**申請商品驗證登錄應檢附文件**

**List of Attachments to the Application for Registration of Product Certification**

|  |
| --- |
| 一、基本文件Basic documents |
|  | 🞏 商品驗證登錄申請書Application form |
|  | 🞏 申請人：□公司登記證明文件或 □商業登記證明文件或 □工廠登記證明文件Applicant Registration document of the Company Registration document of the Business Registration document of the Factory |
| 二、符合性評鑑文件Conformity assessment documents |
|  | 🞏 (一)模式一：Module I | 🞏1.自行管制聲明書Declaration of internal-control🞏2.指定之技術文件Designated technical documents |
|  | 🞏 (二)模式二加三：Module II + III | 🞏1.型式試驗報告Type test report 🞏2.符合型式聲明書Declaration of conformity-to-type🞏3.經指定之相關資料及技術文件Designated related information and technical documents |
|  | 🞏 (三)模式二加四：Module II + IV | 🞏1.型式試驗報告Type test report 🞏2.完全品質管理系統登錄證書影本(CNS12681/ISO9001系列，具設計、開發、生產及製造功能者)A copy of the certificate demonstrating the compliance of the quality system with CNS12681/ISO9001 series of standards covering the scopes of design, development, production, installation and servicing🞏3.符合型式聲明書Declaration of conformity-to-type🞏4.經指定之相關資料及技術文件Designated related information and technical documents |
|  | 🞏 (四)模式二加五：Module II + V | 🞏1.型式試驗報告Type test report 🞏2.製程品質管理系統登錄證書影本(CNS12681/ISO9001系列，具生產及製造功能者)A copy of the certificate demonstrating the compliance of the quality system with CNS12681/ISO9001 series of standards covering the scopes of production, installation and servicing🞏3.符合型式聲明書Declaration of conformity-to-type🞏4.經指定之相關資料及技術文件Designated related information and technical documents |
|  | 🞏(五)模式二加六：Module II + VI | 🞏1.型式試驗報告Type test report 🞏2.商品品質管理系統登錄證書影本(CNS12681/ISO9001系列，具最終檢驗及測試功能者)A copy of the certificate demonstrating the compliance of the quality system with CNS12681/ISO9001 series of standards covering the scopes of final inspection and testing of the products🞏3.符合型式聲明書Declaration of conformity-to-type🞏4.經指定之相關資料及技術文件Designated related information and technical documents |
|  | 🞏(六)模式二加七：Module II+VII | 🞏1.型式試驗報告Type test report🞏2.工廠檢查報告影本 A copy of the factory inspection report🞏3.符合型式聲明書Declaration of conformity-to-type🞏4.經指定之相關資料及技術文件Designated related information and technical documents |
| 三、其他文件Other documents |
|  | （一）經標準檢驗局指定之□驗證登錄商品進口通關授權書、□原登錄證書或□其他相關資料。Designated by the BSMI Letter of Authorization Original Certificate or other information（二）商品驗證國際相互承認協議： □對方國簽發之驗證證明 |
|  | Mutual Recognition Arrangements (MRAs) on Conformity Assessment | Certificate of Conformity issued by MRA partners |
| 四、備註Remarks |
|  | 1.應繳證件必須齊備，否則恕難受理。All necessary documents shall be presented; otherwise the application will not be accepted.2.無論通過與否，繳驗之文件概不退還。Whether the application is approved or not, the documents will not be returned.第1之1頁AP-01 REV.3 |

