Content

Title：	Application Procedures for Registration of Product Certification Ch
Date：	2021.07.30
Legislative：	1. Adopted by Bureau of Standards, Metrology and Inspection on 22 December 1999. 2. 7 clauses amended and adopted by Bureau of Standards, Metrology and Inspection on 2 January 2002. 3. 8 clauses amended and promulgated by Bureau of Standards, Metrology and Inspection on 17 May 2005. 4. 9 clauses amended and promulgated by Bureau of Standards, Metrology and Inspection on 16 March 2007. 5. 11 clauses amended and promulgated by Bureau of Standards, Metrology and Inspection on 23 September 2011. 6. 11 clauses amended and promulgated by Bureau of Standards, Metrology and Inspection on 2 October 2017. 7. 11 clauses amended and promulgated by Bureau of Standards, Metrology and Inspection on 30 July 2021.
Content：	1. The term “applicant” refers to a domestic manufacturer or a person who entrusts others to manufacture the commodities. For commodities to be imported, an applicant refers to the sales agent or importer who has a domicile or business place in Taiwan. Applications for Registration of Product Certification (RPC) shall be made in accordance with these Procedures. 2. Application for Registration (1) An applicant shall submit an application to the Bureau of Standards, Metrology and Inspection (BSMI), its branches (the inspection authority) or a commissioned product certification body (hereinafter referred to as the CCB). (2) An applicant shall consult the “List of Attachments for Application for Registration of Product Certification” (Form AP-01) in advance. (3) Documents to be attached to an application include: a. Basic documents: (a) An application form (Form AP-02-1) and an electronic file containing the application information presented in the format required by the BSMI (downloadable from the BSMI web site). Applications made online are exempt from attaching the electronic file. (b) A copy of the company registration, business registration, factory registration certificate, ID card or other equivalent establishment registration documents of the applicant, except those who have been registered by the inspection authority or the CCBs without change or whose tax ID number can be looked up from the authority’s public website. b. Conformity assessment documents (where the specific module is applicable): (a) Module I: A declaration of internal-control (Form AP-03) and the required designated technical documents. (b) Modules II + III: (i) A type-test report issued by the inspection authority or a testing laboratory recognized by BSMI; (ii) A declaration of conformity-to-type (Form AP-04); and (iii) Related technical documents and information. (c) Modules II + IV, Modules II + V, or Modules II + VI: (i) A type-test report issued by the inspection authority or a testing laboratory designated by BSMI; (ii) A copy of the quality management system (QMS) registration certificate issued by a QMS certification body recognized by the BSMI; (iii) A declaration of conformity-to-type (Form AP-04); and (iv) Related technical documents and information. (d) Modules II + VII: (i) A type-test report issued by the inspection authority or a testing laboratory designated by BSMI; (ii) A copy of factory inspection report, dated the same year or previous year of the application for RPC, issued by the inspection authority or a factory inspection body recognized by BSMI;

(iii) A declaration of conformity-to-type (Form AP-04); and
(iv) Related technical documents and information.
c. There is no requirement for the date of issue of the type-test report mentioned in Clause 2.2.2. However, where specific requirements are stated for individual product category, such requirements shall apply.
d. Where the certificate holder of the QMS registration certificate as required by Module II+IV or II+V is a foreign premise, the certificate shall be issued by foreign QMS certification body recognized by BSMI within the same country of that premise or by a domestic QMS certification body recognized by BSMI.
(4) A letter of appointment or power of attorney shall be presented if the RPC application is made by a thirty party on its behalf.

