

Notified Body - Service Agreement

Client Responsibilities:

The client acknowledges and agrees to the following:

The client shall:

- a) Always comply with the relevant provisions of the Notified Body requirements including changes communicated by MiCOM Labs.
- b) Ensure the product for which an Notified Body Opinion is issued always fulfills the product compliance requirements.
- c) Cooperate fully with all efforts regarding the conduct of the evaluation, including provision for examining documentation and records, and access to the relevant location(s), area(s) and personnel and for investigation of complaints.
- d) Make claims regarding Notified Body Opinion only in respect of it's scope.
- e) Does not use a Notified Body Opinion issued by MiCOM Labs in such a manner as to bring MiCOM Labs into disrepute and does not make any statement regarding its product which may considered misleading or unauthorized.
- f) Upon suspension or withdrawal of an Notified Body Opinion, discontinue its use of all advertising matter that contains any such reference.
- g) Endeavor to ensure that no Notified Body Opinion or report nor any part thereof is used in a misleading manner.
- h) Ensure that copies of the Notified Body Opinion documents that are provided to others shall be reproduced in their entirety.
- i) Ensure that when making reference to its Notified Body Opinion in communication media such as documents, brochures or advertising, complies with the requirements of the Notified Body as applicable by EU Directives and guidelines.
- j) Use the CE mark only on specific products that have been found to comply with the requirements.
- k) Apply a mark to each product, or to product packaging, or on information accompanying each product, as required by the applicable Directives.
- l) Keep a record of all complaints made relating to the compliance with requirements and to make these records available to the Notified Body if and when requested.
- m) Take appropriate action with respect to such complaints and any deficiencies found in products that affect compliance with the requirements.

- n) Document the actions taken to resolve such complaints and / or deficiencies.
- o) Inform MiCOM Labs without delay, of changes that **may** affect the products ability to conform with the requirements. (Some examples of this may be, but are in no way limited to, the following product modifications. Changes in the chassis material, chassis gasket methodology / material, grounding, antenna gain, antenna type, shielding material, modification of transmissions lines, changes to transmission line matching circuitry, operating duty cycle, change of product usage, operating frequency, bandwidth, transmit power / EIRP).
- p) **Confidentiality** - MiCOM Labs will hold all forms and documents that make up the Notified Body Opinion application confidential and will not release any information to third parties without written consent from the applicant.

General Terms and Conditions:**PRICES AND PAYMENT.**

Standard payment 50% of the total paid prior to any certification evaluation activity. Remaining balance must be paid before final product certification will be granted. All invoices generated are in \$US. Payment must be in \$US.

MiCOM Labs is dependent upon information/declarations etc. provided by the client and estimates are based on the information available at the time of estimate and subject to change based on subsequent information received from the client.

CANCELLATIONS

Any cancellations received after the submission of the application will result in the forfeiture of the initial 50% deposit.

ESTIMATE

This document is for estimation purposes only. If the scope of the certification changes, additional fees may be incurred. The estimate is valid for a period of 30 days after estimate date. If, during the course of the application evaluation, it becomes apparent that an increase in the scope of the Notified Body Opinion is required, additional fees may be charged for the completion of the evaluation.

DOCUMENTATION

Documentation required for evaluation of the Notified Body Opinion application must be transmitted to the Administrator in its entirety. Technical evaluation of the application will not begin until the application documentation is deemed complete by the Administrator.

Requests for additional application documentation (corrected / additional forms; attestation letters, application exhibits, technical information, etc) shall be delivered to the Administrator within 60 days of the request. Failure to provide the requested documentation within this timeframe may result in dismissal of the Notified Body Opinion application or may incur an additional fee.

MISCELLANEOUS

MiCOM Labs does not guarantee a Notified Body Opinion will be granted as a result of compliance testing. MiCOM Labs will assist in addressing technical queries from regulatory administrations based on the tests performed. MiCOM Labs will not become involved in activities that could possibly be described as "consulting".

In the case where MiCOM Labs uses a subcontractor, MiCOM Labs is responsible to the client for the subcontractor's work.

Incorrect references to the EU Directives or misleading use of licenses, Notified Body Opinion, marks, or any other mechanism found in advertisement catalogues, etc. will be dealt with by suitable action on the part of MiCOM Labs and/or the appropriate regulatory authority.

I acknowledge and agree to the above terms and conditions in their entirety

Signature:**Date:****Name:****Title:****Company:**