表AP-01(MIRDC)/[Refer to BSMI AP-01 2011/09/30 第1之1頁]

|  |
| --- |
| 附表：Attached Form**生產廠場清單****List of Production Premises** |
| 1. | 廠場名稱 |  |
| Factory name |
| 廠 址 |  |
| Factory address |
| 品管驗證機構 |  | 品管證書編號 |  |
| QMS certificate issued by | Certificate No. |
| 工廠檢查機構 |  | 工廠檢查報告編號 |  |
| Factory inspection report issued by | Factory inspection report No. |
| 2. | 廠場名稱 |  |
| Factory name |
| 廠 址 |  |
| Factory address |
| 品管驗證機構 |  | 品管證書編號 |  |
| QMS certificate issued by | Certificate No. |
| 工廠檢查機構 |  | 工廠檢查報告編號 |  |
| Factory inspection report issued by | Factory inspection report No. |
| 3. | 廠場名稱 |  |
| Factory name |
| 廠 址 |  |
| Factory address |
| 品管驗證機構 |  | 品管證書編號 |  |
| QMS certificate issued by | Certificate No. |
| 工廠檢查機構 |  | 工廠檢查報告編號 |  |
| Factory inspection report issued by | Factory inspection report No. |
| 4. | 廠場名稱 |  |
| Factory name |
| 廠 址 |  |
| Factory address |
| 品管驗證機構 |  | 品管證書編號 |  |
| QMS certificate issued by | Certificate No. |
| 工廠檢查機構 |  | 工廠檢查報告編號 |  |
| Factory inspection report issued by | Factory inspection report No. |
| 5. | 廠場名稱 |  |
| Factory name |
| 廠 址 |  |
| Factory address |
| 品管驗證機構 |  | 品管證書編號 |  |
| QMS certificate issued by | Certificate No. |
| 工廠檢查機構 |  | 工廠檢查報告編號 |  |
| Factory inspection report issued by | Factory inspection report No. |

表AP-02-2(MIRDC)/[Refer to BSMI AP-02-2 **2011/12/26** 第2之2頁]

**符合型式聲明書**

**Declaration of Conformity to Type**

|  |
| --- |
| 本申請人切結保證經貴中心審查核可符合登錄模式之驗證登錄商品，必採各項品質管理措施，並確保所同意登錄之商品，於生產時與型式試驗報告之原型式一致。商品資料如下： |
| **I hereby declare that the products described below registered under the BSMI’s Registration of Product Certification Scheme by following the appropriate modules are subject to the necessary quality management measures and assure that they are identical to the prototype which is the subject of the test report.** |
|  | 一、商品分類號列： |  |
|  | C.C.C. Code |  |
|  | 二、中文名稱： |  |
|  | Chinese name |  |
|  | 三、英文名稱： |  |
|  | English name |  |
|  | 四、型　　式： |  |
|  | Type |  |
|  | 五、系列型式： |  |
|  | Series of the type |  |
|  |  |  |
| 倘因違反本聲明書所保證之內容，本申請人願意擔負起所有相關法律責任。 |
| **Where violations of this declaration occur, I agree to take the legal responsibilities.** |

此致

金屬工業研究發展中心

To: **METAL INDUSTRIES RESEARCH & DEVELOPMENT CENTRE**

申請人：

Applicant:

負責人：　　　　　　　　　　　　　　　（簽章）

Person in charge: (Signature)

中　華　民　國　　 　　年　　 　　月 　　　日

Date (year) (month) (day)

表AP-04(MIRDC)/[Refer to BSMI AP-04 **2011/12/26** 第1之1頁]

