



Ruj. Tuan :
Ruj. Kami : S/KKA/600-3/1 JLD.6 (45)
Tarikh : 12th August 2020

Attention:
All applicants for Water Supply Product Certification

Dear Sir/ Madam,

SUBMISSION OF BUSINESS TRADING LICENCE FOR THE APPLICATION OF WATER SUPPLY PRODUCT CERTIFICATION

Reference is made to the above-mentioned subject.

2. Please be informed that our Ministry is now in the process of improving the application process for Water Supply Product Certification, whereby the current online system will be replaced by more structured and permanent system (the name of the system will be officially announced by our Ministry soon). With this new system, applicants will be able to apply or renew their Water Supply Product Certificates online and upload the necessary documents.

3. As part of the improvement process, we seek cooperation from all Water Supply Product Certificate holders to provide us with a copy of the **Business Trading Licence** of your company as this is one of the criteria which are mandatory for our new online application system.

4. Applicants are also required to upload the documents as listed in Appendix 1. At the moment we still require hard copies of these documents to be submitted to our Ministry together with the application letter as shown in Appendix 2.

5. Kindly send a copy of the licence as mentioned in paragraph 3 above via fax to the secretariat of Technical Permanent Sub-Committee at 082-551107 or email the scanned copy of the licence to the contact officers listed below. Your kind attention and cooperation would therefore be greatly appreciated.

Thank you.

“BERSATU BERUSAHA BERBAKTI”

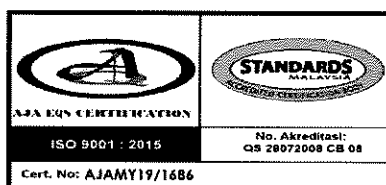
‘An Honour to Serve’

(DATU IR. ALICE JAWAN)

Setiausaha Tetap

Kementerian Utiliti Sarawak

Contact officer: Norsalawati Binti Ismawi (email: norsalai@sarawak.gov.my/ Tel: 082-551007)
Eileen Tan Khim Rou (email: eileentkr@sarawak.gov.my/ Tel: 082-551007)



Required documents for Application of Water Supply Product Certification

| BIL | DOCUMENTS REQUIRED | APPLICATION FOR PRODUCT MANUFACTURED OUTSIDE SARAWAK | APPLICATION FOR PRODUCT MANUFACTURED IN SARAWAK |
|------------|---|---|---|
| 1 | SPAN Product Certificate | Compulsory | Supporting Document |
| 2 | SIRIM or Ikram or ANQAS Product Certificate | Compulsory | Compulsory |
| 3 | Halal Certificate | Compulsory for chemicals | Compulsory for chemicals |
| 4 | Other Product Certificate from Recognized Product Certification Authority (International) | Compulsory if SIRIM or IKRAM or ANQAS Product Certificate not available | Compulsory if SIRIM or IKRAM or ANQAS Product Certificate not available |
| 5 | Product Catalogue | Compulsory | Compulsory |
| 6 | Job Reference | Supporting Document | Supporting Document |
| 7 | Authorised Letter | Compulsory for Suppliers if products supplied by another company | Compulsory for Suppliers if products supplied by another company |

Note:

1. Kindly arrange your documents (which are still valid) according to the above list. Please ensure that **ALL documents** which has been uploaded are deliver to our ministry (hard copy).
2. Authorised Letter/ Letter of Consent from the manufacturer/ principal should be addressed to Technical Permanent Sub-Committee and **shall list down the following information:**
 - i. *Name of the Product supplied*
 - ii. *Brand of the Product supplied*
 - iii. *Standard of the Product supplied*
 - iv. *Model of the Product supplied*

(Note: If the product is supplied through an agent (principal), the Letter of Consent from the manufacturer to the agent must be attached in the submission.)
3. For product which does not have SPAN Product Certificate/ SIRIM/ IKRAM/ ANQAS, other Product Certificate from Recognized Product Certification Authority (International) is **obligatory**.

Template for Cover Letter for Application of Water Supply Product Certification

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|---------------------------|
| COMPANY LETTERHEAD |
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Secretariat,
 Technical Permanent Sub-Committee,
 Ministry of Utilities Sarawak,
 7th Floor, LCDA Tower,
 Lot 2879, The Isthmus, Off Jalan Bako,
 93050 Kuching,
 SARAWAK.

Dear Sir,

APPLICATION FOR WATER SUPPLY PRODUCT CERTIFICATION

Reference is made to the above-mentioned subject.

2. We would like to apply for certification of the following water supply product/products:

| Bil | Type of Application | Product Category | Product Name | Product Brand | Standard of Product | Name and address of manufacturer of the product |
|------------|----------------------------|-------------------------|---------------------|----------------------|----------------------------|--|
| | | | | | | |
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| | | | | | | |

3. Attached herewith are the required documents in respect of each product application. Please be informed that we have submitted the online application on (date).

Thank you

Note:

| Product Category: | Type of Application: |
|---|-----------------------------|
| 1) Fitting 2) Chemical 3) Pipe 4) Tank 5) Miscellaneous | 1) New 2) Renewal |