

ExMarkCo/05/CD March 2008

INTERNATIONAL ELECTROTECHNICAL COMMISSION IEC SCHEME FOR CERTIFICATION TO STANDARDS FOR SAFETY OF ELECTRICAL EQUIPMENT FOR EXPLOSIVE ATMOSPHERES (IECEX SCHEME)

Title: Application from TUV SUD PSB Pte Ltd, (TUP), for approval to issue the IECEx Conformity Mark License.

Circulated to: Members of the IECEx Conformity Mark Committee, ExMarkCo

## INTRODUCTION

The IECEx Secretariat is pleased to advise that an application has been received from the TUV SUD PSB Pte Ltd, (TUP), an accepted ExCB within the IECEx Scheme, for approval to issue the IECEx Conformity Mark License.

This document is issued for consideration by the IECEx Conformity Mark Committee, ExMarkCo, in accordance with IECEx 04 - IEC Scheme for Certification to Standards relating to Equipment for use in Explosive Atmospheres (IECEx Scheme) – IECEx Conformity Mark Licensing System – Regulations, during the coming Singapore Meeting.

The secretariat will present a review document of TUP's application during this meeting.

Address: IECEx Secretariat 286 Sussex Street Sydney NSW 2000 Australia Tel: +61 2 8206 6940 Fax: +61 2 8206 6272

Email: chris.agius@iecex.com Internet: www.iecex.com



ExMarkCo/05/CD March 2008

## **APPLICATION FROM TUV SUD PSB (TUP)**

The Certification Body of TUP seeks agreement to issue the IECEx Conformity Mark License.

The Certification Body of TUP has been an accepted IECEx Certification Body, ExCB, within the IECEx Scheme since 2006.

The Certification Body of TUP agrees to abide by the IECEx Conformity Mark Regulations and Operational Procedures and also with the decisions of the IECEx Management Committee.

The authorised person who shall act on behalf of the TUP, ExCB in matters relating to the IECEx Conformity Mark License is Ms Tan Chiew Wan, Vice-President TUV SUD PSB Pte Ltd.

Copies of the internal procedures from TUP, ExCB, for the issuing and control of IECEx Conformity Mark Licenses are attached as Annexes A and B.

The Certification Body of TUP accepts the payment of any application fee as determined by the IECEx Management Committee.

#### ANNEX A



TÜV SÜD PSB Pte Ltd - 1 Science Park Drive, Singapore 118221

Mr Chris Agius Secretary IECEx 286 Sussex Street Sydney NSW 2000 Australia

Tel: +61 2 8206 6940 Fax: +61 2 8206 6272

Email: chris.agius@iecex.com

Your Reference ExMarkCo/03/Inf Our Reference / Name

Telephone No. / E-mail +65 6885 1265

Fax No +65 6775 9725

28 February 2008

Total Page(s)

Dear Sir,

#### APPLICATION TO OBTAIN A LICENSE FROM IEC TO ISSUE IECEX CONFORMITY MARK LICENSES

We refer to the invitation ExMarkCo/03/Inf dated January 2008, we are pleased to enclose our application seeking to obtain a license from IEC to issue the IECEx conformity mark license to manufacturers.

Attached with this letter are copy of our internal procedure for the issue of IECEx conformity mark license to manufacturers. We have read and accept the Terms and Conditions in OD 23/V1 governing the IECEx Conformity Mark and agree to comply with the same. We declare that all the information given are true, complete and accurate.

Should you need further clarifications, please do not hesitate to contact me.

Thank you.

Yours sincerely,

Ms TAN Chiew Wan Vice-President

Certification Department

Bank Name

: DBS Bank Ltd : DBSSSGSGXXX

Account Number: 7171-032-032-003076-9 Account Name ; TÜV SÜD PSB Pte Ltd

Telephone : +65 6778 7777

+65 6779 7088

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TUV®

TÜV SÜD PS8 Pte Ltd

1 Science Park Drive Singapore 118221 Reg. No.: 199002667R



**DOCUMENT TITLE** 

: IECEx Certification Scheme for

Granting of Licenses to issue and use the IECEx Conformity Mark.