**驗證登錄商品檢驗標識圖式繪製方法**

**Method of Drawing Certification Mark**

**(轉載自標準檢驗局資料)**

|  |
| --- |
| **一、依商品檢驗標識使用辦法規定辦理。**This drawing is regulated according to the Regulations Governing Commodity Inspection Mark. |
| (一) **商品安全標章圖示繪製方式：**Drawing Method of the Product Safety Mark |  |
| (二) 不予指定固定尺寸，但應以適當(方格子)比例大小標印於產品本體上。There is no size restriction on the Mark, but the Mark shall be affixed to the body of the product in appropriate proportion (please see mark in grid).(三) 由報驗義務人自行印製之驗證登錄商品檢驗標識（含商品安全標章及識別號碼），應使用不易變質之材質製作，內容清晰可辨且不易磨滅，並以永久固定方式標示。The obligatory inspection applicant shall use non-degenerate materials to print/ produce the certification mark (the Product Safety Mark and the identification number), which shall be affixed to each product in a visible, legible, indelible and immovable manner. (四) 商品之其他標示不得與驗證登錄商品檢驗標識混淆，或使消費者不易辨別商品檢驗標識。The affixing of other markings on the product, which are likely to mislead or confuse the consumers or the third parties, shall be prohibited.(五) 驗證登錄商品檢驗標識應標示於商品本體。但商品本體太小無法標示時，得依下列方式標示之：The Certification Marking along with the registration number must be affixed to the body of the product. However, if the product is too small to accommodate the Mark, the Certification Mark along with the registration number shall be affixed in accordance with the following ways.1.具有包裝者，於最小單位包裝標示之。If the product has its packaging, it shall be affixed to its smallest package.2.無包裝或其包裝不適宜標示者，以繫掛方式標示之。If the product has no packaging or it is not appropriate to affix the Mark on the packaging, it may be attached to the product by hang tags. 3.包裝標示或繫掛均不適宜者，置放於包裝內。If the ways of affixing to the packaging and hang tags are not appropriate, it shall be put inside the packaging. 4.以其他經標準檢驗局核准之方式標示之。Other ways approved by the BSMI.前項標識，應標示於商品明顯處，使消費者於購買或使用時能清楚識別。The Certification Mark should be affixed at a conspicuous location on the product in order for the consumers to identify it when they buy and/or use the product. |
| **二、商品檢驗標識製作範例:**Examples of Certification Mark are shown as follows. |
|  |  | R30001-MIRDC |
| R30001-MIRDC |

R30001代表申請人代碼，MIRDC代表經本中心驗證之代碼。

表RE-02(MIRDC)/[Refer to BSMI RE-02 **2011/12/26** 第1之1頁]

**驗證登錄商品以他人名義銷售報備通知書**

**Notification of Sale of Registered RPC Products**

**in the Name of Other Organizations Under Contracts**

|  |  |  |  |
| --- | --- | --- | --- |
| 通知日期：Date of Notification |  | 受理編號：Application No. |  |
| 原核發證書號碼：Certificate Number |  | 證書名義人代碼：Code of Certificate Holder |  |
| 一、**通知人（即證書名義人）**Certificate Holder |
|  | 公司或商工行號名稱Name of Company/Business/Factory |  | （簽章）(Signature) |  |
|  | 地址Address |  |
|  | 負責人Person in charge |  | 統一編號Uniform No. |  |
|  | 聯絡人Contact person |  | 電子郵件E-mail address |  |
|  | 電話號碼Telephone No. |  | 傳真號碼Fax No. |  |
| 二、**商品名稱**Name of Products |
|  | (一)中文名稱:Chinese name |  |  |
|  | (二)英文名稱:English name |  |  |
|  | (三)型 式:Type |  |  |
|  | (四)系列型式:Series of the type |  |  |
| **三、銷售者（如超過1家者，請填續頁）**Contractor |
|  | 公司或商工行號名稱Name of Company/Business/Factory |  |  |
|  | 地址Address |  |
|  | 負責人Person in charge |  | 統一編號Uniform No. |  |
|  | 聯絡人Contact person |  | 電子郵件E-mail address |  |
|  | 電話號碼Telephone No. |  | 傳真號碼Fax No. |  |
|  | 商品品牌/商標：Brand/trade mark |  |  |
|  | 報備型式(僅限於原證書登錄型式/系列型式):Product types (Limited to the registered type / series of type) |  |
|  |  |
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|  |  |
|  | 委託有效期限： 年 月 日Terms of Validity (yy/mm/dd) |  |
| 四、本銷售報備通知書係依據商品驗證登錄辦法第5條第3項之規定：「取得驗證登錄之商品售予他人並以他人名義銷售該商品者，證書名義人應向驗證機關（構）報備銷售者之名稱、地址或商標。」This notification shall be prepared in accordance with paragraph 3, Article 5 of the Regulations Governing Registration of Product Certification, which states “Where the registered RPC products are sold in the name of other organizations based on contracts, , the RPC certificate holder shall notify the certification bodies of the name, address and/or trade mark of the contractors.”第1之1頁 |
| 承辦人： | 主管： |

