Content

Title：	Application Procedures for Voluntary Product Certification Ch
Date：	2024.01.12
Legislative：	1.Adopted by Bureau of Standards, Metrology and Inspection on 12 May 1995. 2.Amended by Bureau of Standards, Metrology and Inspection on 8 May 1996. 3.Amended by Bureau of Standards, Metrology and Inspection on 16 February 2016. 4.Amended by Bureau of Standards, Metrology and Inspection on 23 July 2018. 5.Amended by Bureau of Standards, Metrology and Inspection on 8 March 2019. 6.Amended by Bureau of Standards, Metrology and Inspection on 12 January 2024.
Content：	1.For commodities produced domestically, the term “applicant” shall be the domestic manufacturer, or the person who entrusts others to manufacture the commodities. In the case for commodities to be imported, the applicant refers to a sales agent or an importer with a domicile or business place in Taiwan.Applying for the Voluntary Product Certification (VPC) shall be made in accordance with the Procedures below. 2.Application of the VPC (1)Before the application, the applicant shall first check and complete the “List of Attachments to the Application for Voluntary Product Certification”(Form VPC-01). (2)Documents required for an application include: a.Basic documents: (a)The Application Form for the Voluntary Product Certification (Form VPC-02). (b)Copies of the registration document of the company, business, factory, identity document or other equivalent document. b.Conformity assessment documents for specific Module (a)Product-test plus Declaration of conformity-to-type Module： (i)product-test report issued by BSMI or its branches (the inspection authority) or a designated testing laboratory recognized by BSMI. (ii)A completed “Declaration of Conformity-to-type form” (Form VPC-03). (b)Product-test plus Factory inspection Module: (i)A product-test report issued by BSMI or its branches (the inspection authority) or a designated testing laboratory recognized by BSMI. (ii)A copy of factory inspection report issued of the current year or the previous year by the inspection authority or a designated factory inspection body recognized by BSMI. (iii)A completed “Declaration of Conformity-to-type form” (Form VPC-03). (c)Product-test plus the Full Quality Management System or the Production Quality Management Module: (i)A product-test report issued by the inspection authority or a designated testing laboratory recognized by BSMI. (ii)A copy of the quality management system registration certificate issued by BSMI or a quality management certification body recognized by BSMI. (iii)A completed “Declaration of Conformity-to-type form” (Form VPC-03). (d)There is no special rule as regard the issue time of the product-test report except where otherwise expressly provided by different kinds of products. (e)The quality management system registration certificate with the foreign products premises should be issued by whether the local country or the domestic quality management certification body recognized by BSMI. c.Related technical documents and information designated by BSMI. (3)An applicant shall submit an application to the inspection authority or a commissioned product certification body (hereinafter referred to as the certification body).

3.Acceptance and examination of the application
(1)In the event that all the application documents comply with the requirements above, the application is accepted. If not, the application shall be dismissed (sent back). For the accepted case,
the certification body shall charge an application fee according to the Regulations Governing Fees for Commodity Inspection after giving an application number to it based on the "Certificate Coding of the Voluntary Product Certification Scheme" (TVPC-01).
(2)If any rectifiable deficiency is found within the application documents, the certification body will issue a "Notice for Supplementing Documents for Application for Voluntary Product Certification" (Form TVPC-02) to the applicant. The applicant must rectify the deficiencies and send back within 2 months.Otherwise, a "Notice of Non-conformity for Voluntary Product Certification" (Form TVPC-03) will be issued and the case shall be closed afterwards. If the deficiencies in the documents cannot be rectified, a "Notice of Non-conformity for Voluntary Product Certification" (Form TVPC-03) shall be issued likewise.

4.Issuance of the VPC Certificate
(1)The certification body shall issue (or print up the electronic version by the applicant) the VPC Certificate (Form TVPC-04) for commodities which registration is granted after examination of the application documents.
(2)The VPC Certificate shall be issued (or print up the electronic version by the applicant) with stamp of the certification body and the applicant will be granted to use the VPC Mark in accordance
with the Regulations Governing Implementation of Voluntary Product Certification. The graphic symbol of the VPC Mark and identification number are illustrated in the ''Method of Drawing Voluntary Product Certification Mark'' (Form TVPC-05).

5.Extension of the VPC Certificate
(1)The extension of a VPC Certificate is supposed to be applied to the certification body that issues the original certificate within the last 3 months before its expiration date.
(2)Documents required for the extension of a VPC Certificate.
a.A completed application form with the application information presented in the format of electronic file required by BSMI (downloadable from BSMI web site).
b.The original certificate.
c.Update documents in compliance with the latest inspection regulations promulgated by BSMI shall be attached if the inspection standards of the registered commodities are revised.
d.Other related technical documents and information designated by BSMI.
(3)The extension will be granted for one time only. A new application for VPC is required if the extension is not applied during the time period regulated in Clause 5.1.

