



Policy Manual Appendix F – Application Forms

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Issue Date: 2026-04-10
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Electrical Product Safety Certification Application Form

1. Are you the applicant or a consultant?	
<input type="checkbox"/> I am the Applicant . Please go to section 3. <input type="checkbox"/> I have read and agree to abide by the OZ Cert Pty Ltd Client Agreement (File No. PM05AD).	
<input type="checkbox"/> I am a Consultant . Please go to section 2. <input type="checkbox"/> I have provided the applicant with the OZ Cert Pty Ltd Client Agreement (File No. PM05AD). I attach a copy of the signed declaration stating they have read and agree to abide by it.	
2. Authorised Consultant Details	
The authorized consultant is from	<input type="checkbox"/> Australia <input type="checkbox"/> Overseas
Consultant Business Name	
Consultant Street Address	
Postal Address	
ABN, ACN or ARBN	
Contact Person Name	
Contact Number	
Email Address	
3. This is an application for	
<input type="checkbox"/> new Electrical Product Safety Certification Please complete sections 4, 5, 6, 9, 11, 12, and 13.	
<input type="checkbox"/> renewal of an existing certification Please complete sections 6, 9, 11, 12, and 13.	
<input type="checkbox"/> modification of an existing certification Please complete sections 7, 9, 11, 12, and 13.	
<input type="checkbox"/> transfer of an existing certification Please complete sections 8, 11, 12, and 13.	
4. Applicant / Certificate Holder Details	
The applicant/certificate holder is from	<input type="checkbox"/> Australia <input type="checkbox"/> Overseas
Applicant Business Name	
Applicant Street Address	
Postal Address	



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Applicant EESS Business ID		
ABN, ACN or ARBN		
Contact Person Name		
Contact Number		
Email Address		
Targeted marketing area <input type="checkbox"/> ACT <input type="checkbox"/> NSW <input type="checkbox"/> NT <input type="checkbox"/> QLD <input type="checkbox"/> SA <input type="checkbox"/> TAS <input type="checkbox"/> VIC <input type="checkbox"/> WA <input type="checkbox"/> New Zealand		
5. Application Type		
<input type="checkbox"/> REAS Declared articles Choose an item. REAS declared article definitions		
<input type="checkbox"/> RECS Risk level definitions and List of Equipment		
<input type="checkbox"/> other		
<input type="checkbox"/> Risk Level 3 Choose an item.		
<input type="checkbox"/> Risk Level 2 Choose an item.		
<input type="checkbox"/> Risk Level 1		
6. Product Details		
Product Description		
Product Model Number	Trade Name/Brand Name	Electrical Ratings
Manufacturer Name		
Manufacturer Address		
Factory Name		Factory Address
7. Modification Details		
This modification is for		
<input type="checkbox"/>	Applicant Detail Change	
<input type="checkbox"/>	Manufacturer detail change	
<input type="checkbox"/>	Factory detail change	
<input type="checkbox"/>	Certified Product constructional change	
Addition of New Model(s)		
<input type="checkbox"/>	Model Number	Trade/Brand Name
		Electrical Ratings



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<input type="checkbox"/>	Addition of Critical Components		
	Component Description	Electrical Ratings	Certification Information
<input type="checkbox"/>	Other		
Details Before Change and After Change			
8. New Certificate Holder Details			
The new certificate holder is from	<input type="checkbox"/> Australia <input type="checkbox"/> Overseas		
Business Name			
Street Address			
Postal Address			
Applicant EESS Business ID			
ABN, ACN or ARBN			
Contact Person Name			
Contact Number			
Email Address			
9. Supporting Document			
<input type="checkbox"/>	Test Report(s)		
<input type="checkbox"/>	Instruction Manual		
<input type="checkbox"/>	Name Plate/Label		
<input type="checkbox"/>	Circuit Diagram or Drawing		
<input type="checkbox"/>	Critical Component Australian Certificates		
<input type="checkbox"/>	Consultant Authorization Letter		
<input type="checkbox"/>	Test Report Authorization Letter		
<input type="checkbox"/>	Model Identity Declaration Letter		
<input type="checkbox"/>	Others		



