# For office use

Chief Executive Office,

|  |  |
| --- | --- |
| **DATE RECEIVED**  |  |
|  **REFERENCE NUMBER**  |  |
|  **NEW CERTIFICATION**  |  |
|  **SCOPE EXTENSION**  |  |
|  **RECERTIFICATION**  |  |

National Cleaner Production Centre,

No:14/A,

Nalandarama Road,

Nugegoda, Sri Lanka.

I/We hereby apply for a permit to use the **Eco Label-Sri Lanka mark** for the products manufactured/processed/traded at

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[Registered Name of the Applicant Organization]

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

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1. **Product/Commodity:** (In respect of for which application is made)

 …………………………………………………………………………………………………………………………………………………………………………………

1. **Name** (Indicate the name under which application is made)

#  a) An Individual b) A Company c) A Partnership

 Full Name Full Registered Name Name of the Company and/or

 Full Names of Partners

 ……………………………………………………………………………………………………………………………………………………………………………………………………

1. **Registration Authority:** ................................................................................................................................................................

1. **Registration Number:** ..........................................................................**Date:** .........................................................................

1. **VAT Registration Number:** .......................................................................................................................................................

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **3. Address**

|  |  |  |
| --- | --- | --- |
| **3.1 Postal Address**  |  | **3.2 Factory Address**  |
|  |  | (Where the Product/Commodity is Manufactured) Attachement 01 |
| Tel: Fax: E-mail:  | : | Tel: Fax:  E-mail:  |

If there are other sites away from the factory premises are used for other processes related to the product, indicate them with related correspondence in an attached sheet.

1. **Product/Commodity** (Give Below Details)

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* 1. Name of Product or Commodity: (As given in the standard specification)

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* 1. Brand Name of the Product or Commodity:

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* 1. Registered Trade Mark:

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* 1. Relevant Standard Specification for the Product, if any:

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* 1. Relevant Code of Practice, if any:

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* 1. Types, Grades or Sizes, if relevant:

1. **Quality Assurance and Safety** (Please refer to FM-EL-02, Please briefly mention how quality assurance and safety are maintained):

1. **Product Environmental Criteria** (Please refer to the relevant Certification Requirements given in CC-EL-XX and briefly mention how the environmental aspects and impacts related to the product(s) are managed and maintained.)

1. **Product Functional Characteristics** (Please indicate whether the product or commodity conforms to the relevant standard specification; if no, please indicate how the product meets the relevant standard specification. Please attach a recent test report in both cases).

#  8. Production Figures

The estimates of the quantity and value of the aforesaid product or commodity manufactured/processed, to my/our knowledge are as follows. (This information will be treated strictly confidential and will not be divulged to any person or organization)

|  |  |  |
| --- | --- | --- |
| **Year**  |  | **Production**  |
|   | Quantity  |  | Value (LKR)  |
| Last three years  From to    Current year (estimated)  |   |  |   |

**9. Declare the Previous Involvement with NCPC Sri Lanka *(****Please describe the involvement of the company/relevant personnel with NCPC Sri Lanka in relation to the consultancy services, training,*

*certifications/verifications/validation services, and any other services obtained over the past two to three years***)**

|  |  |  |
| --- | --- | --- |
| **Involvement**  |  |  |
| *consultancy services* |  |  |
| *training* |  |  |
| *certifications/verifications/validation* |  |  |
| *any other services* |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# 10. Documented Information to be Submitted

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

1. Applicant company’s current business licence and/or legal registration;
2. Authorization letter from the manufacturer to deal with the product(s) seeking certification (if applying on the manufacturers’ behalf);
3. Applicant company’s profile including a profile of the manufacturing/packing/collecting/other facility; d) Location map of the site(s);
4. Site evaluation report and environmental recommendation for the site from CEA;
5. Manufacturer’s declaration of conformity to the certification scheme requirements;
6. Product description(s) and product photos;
7. Product manufacturing process and packaging details along with production process flowchart;
8. Product labelling details in compliance with the relevant rules and procedures;
9. Copy of permit issued by NCPC Sri Lanka to use the Eco label for the particular product or the company’s declaration on the product conformity, if available;
10. Recent (<12 months) test reports, technical reports and/or certifications, if any utilized by the applicant, manufacturer/packing facility or other normative environmental documents as applicable; and l) Payment of fees for application.

#  11. Declaration by the Applicant

11.1 In order to ensure conformity of the said product or commodity to the relevant Eco Labelling certification

criteria, I/We undertake to operate an environmental and energy saving programme as recommended by the NCPC Sri Lanka.

11.2 I/We agree to extend to the NCPC Sri Lanka all reasonable facilities at my/our command and also to pay

all fees payable prior to the grant of permit.

11.3 I am/ We are conversant with the requirements of the Eco Label Scheme of NCPC Sri Lanka and the

regulations framed thereunder. In the event of being issued a permit to apply the Eco Label Certification, I/We undertake to observe the provisions of this requirements and the regulations and the permit conditions relating to the application of the Eco Label certification to the product or commodity specified above, as prescribed by the Chief Executive Officer or the officer authorized on that behalf by the Chief Executive Officer.

11.4 In the event the permit being suspended or cancelled, I/We undertake to cease with immediate effect

the use of the Eco Label Certification on any product or commodity covered by the permit 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 ……………………. ………..  ......

 *(place) (day) (month) (year)*

Signature : …………………………………………………

 Name : …………………………………………………

Designation : …………………………………………………

 For and on behalf of ……………………………………………………………………………………………………………………..………

 [Name of the Applicant Organization]