**DOCUMENT NUMBER**: WI-CIN-064

**DATE** 

: 27 February 2008

	Name	Designation	Signature
Prepared by:	David Sim	Engineer	h
Reviewed & Approved by:	Tan Chiew Wan	Vice-President	China

**DOCUMENT CONTROL STATUS** 



## **REVISION RECORD**

DOCUMENT TITLE

IECEx Certification Scheme for Granting of Licenses to issue and use the IECEx Conformity Mark WI-CIN-064

DOCUMENT NUMBER

DOCUM	ENT NUMBER	: <u>WI-CIN-064</u>			
DOC REV	Rev. Date	Summary of revision	Revised by	Reviewed by	Approved by
NO.			Name & Sign	Name & Sign	Name & Sign
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# Title: IECEX CERTIFICATION SCHEME for Granting of Licenses to issue and use the IECEX Conformity Mark.

#### PURPOSE

The purpose of this document is to specify the procedures for the processing and granting of Licenses to issue and use the IECEx Conformity Mark under the IECEx Certification.

#### 2. SCOPE

This procedure sets out the procedures for staff to follow in the processing and granting of Licenses to issue and use the IECEx Conformity Mark for IECEx Equipment Certification scheme.

## 3. DEFINITIONS

Applicant an individual or body applying for an IECEx Conformity Mark Licence.

Holder a person or legal entity identified on the IECEx Conformity Mark Licence, usually a manufacturer, as the party responsible for complying with all the requirements of these terms and conditions. For the purposes of this

document, the term 'Holder' and 'Licensee' are interchangeable.

Licence a document issued by an IECEx Certification Body (ExCB) authorizing a Licensee to use the IECEx Conformity Mark. The Licence lists the IECEx

Certificate(s) of Conformity Reference Numbers covering Ex Product(s) in

relation to which the IECEx Conformity Mark may be used .

Licensee an Applicant to whom an IECEx Conformity Mark Licence is issued under

these terms and Conditions. For the purposes of this document, the term

'Holder' and 'Licensee' are interchangeable

Product the Ex product covered by an IECEx Certificate of Conformity issued in

accordance with the IECEx Scheme Rules for Certified Equipment, and

listed on the IECEx Conformity Mark Licence.

Surveillance a programme of activity to confirm the Licensee's continuing compliance

with its Licence and these Conditions.

#### 4. RELATED DOCUMENTS

This document shall be read in conjunction with the following related documents:

(i) IECEx 04

(ii) IECEx Operational Document Number: 022

(iii) IECEx Operational Document Number: 023

#### 5. DETAILS OF PROCEDURES

#### 5.1 General

The Mark demonstrates to users and consumers compliance with the requirements of the relevant IEC Standard(s) without any national differences and/or Essential Differences in Requirements (EDRs), and with other IECEx recognized normative documents, approved by the IECEx Management Committee.

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Title:	Conformity Mark.
5.1.2	The design of the Mark is shown at <u>Appendix 1</u> . The Mark will include the IEC logo and an identification code to identify both the License Number and the Certification Body which has granted the License to use the Mark.
5.1.3	The Mark shall in principle be placed on the product itself or on a label directly affixed to the product. If this is not practical, the Mark shall be placed on the product packaging, a label attached to the product, the Instructions for use or other accompanying documentation. The Mark may only be used in advertising where there is a clear association with the products covered under the Mark License as issued by an ExCB approved by the IEC to issue a Mark License.
5.1.4	The Mark shall only be placed on such products, or their packaging and promotional material, that are covered by a valid IECEx Certificate of Conformity, issued in accordance with the IECEx Scheme Rules.
5.1.5	The Mark shall not be used for any purpose other than to indicate that all the requirements of the Mark Licensing System are being met.
5.1.6	Where doubts and insufficiency of details arise from these procedures, reference shall always be made to IECEx 04 and IECEx OD 022 and 023.
5.2	Procedures for processing an application for an IECEx Conformity Mark License
5.2.1	<ul> <li>The procedures are set out in table form identifying:</li> <li>Step number showing the link between flowcharts (see Appendix 2) and table</li> <li>Related documents</li> <li>Responsible person for TÜV SÜD PSB</li> <li>Additional comments and remarks where appropriate</li> </ul>
5.2.2	TÜV SÜD PSB is required to investigate any claims of misuse of the IECEx Conformity Mark or where such evidence exists concerning IECEx Conformity Mark Licenses that it has issued, in order to protect the integrity of the IECEx Conformity Mark and IEC.
5.3	Filing & Disposal
5.3.1	The CRT officer shall file according to Holder of the IECEx Certificate of Conformity. All data and information intended to provide information and any other documents for the purpose of tracking issues shall be kept in the file.
5.3.2	This filing & disposal instruction shall be in accordance with WI-CIN-040, clause 5.3.
5.4	Appeals
5.4.1	The appeal instruction shall be in accordance with WI-CIN-040, clause 7.