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10. EESS database product registration (For Australian responsible suppliers only)	
<input type="checkbox"/>	Authorize OZ Cert to register the products in the EESS database Note: To authorize OZ Cert to register the products in the EESS database on your behalf, please log in your responsible supplier account, invite third party certifier, find in the drop-down list OZ CERT PTY LTD BUSINESS-52606, and send the invitation. We'll approve the invitation and be able to register the products that we certified.
<input type="checkbox"/>	All models
<input type="checkbox"/>	Selected models. Please specify the models below.
	Selected models for registration:
<input type="checkbox"/>	1 year, EESS database charge \$86.91, GST free.
<input type="checkbox"/>	2 years, EESS database charge \$173.83, GST free.
<input type="checkbox"/>	5 years, EESS database charge \$434.56, GST free.
<input type="checkbox"/>	EESS database product registration service, \$260+GST
11. Payment Details	
This payment is for the service OZ Cert Pty Ltd offers and is not a guarantee of a certificate. Please refer Schedule of Fees for payment amount.	
Payment Options	<input type="checkbox"/> BPay (We'll invoice you with BPay information.) <input type="checkbox"/> PayID - PayID: 16634873831, PayID name: OZ Cert Pty Ltd <input type="checkbox"/> Credit Card <input type="checkbox"/> Credit Debit Card <input type="checkbox"/> Electronic Funds Transfer (EFT) <input type="checkbox"/> Alipay or WeChat Pay
Card Information	<input type="checkbox"/> Amex <input type="checkbox"/> MasterCard <input type="checkbox"/> visa
	Card Number
	Expiry Date
	Security Code
	Cardholder Name
Signature	
EFT	Refer attached Schedule of Fees for EFT bank details.



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Alipay &
WeChat Pay



12. Application Notes

13. Declaration and Signature

I hereby make the application to OZ Cert Pty Ltd (ABN: 16 634 873 831) for the Electrical Product Safety Certification as described above in this application and declare that the statements and information provided in this application are true to the best of my knowledge.

I agree to pay OZ Cert Pty Ltd the application fees and understand that the payment is for the certification service and non-refundable, regardless of the outcome of this application.

Signatory Name:

Signature:

Date of sign:



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Schedule of Fees

The following fees apply to all electrical product safety certification applications from the 1st of July 2025. Both languages are equally authentic. In the event of any discrepancy between the two languages, the English description shall prevail.

Services and Fees	
1. New Certificate	AUD 700+GST
2. Renew of Certificate	AUD 700+GST
3. Technical Modification of Certificate	AUD 500+GST
4. Non-technical Modification of Certificate	AUD 330+GST
5. Transfer a Certificate to another company	AUD 330+GST
6. 24-hour Priority	200% normal service fee
7. 72-hour Priority	150% normal service fee

Notes:

- Fees are in Australian Dollars. (Additional fees will be charged if payment is not in Australian Dollars.)*
- GST will not be charged to a client outside of Australia.*
- Extra report review fee: Where applications require multiple full test reports, an extra technical modification fee of AUD 500 + GST per report may be applied.*
- Where applications include multiple models an additional modification fee may be applied as follows:
-- up to 150 models are included in the original fee
-- over 150 models- AUD 200 + GST.*
- Availability of Priority Service is subject to the current workload – please enquire first.*
- The application fee payable is a payment for processing a certification but not a guarantee of a certificate.*

The service fees can be made by BPay, Credit Cards, Debit Cards, Electronic Funds Transfer (EFT), Alipay or WeChat pay while submitting online applications. For service fees made by Electronic Funds Transfer (EFT), please use the following information:

Bank Name:	Westpac Cleveland
Bank Address:	65 Middle Street Corner, Bloomfield St, Cleveland, Queensland 4163, Australia
Account Name:	OZ CERT PTY LTD
Bank State Branch:	034 070
Account:	607 145
Swift Code:	WPACAU2S
Please use the invoice number as a reference and send us a copy of the remittance slip to info@ozcert.com.au .	