

PART ONE

1. Please indicate below the sector for which you are applying: Please tick (✓)

<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Services
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2. Confirmation of compliance with the eligibility criteria for the National Mark of Malaysian Brand Certification Programme:

- | | |
|---|--------------------------|
| (a) A minimum 3-Star rating under SME Corp. Malaysia SCORE Programme* which is still valid; | <input type="checkbox"/> |
| (b) Certified to ISO 9001 / MS 1900 / HACCP / ISO 22000 / IATF 16949 / ISO 13485 / CMMI (Level 3), ** accredited to ISO/IEC 17025 (for laboratories) or registered to GMP (Pharmaceutical) (Circle the applicable standard)
Others: _____ | <input type="checkbox"/> |
| (c) Business incorporated / registered under any of the following: | |
| * Companies Act 1965 (Act 125) (please submit Form 9, Form 24 and Form 49) or | <input type="checkbox"/> |
| * Registration of Businesses Act 1956 (Act 197); or | <input type="checkbox"/> |
| * Latest audited account of the company | <input type="checkbox"/> |
| (d) Malaysian equity ≥ 60% | <input type="checkbox"/> |
| (e) Operating from legal premises (Business License from Local Authority / Certificate of Practice by Professional Regulatory Bodies) | <input type="checkbox"/> |
| (f) Own registered brand(s) *** (Trademark Certificate) | <input type="checkbox"/> |
| (g) The company must have a good business performance (covering all aspects such as sales, profit & cash flow) for 3 consecutive years. | <input type="checkbox"/> |
| (h) The company must portray a Malaysian identity that represent company name, brand name and/or brand logo in which company must represent the Malaysian elements / identity / cultures and not seen to be promoting products / services from other countries. | <input type="checkbox"/> |

In the case of an application from an organization that not full filled the eligibility, SIRIM QAS International may in consultation with SME Corp. Malaysia will decide not to process the application. The potential application will be notified the results of the review.

3. If you have fulfilled all the eligibility criteria listed above, please proceed to fill up Part Two of the Request for Information (RFI).

Notes:

* If you are not under the SME Competitiveness Rating for Enhancement (SCORE) programme, please contact SME Corp. Malaysia at 03-27756000 or visit the website www.smecorp.gov.my for technical assistance.

** Certification body must be accredited by a recognized accreditation body such as Standards Malaysia, UKAS, etc. and the certification scope must be within the certification body's accredited scope.
If you are not certified to any of the above standard(s), please contact SIRIM QAS International at 03-55446403 or visit the website www.sirim-qas.com.my for assistance. Companies certified to other Standards may be accepted subject to verification on a case to case basis.

*** In the absence of evidence of registration of the brand(s) to be covered under the scope of certification, applicant shall, as a minimum, present evidence of application for trademark registration and a favourable search and examination report (observation report) issued by MyIPO.

**** Classification of SME organization:

Manufacturing:

Small = Sales turnover from RM300,000 to less than RM15mil OR employees from 5 to less than 75
Medium = Sales turnover from RM15mil to not exceeding RM50mil OR employees from 75 to not exceeding 200

Services and other sectors:

Small = Sales turnover from RM300,000 to less than RM3mil OR employees from 5 to less than 30
Medium = Sales turnover from RM3mil to not exceeding RM20mil OR employees from 30 to not exceeding 75

(For details on the current definition of SMEs, please refer to the SME Corp website www.smecorp.gov.my)



THE NATIONAL MARK OF MALAYSIAN BRAND CERTIFICATION PROGRAMME

REQUEST FOR INFORMATION (MANUFACTURING / SERVICES)



PART TWO

Please allow us to understand your business so that we can provide you with the best possible service.

PLEASE COMPLETE IN BLOCK LETTERS.

1. DETAILS OF APPLICANT

Name of Organization : _____
Division (if applicable) : _____
Commercial Name (if any) : _____
Correspondence Address : _____
Web-site (if any) : _____
Organization Registration No. (if applicable) : _____
Business License from Local Authority Certificate of Practice by Professional Regulatory Bodies : _____

Contact person (Top Management): Name, Position, Telephone, Fax No., E-mail
Contact person (Company Representative): Name, Position, Telephone, Fax No., E-mail

Describe the nature of your business / services offered by your company:

Confirmation of SME status: For Manufacturing, For Services, Status of organization, Woman-owned organization

Definition of Women-owned organization: i) >51% of shares owned by women; or ii) CEO/MD is a women (management control) and holding at least 10% of shares.

