

How to Complete the Form- S-0002

SAA Approvals is a certification body and are not approvals consultants. We specialise in providing fast efficient electrical product safety certification with guaranteed time frames. This allows companies to plan their product entry into the market efficiently. As such, SAA Approvals only provides assistance for completion of an application. A series of application guides are available to assist in completing our application forms and our website has a Frequently Asked Questions section that can also provide help. See contact details below.

It is recommended that if you are not familiar with the requirements of electrical product approval certification that you engage a specialised approvals consultant. These consultants know the regulatory requirements and understand the Electrical Product Approval Certification Scheme which may save you time and effort getting your product into the marketplace quickly.

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.

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.

If an alternative approval mark is used such as Regulatory Compliance Mark (RCM) then please provide details or check the RCM box.

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.
- **Postal address:** This is the business postal address if different from above.
- **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, ph, fax, 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 postal address:** This is the new postal address if applicable.
- **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, fax, 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.

A letter of authority for the consultant/agent to act on behalf of the applicant must be supplied. Alternatively, the new Certificate Holder must sign section 8b. When consultant details are provided all communications will be with the consultant and written correspondence will be sent to the postal address provided 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 the a new application is required.

- **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.

Section 5. General Modifications

If changes are required to the existing approval, other than the addition of new trade name or alternative model number when approval is transferred, then a separate Application for Modification Form S-0001 must be completed and submitted with the appropriate fee.

Section 6. Additional Models

If a model or models are required to be added to the existing approval then a separate Application for Modification Form S-0001 must be completed and submitted with the appropriate fee.

Section 7. Test Report Details

If changes are required to the existing approval then a separate Application for Modification Form S-0001 must be completed and submitted with the appropriate fee.

Section 8.a. Declaration by Original Certificate Holder

The original certificate holder must either sign the declaration or alternatively supply a **Letter of Transfer**. If the Certificate is being transferred, a letter authorising the transfer must be supplied from the original Certificate Holder or authorised person. **The application process cannot be commenced without this signed authorisation.** The Letter of Transfer must contain the following wording:-

"I hereby authorise the transfer of the Certificate and any Addendums to the name and address of the new Certificate holder (name and address of new certificate holder)

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

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

Section 8.b. Declaration by New 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 8.c. Declaration by Consultant

This declaration must be signed by consultant authorised to obtain product certification on behalf of the applicant. A copy of the letter of authorisation must accompany the application. Or alternative the new certificate holder can sign Section 8.b.

The consultant must ensure that the applicant is supplied with the SAA Terms, Conditions and Obligations and the applicant provides the consultant with a signed declaration as per above.



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Section 9. 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 for all payments and enclosed with the final letter. 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 SAA Approvals fee schedule (Form S-0030) is available on request or from www.saaapprovals.com.au.

You can pay by several methods.

- **Cheque:** to be submitted with the application form and to be made out to SAA Approvals.
- **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.
- **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 your application form or by fax.

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

Courier Address:

Product Certification Division
SAA Approvals Pty Ltd
5/20 Rivergate Place
Murarrie QLD 4172
Australia
Contact Ph: (07) 3393 9455

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