



# KINGDOM OF SAUDI ARABIA

## Product Conformity Programme

### Guidelines for Exporters and Importers

The Kingdom of Saudi  
Arabia



## INTRODUCTION

Mandatory standards in the Kingdom of Saudi Arabia (KSA) are applied equally to both imported and domestically produced products for the protection of health, safety, national security, public morals, the environment and prevention of deceptive practices. Procedures for assurance of conformity to the applicable Saudi standards are enforced by the Ministry of Commerce & Industry (MoCI) for imported products and by the Ministry of Municipalities, Ministry of Agriculture and the MoCI for domestic products.

In 1995, the MoCI introduced the Product Conformity Programme (PCP) which was a combined conformity assessment, inspection and certification scheme on the basis of which consignments of regulated products covered by this programme were allowed entry into the Kingdom, and cleared more quickly through Customs upon arrival.

In 2004, the MoCI issued a decree 6386 which introduced significant changes to the programme the most important of which was increasing the scope of the regulated products to cover all consumer related products and mandating that all such products would require a Certificate of Conformity (CoC) as per **Appendix E** for entry into the Kingdom of Saudi Arabia.

The Programme focuses first and foremost on assuring the safety of consumers. Requirements relating to the Islamic Religion and National Security are also given priority. Compliance with the relevant Saudi standards, or approved equivalent alternatives (e.g. international and, exceptionally, national standards) results in the issue of a Certificate of Conformity prior to shipment.

## KEY FEATURES

The primary objective of applying the KSA Product Conformity Programme is to:

- Increase the overall compliance of imports to Saudi Standards.
- Ensure safety of consumers. Requirements relating to the Islamic Religion and National Security are also given priority.
- Minimize the risk of unsafe and sub-standard goods entering Saudi Arabia through the execution of conformity assessment activities in the country of export. This will help ensure that consumers are protected from unsafe and sub-standard goods.

## PROCEDURES OF PRODUCT COMPLIANCE

The essential elements of the Product Conformity Programme are:

- Products that are subject to certification in accordance with the MoCI decree 6386 must demonstrate compliance with Saudi Arabian technical regulations i.e., Saudi or other approved international standards. Refer **Appendix A** for the list of products covered by the MoCI decree 6386.
- PCP Certificate of Conformity must accompany each shipment of products that are subject to certification.

Methods of achieving these requirements vary, according to the nature of the product. These options are described in the following pages in detail:



## **A. Compliance Verification:**

---

This option is considered appropriate for infrequent exporters or suppliers to market. It involves the:

- Pre-supply inspection and pre-supply testing of products in a consignment identified and prepared for supply to the Saudi Arabia market.
- Physical inspection of the goods is carried out to verify all requirements that may be visually determined. These include, but are not confined to, safety marking, language requirements, instruction manuals, labelling, packaging, storage, accompanying certificates etc
- Physical inspection of the goods is carried out to verify all requirements that may be visually determined. These include, but are not confined to, safety marking, language requirements, instruction manuals, labelling, packaging, storage, accompanying certificates etc
- Testing requirements may be satisfied by presentation of test data produced by an accredited laboratory.

## **B. Registration and Pre-supply Inspection:**

---

This option is applicable for exporters who have frequent shipments of homogenous products. It involves a declaration and substantiation by the manufacturer or exporter that their products satisfy the essential Saudi Arabian requirements as a minimum. The Registration is carried out by the responsible Registration and Licensing Centre (RLC), which is listed in **Appendix C**.

- Registration provides information to allow an assessment to be made of the current level of compliance to declared standards
- Registration remains valid after the first year, subject to periodic review and assurance that no change in compliance status has occurred.
- On successful Registration, the client is issued with a Statement for Registration (SfR) as per **Appendix F**, lists all the client's products, which have been successfully registered.

## **C. Type Approval Licensing:**

---

This option is applicable for exporters who have high volumes and high frequency of shipments. To achieve Type Approval Licensing, products must demonstrate full compliance to Saudi Arabian requirements. Licensed products may be supplied with the minimum of intervention. In addition to full compliance, a major determining factor of compliance assurance maintenance is the evaluation and approval of the manufacturer's quality control system. The Licensing is carried out by the responsible Registration and Licensing Centre.

The Licensing process involves:

- Successful Type testing of the product
- Initial Factory Inspection - Surveillance involves initial factory inspection of all applicable manufacturing sites of the product to be licensed. In cases where the applicant is not the manufacturer of the product to be Type Approved, co-operation of the manufacturer must be obtained.
- Periodic Factory Surveillance - ISO Guide 28 requires that a Certifying Body must exercise surveillance of the factory/manufacturers licensed products to ensure continued compliance to the standard(s). The surveillance responsibilities are usually carried out by the Registration and licensing centre.
- Administer the periodic sample selection and testing of Licensed Products.



