	IMPORT PRODUCT VERIFICATION SCHEME MANUAL	Document No: IPVS-P01-FA Page 1 of 4
	IMPORT PRODUCT APPLICATION FORM	Version: 07 Effective: March 2021
	Compiled by: NSI Certification	Approved by: GM-Certification

PRODUCT IMPORT REQUEST REFERENCE NUMBER	PIR NO:	0	0	0	/	Y	Y	Y	Y
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Note: Please ensure that before completing this application form you are familiar with the Interim Guidelines for imported product certification. The application form must be accompanied by a non-refundable application fee of N\$ 580.00 (excluding VAT).

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
37 Feld Street, Windhoek, Namibia

PART I: TO BE COMPLETED BY APPLICANT

Registered Name of Importer:	Date of application:
Business Registration No:	Business Physical Address:
Business Postal Address:	Town
Telephone Number: ())	Email Address:
Fax Number: (.....)	Contact Person & Position held:

Product Description:

Product Trade/Brand Name:

Product category / typed designation:

Product Manufacturer Name:


Product Manufacturer Address:

Product Manufacturer Tel / Fax:

*Country of origin	Destination	Date of manufacture	Product Use by Date:
Mode of Transport	Route of import	Point of entry in Namibia	Landing date
Air	Country A:	Number of products	Total weight of consignment
Road	Country B;		
Rail			

Disclaimer:

Attestation of conformity issued for imported products in respect of this application is valid for 21 days only per consignment from the date of approval and NSI will not be held responsible for delays caused by incomplete applications.

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Sea		Country C:		
Other (specify)		Batch Numbers:	

Storage premises in Namibia (Street address):

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

Following Documents are attached (*cross applicable*):

<input type="checkbox"/> Product Specification (including Usage Guidelines)	<input type="checkbox"/> Product Label
<input type="checkbox"/> Product Inspection /Testing Report	<input type="checkbox"/> Product Material Safety Data Sheet(s)
<input type="checkbox"/> Product Certificate of Conformity /Mark of Conformity	<input type="checkbox"/> Manufacturer's Management System Registration Certificate

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 products.

Signed on this day of 20.....

Signature of applicant:

Capacity:

PART II: EVALUATION – FOR OFFICIAL USE ONLY

Payment Details:


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

b) Certification fee: N\$.....Date.....Receipt No:.....

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

1. Product manufacturing date:

Disclaimer:
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consignment from the date of approval and NSI will not be held responsible for delays caused by incomplete applications.**

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2. Product expiry date:

3. Product specifications:

4. Inspection certificate:

5. Commodity Test report:

6. Declaration of conformity:

7. Product label sample:

8. Direction(s) of product use:

9. Material safety datasheet:

10. General / relevant standard requirement:

11. Manufacturer's management system registration certificate:

12. Other:

a).....

b).....

c).....

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

.....

.....

.....

Application referred back to applicant for 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:

Disclaimer:
Attestation of conformity issued for imported products in respect of this application is valid for 21 days only per consignment from the date of approval and NSI will not be held responsible for delays caused by incomplete applications.

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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

Certification of imported products issued in respect of this application is valid for 21 days only for one consignment from the date of approval
Conditions for approval of this application are stipulated in Annexure A, and NSI will not be held responsible for delays caused by incomplete applications
*Country of Origin – Primary source of produce

Disclaimer:
Attestation of conformity issued for imported products in respect of this application is valid for 21 days only per consignment from the date of approval and NSI will not be held responsible for delays caused by incomplete applications.