



Republika e Kosovës
Republika Kosova-Republic of Kosovo
Qeveria-Vlada-Government

**ADMINISTRATIVE INSTRUCTION (GRK) NO. 05/2025
ON THE MANNER OF DESIGNATION OF CONFORMITY
ASSESSMENT BODIES¹**

¹ Administrative instruction (GRK) No. 05/2025 on the Manner of Designation of Conformity Assessment Bodies, has been approved in the 277-th meeting of the Government of the Republic of Kosovo, with the Decision No. 02/277, dated 27.11.2025

Government of the Republic of Kosovo,

Pursuant to Article 93 (4) of the Constitution of the Republic of Kosovo, Article 13 paragraph 5 of Law No.06/L -041 on Technical Requirements for Products and Conformity Assessment (Official Gazette of the Republic of Kosovo No. 8 / 15 May 2018), Article 8 paragraph 4, subparagraph 4.5 of Law No. 08/L-117 on the Government of the Republic of Kosovo, and Article 9, paragraph 1 of Regulation No. 17/2024 on the Rules of Procedure of the Government of the Republic of Kosovo,

Approves:

ADMINISTRATIVE INSTRUCTION (GRK) ON 05/2025 THE MANNER OF DESIGNATION OF CONFORMITY ASSESSMENT BODIES

Article 1 Purpose

1. This Administrative Instruction shall set out the application procedure for designating conformity assessment bodies, the general requirements that must be fulfilled for granting designation, the extension of the scope of designation, the suspension of designation, and the withdrawal of designation of conformity assessment bodies.
2. This Administrative Instruction is partially in line with Decision 768/2008/EC.

Article 2 Scope

1. This Administrative Instruction shall apply to conformity assessment bodies that seek designation from the competent Ministry in accordance with the relevant technical regulations or applicable law and shall not apply to other conformity assessment bodies that perform assessment tasks on behalf of manufacturers.
2. This Administrative Instruction shall also apply to designated bodies for construction products which are assessed in accordance with harmonized standards and to bodies that perform conformity assessment tasks following a technical assessment conducted under the applicable law on construction products when their designation is covered by a specific act.

Article 3

Definitions

1. Terms used in this Administrative Instruction shall have the following meaning:

- 1.1. **Competent Ministry** – the ministry that implements specific areas based on the relevant technical regulation or the applicable law;
- 1.2. **Applicant** – a conformity assessment body that submits an application for designation to carry out conformity assessment activities;
- 1.3. **Personnel** – the personnel of the conformity assessment body;
- 1.4. **Commission** – the commission for the assessment of conditions for designation;
- 1.5. **Register** – the register of designated conformity assessment bodies, which contains the unique reference number for each designated body;
- 1.6. **Ministry** – the ministry responsible for trade and industry matters.

Article 4

Public call

- 1. The procedure for designating conformity assessment bodies shall commence upon a public call. The basis for a public call for applications is published twice a year by the competent Ministry, which shall be in the first and third quarters of the year.
- 2. The public call referred to in paragraph 1 of this Article shall be published on the official website of the competent Ministry.
- 3. The public call shall include, in particular, the following information:
 - 3.1. The name of the competent Ministry upon whose application the conformity assessment is carried out;
 - 3.2. The type of conformity assessment bodies;
 - 3.3. The name of the relevant technical regulation or applicable law based on which the public call is launched;
 - 3.4. The scope of designation and the type of product for which conformity assessment is carried out;
 - 3.5. The requirements that the conformity assessment body must meet in accordance with the relevant technical regulation or law;
 - 3.6. The documents and evidence that the Applicant must submit;
 - 3.7. The deadline for submitting the application for designation.

4. The public call shall be prepared by the relevant unit within the competent Ministry.
5. The application deadline under the public call shall be at least fifteen (15) working days from the date of publication.