## SHIPMENT CERTIFICATION PROCEDURES

The following steps are involved in obtaining a Certificate of Conformity under each of the conditions described in the previous Section:

### Route A. Pre-Supply Compliance Verification No Registration or Type Approval

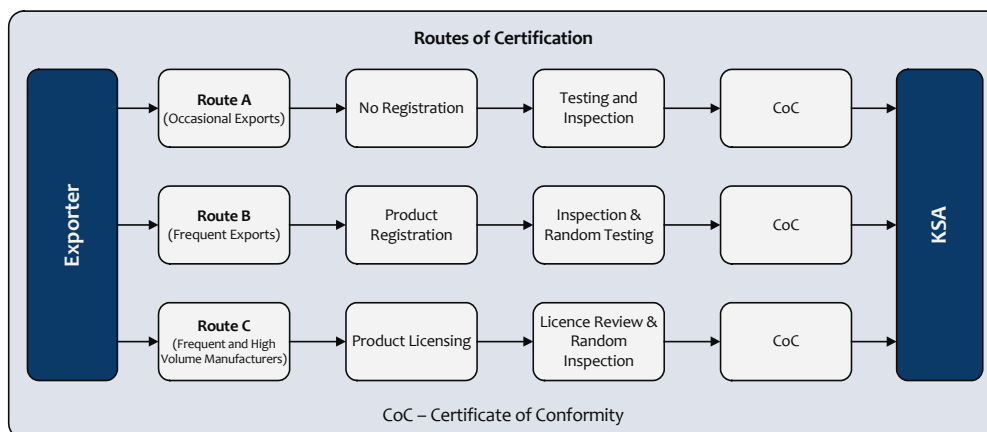
- Exporter contacts the appropriate Country Office (CO) which is listed in **Appendix B**
- The exporter provides the CO with the requested product shipment details using the Request for Certification form (RFC) as per **Appendix D**
- Exporter advised of requirements and, if possible, arranges for provision of test data
- CO arranges laboratory testing, (if required) and pre supply inspection
- Test data submitted to CO or testing carried out. Test certificate submitted to CO
- Pre supply inspection carried out and report submitted to CO
- CO reviews test and inspection reports and, if satisfactory, issues CoC.

### Route B. Registration and Pre-supply Inspection - No Type Approval

- Following Registration, exporter contacts CO and provides shipment details using RFC form, together with copy of Statement of Registration
- CO verifies Registration and proceeds to arrange inspection. In some cases, additional testing or provision of test data may be requested
- Pre supply inspection carried out and report submitted to CO
- CO reviews (or arranges review of) test data (if required) and inspection report and, if satisfactory, issue Certificate of Conformity as mentioned in Appendix E

### Route C. Type Approval Manufacturer

- For a manufacturer who is also the exporter, following Type Approval and receipt of Type Approval Licence, manufacturer produces CoC (or requests CO to issue CoC), submits shipment details together with copy of Type Approval Licence (and CoC) to CO.
- CO verifies Type Approval Licence details against shipment documentation:
  - If satisfactory, CO assigns and notifies CoC Identification Number (or issues CoC) and manufacturer proceeds with shipment.
  - If discrepancies or violations are found, CO withholds CoC, and notifies the manufacturer. An expedient investigation is carried out and appropriate action taken on the basis of the findings. Depending on the severity, frequency, and cause of the discrepancy, appropriate action may include suspension or withdrawal of the Type Approval Licence.





**KINGDOM OF SAUDI ARABIA**  
**Product Conformity Programme**  
**Guidelines for Exporters and Importers**

The Kingdom of Saudi  
Arabia



## PRODUCTS SUBJECT TO CERTIFICATION

All consumer products shipped to the KSA are considered as subject to certification excluding certain product categories, which do not require the CoCs but have import regulations from the other KSA ministries. **Appendix A** includes details of products that are subject to certification.

## FEES

The party acquiring certification services is accountable for charges to the PCP, or other Programme related services, to the appropriate body issuing the CoC or performing conformity assessment and verification functions. These fees cover the cost of inspection, evaluation, testing, and all other technical and administrative activities involved in the shipment certification, Registration, Type Approval and Licensing processes.

### 1. Registrations and Type Approval

Fees associated with product Registration and Type Approval are payable by the party submitting the application.

