*This document shall be forwarded to the Technical Secretariat of* [*certificazione@itc.cnr.it*](mailto:certificazione@itc.cnr.it)***on the Applicant’s letterhead*(A)*.***

To

ITC-CNR

via Lombardia, 49

Fraz. Sesto Ulteriano

20098 San Giuliano Milanese (MI)

Italy

(NB: delete the explanatory writings highlighted in yellow)

I, the undersigned**(B** ……………………………………….……, in my capacity as **(C**…………..…………..……………………

at**(D)** …………………………………….…………; with registered office in **(E)**(or, alternatively, residence of natural persons)…………………………………………,

as the Manufacturer or, alternatively, as the Agent of the Manufacturer resident in one of the EEA countries**(F)**……………………….., apply for the renewal of the contract signed with ITC on ....................for the performance of the AVCP activities relating to the maintenance of the (tick relevant box and specify the identification number of the certificate/s):

□ Certificate/s of Constancy of Performance of the Product (AVCP 1+ and 1) for CE marking No. 0970-CPR-xxxx/CE/yyy;

□ Certificate/s of Conformity of Factory Production Control (AVCP 2+) for CE marking No. .......... .

I also declare to have read the "Regulation on the application for the execution of the activities related to the assessment and verification of constancy of performance" available on the ITC-CNR website (<http://www.itc.cnr.it/home/innovazione/marcatura-ce/>) and to unconditionally accept all the prescriptions therein contained.

I declare that I have not undertaken a certification process for product/s subject to the aforementioned certificate/s with another Notified Body and that no other Notified Body has refused the certification.

I hereby authorize the Inspectors of ITC-CNR to access the manufacturing plants and the laboratories, if any, as well as external Warehouses, if any, to allow the inspection visits (AVCP 1+, 1 and 2+) and the sampling of products (only in case of AVCP 1+ and AVCP 1 pursuant to harmonized standard).

In addition to this Application, I herewith attach the documentation specified in "DOCc N. 26 Documentation to be attached to the application for certification" that has been updated with respect to the version already deposited with ITC.

I undertake to provide the personnel appointed by ITC with all the records of the tests required by its FPC and all related documents during the periodic inspections.

Finally, I authorize the forwarding of all ITC correspondence relating to this procedure to the following email address ............, for the attention of the "Contact Person" authorized and indicated below, undertaking to promptly communicate any changes(G).

Name of Contact Person…………………………………………………………………………………………..

Email address of Contact Person…………………………., Telephone number of Contact Person……………………

Place ……………… date …………….……. signature ………………………......................

Encl.: a.a.

**Notes**

* In the case of an application from a foreign Manufacturer / Factory, the required documentation, if written in a language other than Italian, can be provided in English/French, but it must always also be accompanied by the documents in the original language.

A The Manufacturer or his Agent resident in one of the EEA countries shall fill in the Application for contract renewal on their own letterhead. The Application, written in Italian, English or French, shall be sent/submitted to the Technical Secretariat of Certification at the email address *(*[*certificazione@itc.cnr.it*](mailto:certificazione@itc.cnr.it)*)*.

B Name and Surname of the Applicant.

C Role of the Applicant (manufacturer, importer or distributor pursuant to Article 15 of CPR).

D Acronym and full name of the Manufacturer and/or the Company and its corporate name.

E Full address.

F Acronym and full name of the Manufacturer, full address, telephone numbers, email and certified email address of the Manufacturer.

G Indicate only one person and one possible substitute in the event of his absence.