6.3 RENEWAL OF CERTIFICATE OF APPROVAL (CoA) TO MANUFACTURE, IMPORT, DISPLAY, SELL OR ADVERTISE ELECTRICAL EQUIPMENT

Renewal of CoA shall be made not less than 14 days before its expiry date in accordance with regulation 106 of the Regulations.

A. Application Procedure

(1) The applicant who is a registered manufacturer or importer shall apply for the renewal of the CoA through the e-PERMIT system which is accessible two months before the expiry date of the CoA to allow the applicant to submit their application for renewal.
(2) An applicant whose CoR has expired shall apply for a new CoR in accordance with chapter 6.1 of these Guidelines.
(3) All approved CoA will be displayed at e-Permit and applicants may renew the CoA by selecting the previous Job Number or Application ID.
(4) The applicant shall complete their application by providing all information correctly and attaching all required documents.
(5) Any unwanted models shall be deleted or removed from e-Permit before submitting the renewal application for CoA to the Commission.
(6) Application will be rejected if unwanted models are not removed from e-Permit. In this case applicant needs to apply for a new CoA.
(7) Application for renewal of CoA received less than 14 days before the expiry date will automatically be rejected. In this case the applicant needs to apply for a new CoA.

B. Technical documents required are:

(1) The test report shall be valid for not less than one year and not exceeding five years from the date of the report.
(2) The Type Test Report validity period shall not exceed five years from the date of report and shall not be less than twelve months from the date of CoA application.
(3) In the case of renewal application for CoA to import, the proof of purchase of SIRIM's label for the period of importing or consignment invoice are required.
(4) In the case of renewal application for CoA to manufacture and import, the proof of purchase of SIRIM's label and copy of valid Product Certification License (PCL) issued by SIRIM are required. If the expiry date of the PCL is less than 2 months, an Audit Notice shall be provided.

C. Annual Fee for Renewal of CoA

An annual fee of RM110.00 for single phase and RM220.00 for three phase equipment shall be paid upon approval of the CoA.

