Use this form to give your Notified Body permission to transfer assessment files to HPi-CEproof Ltd. for UKCA assessment of the CE certificates identified below.

|  |  |
| --- | --- |
| **Company Name** |  |

# Existing CE Certificates to be Transferred

*\*If the product has been modified since the previous approval, please provide details of the nature of the modifications in a separate document.*

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| --- | --- | --- | --- | --- | --- |
| **Notified Body & Certificate No.** | **Date** | **Product** | Mark “X” in the appropriate column | | |
| **New Cert. required** | **Product unmodified** | **Product modified\*** |
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# Declaration Regarding Complaints

It is an explicit requirement of the International Accreditation Federation’s procedure for transferring certificates[[1]](#footnote-1), that the person(s) applying for transfer, declare past complaints and actions taken regarding the compliance of the products whose certificates are being transferred. Indicate below whether this has occurred and provide details if ‘yes’.

|  |  |  |
| --- | --- | --- |
| Complaints have been received regarding the compliance of certified product(s) | Yes | No |
| Provide Details Here, if applicable: | | |

# Fees

HPiVS will issue a separate Agreement with a price for a scope of work.

# Client Declaration

On signing below you are:

1. **Giving consent** to your Notified Body to send a copy of all project documentation held on file to HPi-CEproof Ltd.
2. **Applying** for certification from HPi-CEproof Ltd.
3. **Committing** to:
   1. abide by HPi-CEproof’s standard terms and conditions which can be viewed at: <http://www.eucertification.com/notified-body/terms>
   2. provide HPi Verification Services (Ireland) Ltd with a copy of the latest audit report(s) (modules D/E/H and their derivatives, only)
4. **Declaring** that:
   1. all the information above is an accurate representation, and
   2. except where identified above, the products remain compliant with the Directive to which it was certified.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Date** |  |
| **Signature** |  | **Purchase order**  (if necessary) |  |
| **Email** |  | **Telephone** |  |

Please complete the following details and return to Technical Manager at office@hpi-ceproof.com.

If you have any queries regarding the details on this form, please telephone +44 1491 822818 for help.

1. IAF-MD 2:2017 [↑](#footnote-ref-1)