

**ISSUANCE OF
CERTIFICATE
OF
CONFORMITY
(CC)**

REQUIREMENTS CHECKLIST FOR CERTIFICATE OF CONFORMITY (CC) APPLICATION**REQUIREMENTS**

Letter of Intent for CC Application*

Duly Accomplished Application Form (*SRED-CCAF-2020-V1*)*

Business Permit**

Certificate of Distributorship/Dealership (if applicable)**

Operator's Manual**

Certificate of Free Sale/Registration or equivalent documentary requirement indicating the country of manufacture (for imported agricultural and fisheries machinery)**

Authenticated Copy of Test Report issued by UPLB-AMTEC or accredited testing center*

Certified True Copy of Previously Issued CC***

* Documents required both for new and renewal.

** Documents required for new applicants ONLY.

*** Documents required for renewal applicants ONLY.

(Company Logo)

Letter of Intent for CC Application

(Date)

DIRECTOR

Bureau of Agricultural and Fisheries Engineering
Elliptical Road, Diliman, Quezon City

Thru: (Name of RED)
Regional Executive Director (Region XX)

Attention: (Name of RAED Chief)
Regional Agricultural Engineering Division Chief (Region XX)

Dear **Director** _____:

The (Company Name) is submitting this letter of intent to apply for the issuance of Certificate of Conformity (CC) for (machinery name and brand and model).

Enclosed to this letter is our application and documentary requirements for the review of authenticity and accuracy.

(Name of contact person) will coordinate with you regarding the application. Should you have other queries, you may contact (him/her) at (telephone number) or by e-mail at (e-mail address).

Very truly yours,

Name of Applicant/Authorized Representative
Designation