6.Re-applications of the VPC Certificate
(1)A new application shall be made when the entire validity (the one-time extension included) expires. Please refer to the application procedures above (Clause 2) for the further steps to re-apply.
(2)With the same commodity and the unchanged inspection standards, the re-application of the VPC
Certificate can be made by handing in a valid type-test report and related technical documents or original VPC Certificate (the original or the copy) unless the registration had been revoked or rescinded according to Subsection 1 to 7, Subsection 9 to 13 of Article 21 of the Implementation of Voluntary Product Certification. The certification body may, for the purpose of verification, request samples be provided by the applicant.
(3)For applicants who handed in the VPC Certificate (the original or the copy) to make a new application, the certification body shall review again the type-test report and its related technical documents saved in the original file to ensure they still comply with the requirements of the inspection standards and technical regulation before transferring the documents to the file of the new VPC Certificate.

7.Payment for annual fee of the VPC
(1)After the annual fee is paid, the certificate holder can be granted the VPC Certificate. Furthermore, the annual fee for the next year shall be charged together beforehand if date of issue of the VPC Certificate is after Oct 1st of that year.
(2)The certification body shall begin to list the annual fees from October 1st of each year for the certificate holders to be notified that the annual fees shall be paid off by the end of November. From Dec 1st, ultimatum with a time limit on Dec 15th will be sent by the certification body to those who

fail to pay the annual fee in time.
(3)For those certificate holders who fail to pay for the annual fee before December 15th, the VPC registration shall be revoked in accordance with Subsection 8 of Article 21 of the Implementation of Voluntary Product Certification. The revocation comes into effect on Jan 1st of the next year.
(4)The annual fee is not refundable once the certificate has been revoked unless it's over-paid or paid by error.

8.Administration, Checking and Tracing of the VPC
(1)In order to facilitate the function of administration, checking and tracing, the certification body shall establish a directory of registered commodities that have been permitted to use the VPC Mark.
(2)The VPC Certificate holder shall apply for the approval from the original certification body as well as a new replacement of the certificate when the address of the production premise has been changed or moved.
(3)Once a defective situation is reported by the consumer, the certification body should dispatch inspectors to the production premises, harbor warehouses, premises of the importer, distributor or relevant places to conduct sampling inspection, or to the production premises for surveillance visits.

8-1.Re-issue of the Transfer of the VPC Certificate
(1)The VPC certificate could be applied for transfer by the surviving or the newly-founded company
after acquisition if the original VPC certificate holder extinguished due to merger. The following documents should be submitted:
a.The Application Form for the Voluntary Product Certification and the related certified application documentary.
b.The copy of the company identity registration document or other equivalent registration document.
c.The copy of the merge-approval official document from the competent authority.
d.The copy of the dissolution-approval official document from the competent authority.
e.The original or the copy of the VPC certificate applied for transfer.
(2)The headquarters could apply for the transfer of the VPC Certificate if the certificate holder which is its subsidiary is extinguished. The following documents should be submitted:
a.The Application Form for the Voluntary Product Certification and the related certified application documentary.
b.The affiliation certified document between the headquarters and its subsidiary.
c.The copy of the dissolution-approval official document of the subsidiary from the competent authority.
d.The original or the copy of the VPC certificate applied for transfer.
(3)The identification number of the original certificate holder shall not be reused if the applicant has been approved a new identification number.
(4)The applicant could provide the application form, the certified document between two parties and
the copy of the VPC certificates to apply for transfer to BSMI (a list of certificates could be provided if the quantity of the VPC certificates is over 10) due to the split, acquisition or the organization alteration of the business under the circumstances that the applicant holder is extinguished or the applicant has the identity replacement relationship with the original certificate holder.

Attachments：	VPC-01 List of Attachments to the Application for Voluntary Product Certification.PDF VPC-01 List of Attachments to the Application for Voluntary Product Certification.odt VPC-02 Application Form for the Voluntary Product Certification.pdf VPC-02-1 List of Manufacturers.PDF VPC-02-1 List of Manufacturers.odt VPC-03 Declaration of Conformity to Type.PDF VPC-03 Declaration of Conformity to Type.odt TVPC-01 Certificate Coding of the Voluntary Product Certification Scheme.pdf TVPC-02.PDF TVPC-02.odt TVPC-03.PDF TVPC-03.odt TVPC-04 Certificate of the Voluntary Product Certification.PDF TVPC-04 Certificate of the Voluntary Product Certification.odt TVPC-05 Method of Drawing Voluntary Product Certification Mark.PDF TVPC-05 Method of Drawing Voluntary Product Certification Mark.odt

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