	<b>UGANDA NATIONAL BUREAU OF STANDARDS</b> <b>Product Certification Scheme</b>	Document No: <b>PC/OF/001</b>	
		Document Title: <b>OPERATING FORM</b>	Issue No: 2
<b>APPLICATION FORM</b>			

**APPLICATION FOR PERMIT  
TO USE THE UGANDA STANDARD (US) CERTIFICATION MARK  
UNDER THE UGANDA NATIONAL BUREAU OF STANDARDS  
(CERTIFICATION) REGULATIONS, 1995**

(Please read terms & conditions on page 3 prior to accomplishing this form)

**CONFIDENTIAL WHEN COMPLETED**


Date \_\_\_\_\_

The Executive Director  
Uganda National Bureau of Standards  
Plot M217 Nakawa Industrial Area  
Kampala, Uganda.

Sir/ Madam,

In accordance with the Uganda National Bureau of Standards Certification Regulations of 1995, Statutory Instruments Supplements No. 25, Promulgated pursuant to the provision of Uganda National Bureau of Standards Act, No. 1, 1983, we hereby apply for the permit to use the Uganda Standard (US) Certification Mark in respect of the product(s) listed below.

1. Name of applicant company: \_\_\_\_\_
2. Office address and telephone/ fax No \_\_\_\_\_
3. Factory address:
  - 3.1 Telephone \_\_\_\_\_
  - 3.2 Fax \_\_\_\_\_
  - 3.3 Town and Street No. \_\_\_\_\_
  - 3.4 Plot No. \_\_\_\_\_
  - 3.5 Zone \_\_\_\_\_
4. Tax payer Identification No. \_\_\_\_\_ Date issued \_\_\_\_\_
5. Name of Managing Director / President / General Manager  
\_\_\_\_\_
6. Name and position of Person In charge of Quality \_\_\_\_\_  
\_\_\_\_\_
7. Telephone / fax No. of Person In charge of Quality \_\_\_\_\_  
\_\_\_\_\_

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8. Product(s): \_\_\_\_\_

\_\_\_\_\_

9. Type / description \_\_\_\_\_

\_\_\_\_\_

10. Brand name (s) of products \_\_\_\_\_

10.1 Do you: (a) own the trade name(s) or trade mark(s) or  
(b) do you use it (them) under licence or other authority?

\_\_\_\_\_

10.2 Incase of (b), do you have the necessary written authority to use  
the trade name or trade mark \_\_\_\_\_

11. Relevant Standard (s) used:

US: \_\_\_\_\_

Title: \_\_\_\_\_

US: \_\_\_\_\_

Title: \_\_\_\_\_

12. Plant capacity


12.1 Rated capacity \_\_\_\_\_

12.2 Actual capacity \_\_\_\_\_

13. Assets (in million shillings) \_\_\_\_\_ million

14. Volume of production during the last three (3) calendar years


Year	Production	Value
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We hereby abide with the foregoing terms and conditions of the permit to use the Certification Mark:

1. Every permit holder shall observe and abide by the provisions of the UNBS Act No. 1, 1983 and its implementing rules and regulations; Statutory regulations 1995 No. 25 and shall comply with any and all directions and orders which the Ministry of Trade and Industry and the Bureau may issue if necessity so warrants in pursuance with their authority under law;
2. Every permit shall ensure that the product in respect of which a Certification Mark is being used conforms at all times to the relevant standard, and for this purpose he shall establish and maintain to the satisfaction of the Bureau a system of control, including inspection and testing;
3. The permit holder shall maintain a complete and up-to-date record of such system of control, including inspection and testing, for the purpose of establishing, to the satisfaction of the Bureau, that such system of control is being consistently maintained. Every such record shall be made available for inspection by an assessor on demand and the permit holder shall, at the request of the assessor, permit the removal of such record to the premises of the Bureau for closer scrutiny;
4. The permit holder shall affix the Certification Mark only on certified product covered by a valid permit;
5. In cases of sub-contracts, permit holder shall assume full responsibility for the quality of sub-assemblies, semi - finished and finished products;
6. The permit holder shall give the assessor reasonable access during normal working hours to the premises wherein the product specified in the permit is manufactured for the purpose of evaluating materials, production processes, finished product, quality assurance facilities, records and others in accordance with the "Guidelines for the Uganda Standard (US) Certification Mark Licensing" as issued by the Bureau;
7. In case of transfer of the plant site, notice must be made within one month before such a transfer is accomplished. The permit shall be deemed valid only after factory and product assessment and evaluation of factory facilities at the new site by assessors show continued compliance with the Bureau's requirements and final approval by the Director;
8. Upon suspension or termination of the permit, the permit holder shall discontinue its use forthwith and withdraw all promotion and advertising matter, which contains any reference thereto.
9. Any intended modification in the product or manufacturing process shall be notified by the permit holder to the Bureau within one month prior to making such changes.
10. Every permit holder shall pay the corresponding fees and expenses as billed by the Bureau.
11. The permit holder shall also inform the Bureau on any change in the management of the company.

\_\_\_\_\_  
Signature over printed Name  
Managing Director / President / General Manager

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### DECLARATION AND SIGNATURE

We hereby submit the required 5 documents listed below to support our application for a permit to use the Uganda Standard (US) Certification Mark:

Document:

1. Certificate of Registration of the Business.
2. Organisational Chart / Structure.
3. Scheme of Inspection and Testing **[Form No. 2]**
4. Equipment maintenance programme
5. Copies of labels, markings, and logos etc as per requirements of relevant standard.

The undersigned declare(s) that he/she/they is/are fully conversant with and intend(s) to comply with the provisions of the Standards Act, 1983, the Regulations relating to Permit Fees and Certification Mark Permits framed there under, and the general and specific conditions under which UNBS issues a permit to apply a certification mark.

The undersigned declare(s) that he/she/they is/are properly authorised to make this application and to bind the applicant legally.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_


1. \_\_\_\_\_  
Signature & Stamp \_\_\_\_\_  
Designation

\_\_\_\_\_  
Name in block letters

2. \_\_\_\_\_  
Signature & Stamp \_\_\_\_\_  
Designation

\_\_\_\_\_  
Name in block letters

\_\_\_\_\_  
Permit Number and Date of issue

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## INSTRUCTIONS

1. This form shall be filled in triplicate and filed at the Uganda National Bureau of Standards (UNBS) Office with the following address:  
The Executive Director,  
Uganda National Bureau of Standards,  
Plot M217 Nakawa Industrial Area,  
P.O.BOX 6329,  
Kampala,  
Uganda.  
Tel. 041-222367, 041-505995, 031-262688  
Fax. 041-286123
  
2. The 5 documents required by this application shall have proper company approval.