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Procedures for issuing & maintaining of an  IECEX Conformity Mark License  - Description of Activity (ref Appendix 2)  TÜV SÜD PSB receives an application for an IECEX Conformity, issued in accordance with the IECEX Rules and Procedures, issued in accordance with the IECEX Rules and Procedures, IECEX 02 and supporting IECEX Operational Documents.  The application should consist of:  a) application form b) Copies of the applicant's internal procedures for use, display and control of the IECEX Conformity Mark, or A controlled document detailing the design of the IECEX Conformity Mark, proposed by the Applicant (usually in the form of a Drawing); d) The signed License agreement between TÜV SÜD PSB and Manufacturer that include reference to the manufacturer's agreement with the Terms and Conditions with OD 023, and e) Payment of application fee In submitting such an application the applicant declares that it has reviewed its internal procedures and that they comply with IECEX 04 and Operational Document Number 022.
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Notes/Comments	TÜV SÜD PSB may consult with the IECEx Secretary when reviewing applications.		
By Whom	TÜV SÜD PSB	TÜV SÜD PSB	TÜV SÜD PSB and Applicant
Related Documents			
Procedures for issuing & maintaining of an IECEx Conformity Mark License - Description of Activity (ref Appendix 2)	TÜV SÜD PSB conducts contract review to evaluate the application to ensure the following is met  a) The application information is complete  b) The application for an IECEx Conformity License identifies Ex products covered by IECEx Certificates of Conformity, issued by the ExCB receiving the Conformity Mark License application;	Where the requirements have not been met TÜV SÜD PSB shall inform the Applicant who may then arrange for review of their application.	Where the results of the contract review are not positive, TÜV SÜD PSB shall inform the applicant as soon as possible, preferably within 48hrs of arriving at this decision.  The nature of why the contract review was unsuccessful would then suggest the possible next course of action which may include but not limited to:  a) Submission of additional information by the applicant to TÜV SÜD PSB;  b) Withdrawal of the application by the applicant c) Termination of the application by TÜV SÜD PSB, where the application does meet IECEx requirements
Step	~	m	e c

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IECEx CERTIFICATION SCHEME for Granting of Licenses to issue and use the IECEx Conformity Mark.

Step	Procedures for issuing & maintaining of an IECEX Conformity Mark License - Description of Activity (ref Appendix 2)	Related Documents	By Whom	Notes/Comments
4	TÜV SÜD PSB shall review the application and requested scope of coverage by the applicant to ensure that products listed only relate to those products covered by:  a) A current IECEX Certificate of Conformity  b) Only IECEX Certificates of Conformity which TÜV SÜD PSB has issued		TÜV SÜD PSB that received the application	ExCBs may only issue IECEX Conformity Mark Licenses to cover IECEX CoC that they have issued. In the case where the applicant holds IECEX CoCs from different ExCBs, then separate Licenses from the ExCBs shall be sought, where the applicant wishes to use the IECEX Conformity Mark on all products.
5+5a	Where the requirements have not been met TUV SUD PSB shall inform the Applicant who may then arrange for review of their application.  TUV SUD PSB shall notify the Applicant as soon as possible and preferably within 48hrs after arriving at its decision.	IECEx COCs	TÜV SÜD PSB	

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 Procedures for issuing & maintaining of an IECEx Conformity Mark License - Description of Activity (ref Appendix 2)	Related Documents	By Whom	Notes/Comments
TÜV SÜD PSB shall arrange for an assessment and audit of the applicant's Procedures for compliance with the IECEx	IECEX 04	TÜV SÜD PSB	This assessment may be conducted either at the
Conformity Mark Regulations (IECEx 04) and Terms and Conditions in OD 023. Such assessment shall include but not limited to the following:	620 00		Applicant's premises or TÜV SÜD PSB's offices and may also be included as an
a) Ensuring the Procedures require that the IECEx Conformity Mark is only associated with Products covered by IECEx Certificates of Conformity, listed in the application;			extension to the normal IECEx CoC surveillance visit by TÜV SÜD PSB.
b) A review of promotional material where the IECEX Conformity Mark is likely to be used			
 c) A clear identification of the senior position with responsibility and authority to control use of the Mark with the applicant's organisation.			***************************************
d) Ensuring the requirements of the Terms and Conditions in OD 023 are met			

