

### EXPORTING TO SAUDI ARABIA: Click to tick the boxes wherever applicable

SASO - SALEEM/SABER Programme

SFDA Cosmetics Programme

SFDA Food Programme

OTHERS

### TYPE OF APPLICATION

	NEW	RENEWAL	REVISION	REFERENCE NUMBER
SABER Product Certificate of Conformity (PCOC)				
SABER Shipment Certificate of Conformity (SCOC)				
Product Licence				
SFDA Certificate of Conformity (COC)				
SFDA Product Registration Certificate				
Others				

### TRADE PARTNERS

#### Exporter

Company Name  
Address

Contact Number  
Email  
Contact Person

#### Importer

Company Name  
Address

Contact Number  
Contact Person  
Email  
Specific Information

Commercial  
Registration (CR) No.  
Expiry Date

#### Applicant

Company Name  
Address

Contact Number  
Email  
Contact Person

#### Paying Party

Company Name  
Address

Contact  
Email

#### Manufacturer details

Company Name  
Address

Contact  
Email

Exporter      Importer      Others

Same as exporter

### FACTORY ASSESSMENT/INSPECTION & CARGO DETAILS

Factory Assessment/ Inspection Date		Place of Factory Assessment/Inspection (Company Name and Address)	
Expected Shipment Date			
Port of Loading			
Port of Destination		Telephone / Mobile	
		Contact Name	
		Email	
Goods conditions	New	Second hand (used)	
	Assembled	Partially assembled (SKD)	Disassembled (CKD)
Type of Delivery	Total	Partial	

### COMMERCIAL INVOICE / PRO-FORMA INVOICE DETAILS

Invoice Number		Currency	
Date		FOB Value of Shipment <small>May be estimated by Cotecna if not provided</small>	
Incoterm		Total Value of Shipment	
Shipment Method	Air      Sea      Road	Packing Details	FCL      LCL
	Multimodal      Other		Bulk      Trucks
Payment Method	L/C      Non L/C	Number of Trucks/Trailers	

### SHIPMENT REFERENCE

Importer Warehouse Licence	Food Establishment
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### REPORTS & CERTIFICATES When you declare having a document, please provide a copy

B/L or AWB	Phytosanitary Certificate	QMS or its equivalent Certificate
Certificate of Origin	Proforma Invoice	EMS or its equivalent Certificate
Commercial Registration Certificate	Test Reports	GMP or its equivalent Certificate
Copy of Label & Markings	Veterinary/Health Certificate	Risk Assessment Document
Halal Certificate	Products Specifications Sheet	Product Photos
Halal Slaughter Certificate	Cosmetics Product Safety Report	Manufacturer Trade License
L/C	Certificate of Analysis (COA)	
Packing List	Ingredients List	
Sampling and Testing by:	Manufacturer lab	Third party lab
	Cotecna lab	Other Certificate(s)
		Yes      No

I confirm that the product sample(s) provided by us for the certification, as applicable, is sampled by a competent party and is representative of the manufacturing capability/production batch it is picked from (upon the certification requirements), and understand that it is my responsibility for any loss or damage due to this non-conformity.

Yes      No      Not Applicable

### DECLARATION

By submitting the Request for Certification ("RFC"), the Applicant agrees and acknowledges that the [Cotecna's General Terms and Conditions of Business](#), as well as any additional terms and conditions stated herein, as well as the terms of the offer documentation previously provided, apply to the services requested in this RFC. Besides, the applicant 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 applicant 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.

I/We declare that this application has not been submitted to another approved entity.

I/We have read and fully understood the **Certification Agreement for Product Certification Services (cotecna.com)** which is available [here](#) and hereby confirm my/our acceptance of these Terms and Conditions for obtaining the certification document.

### PRODUCT DETAILS

Please click on the excel template for the data entry of the product details applicable for the certification of your shipment.

- [↓ SABER Product Registration Form](#)
- [↓ SFDA Cosmetics Product Registration Form](#)
- [↓ eCosma Registration form](#)
- [↓ Supplier Declaration Form of Conformity](#)

<b>Name</b>	<b>Signature &amp; Stamp</b>
<b>Position</b>	<b>Date</b> /                    /

**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 the nature of products and a random sampling and testing of limited parameters through risk assessment approach, where applicable. 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 additional fees for re-inspection in the event of the following: Abortive / Rejected inspections / Cancellation of inspection less than 24 hours prior the scheduled visit / Inspections in 2 or more locations.

Please note that Applicants 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 applicant ships the goods without satisfactory results of factory assessment/inspection, testing and document review or prior to issuance of certificate(s) of conformity, then the applicant 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.