Article 5

Application for designation or extension of designation

1. Conformity assessment bodies intending to carry out product conformity assessment procedures shall apply to the competent Ministry under whose responsibility the relevant technical regulation or applicable law falls, based on which the designation is requested by the Applicant.
2. Conformity assessment bodies may also submit their application for product conformity assessment procedures in electronic form.
3. The Applicant shall bear the costs of the designation procedure. Designation fees shall be determined by a separate act of the Competent Ministry.

Article 6

Documentation accompanying the application for designation

1. The application under Article 5 of this Administrative Instruction shall include the following general information about the Applicant:
 - 1.1. The registered business name at the Kosovo Business Registration Agency, legal status, address, organizational structure and relevant activity;
 - 1.2. The number and name of the relevant technical regulation or applicable law under which the designation is requested;
 - 1.3. The relevant scope of activity for conformity assessment, the type of activities conducted, the name of the module or modules for conformity assessment and the product or product group subject to the conformity assessment, as well as other data aimed at the precise identification of the product, by referring to the relevant provisions of the technical regulations;
 - 1.4. Information regarding the technical competency of employees and other persons engaged in conformity assessment activities (hereinafter: the Personnel);
 - 1.5. Information on the technical capacities, including equipment and the premises where conformity assessment activities shall be conducted;
 - 1.6. Proof that the Applicant is not involved in activities that may conflict with the independence and impartiality of the conformity assessment activities;

1.7. A description of how the Applicant regulates actions and decisions related to complaints regarding its activities and the decisions taken regarding conformity assessment, as well as information on the procedure for maintaining work confidentiality, the general competencies of the body (e.g., its management system), beyond the specific technical capacities referred to in subparagraph 1.5 of this Article. This also shall include proof that the income of the management and personnel does not depend on the number of assessments conducted or the results of such assessments;

1.8. A document proving the Applicant's technical and professional capacity to meet the conditions established by the relevant provisions – the accreditation certificate in accordance with Article 14, paragraph 2 and Article 16, paragraph 2 of Law No. 06/L-041 on Technical Requirements for Products and Conformity Assessment;

1.9. If the Applicant will outsource some of its activities, it must submit a list of the conformity assessment bodies and the activities to be outsourced, as well as proof that the designated body ensures and takes responsibility for the competency and tasks performed by its subcontractors, and shall notify the competent Ministry accordingly;

1.10. Proof of liability insurance coverage for any damage that may be caused;

1.11. A statement of commitment by the Applicant to timely inform the competent Ministry of its activities and any potential change in circumstances;

1.12. Other important information for designation as specified in the public call;

1.13. Proof of payment of the administrative application fee.

2. The application must be accompanied by original documents or notarized copies verifying the data referred to in paragraph 1 of this Article, for which the conformity assessment body claims competency. Documents issued by the Ministry do not need to be notarized.

3. In cases where these requirements are fulfilled through submission of the accreditation certificate, then the data contained in the accreditation certificate shall not require additional evidence to meet the requirements of this Article.

Article 7

Designation Commission

1. For the designation of conformity assessment bodies, a commission shall be established by the decision of the Minister of the competent Ministry in accordance with the requirements of the relevant technical regulations or applicable law.

2. The Commission shall consist of three (3) members from the competent Ministry, one of whom must be a legal expert and the other two representatives from the relevant unit.

2.1. The members of the Commission referred to in paragraph 2 of this Article shall have a three (3) year mandate, with the possibility of extension for one more term;

2.2. The work of the Commission shall be led by the representative of the relevant unit of the competent Ministry.

3. During the evaluation procedure, the Commission must apply the principles of objectivity and impartiality and protect the confidentiality of data collected during the evaluation of the designation applications.

4. Members of the Commission must not have a conflict of interest with the conformity assessment bodies applying for designation. If a conflict of interest exists, the Commission members shall be obliged to declare it and must be replaced.

5. Members of the Commission must not engage in activities similar to those of the conformity assessment bodies, nor provide consulting services to them.

