



IND-EXPO CERTIFICATION LIMITED

APPLICATION FOR ETHICAL TRADING CERTIFICATION



ALL INFORMATION SUPPLIED WILL BE TREATED WITH STRICT CONFIDENCE

The Director/CEO,

Ind-Expo Certification Ltd,
Apt# 01- C, Ocean Tower, Station Road,
Colombo 04, Sri Lanka.
Tel : (0) 112 336654
Email : info@indexpo.lk

For Office Use

Date Received	
Reference Number	
New Certificate	
Recertification	
Reviewing Officer	

1. Details on Organization	
Registered name of the Applicant Organization	
Address (Head Office) and contact details	
Legal Status of the Authority: (Please attach a copy of business registration of your company)	
Registration Authority	
Registration Number	
Registration Date	
VAT Registration Number (Please attach a copy of the letter received from Sri Lanka Inland Revenue Department)	

Doc No : CET-01-F01

Issue No : 01

Issue Date : 2026-01-01

Rev .No : 00

Rev. Date

Reviewed & approved by: Director

Issued by: Management Representative

2. Applicable locations for the certification and contact details Please indicate the permanent physical locations (subsidiaries, branches, warehouses etc.) registered under the Applicant Organization, which are to be included in the Certificate of Ethical Trading.) Name of contact person Telephone/ E-mail	
3. Departments/divisions applicable and number of employees Whether product or service realization processes operate on a shift basis, If yes, No. of shifts available per day No. of employees working on a shift: Please indicate the total number of employees with breakdown in your organization, according to the departments/divisions. (e.g.: permanent, contract workers, temporary workers) part time, trainees etc.)	

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** The effective number of employees consists of all full-time employees involved within the scope of certification including those working on each shift. Non-permanent (seasonal, temporary and contracted employees) and part time employees who will be present at the time of the audit shall be included in this number	
4. Liaison officer Chief Executive Officer of the Applicant Organization Name Designation Telephone E-mail	
Contact Person of the Applicant Organization Name Designation Telephone	

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E-mail	
5. Legal obligations [Please indicate and attached a copy of the legal obligations abided by the Applicant Organization]	
6. Description of products manufactured and/or services offered (please attach verified process flow chart)	
7. Description of manufacturing processes and/or services which has been outsourced to an external party. [if any please attach legal documents]	
8. Desired scope of the certification (Please indicate sufficiently and precisely drawn as to give a clear understanding of the types of products or services which you supply or produced)	

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Declaration by Applicant

I /We have read and understood the Terms and Conditions for certification (CET-TCC-01) of Ind-Expo certification scheme. Should any initial enquiry be made by the Certifying Authority, I/We agree to extend to the Certifying Authority all required facilities at my/our command and I/We agree to pay all costs involved prior to the grant of the Certificate. I/We will not hold liable either the Ind-Expo Certification Ltd or those having a function in its activities for damages resulting from the consideration of the application for certification, including the possible rejection. Hereby confirm that the information submitted true and accurate.

Signature:

Name & designation:

Date:

Seal:

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