

SUPPORTING DOCUMENT
APPLICATION REQUIREMENTS FOR
PRODUCT CERTIFICATION
(OVERSEAS)

Reviewed by,

TTD

ADI IRFAN SHIDQY

Chief of Operational Certification

Tanggal: 1 September 2013

Approved by,

TTD

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**Chairman of Institute for Industrial
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Tanggal: 30 September 2013

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APPLICATION REQUIREMENTS FOR PRODUCT CERTIFICATION (OVERSEAS)

Document Requirements for Product Certification Application (new):

Application for certification of new product certificate is the application submitted by the applicant manufacturer for its product that does not have product certificate.

1. Application :
Application Letter (LSPro/DP-OPS-04) ^{a)};
 - ✓ company letter head
 - ✓ original signature
 - ✓ original company stamp
 - ✓ standard number
 - ✓ standard title
 - ✓ product brand
 - ✓ product type

2. Administration Requirements :
 - 2.1. Data and Application Review (LSPro/STD-OPS-02) ^{a)};
 - ✓ accordance to LSPro/STD-OPS-02
 - ✓ original signature
 - ✓ original company stamp
 - 2.2. Copy of certificate of incorporation (notary act) or similar document and its amendment if any (in the original language and Indonesian translated by a sworn translator);
 - ✓ copy of document in original language
 - ✓ document in Indonesian that has been translated by sworn translator, or shows the original, original or shows the original
 - ✓ company name and address must be in accordance to its application
 - 2.3. Copy of manufacturer's industrial/business permit or similar document (plant location and product scope are accordance to application request and still valid, in the original language and Indonesian translated by a sworn translator);
 - ✓ copy of document in original language
 - ✓ document in Indonesian that has been translated by sworn translator, or shows the original
 - ✓ company name and address accordance to its application
 - ✓ scope/product listed in manufacturer's industrial/business permit must be in accordance to the product which is applied for its application.
 - 2.4. Copy of certificate of incorporation (notary act) for responsible company/representative in Indonesia or similar document;
 - ✓ Name and address of the company must be accordance to its application
 - 2.5. Copy of NPWP (TAX ID, registered for responsible company/representative in Indonesia);
 - ✓ Name listed in NPWP is the company name or owner which is registered in Incorporation certificate

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2.6. If the Product has a brand :

- copy of brand registration certificate/brand registration letter from Directorate General for Intellectual Property (DGIP/HKI)
 - ✓ scope/product class listed in brand registration certificate/brand registration letter must be in accordance to the product which is applied for its certification
 - ✓ brand in accordance with application
 - ✓ the minimum validity period of brand registration certificate is one year before expired
- For the rights of brand holder who owner are not applicant manufacturer but other companies/individuals, therefore shall include MOU letter/Brand Assignment Letter/Letter of Brand Transference (LSPro/DP-OPS-07) ^{a)} between brand owner and applicant manufacturer or similar document;
 - ✓ name of brand owner
 - ✓ address of brand owner
 - ✓ number of brand certificate/brand registration letter issued by directorate general for intellectual property (DGIP/HKI)
 - ✓ brand name
 - ✓ product name
 - ✓ company name which is given rights of brand assignment
 - ✓ company address which is given rights of brand assignment
 - ✓ validity period is still valid
 - ✓ original signature of brand owner
- If the Brand Registration Letter issued more than two years, please attached a reference letter from DGIP/HKI;
 - ✓ Issued by Directorate General for Intellectual Property (DGIP/HKI)
 - ✓ Signed by authorized person in Directorate General for Intellectual Property (DGIP/HKI)

2.7. Letter of appointment of person for certification process (LSPro/DP-OPS-09) ^{a)};

- ✓ company letterhead
- ✓ name and position of authorized person who appoint
- ✓ name and address of company
- ✓ name and position of person who appointed
- ✓ signed and stamp by authorized person who appoint
- ✓ signed by person who appointed
- ✓ ID card number
- ✓ copy of ID card

2.8. Declaration of Product Owner Responsibility in Indonesia (LSPro/DP-OPS-12) ^{a)} from a company/a responsible representative in Indonesia;

- ✓ company letterhead
- ✓ name and position of person in charge in manufacturer
- ✓ name and address of manufacturer