6. Members of the Commission may be dismissed for irresponsible or unprofessional conduct.

Article 8

Verification of compliance with the conditions and application for designation

1. During the evaluation procedure, the Commission shall verify compliance with the conditions and requirements according to Articles 5 and 6 of this Administrative Instruction.

2. While reviewing the application and submitted documentation, the Commission may conduct inspections at the Applicant's premises and contact relevant institutions to verify the fulfilment of the requirements set out in the applicable technical regulations.

Article 9

Verification of scope and competency of the Applicant

1. When the Applicant demonstrates competency to perform conformity assessment according to the requirements of a specific technical regulation using an accreditation certificate, the Commission shall verify the validity of the accreditation certificate and the scope of accredited activities that are part of the designation application.

2. If the scope of conformity assessment activities included in the designation application is fully or partially covered by the scope of activities specified in the accreditation certificate referred to in paragraph 1 of this Article, it shall be considered that the Applicant meets the conditions for designation for the scope of activities specified in the accreditation certificate.

3. If the scope of conformity assessment activities included in the application for designation is not fully covered by the scope of activities specified in the accreditation certificate, then the Applicant must demonstrate competency for the activities not covered by the accreditation certificate through other appropriate documents, such as work manuals and procedures, staff training certificates relevant to the respective area, a list of equipment along with valid calibration certificates, as well as conformity certificates/reports or test reports issued within the last six (6) months to prove competency for the scope of activities that are not covered by the accreditation certificate.

4. If the Applicant does not demonstrate its competency to carry out conformity assessment procedures through an accreditation certificate, the Applicant may prove this competency through other appropriate documents, such as work manuals and procedures, staff training certificates relevant to the specific area, a list of equipment along with valid calibration certificates, as well as conformity certificates/reports or test reports issued within the last six (6) months.

5. Conformity assessment bodies failing to demonstrate their competency to perform conformity assessment procedures according to the relevant technical regulation or law using an accreditation certificate must obtain accreditation in accordance with Article 14, paragraph 2 of Law No. 06/L-041 on Technical Requirements for Products and Conformity Assessment.

Article 10

Designation decision

1. The Commission shall prepare a report based on the evaluation of the Application for designation, the submitted documentation, and the verified evidence, where it assesses whether the Applicant meets the conditions for designation in accordance with the relevant technical regulations or the applicable law.

2. If the Commission assesses that the Applicant meets the conditions for designation, it shall recommend to the Minister of the competent Ministry the full designation or designation for certain activities. If the Commission assesses that the Applicant fails to meet the conditions for designation, it shall recommend that the submitted application be rejected.

3. The Commission must provide adequate justifications for the recommendation given under paragraph 2 of this Article.

4. Based on the recommendation from paragraph 3 of this Article, the Minister of the competent Ministry shall issue a decision on the designation or on the rejection of the application. The Applicant must be notified of the decision and the reasons thereof in case of full or partial rejection.

Article 11

Content of the decision

1. The designation decision pursuant to Article 10 of this Administrative Instruction shall specifically include:

1.1. The name and the business registration number as registered with the Kosovo Business Registration Agency, as well as the address of the headquarters of the appointed conformity assessment body;

1.2. The unique identification number of the designated body, issued pursuant to Article 12 of this Administrative Instruction;

1.3. The title of the relevant technical regulation or law based on which the designation decision is issued;

1.4. The type of module or modules for conformity assessment and product assessment, as well as any other necessary information to accurately identify the product for which the designation decision is issued;

1.5. A detailed description of the scope of the designation;

1.6. The name and personal identification number of the person designated to sign conformity documents;

1.7. The list of subcontractors and their activities, where applicable;

1.8. The validity period of the designation.

Article 12

Registration of the Decision and the unique reference number

1. The competent Ministry shall send the designation Decision for registration to the Ministry responsible for trade and industry, which shall maintain the register of designated bodies (hereinafter referred to as the Register) in accordance with Article 29, paragraph 1, subparagraph 1.3 of Law No. 06/L-041 on Technical Requirements for Products and Conformity Assessment and the acts adopted pursuant to this law.

