



# APPLICATION FOR ANNUAL IMPORT QUALITY CERTIFICATE (Compulsory Standards Act No. 3 of 2017)

Please complete all the applicable sections in BLOCK CAPITALS or in TYPE. The information you provide on this document is collected by the Zambia Compulsory Standards Agency under the authority of the Compulsory Standards Act for the purpose of issuing a permit.

Type of application New  Renewal  Existing Reg. No. (If applicable) \_\_\_\_\_ TPIN: \_\_\_\_\_

## Exporter/Manufacturer Information

What is the Manufacturer Name (state one manufacturer only): \_\_\_\_\_

What is the country of origin (state one country only): \_\_\_\_\_

Physical Address: \_\_\_\_\_ City/Town: \_\_\_\_\_

Postal Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

State the Manufacturer Locations: \_\_\_\_\_

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_

## Importer Information

Legal Status Private  Limited  Corporation  Partnership  Individual  Cooperative  Family  Other

Legal Name of Company: \_\_\_\_\_

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City/Town: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

## Product Information

Which product are you applying an Annual Import Quality Certificate for: (STATE THE NAME OF ONE PRODUCT ONLY) \_\_\_\_\_  
Applicable Standard: \_\_\_\_\_

What are the BRAND names for the Product: (ATTACH SEPARATE SHEET IF NECESSARY)

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_

5 \_\_\_\_\_ 6 \_\_\_\_\_ 7 \_\_\_\_\_ 8 \_\_\_\_\_

Have any previous imported consignments been cleared by ZCSA? Yes  No

If yes, attach four inspection reports. (NOT APPLICABLE IF RENEWING CERTIFICATE)

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_

What quantity do you plan to import in the next 12 months: (STATE NUMBER AND TYPE OF PACKAGING) \_\_\_\_\_

What is the estimated invoice value (FOB): \_\_\_\_\_

## Declaration

I have read and understood the ZCSA terms and conditions for Annual Import Quality Certificate and agree to comply with the requirements. I have enclosed an application fee for the brands of product applied for.

I declare that I am authorized, on behalf of the company, to submit this application, and that the information contained herein is both correct and accurate to the best of my knowledge and belief.

I hereby apply for an Annual Import Quality Certificate to Supply the product brand(s) specified above.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICIAL USE ONLY  
IQM DEPARTMENT

Application Number: \_\_\_\_\_

Product Conformity Summary:

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Fee Calculation	Unit Cost	No.	Total Cost
Application Fee			
Random Inspection & Sampling			
Random Verification Testing			
Certification	0.50%		
Sub-Total			
VAT	0%		
Total Fees Payable			

NB: For the calculation of fees, refer to SI 49 of 2012

Prepared by

Signature: \_\_\_\_\_ Designation: \_\_\_\_\_ Date: \_\_\_\_\_

Verified by Finance Department

Signature: \_\_\_\_\_ Designation: \_\_\_\_\_ Date: \_\_\_\_\_

HoD Approval

The application for an Annual Import Quality Certificate has been **approved**  / **rejected**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TERMS AND CONDITIONS**

1. Eligibility is based on the last four consecutive consignments sampled and tested by the Agency and technical findings are found consistent with foreign or international standards, and the applicable standards declared under the Act. Consideration will also be granted in cases where valid Certificates of Conformity from accredited Certification/Inspection Bodies are presented to the Agency.
2. The validity of the certificate expires twelve (12) months from the date of full payment or upon full importation of the declared quantity before the stated duration.
3. Validity of the certificate covers products from the supplier and country of origin stated above. This certificate cannot be used to cover other suppliers of the same product.
4. This form shall only be used for products from the same supplier and country of origin. Use a separate copy for a different country of origin.
5. Application for renewal of the certificate must be done at least 30 days before the expiry date or exhaustion of quantities to be imported, whichever comes first.
6. The Agency shall conduct random inspections to ensure conformity to stipulated standards.
7. FALSE or MISLEADING INFORMATION will result in the rejection of the application.
8. The Agency shall withdraw the certificate issued to an importer on the following grounds:
  - a) If upon random sampling of a product covered by the certificate and imported by the holder is found to be non-conforming to the standards declared under the Act;
  - b) If the importer contravenes any provisions of the Act.

The Executive Director  
Zambia Compulsory Standards Agency  
P.O. Box 31302  
Lusaka

Tel: +260 211 224900

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