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- ✓ name and position of person in charge which is acted as product owner responsibility in Indonesia
 - ✓ name and address of company which is acted as product owner responsibility in Indonesia
 - ✓ product name
 - ✓ brand name
 - ✓ original signature and stamp of manufacturer
 - ✓ original signature and stamp of product owner responsibility in Indonesia
- 2.9. Letter of coordinator appointment (LSPro/DP-OPS-08) ^{a)} for more than one representative;
- ✓ accordance to LSPro/DP-OPS-08
 - ✓ company letterhead
 - ✓ original signature
 - ✓ original company stamp
- 2.10. Declaration of ability to provide independent translator (LSPro/DP-OPS-11) ^{a)};
- ✓ accordance to LSPro/DP-OPS-11
 - ✓ company letterhead
 - ✓ original signature
 - ✓ original company stamp
- 2.11. Company/Manufacturer Layout (office, production plant, warehouse, etc. In Indonesian/English language);
- 2.12. Production Process Flowchart including QC in process (in Indonesian language);
- 2.13. Company Business Process Map (in Indonesian/English language) – in relation to the implementation of Quality Management System used;
- 2.14. Illustration of SNI/ST marking per brand on the product and/or the packaging (LSPro/DP-OPS-22);
- ✓ illustration of each brands and or types
 - ✓ SNI/ST Logo
 - ✓ standard number
 - ✓ LSPr-004-IDN code
- 2.15. Company Organizational Structure (in Indonesian/English language);
- 2.16. List of Inspection/Testing Equipments (LSPro/STD-OPS-03);
- ✓ name of inspection/testing equipments (type and brand of equipments)
 - ✓ number of equipments
 - ✓ measurement capacity
 - ✓ last calibration date
 - ✓ calibration frequency
3. Quality Management System Requirements:
- 3.1. Copy of Quality Manual (in Indonesian language);
- 3.2. Master List of Quality Management System Documentation (list of all procedures for company's Quality Management System in Indonesian language);
- 3.3. Copy of ISO 9001:2008 Quality Management System certificate (if any);

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- 3.4. Conformity Declaration Letter (LSPro/DP-OPS-05) ^{a)} ;
- ✓ accordance to LSPro/DP-OPS-05
 - ✓ company letterhead
 - ✓ original signature
 - ✓ original company stamp
- 3.5. Declaration letter of the latest implementation Audit Internal and Management Review Meeting;
- ✓ company letterhead
 - ✓ original signature
 - ✓ original company stamp
4. Additional product requirements (LSPro/DP-OPS-02), if any.

Notes :

- ^{a)} Documents to be submitted are original. If documents are copy of the original, the applicant must attach a Statement of Document Authenticity (LSPro/DP-OPS-10) and signed by a responsible company in Indonesia.
- ✓ accordance to LSPro/DP-OPS-10
 - ✓ company letterhead
 - ✓ original signature
 - ✓ original company stamp

APPLICATION REQUIREMENTS FOR PRODUCT CERTIFICATION (OVERSEAS)

Document Requirements for Product Certification Application (re-certification):

Application for re-certification of product certificate is the application submitted by the applicant manufacturer for its product which has been certified and to be renewed.

1. Application :
 - Application Letter (LSPro/DP-OPS-04) ^{a)};
 - ✓ company letter head
 - ✓ original signature
 - ✓ original company stamp
 - ✓ standard number
 - ✓ standard title
 - ✓ product brand
 - ✓ product type

2. Administration Requirements :
 - 2.1. Data and Application Review (LSPro/STD-OPS-02) ^{a)};
 - ✓ accordance to LSPro/STD-OPS-02
 - ✓ original signature
 - ✓ original company stamp
 - 2.2. Copy of certificate of incorporation (notary act) or similar document and its amendment if any (in the original language and Indonesian translated by a sworn translator);
 - ✓ If nothing changed, archive document can be use(must be verified)
 - ✓ copy of document in original language
 - ✓ copy of document in Indonesian that has been translated by sworn translator, or shows the original
 - ✓ name and address of company must be in accordance to its application
 - 2.3. Copy of manufacturer's industrial/business permit or similar document (plant location and product scope are accordance to application request and still valid, in the original language and in Indonesian translated by a sworn translator);
 - ✓ if nothing changed, archive document can be use(must be verified)
 - ✓ copy of document in original language
 - ✓ document in Indonesian that has been translated by sworn translator, or shows the original
 - ✓ company name and address accordance to its application
 - ✓ scope/product listed in manufacturer's industrial/business permit must be in accordance to the product which is applied for its application.
 - 2.4. Copy of certificate of incorporation (notary act) for responsible company/representative in Indonesia or similar document and its amendment if any;
 - ✓ if nothing changed, archive document can be use(must be verified)
 - ✓ name and address of the company must be accordance to its application