2. The Ministry responsible for trade and industry shall issue a unique reference number for each designated body. This number shall be communicated to the Commission, the competent Ministry, as well as to the designated body itself. This number must be used in all future correspondence related to that body.

Article 13

Operational obligations of designated bodies

1. The designated body shall be obliged to continuously carry out activities in compliance with the requirements of the designation decision and the relevant technical regulations or applicable law.

2. Unless otherwise specified by legal acts, the designated body must:

2.1. Perform conformity assessment activities proportionally, avoiding unnecessary burdens on manufacturers;

2.2. Conduct activities taking into account the size of the enterprise, the sector in which it operates, its structure, the complexity level of the technology for the given product, and the extent or nature of the manufacturing process in series. In doing so, the degree of rigour and the necessary level of protection for the product conformity with the provisions of the relevant technical regulation must be complied with;

2.3. When it finds that the requirements set out in the relevant technical regulation or applicable law, harmonized or equivalent corresponding standards, or technical

specifications have not been met by the manufacturer, it shall require the manufacturer to take appropriate corrective measures and shall not issue the conformity certificate;

2.4. When, during conformity monitoring after the issuance of the conformity certificate, it finds that the product no longer complies, it must require the manufacturer to take the appropriate corrective measures and, if necessary, suspend or withdraw the conformity certificate;

2.5. When corrective measures are not taken or do not have the desired effect, the designated body must limit, suspend or withdraw the conformity certificate, depending on the circumstances.

3. The appointed body must have a documented complaint procedure for reviewing its decisions under paragraph 2, subparagraphs 2.3 and 2.4 of this Article. After reconsideration of the initial decision taken, the reviewed decision of the designated body shall be final. An administrative dispute may be initiated against this decision before the competent court.

4. The designated body shall notify the Ministry of any complaint received and how that complaint was resolved.

Article 14 **Obligation of designated bodies to provide information**

1. Upon request by the competent Ministry, the designated body must, within a deadline of three (3) working days from receiving the request, submit the requested information and data related to the activities for which it is designated, particularly to document all conformity assessment procedures it carries out.

2. Unless otherwise specified in the relevant technical regulation or law, the designated body must inform the competent Ministry of:

2.1. Any rejection, limitation, suspension or withdrawal of the conformity certificate;

2.2. Any circumstance affecting its scope or the conditions of its designation;

2.3. Any request for information received from the competent inspectorate concerning conformity assessment activities;

2.4. Conformity assessment activities performed within its designated scope and any other activity carried out, including cross-border activities and outsourcing, upon request of the competent Ministry.

3. Designated bodies shall immediately provide, in writing, relevant information on negative conformity assessment results to other designated bodies operating under the same technical regulation or law that conduct similar conformity assessment activities for the same products, while information on positive conformity assessment results shall be provided upon request.

4. In cases where the manufacturer interrupts conformity assessment procedures initiated with the designated body or fails to respond to the designated body's requests, the latter shall immediately notify in writing other designated bodies and the competent Ministry.

5. The manufacturer shall not be entitled to change the designated body after the commencement of the conformity assessment procedures for the products. No other designated body shall be entitled to carry out conformity assessment procedures previously initiated by the respective designated body.

Article 15

Monitoring of designated bodies and changes in designations

1. The relevant unit within the competent Ministry shall ensure regular monitoring of the designated bodies in accordance with the requirements of the technical regulations or the relevant law, through a monitoring commission.

2. The monitoring commission shall be established by a decision of the Minister of the competent Ministry and shall consist of 3 members with three (3) year mandate.

3. When the relevant unit within the competent Ministry suspects, assesses or is informed that an appointed body under Article 9, paragraphs 3 and 4 of this Administrative Instruction has ceased to fulfil the requirements for its designation or is failing to meet its obligations under Articles 13 and 14 of this Administrative Instruction, the unit must inform the monitoring commission, which shall verify whether the requirements continue to be met.