3. Acceptance and Review
(1) The inspection authority or CCBs shall check that the documents submitted by the applicant conform to the requirements before accepting the application. An application number shall be given to each application based on the Coding Rules of the Certificate Coding of the Registration of Product Certification Scheme (Form RE-01). An application fee will be charged according to the Regulations Governing Fees for Commodity Inspection.
(2) For applications made under the mutual recognition arrangements, an application number shall be given based on the Coding Rules of the Certificate Coding of the Registration of Product Certification Scheme (Form RE-01).
(3) The inspection authority or CCBs shall review the conformity assessment documents submitted by the applicant. If deficiencies are discovered in the application documents that can be rectified, such as mistakes or incomplete information, a "Notice for Supplementing Documents for Application for Registration of Product Certification" (Form CH-01) shall be sent to the applicant to rectify the deficiencies in the application documents within two months (no limit for the number of Notice to be issued). A "Notice of Non-conformity for Registration of Product Certification" (Form CH-02) shall be issued if rectification is not made after the time limit and the case shall be closed. If the deficiencies in the documents cannot be rectified, a "Notice of Non-conformity for Registration for Product Certification" shall be issued.
(4) Documents that are provided by the applicant in lieu of the type-test reports required in Module II of the RPC Scheme in accordance with Paragraph Two of Article 4 of the Regulations Governing Registration of Product Certification (hereinafter referred to as the Regulations), such as the Type Approval Certificate or CNS Mark Certificate, may be accepted under the following circumstances:
a. The Type Approval Certificate is reviewed to comply with requirements.
b. The date of issue of the test report for use of the CNS Mark is within one year prior to the application for RPC.
(5) A certificate submitted by following the requirements stated in Paragraph 3, Article 4 of the Regulations and issued by the Parties to the mutual or multilateral recognition arrangements shall be regarded as compliance with the conformity assessment procedures of the RPC Scheme. The applicant must retain the related technical documents for checks by the inspection authority or CCBs in accordance with Article 8 of the Regulations Governing Registration of Product Certification.

4. Issuance of RPC Certificate
(1) The RPC Certificates shall be issued by the inspection authority or CCB (Form CE-01、CE-03)
or printed by the applicant after the product has been reviewed and approved for registration.
(2) The inspection authority or CCB shall issue the RPC Certificate (Form CE-01) after review of the application documents issued by the Parties to the mutual or multilateral recognition arrangements.
(3) Upon the issuance of RPC Certificate by the inspection authority or CCB or the grant to the applicant to print out their own certificates, the applicant is allowed to use the RPC Mark according to the Regulations Governing the Use of Commodity Inspection Mark. The graphic symbol and identification number are illustrated in the drawing method (Form RE-02).
(4) Where the commodity inspection mark is announced to be specifically printed by the BSMI, the RPC certificate holder (hereinafter referred to as certificate holder) shall make an application for obtaining such inspection mark labels by submitting the following documents:
a. An application form for a specific commodity inspection mark and an electronic file containing the application information presented in the format required by BSMI (downloadable from BSMI web site);
b. A copy of the RPC Certificate; and
c. Related documents and information designated by BSMI.

The specific inspection mark labels will be issued by the inspection authority or CCB in accordance with the regulations for the inspection mark upon approval of the application.

5. Extension of RPC Certificate
(1) An application for extension of the term of validity of the certificate shall be submitted to the inspection authority or CCB that issues the original certificate. The application shall be made within a period of three months prior to the expiration of the certificate.
(2) Documents required for an extension of the RPC Certificate include
a. A completed application form and an electronic file containing the application information presented in the format required by BSMI (downloadable from BSMI web site). Applications made online are exempt from attaching the electronic file.
b. The original or copy of RPC certificate;
c. If the inspection standards of the registered commodities are revised, related documents demonstrating compliance with the latest inspection regulations promulgated by the BSMI;
d. A declaration of conformity-to-type (Form AP-04); and
e. Other related technical documents and information designated by BSMI.
(3) An extension will be granted for one time only. A new application for RPC is required after the expiration of the original certificate.

