

**APPLICATION FOR A PERMIT TO USE THE SLS MARK**

FM-CP-01

The Director General  
SRI LANKA STANDARDS INSTITUTION  
No. 17, Victoria Place  
Elvitigala Mawatha  
COLOMBO 08  
SRI LANKA.

for office use

DATE RECEIVED	
REFERENCE NUMBER	
NEW CERTIFICATION	
SCOPE EXTENSION	
RECERTIFICATION	

I/We hereby apply for a Permit to use the product certification mark (SLS Mark) under the Sri Lanka Standards Institution Act No. 06 of 1984 for the product manufactured/processed/treated by me/us.

The relevant particulars of product/commodity and my/our organization are given below.

**1. PRODUCT/COMMODITY:** (In relation to the application submitted)

**2. BRAND NAME OF THE PRODUCT/COMMODITY:**

**3. NAME OF THE APPLICANT** (Company and/or partners under which the product is manufactured/processed/treated)

**3.1. Head Office:**

a) Address:

b) Telephone:

Fax:

Email:

**3.2. Manufacturing Plant** (Where the product is manufactured/processed/treated):

a) Address:

b) Telephone:

Fax:

Email:

**3.3. Legal status of the Company:**

a) Registration authority:

b) Registration number and date:

c) VAT registration number (for Sri Lankan Applicants):

**4. NAME OF THE BRAND OWNER** (Owner of the brand in respect of the products manufactured/processed/treated)

a) Address:

b) Telephone:

Fax:

Email:

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**5. LIAISON OFFICER** (Person who is responsible for the work in connection with the Sri Lanka Standards Institution in relation to the product certification mark).

**5.1. Nominee**

a) Name:

b) Designation:

c) Telephone:

Fax:

Email:

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**5.2. Deputy**

a) Name:

b) Designation:

c) Telephone:

Fax:

Email:

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**6. DETAILS OF THE PRODUCT/COMMODITY**

**6.1.** Name of product or commodity (as given in the Sri Lanka Standard Specification):

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**6.2.** Relevant Sri Lanka Standard Specification to which the certification is required:

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**6.3.** Relevant Code of Practice, if applicable:

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**for new Certification** (only for new applicants)

**6.4.** Types, grades and/or sizes of which are being manufactured:

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**6.5.** Types, grades and/or sizes to which the certification is required:

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**for Recertification** (existing Permit holders who needs recertification)

**6.6.** Date of expiry of the existing certification:

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**6.7.** Types, grades and/or sizes of which are being manufactured:

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**6.8.** Scope of the certification (Types, grades and/or sizes certified):

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*for Scope Extension* (existing Permit holders who needs scope extension)

**6.9.** Types, grades and/or sizes of which are being manufactured:

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**6.10.** Scope of the existing Certification (Types, grades and/or sizes certified):

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**6.11.** Date of expiry of the existing certification:

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**6.12.** Types, grades and/or sizes to be included in to the existing scope of the certification:

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**7. QUALITY MANAGEMENT SYSTEM**

Please refer *Quality Management System Requirements for SLS mark Product Certification (GL-CP-01)* issued by the Sri Lanka Standards Institution and answer to the *PRE-CERTIFICATION QUESTIONNAIRE (FM-CP-02)*

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**8. CERTIFICATIONS** (Please indicate the available Product Certifications and Management System Certifications which cover the product/commodity of which certification is required):**8.1.** Product Certifications

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**8.2.** Management System Certifications

## a) Quality management System (ISO 9001)

I. Scope of certification:

II. Validity of certification:

III. Certification body:

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b) Food Safety Management System

I. Scope of certification:

II. Validity of certification:

III. Certification body:

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c) Others (ISO 14001, ISO 45001, GMP, HACCP etc.)

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### 9. DOCUMENTED INFORMATION TO BE SUBMITTED

Please submit the copies of the following documents along with the duly perfected Application (FM-CP-01) and Pre-Certification Questionnaire (FM-CP-02).

#### 9.1. Where the brand is owned by another party

- Legal status of the manufacturer (eg. Copy of the company registration)
- Legal status of the brand owner (eg. Copy of the company registration)
- Legal status of the brand (eg. Copy of the brand registration)
- Contractual agreement signed between the brand owner and the manufacturer
- A letter from the brand owner authorizing the manufacturer to manufacture the product under his brand name at the manufacturer's factory
- A letter indicating the party responsible for payments under this Product Certification Scheme (to be issued by the party who would be making the payments)
- Organizational structure and responsibilities of key persons of the manufacturer
- Process flow chart with inspection points, reference specifications, responsibilities etc. in relation to the manufacturing process (eg. Quality Plan)
- Copies of applicable certificates of Product Certifications and Management System Certifications\*

#### 9.2. Where the brand is owned by the manufacturer

- a), c), g), h), & i) of 9.1 above

**\*Note: ISO 9001 certificate is compulsory for overseas manufacturing plants. ISO 9001 certificate is an added qualification for local (Sri Lankan) manufacturing plants.**

### 10. DECLARATION BY APPLICANT

- In order to ensure conformity of the said product or commodity to the relevant Standard Specification, I/We undertake to operate a quality assurance and safety programme as recommended by the Sri Lanka Standards Institution.
- I/We agree to extend to the Sri Lanka Standards Institution all reasonable facilities at my/our command and also to pay all fees payable prior to the grant of certification/Permit.
- I am/We are conversant with the requirements of the Sri Lanka Standards Institution Act No. 6 of 1984 and the regulations framed thereunder. In the event of being issued a Permit to apply the product certification mark, I/We undertake to observe the provisions of this Act No. 6 and the regulations and the general and Specific Permit Conditions relating to the application of the product certification mark to the product or commodity specified above, as prescribed by the Director General or the officer authorized on that behalf by the Director General.
- In the event the Permit being suspended or cancelled, I/We undertake to cease with immediate effect the use of the product certification mark on any product or commodity covered by the Permit/certification and to withdraw all relevant advertising material and to take such other steps as may be necessary to fulfill the provisions of the aforesaid Act.

Signed at ..... on this ..... day of ..... 20.....  
(place) (day) (month) (year)

Signature of the Chief Executive Officer :

Name :

Designation :

for and on behalf of .....

[Name of the Applicant Organization]