



# 1. Instructions

1. Save to your desktop. Open with Adobe PDF Viewer (or similar), then complete the form.
2. Return the signed document and email to [certification@csiro.au](mailto:certification@csiro.au)

# 2. Terms of Service Delivery

This form should be completed with reference to the CSIRO Verification Services terms and conditions as contained in the following documents.

1. CSIRO Verification Services - ActivFire® Scheme Terms of Service.
  - a. for Domestic (Australian) Clients/Customers: [AF-D000.D](#)
  - b. for Foreign (International) Clients/Customers: [AF-D000.F](#)
2. Rules governing ActivFire® Scheme: [AF-D001](#)

# 3. Applicant<sup>1</sup>

The Producer, or business entity authorised by the Producer, initialising and/or facilitating a request and submission for the verification processes required to certify a product.

Are you a new applicant or an existing registrant that requires your details to be updated?		<input type="checkbox"/> Yes (Please complete the details below)	<input type="checkbox"/> No (Please provide your business entity names or business idx no., if known)	Business Idx no.:	
Legal name:				<sup>2</sup> Company registration num:	
Trading name:				<sup>3</sup> Aust. Business num. (ABN):	
Street address:				City:	
Country:				Postal code:	
Phone num.:		Website:		Email:	
<b>Applicant's contact details<sup>4</sup></b>					
First Name:			Last name:		
Middle name:			Title / pronouns:		
Position:			Email:		
Phone num.:			Mobile num.:		

<sup>1</sup> If the business entity of the Applicant is different to the Producer, CSIRO will require a letter from the Producer authorising the Applicant to act on the Producer's behalf for the application of ActivFire® certification of the products listed in this form.  
<sup>2</sup> Company registration number/code issued and verifiable by a statutory agency of the country designated in the company address.  
<sup>3</sup> Australian Business Number (ABN) as applicable to Australian Business entities.  
<sup>4</sup> If there are multiple contact personal, please provide all other associated contacts via email.



## 4. Producer

The business entity responsible for the design management, manufacturing specifications and quality management/control associated with the conformity and production of a product.

Is the Producer and Applicant the same business entity<sup>1</sup>?  Yes (Skip to section 5)  No (Please complete this section)

Legal name:		<sup>2</sup> Company registration num:	
Trading name:		<sup>3</sup> Aust. Business num. (ABN):	
Street address:		City:	
Country:		Postal code:	
Phone num.:		Website:	
		Email:	

### Producer's contact details<sup>4</sup>

First Name:		Last name:	
Middle name:		Title / pronouns:	
Position:		Email:	
Phone num.:		Mobile num.:	

## 5. Primary Manufacturing Unit (PMU)

The Producer, or a business entity contracted with the Producer, providing the total, substantive or final production/assembly process of a product.

Is the Producer and PMU the same business entity?  Yes (Skip to section 6)  No (Please complete this section)

Legal name:		<sup>2</sup> Company registration num:	
Trading name:		<sup>3</sup> Aust. Business num. (ABN):	
Street address:		City:	
Country:		Postal code:	
Phone num.:		Website:	
		Email:	

### PMU's contact details<sup>4</sup>

First Name:		Last name:	
Middle name:		Title / pronouns:	
Position:		Email:	
Phone num.:		Mobile num.:	



## 6. Secondary Manufacturing Unit

Are there more than one manufacturing units?		<input type="checkbox"/> Yes (Please complete this section <sup>5</sup> )		<input type="checkbox"/> No (Please skip to section 7)	
Legal name:		<sup>2</sup> Company registration num:			
Trading name:		<sup>3</sup> Aust. Business num. (ABN):			
Street address:		City:			
Country:		Postal code:			
Phone num.:		Website:		Email:	
<b>Manufacturing Units' contact details<sup>4</sup></b>					
First Name:		Last name:			
Middle name:		Title / pronouns:			
Position:		Email:			
Phone num.:		Mobile num.:			

## 7. Agent/Distributor<sup>6</sup>

A business entity, authorised by the Producer, that is designated on the Register as a point/source of supply and support for the certified product.

Is the Producer and Agent/Distributor the same business entity?		<input type="checkbox"/> Yes (Skip to section 8)		<input type="checkbox"/> No (Please complete this section)	
Legal name:		<sup>2</sup> Company registration num:			
Trading name:		<sup>3</sup> Aust. Business num. (ABN):			
Street address:		City:			
Country:		Postal code:			
Phone num.:		Website:		Email:	
<b>Agent/Distributor contact details<sup>4</sup></b>					
First Name:		Last name:			
Middle name:		Title / pronouns:			
Position:		Email:			
Phone num.:		Mobile num.:			

<sup>5</sup> If there are more than two manufacturing units, please provide details of the other manufacturing units via email.

<sup>6</sup> Agent(s)/distributor(s) shall be Australian business entit(y/ies) for products distributed in Australia, authorised by the Producer and as established in the course of the verification validation process.



## 8. Invoicing Details

Are the invoicing details different from the Applicant's contact details  Yes (Please complete this section)  No (Skip to section)

First Name:	<small>(If it is "Accounts Payable" enter "Accounts Payable")</small>	Last name:	
Middle name:		Title / pronouns:	
Position:		Email:	
Phone num.:		Mobile num.:	

## 9. Product Details

Enter the details of the products below and provide brochures or descriptive literature with product designation details.

No.	Trade Brand	Model / Series / System	Product Type	Conformance criteria (eg. AS 3786)	Product Description



## 10. Applicant’s Authorisation and Declaration

As the Applicant requesting registration of a product certification project, under the CSIRO Verification Services – ActivFire® Scheme, I acknowledge and accept the following.

1. I hereby certify that the information provided is true and correct to the best of my knowledge.
2. If the business entity of the Applicant is different to the Producer, I authorise CSIRO to contact the Producer of the product where necessary for the purposes of the evaluation and verification processes.
3. If the applicant cannot be validated, the applicant shall be rejected and notified accordingly.
4. The time required for processing of a project registration request, may increase if:
  - a. Research, referral, or consultation is necessary to determine appropriate standard(s)/specification(s), relevant to evaluating and verifying the conformity of the product(s) for regulatory/system design requirements or other intended purpose.
  - b. The type of product is of an unfamiliar, unusual, or complex technology or the scope of product(s) proposed for submission is ambiguous, incomplete or inadequately defined for the purposes of evaluation and verification.

Signed	By (Print name)	Date