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Notes/Comments				
By Whom	TÜV SÜD PSB		TÜV SÜD PSB	
Related Documents	OD 22		Design from applicant	
Procedures for Issuing & maintaining of an IECEx Conformity Mark License – Description of Activity (ref Appendix 2)	Where the result of the assessment/audit is negative the Applicant may submit additional or revised information and procedures to TÜV SÜD PSB for additional reviews.  Alternatively the Applicant may chose to withdraw their	application, TÜV SÜD PSB shall notify the Applicant as soon as possible and preferably within 48hrs after arriving at its decision.	Upon successful completion of Step 6, TÜV SÜD PSB shall review the proposed design by the Application.	This proposed design shall have been submitted by the applicant in the form of a controlled document, usually in the form of a drawing.
Step	7+7a		8	

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Step	Procedures for issuing & maintaining of an IECEx Conformity Mark License - Description of Activity (ref Appendix 2)	Related Documents	By Whom	Notes/Comments
9+9a	Where the assessment according to Step 8 is successful TÜV SÜD PSB shall stamp or otherwise provide indication of its acceptance on the Applicant's controlled document, create a copy for TÜV SÜD PSB's records and then forward the document back to the Applicant.	·	TÜV SÜD PSB	
	Where the result according to Step 8 is unsuccessful the Applicant may re-submit a revised document showing a modified Mark design for further review by TUV SUD PSB.			
	Alternatively the Applicant may choose to withdraw their application. TÜV SÜD PSB shall notify the Applicant as soon as possible and preferably within 48hrs after arriving at its decision.			

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	Procedures for issuing & maintaining of an IECEx Conformity Mark License - Description of Activity (ref Appendix 2)	Related Documents	By Whom	Notes/Comments
i	With all steps now successfully completed and subject to payment of fees by the applicant, TÜV SÜD PSB shall:	IECEx internet Website	TÜV SÜD PSB	
	a) Issue the IECEx Conformity Mark License	www.iecex.com		
	b) Register the License Certificate on the IECEx Website	TÜV SÜD PSB's		
	c) Update TÜV SÜD PSB's surveillance procedures and audit plans, for the applicant, to include ongoing assessment and review of the Applicant's ability to	IECEx Conformity Mark License (see Appendix 5)		
	comply with the IECEx Conformity Mark Regulations (IECEx 04), OD 022 and Terms and Conditions in OD 023.			

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#### Appendix 1 (IECEx Mark)

IECEx 04 @ IEC:2007(E)

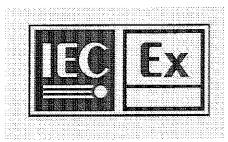
-9-

#### Annex A

#### The IECEx Mark

#### A.1 Master symbol for photographic reproduction

The IECEx Conformity Mark reproduced below may be used for photographic reproduction



NOTE The pictogram shown above is for illustrative purposes only.

#### A.2 Proportional dimensions of the symbol

All reproductions of the IECEx Conformity Mark shall comply with the dimensional and colour proportions as determined by the IECEx Management Committee and specified by the ExCB issuing the IECEx Conformity Mark License.

#### A.3 Traceability of the IECEx Conformity Mark

Manufacturers granted a license to use the IECEx Conformity Mark shall ensure that all requirements of the IECEx Conformity Mark Licensing System Rules and Procedures have been met. A reference, associated with both the Certification Body licensing the use of the IECEx Conformity Mark and the License reference shall appear with the IECEx Conformity Mark, wherever it is used, for traceability purposes. The IECEx Conformity Mark shall not be displayed in a manner that may misrepresent the Mark as being associated with a product not covered by a License issued in accordance with the Rules of the IECEx Conformity Mark Licensing System.