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- 2.5. Copy of NPWP (TAX ID, registered for responsible company/representative in Indonesia);
- ✓ if nothing changed, archive document can be use(must be verified)
 - ✓ name listed in NPWP is the company name or owner which is registered in incorporation certificate
- 2.6. If the Product has a Brand:
- Copy of Brand Registration Certificate/Brand Registration Letter from Directorate General for Intellectual Property (DGIP/HKI);
 - ✓ if nothing changed, archive document can be use(must be verified)
 - ✓ scope/product class listed in brand registration certificate/brand registration letter must be in accordance to the product which is applied for its certification
 - ✓ brand in accordance with application
 - ✓ the minimum validity period of brand registration certificate is one year before expired
 - For the rights of brand holder who owner are not applicant manufacturer but other companies/individuals, therefore shall include MOU letter/Brand Assignment Letter/Letter of Brand Transference (LSPro/DP-OPS-07) ^{a)} between brand owner and applicant manufacturer or similar document;
 - ✓ if nothing changed, archive document can be use(must be verified)
 - ✓ name of brand owner
 - ✓ address of brand owner
 - ✓ number of brand certificate/brand registration letter issued by Directorate General for Intellectual Property (DGIP/HKI)
 - ✓ brand name
 - ✓ product name
 - ✓ company name which is given rights of brand assignment
 - ✓ company address which is given rights of brand assignment
 - ✓ validity period is still valid
 - ✓ original signature of brand owner
 - If the Brand Registration Letter issued more than two years, please attached a reference letter from DGIP/HKI;
 - ✓ issued by Directorate General for Intellectual Property (DGIP/HKI)
 - ✓ signed by authorized person in Directorate General for Intellectual Property (DGIP/HKI)
- 2.7. Letter of appointment of person for certification process (LSPro/DP-OPS-09) ^{a)};
- ✓ company letterhead
 - ✓ name and position of person who appoint
 - ✓ name and address of company who appoint
 - ✓ name and position of person who appointed
 - ✓ original signed and stamp by company who appoint
 - ✓ signed by person who appointed
 - ✓ ID card number

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- ✓ copy of ID card
- 2.8. Declaration of Product Owner Responsibility in Indonesia (LSPro /DP-OPS-12) ^{a)} from a company/a responsible representative in Indonesia;
 - ✓ company letterhead
 - ✓ name and position of person in charge in manufacturer
 - ✓ name and address of manufacturer
 - ✓ name and position of person in charge which is acted as product owner responsibility in Indonesia
 - ✓ name and address of company which is acted as product owner responsibility in Indonesia
 - ✓ product name
 - ✓ brand name
 - ✓ original signature and stamp (if any) of manufacturer
 - ✓ original signature and stamp of product owner responsibility in Indonesia
- 2.9. Letter of appointment of coordinator (LSPro/DP-OPS-08) ^{a)} for more than one representative;
 - ✓ accordance to LSPro/DP-OPS-08
 - ✓ company letterhead
 - ✓ original signature
 - ✓ original company stamp
- 2.10. Declaration of ability to provide independent translator (LSPro/DP-OPS-11) ^{a)};
 - ✓ accordance to LSPro/DP-OPS-11
 - ✓ company letterhead
 - ✓ original signature
 - ✓ original company stamp
- 2.11. Company/Manufacturer Layout (office, production plant, warehouse, etc. In Indonesian/English language);
 - ✓ if nothing changed, archive document can be use (must be verified)
- 2.12. Production Process Flowchart including QC in process (in Indonesian language);
 - ✓ if nothing changed, archive document can be use(must be verified)
- 2.13. Company Business Process Map (in Indonesian/English language) – in relation to the implementation of Quality Management System used;
 - ✓ if nothing changed, archive document can be use(must be verified)
- 2.14. Illustration of SNI/ST marking per brand on the product and/or the packaging (LSPro/DP-OPS-22);
 - ✓ if nothing changed, archive document can be use(must be verified)
 - ✓ illustration of each brands and or types
 - ✓ SNI/ST logo
 - ✓ standard number
 - ✓ LSPr-004-IDN code
- 2.15. Company Organizational Structure (in Indonesian/English language);
 - ✓ if nothing changed, archive document can be use(must be verified)