2. PRODUCT INFORMATION

(Please provide information listed below. Attach supplementary sheets if space provided is insufficient.)

Product(s) / Type of services offered : _____

Type(s) / Model (s) (for Manufacturing only) : _____

Trademark / Brand name (The applicant shall assume full responsibility for the right to use the mark / name declared) : _____

Trademark registration for products / brands sought for Malaysian Brand Certification Scheme : Trademark registration no. : _____

Trademark registration for products / brands sought for Malaysian Brand Certification Scheme registered in other countries : Please specify the country name and the trademark registration no. : _____

Standard(s) applicable to product / service(s) (if any) : _____

3. FACTORY / OPERATIONS INFORMATION

Please specify the manufacturing site for the product seeking certification. If more than one site is to be covered, please provide a separate list.

A: FOR MANUFACTURING

Address : _____

Activities : _____

No. of fulltime employees : _____

No. of shifts : _____

Estimated monthly output of product to be certified (quantity) : _____

Please attach:

- (i) Company organization chart
- (ii) Product labeling and product description brochures if available
- (iii) Evidence of certifications

B: FOR SERVICES

No. of fulltime employees : _____

No. of shifts : _____

No. of outlets/ branches : _____

Size of outlets/ branches (No. of fulltime employees) : _____

Location of outlets/ branches : _____

Nature of services for the outlets/ branches (if differ from headquarters) : _____

Please attach:

- (i) Company organization chart
- (ii) Service description brochure (if available)
- (iii) Address of outlets / branches (if differ from headquarters)
- (iv) Evidence of certifications

4. ACTIVITIES AND PROCESSES ON SITE

A: FOR MANUFACTURING

- (a) Please give details of processes in the manufacturing of the products or delivery of the services covered. *Please enclose relevant process flowcharts.*

- (b) List major activities which have been sub-contracted (if applicable).

B: FOR SERVICE

- (a) Please give general description of the service(s) offered including its features and advantages.

- (b) Please describe the type of customers of the service(s). (e.g. Individual, government agencies, financial institution, education sector, healthcare personnel etc.)

- (c) List major activities which have been sub-contracted (if any).

5. OTHER INFORMATION

Does your organization involved in ecommerce? Yes No

If **YES**, Please indicate the type of e-commerce platform that you firm is using for online business (*May choose more than one*)

- Online e-commerce marketplace
- | | |
|--------------------------|--------------------------------|
| <input type="checkbox"/> | 11street |
| <input type="checkbox"/> | Alibaba.com |
| <input type="checkbox"/> | amazon.com |
| <input type="checkbox"/> | eBay |
| <input type="checkbox"/> | LAZADA.com |
| <input type="checkbox"/> | Lelong.my |
| <input type="checkbox"/> | Mudah.my |
| <input type="checkbox"/> | Zalora.com |
| <input type="checkbox"/> | Others (Please specify: _____) |

E-commerce enabled own website

Please indicate if any language other than English or Bahasa Melayu is mainly used within the organization.

(Note: Please indicate whether it is feasible to conduct the audit in English and/or Bahasa Melayu. The use of any other language may require the use of translator(s)/ interpreter(s) for which there will be additional charges.)

Thank you for your co-operation in completing the request for information (RFI). Please ensure that all information requested have been provided to expedite the processing. Kindly submit the completed Request for Information (RFI) to:
 Head of Sales and Business Development, Management System Certification Department, SIRIM QAS International Sdn. Bhd.
 Address : Building 4, SIRIM Complex, No. 1, Persiaran Dato' Menteri, 40700 Shah Alam, Selangor Darul Ehsan, Malaysia.
 Email : ask.msc@sirim.my
 Fax : 603-5544 6787

Name of authorized representative responsible : _____
 for filling out this request for information (RFI)
 Date : _____

SIRIM Group is committed in ensuring the confidentiality, protection, security and accuracy of your personal information made available to SIRIM GROUP in accordance with the Personal Data Protection Act 2010. It is your obligation to ensure that all personal information submitted and retained is accurate, not misleading, updated and complete in all aspects. SIRIM Group and/or its employees or authorised officers or agents will not be responsible for any personal information submitted by you that is inaccurate, misleading, incomplete or not updated.
 Please refer to our Personal Data Protection Policy at <http://www.sirim.my/privacy> for further information.

FOR OFFICE USE ONLY:

Adequate information received: Proceed with contract review
 Request for quotation declined. Justification for declining:

Head/ Executive of Sales and Business Development : _____ Date : _____