6. New applications for RPC Certificate
(1) A new application shall be made when the total term of validity of six years (including the one-time extension) expires. Clause 2 of these Procedures shall apply to such new applications.
(2) Where the commodity and the inspection standards remain the same when a new application is made, a valid type-test report and related technical documents, or the original (or copy of) RPC certificate may be accepted as the application documents under the circumstance that it had not been
revoked or rescinded in accordance with Subparagraphs One to Six, Subparagraph Eight, or Subparagraph Nine of Article 42 of the Commodity Inspection Act. The inspection authority or CCB may, for purpose of verification, request samples to be provided by the applicant.
(3) If the applicant submits the original (or copy of) RPC certificate to make a new application, the inspection authority or CCB shall review the type-test report and related technical documents, which are deposited in the original file, to review their compliance with the requirements of the inspection standards and technical regulations.

7. Authorization of Registered Products for Customs Clearance
(1) The certificate holder or the party under authorization shall provide the following documents for purpose of authorizing others to clear the customs of registered products:
a. A letter of authorization for customs clearance of the registered products (Form AP-05) and an electronic file containing the application information presented in the format required by BSMI (downloadable from BSMI web site). Applications made online are exempt from attaching the electronic file.
b. The original or a copy of RPC certificate;
c. Copies of the business or factory registration certificates or other equivalent documents of the company, or the identification card of the person under authorization.
d. Domestically-manufactured commodities are entitled to this clause, except for cases approved by the BSMI for special conditions.
(2) An Import Release Notice of Authorization for Registered Products (Form CE-02) will be issued
by the inspection authority or CCB and coded in accordance with the "Coding Rules for the Import Release Notice of Authorization for Registered Products" (Form RE-03) after the application is approved. The Notice shall be used within the validity period of authorization.
(3) Application for authorization of customs clearance for products certified under the mutual or multilateral recognition arrangements shall be coded by following the "Coding Rules for the Import Release Notice of Authorization for Registered Products" (Form RE-03) based on their country of origin.
(4) Where the certificate holder informs the inspection authority or CCB of termination of authorization, the registration of product certification had been revoked or rescinded, or the registration certificate had been cancelled in writing. a written notice shall be sent to the authorized party on the rescission of related Import Release Notice of Authorization for Registered Products issued to him/her.

8. Application for Transfer of RPC Certificates
(1) Where a certificate holder no longer exists due to a merge with other companies, the other

companies or the new company may apply for transfer of the RPC certificates of the certificate holder by providing the following documents:
a. A completed application form and an electronic file containing the application information presented in the format required by BSMI (downloadable from BSMI web site). Applications made online are exempt from attaching the electronic file.
b. Copies of the business registration document of the applicant or other equivalent documents;
c. Copies of the approval document by the competent authority for the merger issued;
d. Copies of the approval document issued by the competent authority concerning the merger and dissolution; and
e. The original or copy of RPC certificate to be transferred.
(2) A head office may apply for transfer of RPC certificates of its branch offices of which registration had been cancelled by providing the following documents:
a. A completed application form and an electronic file containing the application information presented in the format required by BSMI (downloadable from BSMI web site). Applications made online are exempt from attaching the electronic file.
b. Documents which can demonstrate the relationship between the head office and the branch offices;
c. Copies of the approval document issued by the competent authority concerning the cancellation of the registration of the branch offices; and
d. The original or copy of RPC certificate to be transferred.
(3) The applicant shall not be given the same identification number of the certificate holder for its new certificate if it has been given its own identification number.
(4) Under the circumstances that the applicant assumes the legal status of the certificate holder, which no longer exists due to division of business, acquisition of business or reorganization, the applicant may apply to the BSMI for transfer of RPC certificates by submitting an application letter, documents demonstrating the relationship between the applicant and the certificate holder, and the copies of RPC certificates, or a list of certificates if the amount of certificates to be transferred is above 10.

