



## APPLICATION FOR CERTIFICATION SERVICES

Quotation No.: ID/JKT/ 28199(6)-Rev01

Effective Date: 18/06/2020

Dear Mr. Timotius J. Paulus,

We would like to thank you for your continuous trust to PT. SGS Indonesia for certification services and now having the pleasure in providing you with our proposal for:

**Service(s):**

ISO 9001:2015 – Quality Management Systems Certification for the scope of activities detailed on application for certification services. The following document sets out our formal proposal of fees for recertification and on-going maintenance audit needs.

To be **environmentally responsible**, we included only basic information about our services and the certification process in this document

You can find additional information on our website at the links below but if you would like to discuss the proposal or have any questions, please feel free to contact us.

Links and annexes:

- Information about the standard [www.sgs.com/systems\\_and\\_services\\_certification](http://www.sgs.com/systems_and_services_certification)
- Details of our terms and conditions [www.sgs.com/terms\\_and\\_conditions](http://www.sgs.com/terms_and_conditions)

Further information about certification process can be provided upon request or for general information about our company and services please visit : [www.sgs.com](http://www.sgs.com)

Should this proposal meet with your approval, please complete and return the acceptance sheet to undersigned, so that an assessment date can be arranged. In the meantime, please feel free to contact Us for further clarification.

We are looking forward to continue working with you in partnership.

Yours sincerely,

Karina Primalia  
Certification and Business Enhancement  
Key Account Executive

Waras Putri Andrianti  
Certification and Business Enhancement  
Commercial Manager

**PT. SGS INDONESIA**

The Garden Centre 2<sup>nd</sup> Floor - Cilandak Commercial Estate

Phone : +62 (0)21 2978 0600 Ext. 2325

Fax : +62 (0)21 2978 0678

WA : +62 81 317 930 943

HP : +62 81 113 505 576

E-mail : [karina.primalia@sgs.com](mailto:karina.primalia@sgs.com)



## APPLICATION FOR CERTIFICATION SERVICES

Quotation No.: ID/JKT/ 28199(6)-Rev01

Effective Date: 18/06/2020

### I.YOUR REQUIREMENTS - OUR SOLUTION

**Company** : PT. Chitose Internasional Tbk.

**Address** : Jl. Industri III No. 5 Leuwi gadjah, Cimahi selatan, Cimahi, Jawa-Barat

**Contact** : Mr. Timotius J. Paulus

**Position:** Management Representative

**Phone N°** : (022) 6031900

**Fax N°** : (022) 6031855

**E-mail** : [timotius@chitose-indonesia.com](mailto:timotius@chitose-indonesia.com)

**Standard(s)**

**Accreditation Body(s)**

ISO 9001:2015

UKAS

**Current Scope:**

**Current Scope:** "Manufacture of Metal Chair, Nursing Bed"

**Ext to Scope** : "Woodline & C-PRO"

**Proposed New Scope** : "Manufacture of Metal Chair, Nursing Bed, Woodline & C-PRO"

**NACE code(s)**

36.11, 36.15

**EAC code(s)**

23

**No. of Surveillance visits per year:** Yearly

**Total No. of Sites:**

SITES	ADDRESS OF SITES
Head Office	Jl. Industri III No. 5, Utama, Cimahi, Jawa Barat – Indonesia
Plant	Jl. Industri III No. 5, Utama, Cimahi, Jawa Barat – Indonesia
Warehouse Finish Goods	Jl. HMS Mintaredja Baros, Cimahi, Jawa Barat – Indonesia



## APPLICATION FOR CERTIFICATION SERVICES

Quotation No.: ID/JKT/ 28199(6)-Rev01

Effective Date: 18/06/2020

## II. SGS PROPOSAL

### PRICE EXCLUDE TAX (VAT 10%) & EXPENSES

QUOTATION FOR CERTIFICATION FEE ISO 9001:2015		
NUMBER	TYPE OF AUDIT	TOTAL FEE (IDR)
01	<b>Late Recertification &amp; Extension to Scope Fee ISO 9001:2015 Year 2020, including:</b> <ul style="list-style-type: none"><li>- Application Fee</li><li>- Extension to Scope Stage 1 Audit</li><li>- Extension to Scope Stage 2 Audit</li><li>- Late Recertification Audit</li><li>- Audit Report</li><li>- 1 (one) ISO 9001:2015 – Original Certificate</li></ul>	56,000,000
02	<b>Surveillance Audit (Yearly)</b> <ul style="list-style-type: none"><li>- The above fee applies for every surveillance audit</li><li>- Surveillance Visit Interval: Yearly</li><li>- No of Surveillance : 2</li></ul>	21,000,000



