

# APPLICATION TO APPLY THE SAPCS MARK

(CONFIDENTIAL)

## 1. APPLICANT

1.1 Registered name of business:

- \_\_\_\_\_

1.2 Name under which business is conducted (if different from 1.1)

- \_\_\_\_\_

1.3 Registration or identity number(s) (in the case of a partnership, furnish identity number of each partner and income tax registration numbers)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

1.4 Address to which permit and subsequent correspondence should be sent

- \_\_\_\_\_

1.5 Telephone

- \_\_\_\_\_

1.6 Fax

- \_\_\_\_\_

1.7 E-mail

- \_\_\_\_\_

## 2. ADDRESSES

2.1 Street address of factory / site at which the commodity is manufactured

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AND/OR**

2.2 Address of Head Office or Office site where records are kept, when appropriate

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**3. Technical specification in accordance with which the commodity is manufactured**

- 3.1 i) SANS: \_\_\_\_\_  
Title: \_\_\_\_\_
- ii) SANS: \_\_\_\_\_  
Title: \_\_\_\_\_
- iii) SANS: \_\_\_\_\_  
Title: \_\_\_\_\_
- iv) SANS: \_\_\_\_\_  
Title: \_\_\_\_\_

**4. Description of the commodity to which the SAPCS Mark will be applied**

- 4.1 i) Description .....  
Trade name (S) or trade mark(s) .....
- ii) Description .....  
Trade name (S) or trade mark(s) .....
- iii) Description .....  
Trade name (S) or trade mark(s) .....
- iv) Description .....  
Trade name (S) or trade mark(s) .....

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**4.2 Do you own the trade name(s) or trade mark(s) or do you use it (them) under licence or other authority?**

v) Mark the applicable reply:

**A) Own trade name or trade mark**

**B) Trade name or trade mark under licence/authority**

**In the case of (B), do you have the necessary written authority to use the trade name or trademark?**

**vi) Yes or No: \_\_\_\_\_ (Copy attached)**

**5. Public enquiries**

- vii) Should the applicant be successful, the organizations' details and specification to which compliance has been registered will be published on the SAPCS web page.
- viii) SAPCS shall upon request correctly state the status of registration whether active, suspended or withdrawn.

**6. Date of audit**

- Proposed audit date: \_\_\_\_\_

**7. Declaration of compliance**

7.1 The undersigned declares that he/they is/are fully conversant with and intends to comply with the provisions of the relevant SANS Specification(s), General Permit Conditions and the Specific Permit Conditions pertaining to Permit, Permit Fees and the SAPCS Mark Permit(s) issued there under.

7.2 The undersigned declares that he/they is/are properly authorized to make this application and to bind the applicant legally.

7.3 The undersigned hereby choose the following address as *domicilium citandi et executandi*.

.....

.....

The undersigned undertakes to inform SAPCS Pty Ltd. of any change to the above address in writing, by registered mail or fax, without delay, should the address change.

- Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Capacity**

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

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**8. Review of application**

- Confirmation that the application was reviewed by the Certification Manager/Director for compliance to contractual and capability requirements
- Confirmed final audit date: \_\_\_\_\_

**Certification Manager/Director**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

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## AGENDA

### 1. SAPCS MARK

- 1.1 The manufacturer of any commodity for which there is a mark specification may apply for permission to use the applicable SAPCS Mark on that commodity.
- 1.2 A SAPCS Mark may be applied only on the strength of a permit issued by SAPCS (Pty) Ltd in respect of a specific factory and trade name or trademark.

### 2. PREREQUISITES FOR PERMIT

- 2.1 The manufacturing facilities of an applicant must be assessed for compliance to specified requirements and approved by SAPCS (Pty) Ltd.
- 2.2 The applicant must maintain a level of quality management acceptable to SAPCS (Pty) Ltd in respect of the commodity concerned.
- 2.3 The commodity to which the applicant wishes to apply the SAPCS Mark must comply or be manufactured in accordance with the requirements of the applicable SANS specification(s).

### 3. EFFECT OF PERMIT

- 3.1 After the permit has been issued, continuous compliance with 2.2 and 2.3 above is monitored through regular audits and tests conducted by SAPCS (Pty) Ltd.
- 3.2 The specific trade name or trade mark set out in the permit must in future be used in conjunction with the SAPCS Mark; no deviation from the requirements of the technical specification is permitted and the commodity may only be sold without the SAPCS Mark if written consent has been obtained from SAPCS (Pty) Ltd.

### 4. APPLICATION FOR PERMIT

- 4.1 Application for a permit must be made on the prescribed form F 01, which must be submitted with an Application for a credit account (form CA01) if the client is not an existing client of SAPCS (Pty) Ltd.
- 4.2 An application for a permit expires after **6 months** if the applicant fails to comply with any of the requirements governing the issue of a permit.
- 4.3 Unless prior approval is given by SAPCS (Pty) Ltd for specific commodities to be grouped together for the purpose of an application, separate applications must be submitted in respect of commodities falling within the scope of different SAPCS Mark specifications.
- 4.4 If the commodity concerned is manufactured at more than one factory/site, a separate application must be submitted in respect of each factory/site.

### 5. APPLICATION AND PERMIT FEES

- 5.1 The applicant must pay an application fee, as determined by SAPCS (Pty) Ltd in respect of each application for a permit. This application fee is not refunded irrespective of whether the application is successful or not.
- 5.2 If a permit is granted, a royalty fee is payable to SAPCS (Pty) Ltd. The royalty fee is negotiated between the applicant and SAPCS (Pty) Ltd. If no commodity is manufactured during any particular month, the royalty fee is nevertheless payable.