

	PRODUCT CERTIFICATION DOCUMENT	Document No: PRC-P08-01-FA Page 1 of 3
	ALCOHOL-BASED HAND SANITISERS IMPORT APPLICATION FORM	Version: 02 Effective: June 2020
	Compiled by: NSI Certification	Approved by: GM-Certification

ALCOHOL BASED HAND SANITISER PRODUCT IMPORT REFERENCE NUMBER	CPIR NO:	0	0	0	/	Y	Y	Y	Y
<p>Please ensure that before completing this application form you are familiar with the content of the Alcohol-based hand sanitisers regulations and the Registration and Approval Procedure. The application form must be accompanied by a non-refundable application fee of N\$ 550.00 (excluding VAT).</p> <p><i>Note: No application will be processed before payment of the applicable fees.</i></p> <p>This form should be completed in full and returned to: Namibian Standards Institution (NSI) Tel: +264 61 386400 Fax: +264 61 386454 P.O. Box 26364 Windhoek, Namibia Channel Life Tower, M1, Post Street Mall, Windhoek, Namibia</p>									
PART I: TO BE COMPLETED BY THE IMPORTER									
Importer's Name:					Date of application:				
Business Registration No:					Business Physical Address:				
Business Postal Address:					Town:				
Telephone Number: ()					Email Address:				
Fax Number: ()					Contact Person & Position held:				
PART II: MANUFACTURER DETAILS									
Manufacturer's Name:					Business Physical Address:				
Business Registration No:					Town:				
Business Postal Address:					Country:				
Telephone Number: ()					Email Address:				
Fax Number: ()					Contact Person & Position held:				
PART III: PRODUCT DESCRIPTION AND SPECIFICATION:									
Product Brand Name:									
Number of products:									
Date of manufacture:									
Product Shelf-life:									
Standard used in the manufacturing of the hand sanitisers: <i>(attach certificate of registration)</i>									
Alcohol based hand sanitiser type (liquid/gel):					Alcohol present (ethanol/isopropanol): <i>(attach Certificate of Analysis)</i>				
Nominal volume or mass of packages									

Disclaimer:

Attestation of conformity issued for hand sanitisers in respect of this application is valid for 21 days only per consignment from the date of approval. Conditions for approval of this application are stipulated in the Registration and Approval of Alcohol-based hand sanitisers procedure, and NSI will not be held responsible for delays caused by incomplete applications.

	PRODUCT CERTIFICATION DOCUMENT	Document No: PRC-P08-01-FA Page 2 of 3
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PART IV: TRANSPORTATION DETAILS:

Point of entry in Namibia:

*Country of origin	Destination
Mode of transportation	Route of import
Air	Country A:
Road	Country B:
Rail	Country C:
Sea	
Other (specify)	

Storage premises in Namibia (Physical address):

Purpose of importation: Commercial / Donation / Domestic / Other (specify):

Commercial purposes: *(tick as appropriate)*:

Product sold in its original package
 Product repackaged in smaller containers under the same brand name
 Product repackaged in smaller containers under a different brand name

Following Documents are attached *(cross where applicable)*:

Bill of Landing / Invoice / Order sheet
 Product Material Safety Data Sheet (MSDS)
 Certificate of Conformity (CoC)/ Permit /Mark of Conformity
 Product Label
 Certificate of Analysis (COA) / Test report

Certificate of analysis and Test report should not be older than two months

Declaration:

I / We.....the undersigned of (Company name)
 being the agent / principal of (importer) do hereby declare that the information and particulars provided by me/us herein are true and complete and I / We accept to comply fully with the conditions and requirements for certification of imported alcohol based hand sanitiser products.

Signed on this day of 20.....

Signature of applicant:

Capacity:

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PART V: EVALUATION – FOR OFFICIAL USE ONLY

Payment Details:

a) Application fee: N\$. Date: Receipt No:

I have examined the application based on the following criteria: **YES / NO / N/A**

1. Product manufacturing date:
2. Product expiry date:
3. Product specifications:
4. Declaration of conformity:
5. Product label sample:
6. Material safety data sheet(s):
7. Bill of landing:
8. COA:
9. CoC:
10. Additional Documents:
 - a).....
 - b).....
 - c).....

Application forwarded for Approval / Rejection (state reason(s) for rejection):
.....

Application referred back to applicant (state reason(s)):
.....

I hereby declare that no conflict of interest or any other situation known to me exists that could have a negative effect on decision that will be taken by myself during the review of this application.

Name: Title:

Signed: Date:

We hereby declare that no conflict of interest or any other situation known to us exists that could have a negative effect on decision that will be taken by ourselves during the review of the assessment of this application.

Reviewed for Approval / Rejection:
..... Date:

Manager – Certification, NSI

..... Date:

General Manager – Certification, NSI

..... Date:

Chief Executive Officer, NSI

Disclaimer:
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