## APPLICATION FOR CERTIFICATION SERVICES

Quotation No.: ID/JKT/ 28199(6)-Rev01

Effective Date: 18/06/2020

### TERMS AND CONDITIONS

#### 1. VALIDITY

Validity: 60 days as from Effective date

#### 2. AMMENDMENT

- a. The above mentioned fees are based on current proposed scope, sites, employees, etc. An amendment of the fees shall be made when the data given by client is different from actual condition. These conditions could impact on the additional number of man-days required for the audit, reporting, travel, etc with an implication on audit fee.
- b. If client wishes to change from integrated to non-integrated audit because the time savings resulted from auditing common elements at one time only is omitted. An amendment of the fees shall be made for this condition.
- c. Charges will be made for the following:
  - Certificate changes,
  - Extensions to scope,
  - Additional audit arising from non-conformances,
  - Follow up audit fee shall be charged if certain production within the scope is not running. The audit fee will be based on actual Man days spent on site. Number of Man days will be defined by SGS Indonesia.
  - Additional regulatory requirements either on site or off site,
  - Additional requirements from accredited office and/or accreditation body either on site or off Site.

#### 3. TRAVEL AND ACCOMODATION

**Travel, accommodation and any subsistence for work outside Jakarta province will be charged at cost plus 10% administration fee.**

#### 4. TERM OF PAYMENT

- a. If you agree our certification proposal with Pre Assessment, fees are invoiced on completion of the PreAssessment audit and **payment is due within 14 days from date of invoice.**
- b. **THIS POINT APPLIES FOR AUDIT WITH STAGE 1 and STAGE 2 ON SITE**
  - If you agree our certification proposal without Pre Assessment, fees are invoiced with the following terms and due within **14 days** from date of invoice.
  - 1st Payment of 50% from total Certification Fee is due after stage 1 audit and payment to be settled within **14 days** from the date of invoice.
  - 2nd Payment of 50% from total Certification Fee is due after completion of stage 2 audit and payment to be settled within **14 days** from the date of invoice.

The fees have to be settled prior to certificate is issued. Should the Certification be unsuccessful, the fees are non-refundable as costs have already been incurred. Surveillance fee will be invoiced after completion of surveillance audit.



## APPLICATION FOR CERTIFICATION SERVICES

Quotation No.: ID/JKT/ 28199(6)-Rev01

Effective Date: 18/06/2020

**c. (THIS POINT APPLIES FOR AUDIT WITH STAGE 1 OF SITE and STAGE 2 ON SITE)**

100% from total certification fee is due after completion of stage 2 Audit. The fees have to be settled prior to certificate is issued. Should the Assessment be unsuccessful, the fees are non-refundable as costs have already been incurred. Surveillance fee will be invoiced after completion of surveillance audit. The fees have to be settled prior to certificate is issued. Should the Certification be unsuccessful, the fees are non refundable as costs have already been incurred.

**5. CANCELLATION**

In order to give you the best possible service, our audit schedules are determined one month in advance. Once the audit schedule has been confirmed in writing between the Client and SGS, it cannot be changed by the Client less than 4 weeks prior to the agreed date without incurring a cancellation fee equal to the cost of the visit.

**6. AUDITOR ASSIGNMENT**

SGS shall assign auditor who possess the skill to conduct the assessment at your company. Request of preferred auditor will be taken into consideration depending on relevant skill and schedule availability.

**7. CONDITION OF SERVICE**

All orders are accepted and all services are rendered subject to the SSC Conditions of Service attached hereto or available upon request or on the Company's website at [www.sgs.com](http://www.sgs.com). Attention is drawn to the limitations of liability, indemnification and jurisdictional issues defined therein.

**8. FORCE MAJEURE**

If SGS is prevented from performing or completing any service for which the Contract has been made by reason of any cause whatsoever outside SGS' control, including, but not limited to, acts of god, war, terrorist activity or industrial action; failure to obtain permits licenses or registrations; illness, death or resignation of personnel or failure by Client to comply with any of its obligations under the Contract, the Client will pay to SGS:

- (a) the amount of all abortive expenditures actually made or incurred;
- (b) a proportion of the agreed fees equal to the proportion (if any) of the service actually carried out; and SGS shall be relieved of all responsibility whatsoever for the partial or total non-performance of the required Services



## APPLICATION FOR CERTIFICATION SERVICES

Quotation No.: ID/JKT/ 28199(6)-Rev01

Effective Date: 18/06/2020

### CERTIFICATION DETAILS

#### STAGE I AUDIT

Once we have received your application, the audit process commences with an appraisal of your Management System documentation and intended scope of certification. This is to determine compliance with the Standard and also to prepare working documentation the auditor will use during the Stage II audit. This may be completed on your site or remotely depending on circumstances. In either case you will receive a Stage I audit report outlining any identified shortfalls to enable you to take immediate action prior to undergoing the next stage. An itinerary for the on-site audit will also be given to you at this stage.

