



Section 1 - Applicant Details

1.1 Company details

Registered Company name	
Trading as	
Address	
Company Registration number	
Town/City	
County	
Postcode	
Country	
Website	
Main telephone number	
VAT number	
Registered address if different	

Guidance Notes

This guidance notes section aims to provide support in completing the application form

Company Details:

This should be the company name that will appear on the certificate only (i.e this should not be the details of any 3rd party company working with the manufacturer).

It is recommended that the applicant appoints a competent person who will be responsible and empowered to act as the main point of contact during the approval process, and give conclusive answers to any technical and procedural questions from the BBA.

1.2 Main point of contact's details

Title (Ms, Mr/Mrs/Dr)	Name	Email	Tel numbers (work/mobile)

Section 2 - Manufacturing Locations

Location 1:	
Location 2:	
Location 3:	

Manufacturing Locations

Please provide full address and country details of the manufacturing facilities

SECTION 3 - Product / System Specification

Please complete the table below, all information is required for the BBA to proceed with the Certification process

Where is this Product / System being supplied to? e.g. UK or UK & EU?

Product / System Name	Designated Standard or ETA No.	ETA Holder Name (if applicable)	Issuing TAB (if applicable)	AVCP Level	EAD/ETAG number (if applicable)	EU NB Issuing current FPC or CCP

Product / System name:

Name you use for this product / system

Harmonised standard or ETA no:

Reference number of the Standard or ETA (if applicable) that applies to this product.

Harmonised standards look like EN XXXXX while ETAs are XX/XXXX

ETA Holder Name:

If applicable provide the holder's name as shown on the ETA

Issuing TAB:

Name of the Technical Assessment Body who issued the ETA

AVCP level:

The level of AVCP applicable to your product as defined in the Standard or ETA.

EAD/ETAG:

EAD or ETAG reference number that your ETA is based on (ETAs only)

EU NB issuing FPC or CCP:

Name of the EU Notified Body currently inspecting your manufacturing sites for CE Marking (AVCP 1, 1+ and 2+ only)

Internal Use

Checklist

Std in scope	
EAD listed/cited	
EOTA checked	
EU NB Partner	
BBA to do FPC	
Job no.	
Product code	
Product name/job title	
Product name	