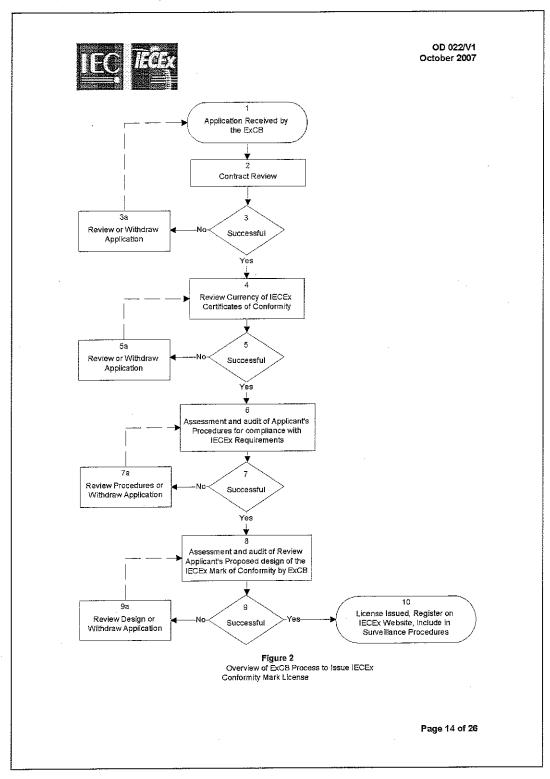
The IECEx Secretariat shall maintain a publicly available database of Licenses issued which shall include the following details:

- License Number
- · License Holder
- Issuing ExCB
- Issue date
- Reference to IECEx Certificates of Conformity covered by the IECEx Conformity Mark License.

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Appendix 2 (Flowchart of the procedure to issue the IECEx Conformity Mark License)



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## Appendix 3 (Application Form)

***		
A. APPLICANT DETAILS		
Name of company :		
Address :		Postal Code :
Telephone :	Telefax :	
Date of establishment of company:		
Contact person :	Designation :	
Email Address :		
Is your company certified by any product If "Yes", please give details:	t/system certification body?	Yes No
<u> </u>		
B. MANUFACTURER DETAILS ( *If your company has several premises please duplicate copy of Section B and fi Name of company	all contributing to the overall sco Il details under B for each premise	<b>.</b>
Address :		Postal Code :
Telephone :	Telefax :	
Date of establishment of company: :		
Contact person :	Designation :	
Email Address :		
C. EXISTING CERTIFICATE/S D		
	ETAILS .	
Certificate number :		
Certificate number :		
Certificate number :  Certificate number		
Certificate number :  Certificate number		
Certificate number :  Certificate number		
Certificate number :  Certificate number		

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	COI	NFIDENTIAL	•
	D. SUPPORTING DOCUMENTS		
	The applicant shall submit with this application: (a) Copies of the internal procedures for use, d	isplay and control of the IECEx Conformit	y Mark.
	<ul><li>(b) A controlled document detailing the design (usually in the form of a Drawing);</li></ul>	of the IECEx Conformity Mark, proposed I	by the Applicant
	(c) The signed License agreement that include and Conditions with OD 023	reference to the manufacturer's agreemer	nt with the Terms
	(d) Cheque payment of application fee		
	Note: To expedite processing of your applicate the above order. Please note that income the processing of your application.	ion, please arrange and submit your docu plete submission of the documents will re	ments following sult in a delay în
	E. COMPANY'S DECLARATION		
	We have read and accept the Terms and Conditio comply with the same. The completed application submitted for your consideration. We declare accurate.	n form and all relevant documents as requ	ired in Part D are
	Authorised signature	Date	
	Name & Designation of Authorised Signatory	Company Stamp	
	-	Company Scamp	
	Please return to: Vice-President, Certification		
	TOV SOD PSB Pte Ltd I Science Park Drive,		
<u>-</u>	Singapore 118221		
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Appendix 4 (License agreement)

## LICENCE AGREEMENT BETWEEN

## TÜV SÜD PSB Pte Ltd

<u>AND</u>

[Name of Applicant],\_\_\_\_\_

#### **CONCERNING THE**

#### **OPERATION AS A LICENCE HOLDER TO**

#### **USE THE IECEX CONFORMITY MARK**

#### Whereas:

- a. The IEC owns the IECEx Conformity Mark and has published Regulations, IECEx 04 describing the IECEx Conformity Mark its meaning and the requirements for management and licensing of the IECEx Conformity Mark.
- b. TÜV SÜD PSB Pte Ltd is an accepted IECEx Certification Body (ExCB) in accordance with IECEx 02 and has applied to be recognised as an IECEx Conformity Mark Licence issuing Body to be authorised to license the use of the IECEx Conformity Mark in accordance with the IECEx Conformity Mark Regulations, IECEx 04 and Rules and Procedures detailed in IECEx Operational Document OD 022, as amended.
- c. The Applicant/Licensee is an individual or body applying for an IECEx Conformity Mark Licence, usually a manufacturer, as the party responsible for complying with all the requirements of these terms and conditions to whom an IECEx Conformity Mark Licence is issued under.

