

How to Complete the Form- S-0002

This Guide will assist you to complete the application form S-0002 with sufficient information to minimise delays in processing your application. The application form, S-0002 should be the current version, if unsure check our website for the latest updates at www.saaapprovals.com.au. An incomplete application may be rejected so please take your time and carefully complete all details as requested below.

When to complete this form?

You will need to complete this form if your current Company details have been updated or you wish to transfer a Certificate from one company to another.

Once the certificate is transferred into the new name the previous owner of the Certificate has no legal rights in regard to the certificate and the new certificate holder becomes responsible for all the product sold under the certificate number. This includes product sold prior to the transfer.

Section 1. Application Details

Type of application: Click the applicable box and an "X" is automatically placed in the box or place "X" in the box if completing by hand.

Transfer (change of ownership) or **Change of Certificate Holder details:** Check the applicable box.
Enter current Certificate number.

Section 2. Certificate Holder Details

The details required in these fields are the details that are on the **existing** main Certificate.

- **Business name:** This is the **Certificate Holder's** business name.
- **Street address:** This is the registered street address for the business.
- **ABN/ACN/ARBN:** Australian applicants must include their Australian Business Number (ABN) or their Australian Company Number (ACN). International applicants should provide the Australian Registered Body Number (ARBN) under which they conduct business in Australia (if applicable).
- **Contact:** This is the contact details (name, phone, email) of the person who owns the business or is an employee of the business and has delegated authority to act for the business in electrical safety certification matters.

Section 2A. Transfer or Change of Certificate holder details

Enter in here the details of the change/s.

- **New Business name:** If the name of the Certificate holder is to change (change of ownership), enter the new business name that will appear on the main Certificate. This company will be legally responsible for the electrical equipment. The Certificate Holder must ensure the electrical equipment which is sold is identical to the electrical equipment type tested and registered on the certificate of approval.
- **New street address:** This is the new registered street address for the business.
- **New ABN/ACN/ARBN:** If changed from original, Australian applicants must include their Australian Business Number (ABN) or their Australian Company Number (ACN). International applicants should provide the Australian Registered Body Number (ARBN) under which they conduct business in Australia (if applicable).
- **New contact:** This is the new contact details (name, ph, email) of the person who owns the business, or is an employee of the business and has delegated authority to act for the business in electrical safety certification matters.

Section 3. Consultant Details

If a consultant or agent is being used, the consultant/agent must complete the details of their company. SAA will direct all communications relating to this application through the contact person named in this section.

Section 4. Product Details

The Certificate Holder must ensure the electrical equipment which is sold is identical to the electrical equipment type tested and registered on the Certificate.

When a certificate is transferred then only the Trade or Brand name and model number can be change. If any other details regarding the product need changing then an application for modification is required, see S-0001 – Application for New and/or Modification.

- **New Trade or brand name:** If a new trade name is to be used in conjunction with this application then it can be added here. If more than one name and insufficient room attach a separate sheet.
- **Main Model number/name:** If a new model number is required enter the information here.

NOTE: If you are changing the trade name and/or model number, please supply a copy of the new labels and Instruction Manual.

Section 5. Declaration by Original Certificate Holder

The original certificate holder must either sign the declaration or alternatively supply a **Letter of Transfer**. The Letter of Transfer must contain the following wording:-

"We, (insert company name), hereby authorise the transfer of SAA Certificate Number SAAxxxxxx and any Addendums to the following Company (insert name of company) of (insert company address)

We understand the Certificate issued in the name of the original certificate holder will be transferred from the date of issue of the new certificate.

We understand that once the Certificate is transferred we no longer have the writes to use this certificate."

The Letter of Transfer must be signed, dated, be on the company's letterhead and contain their seal/chop (if applicable).

Section 6. Declaration by New Applicant/Certificate Holder

If the application form is completed by the new Certificate Holder, this declaration must be signed by the owner of the business whose details appear in **Section 2A** or an authorised employee of that business who by their position or appointment has authority to act on behalf of the applicant. By signing the application form you are declaring that you have read and understood the Terms, Conditions and Obligations of the SAA Approvals Electrical Product Certification Scheme and will abide by them.

Section 7. Declaration by Consultant

This declaration must be signed by consultant authorised to obtain product certification on behalf of the new applicant. The Consultant must ensure the existing certificate holder and the new applicant, sign the required sections. Alternatively the existing Certificate holder and the new applicant can provide authorisation for the consultant to act on their behalf.

The consultant must ensure that the new applicant is supplied with the SAA Terms, Conditions and Obligations. If they have not signed in Section 6 above, attached to this application is a letter of authority signed by the new Certificate holder authorising me, the consultant, to act on their behalf and declaring they have read and understood the SAA Approvals Terms, Conditions and Obligations (Form S-0110) and agree to abide by them.

Section 8. Fee

No application will be commenced unless full payment is received.

The application fee is required at the time the application is submitted. A Tax Invoice/Receipt will be issued. All fees are non-refundable regardless of the outcome of the application as stated in the "SAA Approvals Conditions and Obligations".

The fee for an application will depend on the type of application you are making. The Schedule of SAA Approvals fees is available from www.saaapprovals.com.au.

You can pay by several methods.

- **Credit card:** complete the fee section of the form as per your card details. Please note that SAA Approvals respects your privacy and is committed to protecting your private information.



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- **Electronic Funds Transfer (EFT):** Our bank details are on the form and once payment is made forward a copy of the payment transaction to us by email or attach it to you application form.

Additional Information

Should any additional information be needed to assist in completion of the application please contact our office, details below.

APPLICATIONS TO:

Mail: Product Certification
SAA Approvals
PO Box 189
Cannon Hill QLD 4170
Australia

Email: productsafety@saaapprovals.com.au

NEED MORE INFORMATION?

Website: www.saaapprovals.com.au
Or write to: The General Manager
SAA Approvals Pty Ltd
PO Box 189
Cannon Hill QLD 4170
Australia

Email: info@saaapprovals.com.au

Ph: +61 7 3393 9455