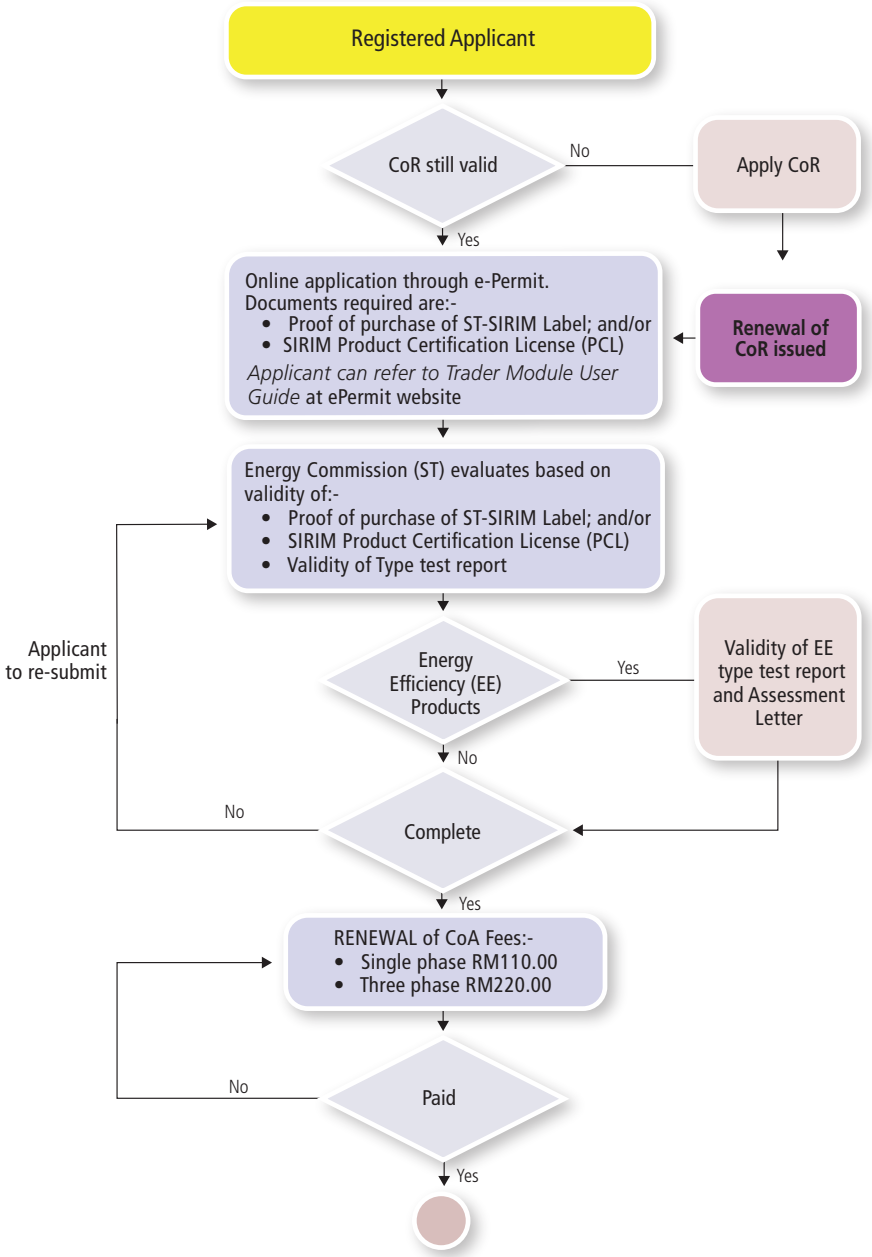
D. Requirement for Manufacture

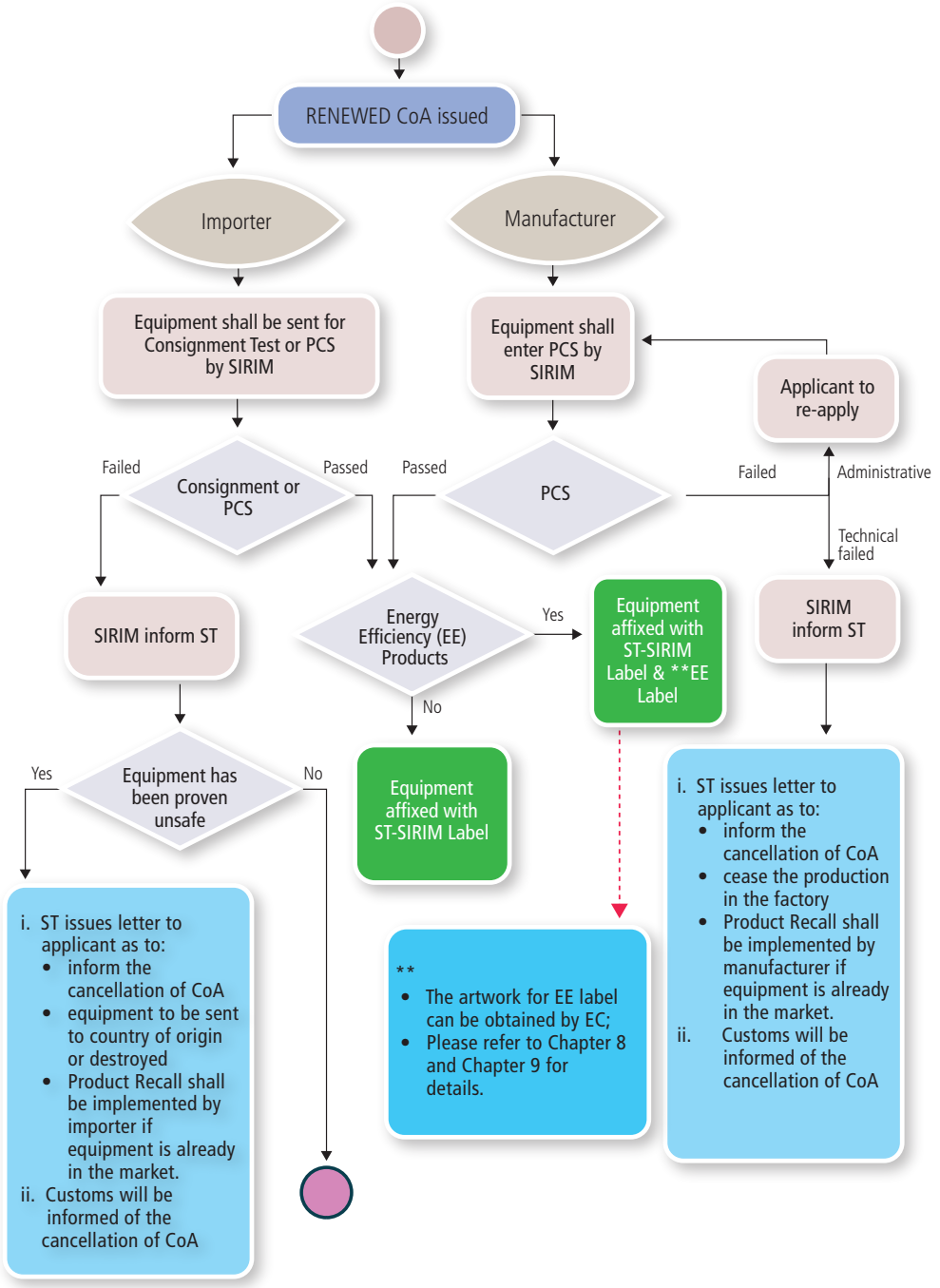
The manufacturer of any electrical equipment that has been approved for manufacture shall also renew his SIRIM's PCS. The electrical equipment shall be affixed with labels issued by SIRIM or bear the SIRIM Certification Mark.