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- 2.16. List of Inspection/Testing Equipments (LSPro/STD-OPS-03);
- ✓ name of inspection/testing equipments (type and brand of equipments)
 - ✓ number of equipments
 - ✓ measurement capacity
 - ✓ last calibration date
 - ✓ calibration frequency
3. Quality Management System Requirements:
- 3.1. Copy of Quality Manual (in Indonesian language);
- 3.2. Master List of Quality Management System Documentation (list of all procedures for company's Quality Management System in Indonesian language);
- 3.3. Copy of ISO 9001:2008 Quality Management System certificate (if any);
- 3.4. Conformity Declaration Letter (LSPro/DP-OPS-05)^{a)};
- ✓ accordance to LSPro/DP-OPS-05
 - ✓ company letterhead
 - ✓ original signature
 - ✓ original company stamp
4. Additional product requirements (LSPro/DP-OPS-02), if any.

Notes :

- ^{a)} Documents to be submitted are original. If documents are copy of the original, the applicant must attach a Statement of Document Authenticity (LSPro-Pustan/DP-76) and signed by a responsible company in Indonesia.
- ✓ Accordance to LSPro/DP-OPS-10
 - ✓ Company letterhead
 - ✓ Original signature
 - ✓ Original company stamp

APPLICATION REQUIREMENTS FOR PRODUCT CERTIFICATION (OVERSEAS)

Document Requirements for Product Certification Application (brand extension):

Application for certification of brand extension is the application submitted by the applicant manufacturer for its product for addition of brand which has been certified.

1. Application :

Application Letter (LSPro/DP-OPS-04) ^{a)};

- ✓ company letter head
- ✓ original signature
- ✓ original company stamp
- ✓ standard number
- ✓ standard title
- ✓ product brand
- ✓ product type

2. Administration Requirements :

2.1. Brand :

- Copy of Brand Registration Certificate/Brand Registration Letter from Directorate General for Intellectual Property (DGIP/HKI);
 - ✓ scope/product class listed in brand registration certificate/brand registration letter must be in accordance to the product which is applied for its certification
 - ✓ brand in accordance with application
 - ✓ the minimum validity period of brand registration certificate is one year before expired
- For the rights of brand holder who owner are not applicant manufacturer but other companies/individuals, therefore shall include MOU letter (LSPro /DP-OPS-07) ^{a)} between brand owner and applicant manufacturer or similar document;
 - ✓ name of brand owner
 - ✓ address of brand owner
 - ✓ number of brand certificate/brand registration letter issued by Directorate General for Intellectual Property (DGIP/HKI)
 - ✓ brand name
 - ✓ product name
 - ✓ company name which is given rights of brand assignment
 - ✓ company address which is given rights of brand assignment
 - ✓ validity period is still valid
 - ✓ original signature of brand owner
- If the Brand Registration Letter issued more than two years, please attached a reference letter from DGIP/HKI;

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- ✓ issued by Directorate General for Intellectual Property (DGIP/HKI)
 - ✓ signed by authorized person in Directorate General for Intellectual Property (DGIP/HKI)
- 2.2. Declaration of Product Owner Responsibility in Indonesia (LSPro/DP-OPS-12) ^{a)} from a company/a responsible representative in Indonesia;
- ✓ company letterhead
 - ✓ name and position of person in charge in manufacturer
 - ✓ name and address of manufacturer
 - ✓ name and position of person in charge which is acted as product owner responsibility in Indonesia
 - ✓ name and address of company which is acted as product owner responsibility in Indonesia
 - ✓ product name
 - ✓ brand name
 - ✓ original signature and stamp (if any) of manufacturer
 - ✓ original signature and stamp of product owner responsibility in Indonesia
- 2.3. Illustration of SNI/ST marking per brand on the product and/or the packaging (LSPro/DP-OPS-22);
- ✓ illustration of each brands and or types
 - ✓ SNI/ST logo
 - ✓ standard number
 - ✓ LSPr-004-IDN code
3. Additional product requirements (LSPro/DP-OPS-02), if any.