4. The monitoring commission shall conduct regular monitoring at least once a year without a request from the relevant unit.

5. If a body is designated for conformity assessment according to Article 9, paragraphs 1 and 2 of this Administrative Instruction, when the relevant unit within the competent Ministry suspects, assesses or is informed that the designated body has ceased fulfilling the designation requirements or is failing to meet its obligations under Articles 13 and 14, the verification request shall be submitted to the Kosovo Accreditation Directorate. The Accreditation Directorate shall inform the relevant unit of the competent Ministry of the verification results.

6. Based on the evidence from the paragraphs of this Article, the commission shall recommend the limitation, suspension or withdrawal of the appointment, depending on the failure to meet obligations and requirements in the specific case.

Article 16

Measures against designated bodies in case of non-compliance with designation criteria

1. If during the assessment referred to in Article 15 of this Administrative Instruction, it is confirmed that the designated body fails to fulfil the obligations or requirements specified in the designated Decision, the Minister of the competent Ministry shall, based on the Commission's recommendation, issue a decision to limit, suspend or withdraw the designation. The duration of the limitation or suspension measure shall be no less than thirty (30) days and no longer than ninety (90) days. In cases of violations of criteria defined by the relevant

conformity assessment law and the technical regulations of the competent ministries, when the designation is withdrawn, the Applicant shall not be entitled to reapply within a period of one (1) year.

2. The competent Ministry shall, in case of suspension of the designation, give the designation body time to correct the deficiencies. After the identified deficiencies have been corrected, the designated body must submit evidence to the competent Ministry, which shall, after consulting the Commission, review the removal of the applied measures. The body must be notified of the reasons for the limitation or suspension of the designation Decision.

3. The Decision referred to in paragraph 1 of this Article shall be delivered to the designated body within three (3) working days. Within the shortest possible timeframe, but no longer than three (3) days from the day of receipt of the Decision, the designated body shall be obliged to transfer the documents related to conformity assessment activities in accordance with Article 18 of this Administrative Instruction.

4. The competent Ministry shall submit the decision for limitation, suspension or revocation of the designation for conformity assessment activities to the Ministry responsible for trade and industry, which shall be obliged to update the status of the designated body in the register or remove it from the register of designated bodies in accordance with the Decision.

Article 17

Termination of activities of the designated body

1. If an appointed body is not interested or is unable to carry out all or some of the conformity assessment activities specified in the designation Decision, it must notify the competent Ministry and all manufacturers whose conformity assessment activities are conducted based on their request. The completion and transfer of documents related to the execution of conformity assessment activities must be done in accordance with Article 18 of this Administrative Instruction.

2. When the competent Ministry receives the notification about the interruption of some or all activities of the designated body, it must notify the Ministry responsible for trade and industry to update the register accordingly.

Article 18

Transfer of conformity assessment documents

1. In cases where the completion and transfer of conformity assessment documents are required according to Articles 16 and 17 of this Administrative Instruction, the designated body shall contact all manufacturers on whose request the conformity assessment was performed. The conformity documents shall be submitted by the designated body to the manufacturer or collected by the manufacturers at a suitable time for them and forwarded to another designated body for conformity assessment.

2. If the completion and transfer of documents related to conformity assessment activities under Articles 16 and 17 of this Administrative Instruction cannot be carried out because the manufacturer, on whose request the conformity assessment was made, no longer exists in the

Register of Economic Operators of the Kosovo Business Registration Agency, the designated body that conducted the conformity assessment shall submit the documentation to the competent Ministry. The competent Ministry shall in no case assume responsibility for the conformity assessment procedure of the respective products.

3. The documentation referred to in paragraph 1 of this Article shall be stored in accordance with the applicable Law on Archiving and may be destroyed after the retention period for such documents expires, as determined by the relevant technical regulation or applicable law.