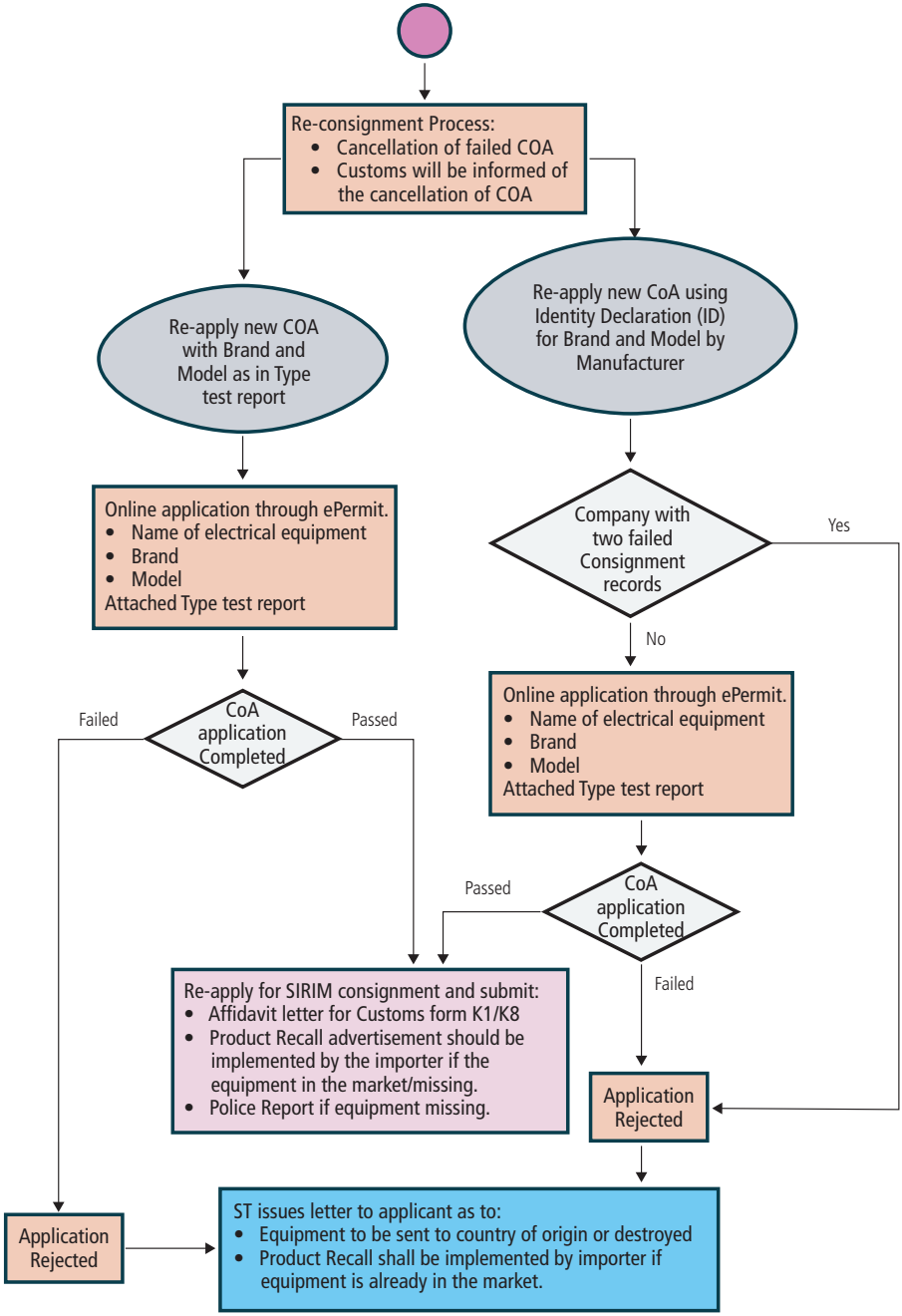
E. Requirement for Importing

(1) Any electrical equipment that has been approved for import into Malaysia shall comply with the consignment test by SIRIM's for every batch or participate in SIRIM's PCS within the validity period of the CoA. The electrical equipment shall be affixed with labels issued by SIRIM or bear SIRIM Certification Mark.
(2) Electrical equipment which fails the Consignment Test need to be sent back to the country of origin or shall be destroyed.
(3) Electrical equipment shall be constructed with power supply cord and power plug which comply with Malaysia's requirements and standards.
(4) The requirements and standards of Power Supply Cord and Power Plug are as stated in Chapter 8, No.4.

6.3(a) Process Flow: Renewal of Certificate of Approval (CoA) to Manufacture, Import, Display, Sell or Advertise Electrical Equipment




RENEWED CoA issued
Importer
Manufacturer
Equipment shall be sent for Consignment Test or PCS by SIRIM
Equipment shall enter PCS by SIRIM
Applicant to re-apply
Failed
Consignment or PCS
Passed
Passed
PCS
Failed
Administrative
Technical failed
SIRIM inform ST
Energy Efficiency (EE) Products
Yes
Equipment affixed with ST-SIRIM Label & **EE Label
SIRIM inform ST
No
Yes
Equipment has been proven unsafe
No
Equipment affixed with ST-SIRIM Label
i. ST issues letter to applicant as to:
• inform the cancellation of CoA
• equipment to be sent to country of origin or destroyed
• Product Recall shall be implemented by importer if equipment is already in the market.
ii. Customs will be informed of the cancellation of CoA
**
• The artwork for EE label can be obtained by EC;
• Please refer to Chapter 8 and Chapter 9 for details.
i. ST issues letter to applicant as to:
• inform the cancellation of CoA
• cease the production in the factory
• Product Recall shall be implemented by manufacturer if equipment is already in the market.
ii. Customs will be informed of the cancellation of CoA


Re-consignment Process:
• Cancellation of failed COA
• Customs will be informed of the cancellation of COA
Re-apply new COA with Brand and Model as in Type test report
Re-apply new CoA using Identity Declaration (ID) for Brand and Model by Manufacturer
Online application through ePermit.
• Name of electrical equipment
• Brand
• Model
Attached Type test report
Company with two failed Consignment records
Yes
No
Failed
CoA application Completed
Passed
Online application through ePermit.
• Name of electrical equipment
• Brand
• Model
Attached Type test report
Passed
CoA application Completed
Failed
Re-apply for SIRIM consignment and submit:
• Affidavit letter for Customs form K1/K8
• Product Recall advertisement should be implemented by the importer if the equipment in the market/missing.
• Police Report if equipment missing.
Application Rejected
Application Rejected
ST issues letter to applicant as to:
• Equipment to be sent to country of origin or destroyed
• Product Recall shall be implemented by importer if equipment is already in the market.