9. Application Procedure for Certification of Conformity under Mutual Recognition Arrangements
(1) Documents to be attached to an application include:
a.Application Form for Certification of Conformity under Mutual Recognition Arrangements (Form MRA-AP-12) and an electronic file containing the application information presented in the format required by the BSMI (downloadable from the BSMI web site).
b. A type-test report issued by the inspection authority or a testing laboratory recognized by the BSMI.
c.Copies of the business registration document of the company, business or factory, or other equivalent documents.
(2) An application number shall be given to each application based on the Coding Rules of the Certificate Coding Under Mutual Recognition Arrangements (Form MRA-RE-05) if the application documents comply with the requirements. The inspection authority or CCB shall charge an application fee according to the Regulations Governing Fees for Commodity Inspection.
(3) The inspection authority or CCB shall issue the Certificate of Conformity (Form MRA-CE-04 or
05) if registration is granted after review of the application in accordance with the Mutual Recognition Arrangements.

10. Payment for Annual Fee
(1) An applicant shall pay the annual fee in order to obtain the RPC certificate. The annual fee of the next year shall also be paid if the date of issue is after October first.
(2) The inspection authority or CCB shall, beginning on October 1 of each year, inform the certificate holder to pay the annual fee for next year by November 30 of the following year. A notice
will be sent to the certificate holder to collect the fees after the due date and payment shall be made before December 15.
(3) Where the certificate holders fail to pay the annual fee before December 15, the RPC registration
shall be revoked in accordance with Subparagraph 7, Article 42 of the Commodity Inspection Act. The revocation enters into force on January 1 of the next year.
(4) The certificate holder apply for cancellation of its RPC certificates in accordance with Paragraph 1, Article 11 of the Regulations, or the certificate has been revoked or rescinded, its annual fees paid
shall not be refunded, except in the case of overcharged fees or mistakes or when the product is no

	longer subject to mandatory inspection as a result of revisions to the scope. 11. Administration, Changes and Surveillance (1) Where there are changes to the RPC registered products, such as the name and address of the applicant, the name of the person in charge, the CCC code, the production premises, the name and type of the product, etc., an application shall be made to the inspection authority or CCB that issues the RPC certificate for approval of such changes. Approval letters issued by the competent authority for relevant changes or relevant conformity assessment documents (including declaration of conformity to type) shall be provided along with the application, where necessary. The declaration of conformity to type is not required if the changes are about the name and address of the applicant, the CCC code of the product, the QMS CB that issues the ISO 9001 certificate, the certificate number of ISO 9001 certificate, or the expiry date of ISO 9001 certificate. Where the changes involve the registered information stated in the RPC certificate, an application for replacement of the certificate shall also be made. (2) A product manufactured by a non-registered production premise is not a registered product. (3) Where a certificate holder is a sole proprietorship, a new application for RPC certificate shall be made if the person in charge is changed. (4) Where the registered products are sold to another person and marketed under the name of that person, the certificate holder shall submit the “Notification of Sale of Registered RPC Products under the Names of Other Persons” (Form AP-11) to report the name and address of the seller to the inspection authority or CCB. The inspection authority or CCB shall record the information in computer systems for purpose of auditing. (5) The inspection authority or CCB shall suspend approval of application made by the certificate holder for cancellation of its RPC certificates if the products did not comply with the inspection standards, except that the certificate holder has obtained a new type test report. (6) The inspection authority or CCB shall ensure that the ISO 9001 certificate is valid when approving applications or processing applications for adding series of products, extension of certificates or changes to the registered information.
Attachments：	1-AP-01.pdf 2-AP-02.pdf 3-AP-03.pdf 4-AP-04.pdf 5-RE-01.pdf 6-CH-01.pdf 7-CH-02.pdf 8-CE-01.pdf 9-CE-03.pdf 10-RE-02.pdf 11-AP-05.pdf 12-RE-03.pdf 13-CE-02.pdf 14-MRA-AP-12.pdf 15-MRA-RE-05.pdf 16-MRA-CE-04.pdf 17-MRA-CE-05.pdf 18-AP-11.pdf

Data Source：Ministry of Economic Affairs R.O.C.(Taiwan) Laws and Regulations Retrieving System