

amtri veritas is pleased to offer the service of being the person authorised to compile the technical file for manufacturers based outside the United Kingdom. This form and the attached clauses explain the process for application and the terms and conditions of the contract. Upon confirmation of our appointment by your company, **amtri veritas** will undertake to deal with enforcement authorities and allow the enforcement authorities access to technical file information for a period of 10 years according to Schedule 2 Part 2 (Annex II) of the Supply of Machinery (Safety) Regulations 2008.

Please provide the following information:

Company Name:	
Address and post code:	
Contact Person:	
Position:	
Tel. No:	
Email:	
Website:	

If you would like to submit multiple technical files, please fill in a box for **each one**. Add boxes as required.

File 1	
File name under which the file is submitted	
Equipment covered by the technical file as stated on the Declaration of Conformity	
File 2	
File name under which the file is submitted	
Equipment covered by the technical file as stated on the Declaration of Conformity	

Total cost for submitting technical files for a 10 year period:

	Cost for submittal of technical files for 10 years
1 file	£500
2 files	£600
3 files	£700
4 files	£800
5 files	£900
6 files	£1000

Total number of technical files applied for	
Total Payment transferred by BACS (see bank details below)	

Application-completed by	Position	Date

In submitting this application, you are declaring that the information provided is a true and accurate statement and that you are authorised to submit this application as the responsible person on your company’s behalf. You also agree to the terms and conditions specified below.

1. How to pay for the service

The agreement is entered into for a period of 10 years and is renewable at the end of this period. The fee must be paid upfront. We will acknowledge receipt back to you with your unique reference number.

Banking details:

Account Name **amtri veritas** Ltd
HSBC Macclesfield, 14 Castle Street, Macclesfield
Sort Code: 40-31-02
Acc No: 21396943
IBAN GB35MIDL 403102 21396943
Swift code for international payments MIDL GB22
Company registration number: 2887400

Please use the following reference with your payment: **TF + [your company name]**

2. Transmitting the technical file

amtri veritas will store your technical file information in digital form. Depending on the size of the files they may be transferred via email (up to 5MB), or an application for transmitting large files or by sending us a USB stick.

File web transfers should be sent to office@amtriveritas.com and state in the subject header TF Service + your company name. **amtri veritas** will confirm that the files have been received.

3. Declaration of Conformity

During the agreement period the client may name **amtri veritas** as the person authorised to compile the technical file on its declarations as required under Schedule 2 Part 2 (Annex II) of the Supply of Machinery (Safety) Regulations 2008.

The format to be used on the declaration is as follows:

amtri veritas, Veritas House, Pierce Street, Macclesfield, Cheshire, SK11 6ER, UK

A copy of the Declaration of Conformity or Incorporation naming **amtri veritas** as the ‘person authorised to compile the technical file’, should be submitted for each technical file with this form.

4. Updates to the Technical File

During the agreement period with **amtri veritas** the client may resubmit updates of technical files to ensure that amtri veritas holds the most recent version by filling in a new application with payment.

5. What happens in case of an enforcement issue?

amtri veritas will inform the client that a request has been placed with **amtri veritas** to give access to the technical file information that **amtri veritas** is holding and who has made the request. **amtri veritas** will provide the enforcement authorities making the request with the technical file information that has been filed with **amtri veritas**. Transmission will be by email or any other suitable means. Note that **amtri veritas** will not enter into any discussions with the enforcement authorities on the suitability or the contents of the technical file. Should the enforcement authorities request additional information, the correspondence will be referred to the client. If the client requires support in resolving any technical issues, this support will be subject to separate contract.

6. What happens after the expiry of the agreement?

After expiry of the agreement, the agreement can be renewed by the client for another period. If the agreement is not renewed, then the client must remove **amtri veritas** as its person authorised to compile the technical file from all declarations. **amtri veritas** will no longer submit the technical file information of the client upon expiry of the agreement.

7. amtri veritas is not the Authorised Representative of the Client

It must be clear that this agreement governs the function of ‘person authorised to compile the technical file’; it does not mean that **amtri veritas** is the authorised representative of the client.

8. Obligations

amtri veritas will undertake to be established in the United Kingdom and will in the case of any address change, inform the client immediately of these changes.

amtri veritas is not responsible for the correctness, completeness or version control of the technical file that is supplied by the client.

amtri veritas will treat all technical file information confidentially.

Once completed, please email this form, a copy of the Declaration of Conformity and a remittance advice of full payment to office@amtriveritas.com. Please indicate in your email how you are submitting your technical file.

For office use only:

	Date	Initials
Files received		
Payment received		
Project Number		
DoC checked and correct?		
Information has been entered on the register		
Confirmation sent to the client		