### 2. Shipment Certification

Pre supply inspection fees are calculated as a percentage based on the FOB value of the shipment. This percentage decreases as the FOB value increases. Additional testing or data evaluation fees may be applicable. Unless otherwise agreed in advance, fees are payable prior to the release of the Certificate of Conformity.

## CONTACT US

### Intertek Government Services

Academy Place, 1-9 Brook Street,  
Brentwood,  
Essex CM 14 5NQ,  
United Kingdom  
Tel: (44) 1 2772 2340  
Fax: (44) 1 2772 20296  
Email: [info.government@intertek.com](mailto:info.government@intertek.com)

### KSA PCP Central Coordinating Office

P.O. Box 250878  
Riyadh 11391  
Kingdom of Saudi Arabia  
Tel: (966) 1412 7751  
Fax: (966) 1412 7716  
E-mail: [hatim.afaneh@intertek.com](mailto:hatim.afaneh@intertek.com)  
Contact: Hatim Afaneh

## APPENDICES

Appendix A	Products Subject to Certification
Appendix B	Country Offices & Zones of Responsibility
Appendix C	Registration and Licensing Centre
Appendix D	Request For Certification (RFC)
Appendix E	Certificate of Conformity (CoC)
Appendix F	Statement for Registration (SfR)



**KINGDOM OF SAUDI ARABIA**  
**Product Conformity Programme**  
**Guidelines for Exporters and Importers**

The Kingdom of Saudi  
Arabia



## APPENDIX A – PRODUCTS SUBJECT TO CERTIFICATION

In 2004, the MoCI issued a decree 6386 which introduced significant changes to the Programme the most important of which was increasing the scope of the regulated products to cover all consumer related products and mandating that all such products would require a Certificate of Conformity (CoC) for entry into the Kingdom of Saudi Arabia.

All consumer products shipped to the KSA are considered as subject to certification excluding the following listed products, which do not require the CoCs, but exporters are advised to verify with other KSA ministries for import regulations for their products.

### Products Excluded from the Requirements of a CoC

- 1. Medical Products**
- 2. Food Products**
- 3. Products of the defence ministry such as arms and ammunitions**
- 4. Products that are subjected to Saudi Arabia's Sanitary and phytosanitary regulations**
- 5. Products imported or placed on the market as samples or for demonstration purposes, and not for resale in the local market**
- 6. Products as components of large industrial projects**
- 7. Products imported into KSA on a temporary basis**

For further clarification of specific products covered under this Programme should be directed from the Country Offices or to the KSA Ministry of Commerce & Industry (MoCI).



**KINGDOM OF SAUDI ARABIA**  
**Product Conformity Programme**  
**Guidelines for Exporters and Importers**

The Kingdom of Saudi Arabia



**APPENDIX B - COUNTRY OFFICES & ZONES OF RESPONSIBILITY**

<b>COUNTRY OFFICES</b>	<b>ZONES OF RESPONSIBILITY</b>	<b>CONCERNED RLC</b>
<b>AUSTRALIA</b> Building 1, 19 – 23 Paramount Road West Footscray Victoria 3012 Australia Tel: 61 3 9316 4600 Fax: 61 3 9315 1344 Contact: Capt. Khaled Saifullah <a href="mailto:khaled.saifullah@intertek.com">khaled.saifullah@intertek.com</a> <a href="mailto:info.australia.gs@intertek.com">info.australia.gs@intertek.com</a>	Australia	<b>RLC 3</b>
<b>BRAZIL</b> Rua Dr Renato Paes de Barros, 778 CEP 04530-001 São Paulo Brazil Tel: 55 11 3707-0570 Fax: 55 11 3707-0572 Contact: Marcos Gobbi / Diva Nascimento <a href="mailto:diva.nascimento@intertek.com">diva.nascimento@intertek.com</a> <a href="mailto:info.saopaulo.gs@intertek.com">info.saopaulo.gs@intertek.com</a>	Argentina Bolivia Brazil Chile Paraguay Peru Uruguay	<b>RLC 1</b>
<b>EGYPT</b> 217 Abd El-Salam Aref Str. Lauren, Alexandria Egypt Tel: 00203 5854852 Fax: 00203 5854852 Contact: Kassem Wahid / Emile Sarkis <a href="mailto:emile.sarkis@intertek.com">emile.sarkis@intertek.com</a>	Egypt	<b>RLC 2 &amp; RLC 5</b>
<b>FRANCE</b> 3 Rue Edmond Mailloux BP 609 27106 Val de Reuil Cedex  Delivery Address: 3 Rue Edmond Mailloux 27100 Le Vaudreuil France  Tel: 33 2 32 63 31 65 Fax: 33 2 32 09 30 87 Contact: Luciana Bonilla / Leila Senouoa <a href="mailto:info.paris.gs@intertek.com">info.paris.gs@intertek.com</a>	Albania Algeria Armenia Austria Azerbaijan Baltic States Belarus Belgium Bosnia Bulgaria CIS (former Russia) Croatia Czech Republic  Denmark Estonia Faro Islands Finland France Metropolitan French Southern Territory Georgia Germany Greenland Iceland Herzegovina Hungary  Kazakhstan Kosovo Kyrgyzstan Latvia Lithuania Luxembourg Macedonia Moldova Monaco Montenegro Morocco Netherlands Norway  Poland Romania Serbia Slovakia Slovenia Sweden Tajikistan Tunisia Turkmenistan Ukraine	<b>RLC 2 &amp; RLC 5</b>
<b>GREECE</b> Lehovou 1 Street & Sepolion GR 104 45 Athens, Greece Tel: 30 210 82 30 140/ 720 Fax: 30 210 82 30 604 Contact: Eftichia Verigou / Diamantis Lianopoulos <a href="mailto:eftichia.verigou@intertek.com">eftichia.verigou@intertek.com</a> <a href="mailto:diamantis.lianopoulos@intertek.com">diamantis.lianopoulos@intertek.com</a>	Cyprus Greece Malta	<b>RLC 2 &amp; RLC 5</b>
<b>HONG KONG</b> 5B, Garment Centre, 576 Castle Peak Road, Kowloon, Hong Kong Tel: 852 23109923 Fax: 852 2370 2284 Contact: Alice Cheung / Julie Lam / Angela Yu <a href="mailto:info.hongkong.gs@intertek.com">info.hongkong.gs@intertek.com</a>	China Hong Kong Macao Taiwan	<b>RLC 3</b>



