

# Initial Assessment Application

1. Company Name *(Name to be used on certificate as the licence holder)*:  
Address:  
\_\_\_\_\_
2. Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ Website: \_\_\_\_\_
3. Name of Manufacturer *(if different from company Name)*  
Address:  
\_\_\_\_\_
4. Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ Website: \_\_\_\_\_
5. Select Building Codes *(Tick both if applicable)*  
 Building Code Australia (BCA)       New Zealand Building Code (NZBC)
6. Product description *(i.e., brief description of the product and materials used in its make.)*  
*(Please attach product brochure if available. Additional information and supporting documentation will be determined at a later stage during the application process)*  
\_\_\_\_\_  
\_\_\_\_\_
7. Intended use of product *(i.e., interior, exterior, cladding, loadbearing, non-loadbearing, flooring, wall lining, ceiling lining, and the like)*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Select Type of construction and/or specify Class of building as defined in the BCA in which the product is to be used *(if known)?*  
 Type A *(being the most fire-resistant)*     Type B       Type C *(being the least fire-resistant)*  
 Domestic     Residential     Commercial  
Comments:  
\_\_\_\_\_  
\_\_\_\_\_
9. What parts of the Building Code you are seeking conformance with *(if known)?*  
*(For example Fire, Thermal, Acoustics, structural, Weatherproofing etc.)*  
\_\_\_\_\_  
\_\_\_\_\_
10. Any conditions or limitations on the use of your product?  
\_\_\_\_\_  
\_\_\_\_\_
11. Has the product been independently tested to Australian standards? If so please list them below  
\_\_\_\_\_  
\_\_\_\_\_
12. If you have a documented Quality System, or if your product(s) have been certified, please provide details:  
\_\_\_\_\_  
\_\_\_\_\_
13. If you are an existing customer of SAI Global, please indicate your SAI Global License number(s):  
\_\_\_\_\_  
\_\_\_\_\_

# Initial Assessment Application

<b>Application fee</b>			
Total fee payable (Ex GST) AUD\$			
<b>Payment method (Kindly note: your application cannot be processed until receipt of fee payment)</b>			
<b>Cheque</b>	Cheques to be made payable to: <b>SAI Global Pty Limited (ABN 67 050 611 642)</b>		
	A cheque for \$	is attached	Cheque No. <span style="float: right;">Date</span>
<b>Credit Card</b>	Please note we only accept credit card payments over the phone to ensure your privacy is protected and to comply with the PCI (Payment Card Industry Data Security Standard). Australian payments: please phone: +61 2 8206 6800 during standard business hours Mon- Fri 9.00am-5.00pm (AEST). International payments: please correspond with your sales executive to arrange a time to accept payment		
<b>Telegraphic Transfer</b>	Bank Address	<b>Westpac Banking Corporation</b> Corner Market & Clarence Streets Sydney 2000 NSW	THE REMITTANCE ADVICE SHOULD BE FAXED, EMAILED OR MAILED QUOTING:
	Please make payment to:	Account Name BSB Number Account Number Swift Number	ATT: Business Development Manager Fax (+612) 8206 6032 Email <a href="mailto:product@sai-global.com">product@sai-global.com</a> <b>Organisation name:</b> <b>Type of service and date:</b> <b>Invoice number being paid (if applicable):</b> <b>Receipt of remittance advice details will minimise delays in processing your payment</b>
<b>Terms and Conditions</b>			
<ol style="list-style-type: none"> <li>The applicant warrants that the information provided in this application form is correct.</li> <li>The applicant acknowledges that it has received and agrees to abide by the following contractual documents: <ol style="list-style-type: none"> <li>SAI Global Terms and Conditions of Certification Services (including the Schedule of Fees where applicable);</li> <li>CodeMark Product Compliance Program; and</li> <li>Terms and Conditions of the Certification Mark Licence.</li> </ol> </li> <li>The applicant agrees that: <ol style="list-style-type: none"> <li>when SAI Global accepts this application in writing; or</li> <li>if the application is not accepted in writing, when SAI Global starts to supply Certification or Assessment Services to the applicant;</li> </ol> <p>there is a contract for the supply of Certification or Assessment Services upon the Terms and Conditions of Certification Services, including the applicant's obligation to pay all fees due in respect of the certification services, as calculated in accordance with either the Schedule of Fees or other agreement reached with SAI Global.</p> </li> <li>The applicant agrees that if SAI Global issues a certificate and licence to the organisation for the use of any Trade Marks (such as the StandardsMark), the organisation will use the Marks in accordance with the Certification Mark Licence Terms.</li> <li>This application remains valid for 12 months from the date at which the application was made, after which period the application will expire.</li> <li>All fees are non-refundable.</li> <li>"Managed Service" means complete project management by SAI Global of the certification process, from receipt of application to issue of certificate and includes: <ol style="list-style-type: none"> <li>selection and retention of suitably qualified and accredited laboratory;</li> <li>instructions to laboratory for nature and scope of testing;</li> <li>liaison with laboratory including in respect of testing processes, equipment, timing and test report;</li> <li>application of test report and results to audit process and certification decisions; and</li> <li>issue of certificate of conformity where appropriate.</li> </ol> </li> <li>The client indemnifies SAI Global from and against all expenses, losses, damages and costs (on a solicitor and own client basis and whether incurred by or awarded against SAI Global) that SAI Global may sustain or incur as a result, whether directly or indirectly, of any loss of or damage to any property or injury to or death of any person; <ol style="list-style-type: none"> <li>caused by any negligent act or omission or wilful misconduct of the Client or its officers and employees;</li> <li>arising out of or in connection with the Client's product, process or service that is the subject of testing.</li> </ol> </li> </ol>			
<b>Signed for and on behalf of organisation</b>	Signature of applicant or authorised officer of the organisation		Date
	Full name (BLOCK LETTERS)		Title
* Organisations may undergo a check on credit history through existing creditors and Credit Reporting Agencies. SAI Global reserves the right to reject any application.			
<b>Your Privacy</b>			
SAI Global Pty Limited and its related bodies corporate ("SAI Group") respect stakeholders' privacy at all times. When processing your order or application we collect personal information about you for the primary purpose of providing you with a high level of customer service. We may also use this information to inform you of other related products and services available from the SAI Group and to contact you in relation to these products and services. As we value your privacy we do not make your personal information available to other organisations without your explicit consent, and you have the right to gain access to this information. For more information please see our Privacy Policy on our website <a href="http://www.sai-global.com">www.sai-global.com</a> Please direct privacy related enquiries to the Chief Privacy Officer on (02) 8206 6000 or by e-mail: <a href="mailto:privacy.officer@sai-global.com">privacy.officer@sai-global.com</a>			