |
| **Telephone No.** |  | **Email:** |  |

# Products to be Assessed

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref No** | **Model Name(s)/Description** | **Intended Design Category / Module of assessment** | **Production** (Series Production/ Semi-custom /One-off) |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |

# Inspection / Testing Locations

|  |  |  |
| --- | --- | --- |
| **Ref. No** | **Location(s)** (List with production phase if more than one location) | |
| **1** |  | |
| **2** |  | |
| **3** |  | |
| **4** |  | |
|  | |  |
| **Anticipated no. of visits required to inspect all required components:** | |  |

Please leave blank if unsure – HPi Verification staff will be in contact to discuss this issue.

# Disputes & Right of Appeal

Should HPiVS consider a feature to be non-compliant and the client disagrees, each reason shall be formally exchanged in writing. If, after discussion, the issue cannot be resolved, HPiVS will invoke its official Complaints Procedure which requires a member of the company's independent Board of Governors to act as an adjudicator. A copy of this procedure will be provided should such an event occur.

# Client Statement

I have not submitted the same application to another Notified Body.   
(This does not preclude a client from obtaining competitive quotations for Notified Body Services).

I know of no relationships or reasons that could give rise to a conflict of interest or breach of impartiality or a perception thereof.

By signing this agreement, I agree to be bound by HPi Verification Services’ standard terms and conditions in force at the date shown below which are listed at <http://www.eucertification.ie/notified-body/terms>.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | Date |  |
| **Signature** |  | | |

1. Only these 3 duty holders may sign a Declaration of Conformity for RCD. Refer to RCD 2013/53/EU articles 7, 8 & 12. [↑](#footnote-ref-1)