Article 19

Application, qualification and operational provisions

1. This Chapter shall regulate the procedure for designating conformity assessment bodies, in cases where the legislation provides that the conformity assessment is carried out for the needs of the competent Ministries.

2. The provisions of Articles 7 to 18 of this Administrative Instruction shall also apply to the designation of conformity assessment bodies to carry out technical assessments.

Article 20

The validity period of the designation

1. The validity period of the designation for conformity assessment bodies pursuant to Article 9, paragraphs 1 and 2 of this Administrative Instruction shall be two (2) years. If the validity period of the accreditation certificate is shorter than two (2) years, then the validity of the designation Decision shall expire upon the expiration of the accreditation certificate.

2. In cases where price-fixing or coordinated price arrangements are identified, or where there are unjustified discrepancies between local prices and those in neighbouring countries, the competent Ministry may impose protective measures. Such protective measures shall be applied to safeguard consumers, protect competition or serve other purposes of national interest.

3. Price-fixing and other protective measures shall be enacted by the decision of the responsible Minister from the competent Ministry and the designated bodies shall be notified accordingly.

4. The special decision shall remain in force for up to ninety (90) days unless expressly provided otherwise.

5. The Ministry responsible for the respective area shall monitor the implementation and adequacy of the decision in cooperation with other relevant institutions.

Article 21

Independence, impartiality and confidentiality

1. The designated body shall be a third party, independent from the manufacturer or the product for which the conformity assessment procedures are carried out.
2. The designated body, its senior managers, responsible personnel, other separate units and its parent company shall not be involved in activities that may create a conflict of interest or that may affect independence and impartiality with regard to conformity assessment. In particular, conformity assessment bodies shall not be involved in the design, manufacturing, supply, installation, purchase, ownership, use or maintenance of the products they assess. This shall not preclude the use of assessed products that are necessary for the operation of the conformity assessment bodies or the use of such products for personal purposes.
3. Conformity assessment bodies shall ensure that the activities of their subsidiaries or subcontractors maintain the confidentiality, objectivity and impartiality of their conformity assessment activities.
4. Conformity assessment bodies and their personnel shall carry out conformity assessment activities with the highest level of professional integrity and the required technical competency in the relevant area and shall be free from any pressure or inducement, particularly of a financial nature, which may influence their judgment or the results of their conformity assessment activities, especially from persons or groups of persons with an interest in the results of such activities.
5. The personnel of the conformity assessment body shall observe professional secrecy regarding all information obtained during the performance of its activities.

Article 22

Transitional provisions

1. All bodies designated before the entry into force of this Administrative Instruction shall continue to carry out conformity assessment procedures in accordance with the appointment Decision until its expiration.
2. Article 5, paragraph 2 shall apply only when the conditions for online application have been established.

Article 23

Annexes

The Application Form shall be an integral part of this Administrative Instruction.

Article 24
Repealing provisions

Upon the entry into force of this Administrative Instruction, Administrative Instruction No. 12/2018 on the Manner of Designation of Conformity Assessment Bodies shall be repealed.

Article 25
Entry into Force

This Administrative Instruction shall enter into force seven (7) days following its publication in the Official Gazette of the Republic of Kosovo.

Albin KURTI

Acting Prime Minister of Republic of Kosovo
04 december 2025

ANNEX I

APPLICATION FOR THE DESIGNATION OF CONFORMITY ASSESSMENT BODIES

RELEVANT MINISTRY:

1. GENERAL INFORMATION ABOUT THE APPLICANT:

1.1	BUSINESS - NAME/TITLE:	
➤	ADDRESS - LOCATION:	
➤	CONTACT PERSON (TELEPHONE):	
➤	LEGAL STATUS (COMPANY / INSTITUTION / OTHER LEGAL ENTITY)	
➤	ACTIVITY:	
1.2	ORGANIZATIONAL STRUCTURE (NUMBER, NAME AND ADDRESS OF ORGANIZATIONAL UNITS OUTSIDE THE HEADQUARTERS OF THE APPLICANT):	

