



REGISTRATION OF PRODUCTS  
DEPARTMENT OF ELECTRICAL SERVICES  
NEGARA BRUNEI DARUSSALAM

**DOCUMENTS REQUIRED**

No	Particulars	Checklist OEM	Checklist DES
<b>COVERING LETTER</b>			
A	Original Equipment Manufacturer (OEM)'s Letter of Intent to register the product		
B	Local Agency / Branch / Distributor's Appointment Letter		
C	OEM's Registration of Company Certificate from Relevant Authority		
D	Application Form		
<b>DOCUMENTATION</b>			
E	Corporate Information		
F	Organizational Chart		
G	Track Records		
H	After Sale Services		
I	Control Procedures, Quality Assurance Programme Engineering and Manufacturing Reporting Procedures		
J	Customer Reference List		
K	Test Certificate and Reports from Accredited Independent Testing Body such as KEMA, CESI, ASTA, SIRIM, PSB and other accredited testing bodies certified by ILAC (International Laboratory Accreditation Cooperation) and APLAC (Asia Pacific Laboratory Accreditation)		
L	Type Test Certificate / Report		
M	Catalogue / Brochure / Technical Details		
N	Factory Audit Report & Factory Picture		
O	Maintenance Management / Maintenance Guideline		

**Note:**

1. It is the duty of the Original Equipment Manufacturers to go through and understand DES **'Product Registration Policy'** before submitting this form.
2. Kindly enclosed separate sheet where space is inadequate.
3. Before application can be considered, applicants are required to arrange for a Presentation to the department in Brunei Darussalam regarding the company, products to be offered and quality assurance procedures.
4. If factory visit is found necessary, the department shall send a representative to inspect on the factory management, production facilities and quality control program whereby all cost of such inspection shall be borne by the applicant.
5. Submitted copies of test certificates from independent testing authorities should be signed certified true copy at the back.
6. Only 1 set of completed application form with all the attachments and 1 softcopy saved in pen drive (USB) / CD shall be submitted to the Department of Electrical Services.
7. **One Application Form for One Product.**

(This form is to be completed by the Original Equipment Manufacturers (OEM) / Company)

Local Company's Liaisons Officer		OEM's Liaisons Officer
Name(s):		
Designation(s):		
Contact No(s):		
Email(s):		
Company Address:		

OEM's Contact Details			
OEM Name:		Contact No:	
Mailing Address:		Fax No:	
		Email:	

Local Agent's Contact Details			
Appointed Agent:		Contact No:	
Mailing Address:		Fax No:	
		Email:	

Details of the Product to be offered					
Name of Product					
Country of Origin					
Brand of Product	Type of Product	Product Category		Product Model	
Certificate of product issued by	Standard of specification used	Certificate No	Issued Date	Expiry Date	
Type test certificate issued by	Certificate No		Issued Date	Expiry Date	
Signature	Name / Signed by (Director / General Manager / equivalent)		OEM's Company Stamp		

Details of the Original Equipment Manufacturer's	
1. Equipment Manufacturer's Name:	
2. Premise Address:	
3. Brief <b>Introduction</b> of the company:	
4. Company Profile	
a) Brief History:	
b) Affiliated Companies:	
c) Core Business:	
d) Annual Production Capacity of Main Product(s):	
e) Main Production Facilities:	
5. Products that the manufacturer intends to apply with the Department:	

6. International supply record of products mentioned in Item (5) for the last 5 years (for HV i.e. >66kV and MV i.e. 11kV) and 3 years (for LV) as well as the volume supplied

<b>Country</b>					
<b>Product Description</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
<b>Country</b>					
<b>Product Description</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
<b>Country</b>					
<b>Product Description</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>

7. Regional supply record of products mentioned in Item (5) for the last 5 years (for HV i.e. >66kV and MV i.e. 11kV) and 3 years (for LV) as well as the volume supplied

<b>Country</b>					
<b>Product Description</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
<b>Country</b>					
<b>Product Description</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
<b>Country</b>					
<b>Product Description</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>

8. Sales Record for product mentioned in Item 5 for the Last Five (5) Years					
<b>Countries</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
9. Financial Status					
<b>FY Ending Dec 31</b>	<b>Yr:</b>	<b>Yr:</b>	<b>Yr:</b>		
Total Revenues	\$	\$	\$		
Total Operating Expenses	\$	\$	\$		
EBITA	\$	\$	\$		
Operating Loss	\$	\$	\$		
Net Income	\$	\$	\$		
Cash Net Income	\$	\$	\$		
10. Overseas Branches					
11. Availability of testing facilities					
12. Standard followed / patent rights of the products mentioned in item 5					
13. Quality control / assurance of the product offered in item 5.					



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I hereby declare that the information provided in this application form is true and correct at the time of submission. I also understand that any wilful dishonesty may render for refusal of this application to register the product / manufacturer.

I further understand that any act of forgery as stated below will render for refusal of this application or deregistration from DES product list in the future:

**Forgery:** Section 463 of the Penal Code (Chapter 22) states that, *“whoever makes false document, or part of a document, with intent to cause damage or injury to the public or to any person, or to support any claim or title, or to cause any person to part with property, or to enter into any express or implied contract, or with intent to commit fraud, or that fraud may be committed, commits forgery”*. Section 465 of the Penal Code provides that, *“whoever commits forgery shall be punished with imprisonment for a term which may extend to 5 years and with fine.”*

**Forgery for purpose of cheating:** Section 468 of the Penal Code states that, *“whoever commits forgery, intending that the document forged shall be used for the purposes of cheating, shall be punished with imprisonment for a term which may extend to 10 years, and shall also be liable to fine”*.

**Forged document:** Section 470 of the Penal Code provides that, *“A false document made wholly or in part by forgery is designated “a forged document”*.

**Using as genuine a forged document:** Section 471 of the Penal Code provides that, *“whoever fraudulently or dishonestly uses as genuine any document which he knows or has reason to believe to be a forged document shall be punished in the same manner as if he had forged such document”*.

Signature :

Name / Signed by  
(Director / General Manager / equivalent) :

Designation :

Date :

Company Stamp :