**KINGDOM OF SAUDI ARABIA**  
**Product Conformity Programme**  
**Guidelines for Exporters and Importers**

The Kingdom of Saudi  
Arabia



<b>COUNTRY OFFICES</b>	<b>ZONES OF RESPONSIBILITY</b>	<b>CONCERNED RLC</b>
<b>INDIA</b> 401, Everest House, 4 <sup>th</sup> Floor, 6, Suren Road, Andheri (East) Mumbai – 400093 India Tel: 91 22 66934848 Fax: 91 22 66934800 Contact: Sridhar Raghavan <a href="mailto:info.mumbai.gs@intertek.com">info.mumbai.gs@intertek.com</a>	Bangladesh India Nepal Sri Lanka	<b>RLC 3</b>
<b>INDONESIA</b> Cilandak Commercial Estate Building No. 103 W, Jl. Cilandak Kko, Jakarta Selatan Jakarta 12560 Indonesia Tel: 62 21 7803370 Fax: 62 21 7801807 Contact: Tri Setiawan/ Austriliana <a href="mailto:tri@citrabuana.co.id">tri@citrabuana.co.id</a>	Indonesia	<b>RLC 3</b>
<b>IRELAND</b> Administration Building Tolka Quay Road, Dublin Port Dublin Ireland Tel: 353 1 8555585 Fax: 353 1 8555586 Contact: Bill Saarsteiner <a href="mailto:operations@inspect.ie">operations@inspect.ie</a>	Ireland	<b>RLC 2 &amp; RLC 5</b>
<b>ITALY</b> Via Aldo Moro, 47 20060 Gessate, Milan, Italy Tel: 39 02 953 83 833 Fax: 39 02 953 83 832 Contact: Valentina Bottagisio / Monica Maftai <a href="mailto:info.milan.gs@intertek.com">info.milan.gs@intertek.com</a>	Italy Liechtenstein Turkey	<b>RLC 2 &amp; RLC 5</b>
<b>JAPAN</b> COI Eitai Bldg., 7 <sup>th</sup> Floor, 2-31-1, Eitai, Koto-ku, Tokyo 135-0034 Japan Tel: 81 3 5245 0815 Fax: 81 3 5245 0474 Contact: Katsumi Murakami <a href="mailto:info.tokyo.gs@intertek.com">info.tokyo.gs@intertek.com</a>	Japan	<b>RLC 4</b>
<b>JORDAN</b> Wasfi Tal St. Opposite Jordan Kuwait Bank Ammon Building, P.O. Box 182154, Amman 11118, Jordan Tel: 962 6 500 4455 Fax: 962 6 565 8406 Contact: Husam Al-Sadiq <a href="mailto:co-jordan@naouri.com">co-jordan@naouri.com</a>	Jordan	<b>RLC 2 &amp; RLC 5</b>