表AP-11 (MIRDC)/[Refer to BSMI AP-11 **2011/12/26**]

**驗證登錄商品以他人名義銷售報備通知書（續頁）**

Notification of Sale of Registered RPC Products

in the Name of Other Organizations Under Contracts (Continued Page)

|  |
| --- |
| **銷售者**Contractor |
| 公司或商工行號名稱Name of Company/Business/Factory |  |  |
| 地址Address |  |
| 負責人Person in charge |  | 統一編號Uniform No. |  |
| 聯絡人Contact person |  | 電子郵件E-mail address |  |
| 電話號碼Telephone No. |  | 傳真號碼Fax No. |  |
| 商品品牌/商標：Brand/trade mark |  |  |
| 報備型式(僅限於原證書登錄型式/系列型式):Product types (Limited to the registered type / series of type) |  |
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| 委託有效期限： 年 月 日Terms of Validity (yy/mm/dd) |  |

|  |
| --- |
| **銷售者**Contractor |
| 公司或商工行號名稱Name of Company/Business/Factory |  |  |
| 地址Address |  |
| 負責人Person in charge |  | 統一編號Uniform No. |  |
| 聯絡人Contact person |  | 電子郵件E-mail address |  |
| 電話號碼Telephone No. |  | 傳真號碼Fax No. |  |
| 商品品牌/商標：Brand/trade mark |  |  |
| 報備型式(僅限於原證書登錄型式/系列型式):Product types (Limited to the registered type / series of type) |  |
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|  |  |  |
| 委託有效期限： 年 月 日Terms of Validity (yy/mm/dd) |  |

表AP-11 (MIRDC)/[Refer to BSMI AP-11 **2011/12/26**]

驗證登錄證書變更申請書

|  |  |
| --- | --- |
| 受理日期 |  |
| 原證書號碼 |  |
| 申 請 人 |  |
|  |  |
| 品名 |  |
| 申請事項 | □變更 □換發 □補發□加發 □更正 □其它 |
| 申請人特別要求 |  |
| 項目 | 證書原記載事項 | 證書變更記載事項 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

備註：

1.依申請驗證登錄須知及應檢附文件規定，各項變更申請案(含申請人名稱、地址、負責人名稱、生產廠場、商品分類號列、產品品名及型號等)，申請人應提出申請。

2.依商品驗證登錄辦法第十條規定，取得驗證登錄之商品，其生產廠場有增加、變更或遷移時，應向本中心申請核准。生產廠場登載於商品驗證登錄證書者，並應同時申請換發新證書。

3.依商品驗證登錄辦法第十二條規定，商品驗證登錄證書如有遺失或毀損者，得申請補發或換發；申請人如有需要，並得申請加發證書。

4.依行政程序法第一百零一條規定，證書記載事項誤寫或其他顯然錯誤者，得申請更正。

5.檢附文件：原證書及變更、換發、補發、更正事由之相關證明文件、商品驗證登錄申請書及驗證登錄申請資料登錄程式檔案。

|  |  |  |
| --- | --- | --- |
| 會辦：經辦人： |  | 核准： |
| 審查結果 | □同意變更□不同意變更經辦人： | 核准： |

證照費計 份 金額： 元 收款單號碼：

收款人： 核准：

表「驗證登錄證書變更申請書」(7101B-S31 8.1/**2011/12/26**)

驗 證 登 錄 切 結 書

本公司/商工行號於 年 月 日領到 貴中心發給編號 號

證書不慎遺失，申請補發，如有虛偽不實情事，願負法律責任，

特具切結為憑。

此致

金屬工業研究發展中心

立切結書人 :

負 責 人 :

地 址 :

中 華 民 國 年 月 日

表「驗證登錄切結書」(7101B-S31 8.1/**20120515**)