



APPLICATION QUESTIONNAIRE (MANUFACTURING)

PART ONE

1. Confirmation of compliance with the eligibility criteria for the National Mark of Malaysian Brand Certification Scheme:

Please tick (✓)

- (a) A minimum 3-Star rating under SME Corp. Malaysia SCORE Programme* which is still valid; []
(b) Certified to ISO 9001 / MS 1900 / HACCP / ISO 22000 / ISO/TS 16949 / ISO 13485 / CMMI (Level 3), ** accredited to ISO/IEC 17025 (for laboratories) or registered to GMP (Pharmaceutical) (Circle the applicable standard) []
(c) Business incorporated / registered under any of the following:
- Companies Act 1965 (Act 125) (please submit Form 9, Form 24 and Form 49) or []
- Registration of Businesses Act 1956 (Act 197); []
- Latest audited account of the company []
(d) Malaysian equity ≥ 60% []
(e) Operating from legal premises (Business License from Local Authority) []
(f) Own registered brand(s) *** (Trademark Certificate) []

2. If you have fulfilled all the eligibility criteria listed above, please proceed to fill up Part Two of the Application Questionnaire.

Notes:

- * If you are not under the SME Competitiveness Rating for Enhancement (SCORE) programme, please contact SME Corp. Malaysia at 03-27756000 or visit the website www.smecorp.gov.my for technical assistance.
** Certification body must be accredited by a recognized accreditation body such as Standards Malaysia, UKAS, etc. and the certification scope must be within the certification body's accredited scope.
*** In the absence of evidence of registration of the brand(s) to be covered under the scope of certification, applicant shall, as a minimum, present evidence of application for trademark registration and a favourable search and examination report (observation report) issued by MyIPO.
**** Classification of SME organization:
Manufacturing:
Small = Sales turnover from RM300,000 to less than RM15mil OR employees from 5 to less than 75
Medium = Sales turnover from RM15mil to not exceeding RM50mil OR employees from 75 to not exceeding 200

(For details on the current definition of SMEs, please refer to the SME Corp website www.smecorp.gov.my)



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PART TWO

Please allow us to understand your business so that we can provide you with the best possible service.

PLEASE COMPLETE IN BLOCK LETTERS.

1. DETAILS OF APPLICANT

Name of Organization : _____
Correspondent address : _____
Web-site (if any) : _____
ROC / ROB : _____
Business License from Local Authority : _____

Contact person (1) : _____ Designation : _____ Office / Mobile No. : _____ Fax No. : _____ E-mail : _____
Contact person (2) : _____ Designation : _____ Office / Mobile No. : _____ Fax No. : _____ E-mail : _____

Describe the nature of your business:

Confirmation of SME status:
[] Small = Sales turnover from RM300,000 to less than RM15mil OR employees from 5 to less than 75
[] Medium = Sales turnover from RM15mil to not exceeding RM50mil OR employees from 75 to not exceeding 200

Status of organization:
[] Bumiputra
[] Non-bumiputra

Woman-owned organization:
[] Yes Percentage of shares: _____
[] No

Definition of Women-owned organization:
i) >51% of shares owned by women;
ii) CEO/MD is a women (management control) and holding at least 10% of shares.



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2. PRODUCT INFORMATION

(Please provide information listed below. Attach supplementary sheets if space provided is insufficient.)

Product(s) : _____

Type(s) / Model (s) : _____

Trademark / Brand name : _____
(The applicant shall assume full responsibility for the right to use the mark / name declared)

Trademark registration for products / brands sought for Malaysian Brand Certification Scheme : Trademark registration no. : _____

Trademark registration for products / brands sought for Malaysian Brand Certification Scheme registered in other countries : Please specify the country name and the trademark registration no. : _____

Standard(s) applicable to product (if any) : _____



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3. FACTORY / OPERATIONS INFORMATION

Please specify the manufacturing site for the product seeking certification. If more than one site is to be covered, please provide a separate list.

Address : _____

Activities : _____

No. of fulltime employees : _____

No. of shifts : _____

Estimated monthly output : _____
of product to be certified
(quantity) _____

Please attach:

- (i) Company organization chart
- (ii) Product labeling and product description brochures if available
- (iii) Evidence of certifications

4. ACTIVITIES AND PROCESSES ON SITE

(a) Please give details of processes in the manufacturing of the products or delivery of the services covered. *Please enclose relevant process flowcharts.*

(b) List major activities which have been sub-contracted (if applicable).

5. OTHER INFORMATION

Please indicate if any language other than English or Bahasa Melayu is mainly used within the organization.

(Note: Please indicate whether it is feasible to conduct the audit in English and/or Bahasa Melayu. The use of any other language may require the use of translator(s)/ interpreter(s) for which there will be additional charges.)



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Name of authorised representative responsible for filling out this questionnaire :

Date :

Thank you for your co-operation in completing the questionnaire. Please ensure that all information requested have been provided to expedite the processing. Kindly submit the completed Questionnaire to:

Head of Sales and Business Development, Management System Certification Department, SIRIM QAS International Sdn. Bhd.

Address : Building 4, SIRIM Complex, No. 1, Persiaran Dato' Menteri, 40700 Shah Alam, Selangor Darul Ehsan, Malaysia.

Email : ask.msc@sirim.my

Fax : 603-5544 6787

SIRIM Group is committed in ensuring the confidentiality, protection, security and accuracy of your personal information made available to SIRIM GROUP in accordance with the Personal Data Protection Act 2010. It is your obligation to ensure that all personal information submitted and retained is accurate, not misleading, updated and complete in all aspects. SIRIM Group and/or its employees or authorised officers or agents will not be responsible for any personal information submitted by you that is inaccurate, misleading, incomplete or not updated.

Please refer to our Personal Data Protection Policy at http://www.sirim.my/privacy for further information.

FOR OFFICE USE ONLY:

Adequate information received: Proceed with contract review

Request for quotation declined. Justification for declining:

Head / Executive of Sales and Business Development :

Date :