**KINGDOM OF SAUDI ARABIA**  
**Product Conformity Programme**  
**Guidelines for Exporters and Importers**

The Kingdom of Saudi Arabia



COUNTRY OFFICES	ZONES OF RESPONSIBILITY			CONCERNED RLC
<p><b>KENYA</b>            Intertek International Limited            House of Vanguard, 6<sup>th</sup> Floor            Chiromo Road, Westlands</p> <p>Mailing Address:            Intertek International Limited            P.O. Box 696 Village Market            Code: 00621, Nairobi,            Kenya</p> <p>Tel: 254 20 4449132/ 254 20 4449133/            254 20 4449136            Fax: 254 20 4449212/ 254 20 4446246            Contact: Victor Mbithi / Rosemary Mwangi  <a href="mailto:info.nairobi.gs@intertek.com">info.nairobi.gs@intertek.com</a></p>	Benin Burkina Faso Cameroon Cape Verde Central African Rep. Chad Ivory Coast DRC (Zaire) Djibouti Equatorial Guinea Eritea Ethiopia Gabon	Gambia Ghana Guinea Guinea-Bissau Kenya Liberia Mali Republic Mauritania Niger Rep of Congo Rwanda Sao Tome & Principe Senegal Sierra Leone	Somalia Tanzania Togo Uganda Western Sahara	<p><b>RLC 2 &amp; RLC 5</b></p>
<p><b>NEW ZEALAND</b>            Marsden Point, 312 Marsden Point Road            P.O. Box 12, Ruakaka, Auckland            New Zealand            Tel: 64 9 432 7220 / 64 9 432 7920            Fax: 64 9 424 7780            Contact: Mahendra De Alwis  <a href="mailto:mahendra.dealwis@intertek.com">mahendra.dealwis@intertek.com</a></p>	New Zealand			<p><b>RLC 3</b></p>
<p><b>NIGERIA</b>            Ayantomi House, Plot 1709 Olugbosi Street            Victoria Island, Lagos.            P.O. Box 51402 Falomo, Ikoyi-Lagos            Nigeria            Tel: 234 1 2619897            Fax: 234 1 2620198            Contact: Victor Faleye  <a href="mailto:victor.faleye@intertek.com">victor.faleye@intertek.com</a>  <a href="mailto:info.nigeria.gs@intertek.com">info.nigeria.gs@intertek.com</a></p>	Nigeria			<p><b>RLC 2 &amp; RLC 5</b></p>
<p><b>PAKISTAN</b>            163/D, Miran Mohammed            Shah Road, KDA Scheme No. 1            Karachi,            Pakistan            Tel: 92 21 34527661/ 92 21 34547666            92 21 34540778            Fax: 92 21 34526262            Contact: Shahid Salim / Bushra Attaullah  <a href="mailto:shahid.salim@intertek.com">shahid.salim@intertek.com</a>  <a href="mailto:bushra.attaullah@intertek.com">bushra.attaullah@intertek.com</a></p>	Pakistan			<p><b>RLC 2 &amp; RLC 5</b></p>
<p><b>PHILIPPINES</b>            ITS Building,            2310 Pasong Tamo Ext.,            Makati, Metro Manila,            Philippines            Tel: 63 2 8195841 to 47            Fax: 63 2 8403719            Contact: Eugene Pranada / Shirley            Domingo/ Annabelle Valdez  <a href="mailto:annabelle.valdez@intertek.com">annabelle.valdez@intertek.com</a>  <a href="mailto:shirley.domingo@intertek.com">shirley.domingo@intertek.com</a></p>	Philippines			<p><b>RLC 3</b></p>
<p><b>SINGAPORE</b>            5 Pereira Road            04-01Asiawide Industrial Building            Singapore 368025            Tel: 65 6 2857557            Fax: 65 6 382 8662            Contact: Serene Chan  <a href="mailto:info.singapore.gs@intertek.com">info.singapore.gs@intertek.com</a></p>	Cambodia Heard Island Kiribati Laos Malaysia Maldives Micronesia	Monaco Mongolia Myanmar Nauru New Caledonia Niue Palau	Papua New Guinea Pitcairn Singapore Solomon Islands Thailand Tokelau Tonga	<p><b>RLC 3</b></p>





