

Documentation and Submittal checklist

Applicant

Legal Company Name _____
Mailing Address _____

Contact Person / title _____
Phone Number _____ Fax Number _____
Email _____

Manufacturer

Legal Company Name _____
Mailing Address _____

Contact Person / title _____
Phone Number _____ Fax Number _____
Email _____

DOCUMENTATION AND OTHER REQUIREMENTS

- ✓ User's manual with any and all required regulatory and safety statements
- ✓ Sales brochure
- ✓ Product set-up and configuration procedure
- ✓ Electrical block diagram
- ✓ Schematics
- ✓ Product description / technical operation description
- ✓ Approval certificate & test report copy of other countries
- ✓ Antenna Specifications (if applicable)
- ✓ Sample product label (with appropriate marks or identifier) and placement
- ✓ Internal and external product photographs
- ✓ Parts list
- ✓ Manufacturer's distributorship appointment letter (only required if distributor is used as applicant)
- ✓ Manufacturer's business license copy
- ✓ Manufacturer's ISO 9000 certificate copy
- ✓ Manufacturer's attestation letter
- ✓ Completed agency application
- ✓ Agency authorization letter
- ✓ Confidentiality request
- ✓ Manufacturer's company profile
- ✓ Agency fees
- ✓ Four working units with appropriate cards and software. Units should be pre-tested prior to delivery
- ✓ Units must be properly configured and must include: power supplies, power cords, etc.

Note: This list is not all inclusive and all items listed above may or may not be required – it depends upon the agency with which we file. Additionally, some documents listed above may need translation and there may be additional steps required the first time an applicant is filed with an agency. Additionally, Rhein Tech can complete agency applications and provide samples of required statements, letters, and labels. Documentation is to be submitted to Rhein Tech in electronic non-password protected, MS Word or pdf format.