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#### It is hereby agreed as follows:

#### 1. Authorisation

The Licensee is authorised to use the IECEx Conformity Mark on or associated with Ex products which are covered by a current IECEx Certificate of Conformity, issued by the TÜV SÜD PSB and meet all the requirements of the IECEx Conformity Mark Regulations (IECEx 04), the Rules and Procedures (OD 022) and the IECEx Conformity Mark Terms and Conditions (OD 023), subject to the conditions and limitations set out hereafter.

In authorising the Licensee to use the IECEx Conformity Mark, this agreement does not give any other contractual rights to the Licensee outside that as provided by the IECEx Conformity Mark Licence Regulations (IECEx 04).

In addition, the Licensee shall only use the IPCEx Conformity Mark on or associated with Ex products covered by a current IECEx Certificates of Conformity issued by TÜV SÜD PSB

#### 2. Rights and Obligations

- 2.1 The IECEx Conformity Wark licensed for use shall be in accordance with the specimen shown in the Regulations (IECEx 04) with the addition of TÜV SÜD PSB identifier and Licence (1998).
- 2.2 The Licensee acknowledges that IEC is the owner of the IECEx
  Conformity Mark, and shall not do anything which may be taken to indicate
  that it has any right, title of interest in or to the ownership or use of the
  IECEx Conformity Mark except under the Licence
- 2.3 The Licensee shall ensure that IECEx Conformity Mark appear for products which are covered by a current IECEx Certificate of Conformity issued by TÜV SÜD PSB.
- 2.4 The Licensee shall use its best endeavours to ensure that the IECEx Conformity Mark on or associated with their products comply with the Terms and Conditions (OD 023). The Licensee shall include such as part of its agreement with TÜV SÜD PSB.
- 2.5 The Licensee shall ensure that their procedures for the issue, maintenance, withdrawal, and misuse of the IECEx Conformity Mark Regulations (IECEx 04), Rules and Procedures (OD 022) and the Terms and Conditions (OD 023) always in their currently valid version.

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- 2.6 The Licensee shall be responsible for its financial obligations to use the IECEx Conformity Mark on or associated with their products.
- 2.7 The Licensee shall operate under their own responsibility and shall indemnify and hold TÜV SÜD PSB harmless from any and all claims, actions and judgements, including costs of defence incurred in defending claims arising from the Licensee's operation in using IECEx Conformity Mark.
- 2.8 The Licensee shall agree to pay the application fees associated with the IECEx Conformity Mark Licence.
- 2.9 The Licensee shall inform TÜV SÜD PSB of any change to its legal status.
- 2.10 The Licensee shall inform TÜV SÜD PSB of any cases either brought to its notice or where they become aware of misuse of the IECEx Conformity Mark and shall take appropriate action in cases of misuse which it has appeared.
- 2.11 In operating this agreement, **TÜV SÜD PSB** and aware of any third parties whose rights may be infringed.
- 3. Obligations of the IEC
  - 3.1 The IEC as owner of the IECEX Conformity Mark shall be responsible for its legal protection in all countries where such protection is necessary.
- 3.2 The IEC will take action as described in the Regulations (IECEx 04) in cases of misuse of the IECEx conformity Mark.
- 4. Validity

This agreement shall come into force from the date that it is signed by both **Parties** for an initial period of three years, and shall be tacitly renewed for successive periods of equal duration.

- 5. Termination
  - 5.1 This Agreement can be terminated by either Party after consultation and following the receipt of written notification. Each Party shall take the required measures to duly finalise its existing commitments.

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5.2 The Licensee shall agree to comply with the termination requirements detailed in the Rules and procedures (OD 022) and Terms and Conditions (OD 023).

In witness whereof each Party has caused this Agreement to be executed by its duly authorised representatives on the date first set forth above.

SIGNED

For and on behalf of TÜV SÜD PSE Pte Ltd

For and on behalf of the [Name of Applicant/Licensee]

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Appendix 5 (IECEx Conformity Mark License)

## **LICENCE**



# **IECEx Conformity Mark**

ABCDEF Pte Ltd 209 X Road #03-07 Singapore 123456

is hereby granted the right and licence to use the IECE Conformity Mark of IEC Scheme for Certification to Standards relating to Ecolopment for use in Explosive Atmosphere.

Product(s) for which the use of the Standard(s) to which the product(s) is mark is granted to be produced

Vice-President (Certification Department) TÜV SÜD PSB Pte Ltd

Date of Original Issue:

Date of Last Revision:

Date of Expiry:

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