**KINGDOM OF SAUDI ARABIA**  
**Product Conformity Programme**  
**Guidelines for Exporters and Importers**

The Kingdom of Saudi Arabia



COUNTRY OFFICES	ZONES OF RESPONSIBILITY				CONCERNED RLC
<b>SOUTH AFRICA</b> Van Dyk Secure Business Park, P.O. Box 280, Corner Van Dyk and Brakpan Roads, Boksburg Industrial East, Boksburg, Gauteng, South Africa Tel: 2711 914 4044 Fax: 2711 914 4217 Contact: Donne van der Walt / Tracy Bezuidenhout <a href="mailto:donne.walt@intertek.com">donne.walt@intertek.com</a> <a href="mailto:info.johannesburg.gs@intertek.com">info.johannesburg.gs@intertek.com</a>	Angola Botswana Comoros Island Lesotho Madagascar Malawi Mauritius Mayotte Mozambique Namibia Reunion Island	Saint Helena Seychelles Island South Africa Swaziland Zambia Zimbabwe			<b>RLC 2 &amp; RLC 5</b>
<b>SOUTH KOREA</b> Rm 603, 6F, Ace Techno Tower V (5), 197-22, Guro-3Dong, Guro-Gu, Seoul, 152-766, Korea Tel: 82 2 775 5255 Fax: 82 2 775 5266 Contact: Monica Kim / Rachel Lee / Paul Kim <a href="mailto:info.seoul.gs@intertek.com">info.seoul.gs@intertek.com</a>	South Korea				<b>RLC 4</b>
<b>SPAIN</b> Alameda, Recalde No. 27-5th Floor 48009 Bilbao Spain Tel: 34 94 6113565 Fax: 34 94 4356600 Contact: Nerea De Miguel <a href="mailto:info.spain@intertek.com">info.spain@intertek.com</a>	Canary Island Portugal Spain				<b>RLC 2 &amp; RLC 5</b>
<b>SWITZERLAND</b> Sonnenweg 3, CH-4536 Attiswill Switzerland Tel: 41 79 304 99 90 Fax: 41 21 803 19 53 Contact: Jacqueline Leisi <a href="mailto:its.ch@bluewin.ch">its.ch@bluewin.ch</a>	Switzerland				<b>RLC 2 &amp; RLC 5</b>
<b>UNITED ARAB EMIRATES</b> Al Moosa Tower II, 25 <sup>th</sup> Floor, Sheikh Zayed Road. P.O. Box 26290, Dubai, United Arab Emirates Tel: 971 4 3314302 Fax: 971 4 3316730 Contact: Husny Saeed / Rodney Wilkins <a href="mailto:info.dubai.gs@intertek.com">info.dubai.gs@intertek.com</a>	Afghanistan Bahrain Iran Iraq Kuwait Lebanon Libya Oman	Qatar Saudi Arabia Sudan Syria UAE Yemen			<b>RLC 2 &amp; RLC 5</b>
<b>UNITED KINGDOM</b> Academy Place 1-9 Brook Street Brentwood, Essex CM-14 5NQ England Tel: 44 1277 223304 Fax: 44 1277 220246 Contact: Chantelle Rowe <a href="mailto:info.brentwood.gs@intertek.com">info.brentwood.gs@intertek.com</a>	Gibraltar UK				<b>RLC 2 &amp; RLC 5</b>
<b>USA</b> 8300 NW 53 <sup>rd</sup> Street #400 Miami, Fla 33166 U.S.A. Tel: 1 305 513 2816 Fax: 1 305 513 3001 Contact: Elena Contreras <a href="mailto:elena.contreras@intertek.com">elena.contreras@intertek.com</a> <a href="mailto:info.miami.gs@intertek.com">info.miami.gs@intertek.com</a>	Aruba Canada Colombia Curacao Ecuador El Salvador French Guiana Grenada Guadeloupe	Guam Guatemala Guyana Haiti Honduras Jamaica Mexico Montserrat Nicaragua	Panama Puerto Rico South East USA and -Caribbean St. Kitts and Nevis St. Lucia St. Pierre	St. Vincent and Grenadines Suriname Trinidad and Tobago USA Venezuela	<b>RLC 1</b>



