



ལྷོ། འབྲུག་གི་གནས་ཚུངས་ལས་ཁང་།

BHUTAN STANDARDS BUREAU  
PRODUCT CERTIFICATION SCHEME  
APPLICATION FORM



To,  
The Director General,  
Bhutan Standards Bureau,  
Thimphu, Bhutan.

Sir,

I would like to apply for issuance of license for use of “Standard Mark” or “Certificate of Product Conformity” as per the relevant standards. The details of the firm and products manufactured are as recorded below:

1. Name of the firm

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2. Scale

Large		Sector	Public	
Medium			Private	
Small				

3. Address

Office

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Tel

Fax

Email

Website

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Approved by Head, PCS

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BHUTAN STANDARDS BUREAU  
PRODUCT CERTIFICATION SCHEME  
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Address

Factory

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Tel

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Fax

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Email

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4. Top management

Sl.No	Name	Designation

5. Technical management

Sl.No	Name	Designation

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Contact persons (email and contact numbers)	Name	Contact number	Email Id

**6. Details of Product for certification**

Category		
Brand		
Grade /Type/Class		
Product standard (BTS IS)		

Installed Capacity ( per annum)	Units of production	Quantity	Value (Nu. / Rs.)
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Legal Obligations if any	
Foreign collaboration if any	

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BHUTAN STANDARDS BUREAU  
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Outsourced processes if any	
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**7. Details of laboratory**

Equipment	Make	Purpose	Date of calibration	Next calibration date

**8. Documentation**

The following additional documents are required to be submitted with the application:

- a) Trade licence issued by the local authority
- b) Premises licence (for food processing unit)

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BHUTAN STANDARDS BUREAU  
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- c) Trade mark registration issued by the Ministry of Economic Affairs
- d) List of manufacturing equipment
- e) List of testing equipment
- f) Valid calibration certificates establishing adequacy of metrological capability of the test and measuring equipment
- g) A flowchart indicating the sequence of production
- h) Factory layout
- i) Latest In-house test report
- j) Latest third party test report from accredited laboratory
- k) Application fee of Nu. 1000.00 per product per brand

**Note:**

1. An initial evaluation of the factory premises (preliminary audit) will be conducted before the actual factory audit. An intimation will be sent before this takes place.
2. Surveillance of the factory premises will take place at least once a year excluding market surveillance and surprise visits which will be carried out by BSB at its own discretion.

**Declaration:**

I/we hereby declare that the information furnished above is true and complete. I understand that any false or inaccurate information shall render my application invalid, or shall result in cancellation of Certification if it is already granted.

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

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

Designation: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Seal of Firm



*The Application must be signed by the CEO of the firm or authorized representative in his absence*

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