Notes :

- ^{a)} Documents to be submitted are original. If documents are copy of the original, the applicant must attach a Statement of Document Authenticity (LSPro/DP-OPS-10) and signed by a responsible company in Indonesia.
- ✓ Accordance to LSPro/DP-OPS-10
 - ✓ Company letterhead
 - ✓ Original signature
 - ✓ Original company stamp

APPLICATION REQUIREMENTS FOR PRODUCT CERTIFICATION (OVERSEAS)

Document Requirements for Product Certification Application (type addition):

Application for certification of type addition is the application submitted by the applicant manufacturer for its product for addition of type which has been certified.

1. Application letter :
Application Letter (LSPro/DP-OPS-04) ^{a)};
 - ✓ company letter head
 - ✓ original signature
 - ✓ original company stamp
 - ✓ standard number
 - ✓ standard title
 - ✓ product brand
 - ✓ product type

2. Additional product requirements (LSPro/DP-OPS-02), if any.

Notes :

- ^{a)} Documents to be submitted are original. If documents are copy of the original, the applicant must attach a Statement of Document Authenticity (LSPro/DP-OPS-10) and signed by a responsible company in Indonesia.
- ✓ Accordance to LSPro/DP-OPS-10
 - ✓ Company letterhead
 - ✓ Original signature
 - ✓ Original company stamp

APPLICATION REQUIREMENTS FOR PRODUCT CERTIFICATION (OVERSEAS)

Document Requirements for Product Certification Application (product extension):

Application for certification of product extension is the application submitted by the applicant manufacturer for its product for product extension which has been certified.

1. Application :

Application Letter (LSPro/DP-OPS-04) ^{a)};

- ✓ company letter head
- ✓ original signature
- ✓ original company stamp
- ✓ standard number
- ✓ standard title
- ✓ product brand
- ✓ product type

2. Administration Requirements :

2.1. Data and Application Review (LSPro/STD-OPS-02) ^{a)};

- ✓ accordance to LSPro/STD-OPS-02
- ✓ original signature
- ✓ original company stamp

2.2. Copy of manufacturer's industrial/business permit or similar document (plant location and product scope are accordance to application request and still valid, in the original language and Indonesian translated by a sworn translator);

- ✓ If scope of product already listed in the archive document, archive document can be use (must be verified)
- ✓ copy of document in original language
- ✓ copy of document in Indonesian that has been translated by sworn translator, or shows the original
- ✓ company name and address accordance to its application
- ✓ scope/product listed in manufacturer's industrial/business permit must be in accordance to the product which is applied for its application

2.3. If the Product has a brand :

- Copy of Brand Registration Certificate/Brand Registration Letter from Directorate General for Intellectual Property (DGIP/HKI);
 - ✓ if nothing changed, archive document can be use(must be verified)

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- ✓ scope/product class listed in brand registration certificate/brand registration letter must be in accordance to the product which is applied for its certification
 - ✓ the minimum validity period of brand registration certificate is one year before expired
 - For the rights of brand holder who owner are not applicant manufacturer but other companies/individuals, therefore shall include MOU letter (LSPro /DP-OPS-07) ^{a)} between brand owner and applicant manufacturer or similar document;
 - ✓ If nothing changed, archive document can be use(must be verified)
 - ✓ name of brand owner
 - ✓ address of brand owner
 - ✓ number of brand certificate/brand registration letter issued by Directorate General for Intellectual Property (DGIP/HKI)
 - ✓ brand name
 - ✓ product name
 - ✓ company name which is given rights of brand assignment
 - ✓ company address which is given rights of brand assignment
 - ✓ validity period is still valid
 - ✓ original signature of brand owner
 - If the Brand Registration Letter issued more than two years, please attached a reference letter from DGIP/HKI;
 - ✓ issued by Directorate General for Intellectual Property (DGIP/HKI)
 - ✓ signed by authorized person in Directorate General for Intellectual Property (DGIP/HKI)
- 2.4. Declaration of product owner responsibility in Indonesia (LSPro/DP-OPS-12) ^{a)} from a company/a responsible representative in Indonesia;
- ✓ company letterhead
 - ✓ name and position of person in charge in manufacturer
 - ✓ name and address of manufacturer
 - ✓ name and position of person in charge which is acted as product owner responsibility in Indonesia
 - ✓ name and address of company which is acted as product owner responsibility in Indonesia
 - ✓ product name
 - ✓ brand name
 - ✓ original signature and stamp of manufacturer
 - ✓ original signature and stamp of product owner responsibility in Indonesia
- 2.5. Company/Manufacturer Layout (office, production plant, warehouse, etc. In Indonesian/English language);
- 2.6. Production Process Flowchart including QC in process (in Indonesian language);

