**General Information**

With reference to your request for an offer for certification according to Regulation 305/2011, please fill in this information questionnaire and send it by e-mail to eantonello@mtic-group.org. The information provided will be processed according to the provisions of Legislative Decree no. 196 of 30 June 2003, as amended and Regulation (EU) 2016/679 (GDPR).

#### INFORMATION ON THE APPLICANT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **The Applicant is:** | A consulting agency | The Manufacturer | The Manufacturer's Agent | OBL |

If the applicant is a consulting agency, then he must produce a specific authorization from the manufacturer (if for certification) or from the owner of the product to be tested (if for testing-only activities) to communicate on his behalf (a verifiable e-mail is sufficient). If the requested activity is certification, then the offer must be made out in the name of the manufacturer even if it is sent to the consulting firm only.

#### MANUFACTURER'S DATA

|  |  |  |  |
| --- | --- | --- | --- |
| Company name | 🖉 | | |
| VAT NUMBER | 🖉 | | |
| Internet address | 🖉 | | |
| Registered office | 🖉 | | |
| Operational Headquarters | 🖉 | | |
| Contact person | 🖉 | | |
| Phone | 🖉 | Fax | 🖉 |
| E-mail | 🖉 | | |

#### AUTHORISED REPRESENTATIVE'S DATA (IF APPLICABLE)

|  |  |  |  |
| --- | --- | --- | --- |
| Company name | 🖉 | | |
| VAT NUMBER | 🖉 | | |
| Internet address | 🖉 | | |
| Registered office | 🖉 | | |
| Operational Headquarters | 🖉 | | |
| Phone | 🖉 | Fax | 🖉 |
| E-mail | 🖉 | | |

**SERVICE DEFINITION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Type of construction product*:* | 🖉 | | | | |
| Type of service required: | Testing only | Certification  VVCP 1+ system | Certification  VVCP System 1 | Certification  VVCP 2+ system | Certification  VVCP 3 system |
| Description: | 🖉 | | | | |
| Standards applied*:* | 🖉 | | | | |
| Employees numbers: | 🖉 | | | | |

|  |  |  |
| --- | --- | --- |
| **ADDITIONAL SERVICES** | | |
| The organization would also like to receive a pre-audit:  Yes  No | | |
| The pre-audit is a preliminary audit at the organization, which the customer can request from MTIC InterCert S.r.l. in order to comprehensively assess the company's personnel prior to the qualification tests.  It is not part of the qualification process and is only performed at the voluntary request of the customer. | | |
|  |  | The Organization Manager |
| Date |  | Name Surname, signature and stamp |