2. SCOPE AND VOLUME OF CONFORMITY ASSESSMENT ACTIVITIES FOR WHICH DESIGNATION IS REQUIRED

2.1	Name and number of the relevant legal act for which the designation is requested:
2.2	Type and name of the product or product group subject to conformity assessment in accordance with the relevant legal act and the list of applicable Kosovo standards, the implementation of which presumes conformity or references to harmonized European standards:
2.3	The scope of conformity assessment activities for which the appointment is requested, referring to the relevant provisions specified in the applicable legal act:
2.4	Other relevant data for identifying the product:

3.5	Information on other activities carried out by the Applicant, including activities that may affect the independence and impartiality of the Applicant, its director or senior management and staff related to persons involved with the product subject to conformity assessment:
3.6	By which document has the Applicant regulated the procedures for performing conformity assessment tasks as well as the complaint decision making procedures regarding its work, including decisions taken related to conformity assessment activities:
3.7	How the Applicant has regulated the confidentiality of work and whether this is regulated by a special act or decision (if yes, specify the name of the act or decision):

4. TECHNICAL CAPACITIES

4.1	Equipment:
4.2	Location where the conformity assessment activities are performed:

5. Type of document proving the competency/preparation of the Applicant for carrying out conformity assessment activities:

5.1	Accreditation certificate:
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➤	The standard according to which the applicant is accredited.	
➤	Date of issuance of the accreditation certificate.	
5.2	Other documents.	
➤	Name of the issuer of the document.	
➤	Type and name of the document.	
➤	Date of issuance of the document.	

6. Information regarding the signed agreement on liability coverage for damages.

6.1	<input type="checkbox"/> YES Insurance policy number. Compensation amount, respectively the guaranteed sum. _____ Euro	<input type="checkbox"/> NO
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7. Other important information for the designation.

7.1	Involvement of subcontractor	
➤	<input type="checkbox"/> No	
➤	<input type="checkbox"/> Yes ✓ Official name, location and address of the subcontractor's headquarters: ✓ Number and date of the agreement with the subcontractor. ✓ Type, area and scope of the conformity assessment activities, as well as the type or name of the product or product group covered by the agreement.	
7.2	Membership in international bodies, associations, schemes; - - -	
7.3	Other data;	

8. Administrative fee

8.1	In accordance with the Administrative Instruction on the Manner for Designation of Conformity Assessment Bodies, the payments for:	
8.2	- application for the designation of conformity assessment bodies in the amount of XX Euro	<input type="checkbox"/> YES <input type="checkbox"/> NO

NOTES EVIDENCING THE DATA FROM THE APPLICATION:

1.1	Business registration certificate (Business Registration Agency)
1.2	Copy of the general act on internal organization
3.1	Copies of individual employment contracts of employees and contracts of other engaged persons, as well as copies of documents verifying the data under point 3.1 for employees and other engaged individuals.
3.3	Copy of the document referred to in point 3.3 or other evidence verifying the data from the application.
3.4	Copy of the document referred to in point 3.4 or other evidence verifying the data from the application.
3.6	Copy of the document referred to in point 3.6 or other evidence verifying the data from the application.
3.7	Copy of the document referred to in point 3.6 or other evidence verifying the data from the application.
5.1	Copy of the accreditation certificate and the decision confirming the scope of accreditation with detailed accredited fields.
5.2	Copies of other documents evidencing the competency/preparation of the Applicant for performing conformity assessment activities as specified in point 5.2.
6.	Copy of the guarantee/insurance policy against liability for damages.
7.1	Copy of the outsourcing agreement, if any.
7.2	
8.2	Proof of payment of administrative fee
8.3	

* **Answers to the questions under points 6.1, 7.1, 8.2 and 8.3** shall be provided by ticking the appropriate box ☐

Date of submission of the application:

Applicant:

(Legal representative or authorized representative for submitting the application – Name Surname – Signature)

SS
(Stamp placement)