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- 2.7. Illustration of SNI/ST marking per brand on the product and/or the packaging (LSPro/DP-OPS-22);
- ✓ illustration of each brands and or types
 - ✓ SNI/ST logo
 - ✓ standard number
 - ✓ LSPr-004-IDN code
- 2.8. Company Organizational Structure (in Indonesian/English language);
- ✓ if nothing changed, archive document can be use(must be verified)
- 2.9. List of Inspection/Testing Equipments (LSPro/STD-OPS-03);
- ✓ name of inspection/testing equipments (type and brand of equipments)
 - ✓ number of equipments
 - ✓ measurement capacity
 - ✓ last calibration date
 - ✓ calibration frequency
3. Additional product requirements (LSPro/DP-OPS-02) ^{a)}, if any

Notes :

- ^{a)} Documents to be submitted are original. If documents are copy of the original, the applicant must attach a Statement of Document Authenticity (LSPro/DP-OPS-10) and signed by a responsible company in Indonesia.
- ✓ accordance to LSPro/DP-OPS-10
 - ✓ company letterhead
 - ✓ original signature
 - ✓ original company stamp

APPLICATION REQUIREMENTS FOR PRODUCT CERTIFICATION (OVERSEAS)

Changes of data which is listed in certificate

Change of Company Name :

1. Application letter;
 - ✓ company letterhead
 - ✓ old company name
 - ✓ new company name
 - ✓ original signature and stamp

2. Copy of certificate of incorporation (notary act) or similar document and its amendment if any (in the original language and Indonesian translated by a sworn translator);
 - ✓ copy of document in original language
 - ✓ document in Indonesian that has been translated by sworn translator, or shows the original
 - ✓ name and address of company must be in accordance to its application.

3. Copy of manufacturer's industrial/business permit or similar document (plant location and product scope are accordance to application request and still valid, in the original language and Indonesian translated by a sworn translator) *;
 - ✓ copy of document in original language
 - ✓ document in Indonesian that has been translated by sworn translator, or shows the original
 - ✓ company name and address accordance to its application
 - ✓ scope/product listed in manufacturer's industrial/business permit must be in accordance to the product which is applied for its application

4. Copy of Brand Registration Certificate/Brand Registration Letter from Directorate General for Intellectual Property (DGIP/HKI) - (except for intermediate products and product in bulk form) *;
 - ✓ scope/product class listed in brand registration certificate/brand registration letter must be in accordance to the product which is applied for its certification
 - ✓ name of brand owner in accordance to the company which is applied for its certification

5. Brand Transference Letter/MOU letter (LSPro/DP-OPS-07)^{a)}, if the brand holder who owner are not applicant manufacturer but other companies/individuals or similar document;
 - ✓ name of brand owner
 - ✓ address of brand owner

APPLICATION REQUIREMENTS FOR PRODUCT CERTIFICATION (OVERSEAS)

- ✓ number of brand certificate/brand registration letter issued by Directorate General for Intellectual Property (DGIP/HKI)
 - ✓ brand name
 - ✓ product name
 - ✓ company name which is given rights of brand assignment
 - ✓ company address which is given rights of brand assignment
 - ✓ validity period is still valid
 - ✓ original signature of brand owner
6. Declaration of Product Owner Responsibility in Indonesia (LSPro/DP-OPS-12) ^{a)} from a company/a responsible representative in Indonesia;
- ✓ company letterhead
 - ✓ name and position of person in charge in manufacturer
 - ✓ name and address of manufacturer
 - ✓ name and position of person in charge which is acted as product owner responsibility in Indonesia
 - ✓ name and address of company which is acted as product owner responsibility in Indonesia
 - ✓ product name
 - ✓ brand name
 - ✓ original signature and stamp of manufacturer
 - ✓ original signature and stamp of product owner responsibility in Indonesia
7. Copy of Quality Manual (in Indonesian language);

Notes :

- ^{a)} Documents to be submitted are original. If documents are copy of the original, the applicant must attach a Statement of Document Authenticity (LSPro/DP-OPS-10) and signed by a responsible company in Indonesia.
- ✓ accordance to LSPro/DP-OPS-10
 - ✓ company letterhead
 - ✓ original signature
 - ✓ original company stamp
- * Documents can be delivered before the next surveillance audit, except there are acceptable reasons relating to provision/regulation/policy from another government institution (such as brand certificate or Industrial license).