**APPENDIX C – REGISTRATION AND LICENSING CENTRES**

RLC	RLC MANAGER	ADDRESS	E-MAIL	CONTACT NUMBERS	REGION
RLC 1	Maja Raduka	2307 East Aurora Rd. Unit B-7, Twinsburg, Ohio U.S.A 44087	<a href="mailto:RLC1@intertek.com">RLC1@intertek.com</a>	Tel: 1 800 4417276/ 1 330 963 4990 Fax: 1 330 405 6017	North, Central & South America
RLC 2	Pia Östgaard	Intertek Semko AB Torshamnsgatan 43 Box 1103, 164 22 Kista, Sweden	<a href="mailto:RLC2@intertek.com">RLC2@intertek.com</a>	Tel: 46 8 750 00 00 Fax: 46 8 750 04 48	Europe, Middle East & Africa
RLC 3	Joey Kar	2/F, Garment Centre 576 Castle Peak Road Kowloon, Hong Kong	<a href="mailto:RLC3@intertek.com">RLC3@intertek.com</a>	Tel: 852 2173 8560 Fax: 852 2745 8306	Asia Pacific Region
RLC 4	Norio Kaburagi	2-3-18 Namamugi, Tsurumi-ku, Yokohama 230-0052, Japan	<a href="mailto:RLC4@intertek.com">RLC4@intertek.com</a>	Tel: 81 45508 6766 Fax: 81 45511 3345	Japan
RLC 5	Aurélie Moreau	3 Rue Edmond Mailloux BP 609 27106 Val de Reuil, Cedex, France	<a href="mailto:RLC5-france@intertek.com">RLC5-france@intertek.com</a>	Tel: 33 2 32 093084 Fax: 33 2 32 633162	Europe, Middle East & Africa



**KINGDOM OF SAUDI ARABIA**  
**Product Conformity Programme**  
**Guidelines for Exporters and Importers**

The Kingdom of Saudi Arabia



**APPENDIX D - REQUEST FOR CERTIFICATION**

<b>Exporter Details</b>				<b>Proforma Invoice/Contract</b>		
Name/ Address:				No.	Date	
Contact Name: Tel:                      Fax: Email:				<b>Country of Supply</b>		
<b>Importer Details</b>				<b>Location of Goods</b>		
Name/ Address:				Address:		
Contact Name: Tel:                      Fax: Email:				Contact Name:		Fax:
<b>Mode of Transport</b>				<b>Full Container Load</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Air	<input type="checkbox"/> Sea	<input type="checkbox"/> Rail	<input type="checkbox"/> Road	<b>Expected Shipment Date:</b>		
<b>Mode of Payment (Cash / Credit)</b>			<b>Date of Goods Availability:</b>			
<b>If credit, Intertek Approval Ref./Code:</b>			<b>Port of Discharge:</b>			
<b>Address where Invoice is to be sent:</b>			<b>Port of Loading</b>			
<b>Country of Origin (Please tick as applicable):</b>			<input type="checkbox"/> India <input type="checkbox"/> China <input type="checkbox"/> Hong Kong <input type="checkbox"/> Taiwan <input type="checkbox"/> Others <i>(If others, pl specify: _____)</i>			
<b>Item</b>	<b>Quantity</b>	<b>Product</b>	<b>Product Manufacturer's Name/ Brand</b>	<b>HS Code</b>	<b>Registration/ Licence No.</b>	<b>Product No.</b>
<p>I..... the undersigned exporter, consent to Intertek's terms and conditions and the requirements stated on page 3 herein which form an integral part of this RFC document. I also agree to share any of the data, results and documentation gathered and generated during the performance of this service with the Ministry of Commerce and Industry (MoCI).</p> <p>Signed..... Position.....</p>						
<b>FOR COUNTRY OFFICE USE ONLY</b>						
Request Received date:		Work to be performed		(Check as applicable)		
Country Office:		<input type="checkbox"/> Laboratory Testing	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		
CO Contact:		<input type="checkbox"/> Site Inspection	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		
		<input type="checkbox"/> Other	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		