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Change of Company Address :

1. Application letter;
 - ✓ company letterhead
 - ✓ old company name
 - ✓ new company name
 - ✓ original signature and stamp

2. Copy of certificate of incorporation (notary act) or similar document and its amendment if any (in the original language and Indonesian translated by a sworn translator);
 - ✓ copy of document in original language
 - ✓ document in Indonesian that has been translated by sworn translator, or shows the original
 - ✓ name and address of company must be in accordance to its application

3. Declaration of Product Owner Responsibility in Indonesia (LSPro/DP-OPS-12) ^{a)} from a company/a responsible representative in Indonesia;
 - ✓ company letterhead
 - ✓ name and position of person in charge in manufacturer
 - ✓ name and address of manufacturer
 - ✓ name and position of person in charge which is acted as product owner responsibility in Indonesia
 - ✓ name and address of company which is acted as product owner responsibility in Indonesia
 - ✓ product name
 - ✓ brand name
 - ✓ original signature and stamp of manufacturer
 - ✓ original signature and stamp of product owner responsibility in Indonesia

4. Copy of Quality Manual (in Indonesian language), if company address listed in Quality Manual.

Notes :

- ^{a)} Documents to be submitted are original. If documents are copy of the original, the applicant must attach a Statement of Document Authenticity (LSPro/DP-OPS-10) and signed by a responsible company in Indonesia.
- ✓ accordance to LSPro/DP-OPS-10
 - ✓ company letterhead
 - ✓ original signature

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- ✓ original company stamp
- * Documents can be delivered before the next surveillance audit, except there are acceptable reasons relating to provision/regulation/policy from another government institution (such as brand certificate or Industrial license).

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Change of Director's name :

1. Application letter;
 - ✓ company letterhead
 - ✓ old company name
 - ✓ new company name
 - ✓ original signature and stamp

2. Copy of certificate of incorporation or similar document and its amendment if any (in the original language and Indonesian translated by a sworn translator);
 - ✓ copy of document in original language
 - ✓ document in Indonesian that has been translated by sworn translator, or shows the original
 - ✓ name and address of company must be in accordance to its application.

APPLICATION REQUIREMENTS FOR PRODUCT CERTIFICATION (OVERSEAS)

Change of name and or address's Product Owner Responsibility in Indonesia :

1. Application letter;
 - ✓ company letterhead
 - ✓ old company name
 - ✓ new company name
 - ✓ original signature and stamp

2. Copy of NPWP (TAX ID, registered for responsible company/representative in Indonesia);
 - ✓ name listed in NPWP is the company name or owner which is registered in Incorporation certificate

3. Copy of certificate of incorporation for responsible company/representative in Indonesia or similar document;
 - ✓ name and address of the company must be accordance to its application

4. Declaration of Product Owner Responsibility in Indonesia (LSPro/DP-OPS-12) ^{a)} from a company/a responsible representative in Indonesia;
 - ✓ company letterhead
 - ✓ name and position of person in charge in manufacturer
 - ✓ name and address of manufacturer
 - ✓ name and position of person in charge which is acted as product owner responsibility in Indonesia
 - ✓ name and address of company which is acted as product owner responsibility in Indonesia
 - ✓ product name
 - ✓ brand name
 - ✓ original signature and stamp of manufacturer
 - ✓ original signature and stamp of product owner responsibility in Indonesia

Notes :

- ^{a)} Documents to be submitted are original. If documents are copy of the original, the applicant must attach a Statement of Document Authenticity (LSPro/DP-OPS-10) and signed by a responsible company in Indonesia.
- ✓ accordance to LSPro/DP-OPS-10
 - ✓ company letterhead
 - ✓ original signature

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- ✓ original company stamp
- * Documents can be delivered before the next surveillance audit, except there are acceptable reasons relating to provision/regulation/policy from another government institution (such as brand certificate or Industrial license).