**KINGDOM OF SAUDI ARABIA**  
**Product Conformity Programme**  
**Guidelines for Exporters and Importers**

The Kingdom of Saudi  
Arabia



**Attachment to Request for Certification**

***Submission of this RFC confirms consent to the terms set out below:***

- i. Any Certificate of Conformity issued in response to this RFC is issued strictly subject to Intertek's General Terms and Conditions, a copy of which is available from your nearest office or at our website, <http://www.intertek.com/government>
- ii. Intertek represents and warrants only that any Certificate of Conformity issued in response to this RFC is issued in good faith and in the reasonable belief that it has authority to do so deriving from, and limited to, Ministerial Decree No.6386 dated 7 August 2004.
- iii. The RFC sets out the entire agreement and understanding between the parties in relation to its subject matter. The exporter acknowledges that, in submitting the RFC, it has not relied on any oral or written representation, warranty, or other assurance (except as provided for or referred to in this RFC) and waives all rights and remedies which might otherwise be available to it in respect thereof, provided always, that nothing in this clause limits or excludes any liability for fraud.
- iv. Inspection Auditors from the Country Office are to be allowed access to the Exporter's inspection site without prior notice for the purpose of ensuring that a recently performed inspection has been correctly conducted. The Auditor is authorised by the Country Office to amend or overturn the inspection outcome if the result of the audit supports this action. In their course of action, Inspection Auditors will not hamper or hinder the export process.
- v. In the event of conflict between the exporter and an approved laboratory relating to the testing of regulated products exported to the Kingdom, the dispute shall be resolved by the two parties, without involvement or responsibility on the part of the Country Office (CO), Registration and Licensing Centre (RLC), or PCP Programme Management. PCP Programme Management shall be informed of such dispute to allow a reassessment of the laboratory's approval status to be made if warranted.
- vi. In the event of conflict between the exporter and any of the COs or RLCs relating to the inspection, evaluation or Licensing of the regulated products, the exporter shall be entitled to submit a complaint to the CO or RLC. If no agreement can be reached, the exporter is entitled to submit an appeal to PCP Programme Management within two weeks from the date of submittal of the complaint to the CO or RLC. Documents supporting the exporter's point of view shall be attached to the appeal. PCP Programme Management undertakes to investigate the complaint in accordance with Intertek's internal complaints procedure, and issue a decision thereon within 1 month from the date of receipt.
- vii. The above conditions shall be governed by English law and any dispute arising out of this RFC to which these conditions apply shall be subject to the jurisdiction of the English Courts. This clause supersedes clauses 22 and 24 in Intertek's general terms and conditions with respect to jurisdiction.



**KINGDOM OF SAUDI ARABIA**  
**Product Conformity Programme**  
**Guidelines for Exporters and Importers**

The Kingdom of Saudi  
 Arabia



**APPENDIX E – CERTIFICATE OF CONFORMITY**

Certificate No.  
 Date of Issue:

We.....testify that the description of the goods stated below according to the attached invoice and which are exported from ..... have been subjected to laboratory tests and proven to be in compliance with the approved standards in the Kingdom of Saudi Arabia.

<b>Importer:</b>  <b>Address:</b>		<b>Exporter:</b>  <b>Address:</b>	
<b>Manufacturer:</b>		<b>Invoice No.:</b>	<b>Date:</b>
<b>Port of Loading:</b>		<b>Port of Arrival:</b>	
<b>Shipment Ref.:</b>		<b>Country of Origin:</b>	
Product No.	Quantity	Item Name and Description	Packaging
<b>Remarks:</b>			
<b>Name:</b>		<div style="border: 1px solid black; width: 100px; height: 100px; background-color: #cccccc; margin: 0 auto;">           Encrypted Block         </div>	
<b>Signature:</b>			
<b>Date:</b>			
<b>RFI No.:</b>			
<b>Country Office:</b>			
<b>Official Stamp:</b>			
<p>It is the sole responsibility of the seller to ensure that the products shipped are in accordance with their contractual obligations to the buyer. This certificate and information therein does not absolve the buyer and seller from their contractual obligations to one another or from compliance with any other import regulations. Intertek's responsibility and liability are limited to the terms and conditions of its agreement with its client and it assumes no liability to any other party for losses, expenses or damages occasioned by the use of this certificate.</p>			
Intertek International Ltd. is a Certified member of IFIA and globally registered to ISO 9001			



**KINGDOM OF SAUDI ARABIA**  
**Product Conformity Programme**  
**Guidelines for Exporters and Importers**

The Kingdom of Saudi  
Arabia



**APPENDIX F – STATEMENT FOR REGISTRATION**

**KINGDOM OF SAUDI ARABIA**

**INTERNATIONAL CONFORMITY  
CERTIFICATION PROGRAM**

**Statement for Registration**

ICCP ref. no.:

Issued to:

Product:

Model / Type:

Applicable standards/references:

Additional information:

Issued by:

Regional Licensing Centre  
Europe/Middle East/Africa



\_\_\_\_\_  
Regional Licensing Manager

This Statement for Registration is for the exclusive use of Intertek's Client and is provided pursuant to the agreement between Intertek and its Client. Intertek's responsibility and liability are limited to the terms and conditions of the agreement. Intertek assumes no liability to any party, other than to the Client in accordance with the agreement, for any loss, expense or damage occasioned by the use of this Statement for Registration. Only the Client is authorized to permit copying or distribution of this Statement for Registration and then only in its entirety. Any use of the Intertek name for the sale or advertisement of the tested material, product or service must first be approved in writing by Intertek.



**KINGDOM OF SAUDI ARABIA**  
**Product Conformity Programme**  
**Guidelines for Exporters and Importers**

The Kingdom of Saudi Arabia



**Appendix to Statement for Registration**

**ICCP Ref. No.:** R- [XXXXXXX]

**Issued:** [Date/Month/Year]

**Product:** [Category No.] [Category Title]

Model/Type	Information	Review Date If Verified