#### STAGE II AUDIT - ASSESSMENT PROCESS: ON-SITE AUDIT

This is usually conducted at a suitable period after the Stage I audit, giving you time to implement any action resulting from the stage 1 findings. You are in control of the timing of stage II, though we would normally not recommend waiting too long to progress. Planning the required dates into the schedule is crucial.

The on-site audit determines your compliance against your documented system and your chosen standard. All assessment conclusions are based on sampling of audit evidence, giving you the opportunity to demonstrate effective implementation of the management system, control over the processes and progress made towards achieving your stated quality objectives.

At SGS our audit approach aims to contribute value to the process and also ensure that your management system is achieving your goals.

On conclusion of the audit the auditor will hold a 'closing meeting' during which findings will be explained and the auditor will confirm whether or not a recommendation for certification can be made at this stage. This recommendation will reflect the level of findings identified during the audit.

#### Audit Findings:

- **If a major non-conformance** is identified, normally following evidence of a significant breakdown of system control, the certification decision will be deferred until corrective action has been taken and verified as effective.
- **Minor non-conformance** normally localized gaps in controls or adherence to procedures, will not prevent recommendation for registration but planned action must be submitted to SGS and verified as appropriate before the recommendation can be confirmed. Implementation will normally be verified at the next routine surveillance. Observations will also be made where there are identified opportunities for continuous improvement or best practice.
- **Reporting/Certificate issue:** After completion of the stage II audit, the auditor will compile a detailed report to be reviewed and approved by an SGS certification signatory. Once the certification decision has been confirmed the certificate is issued to you along with the final report.

#### ONGOING MAINTENANCE: SURVEILLANCE VISITS

Once issued certificates remain valid only subject to satisfactory maintenance of your system. Ongoing audits (surveillance visits) are conducted either six-monthly or annually to verify continued implementation of your management system in accordance with "planned arrangements" and the requirements within the standard.

The first surveillance must be conducted within 12 months of the end of the Stage II audit. The choice of surveillance period will be agreed at the proposal stage and will depend on the scale, nature of your operations and scope of certification. Certain mandatory elements will be reviewed at every visit together with other pre-selected processes. We will work with you to identify areas that are not conforming to support



## APPLICATION FOR CERTIFICATION SERVICES

Quotation No.: ID/JKT/ 28199(6)-Rev01

Effective Date: 18/06/2020

opportunities for improvement. Itineraries will be forwarded in advance of the agreed audit date.

### CONTINUOUS CERTIFICATION: RECERTIFICATION

SGS operates a system of continuous certification. As part of this program it is not necessary to conduct a complete assessment. Rather, we conduct a recertification visit which is more in-depth than a surveillance visit and will ensure that we review all aspects of your system. The recertification audit must be carried out and nonconformities closed prior to the expiry of your current certificate. The recertification audit is the first visit of your new certification cycle.

## III. BENEFITS OF CHOOSING SGS

SGS is the world's leading inspection, verification, testing and certification company. SGS is recognized as the global benchmark for quality and integrity. With more than 85,000 employees, SGS operates a network of over 1,650 offices and laboratories around the world.

Enhancing processes, systems and skills is fundamental to your ongoing success and sustained growth. We enable you to continuously improve, transforming your services and value chain by increasing performance, managing risks, better meeting stakeholder requirements and managing sustainability.

With a global presence, we have a history of successfully executing large-scale, complex international projects. Our people speak the language, understand the culture of the local market and operate globally in a consistent, reliable and effective manner.

We help you build stakeholder value through our solutions that help

- Achieve and maintain compliant processes and management systems,
- Enhance internal and external improvement and transparency and
- Transform people and businesses

These solutions are designed together or in a combination with other solutions from the SGS Group (testing, inspection) to help take your performance to the next level.

Our broad understanding of processes and management systems enables us to work closely with you. We help you to apply industry best practices within your organization, which support you in meeting the needs of your stakeholders. Through our audit and certification services we ensure that your organization and your supply chains operate in a compliant and consistent manner.

Through our tailored performance assessments we provide you with a clearer understanding of how you can take your operational efficiency to the next level. Our insights support you with both internal and external improvement programs and ensure that your organization is fully transparent to your stakeholders across the value chain.

As the leader in professional training, we draw on our years of worldwide experience to provide effective learning and development opportunities. We make a difference to individuals, teams and businesses, nurturing talent and enabling continuous organizational progression. Our specialists partner with course participants, identifying improvement objectives and supporting the professional journey



## APPLICATION FOR CERTIFICATION SERVICES

Quotation No.: ID/JKT/ 28199(6)-Rev01

Effective Date: 18/06/2020

### KEY FACTS ABOUT SGS ACCREDITATIONS

**OVER 80 000 CERTIFIED  
CUSTOMERS IN MORE THAN  
130 COUNTRIES**

**OVER 110 000  
CERTIFICATES ISSUED**

**200+ INTERNATIONAL  
ACCOUNTS**

**WORLDWIDE NETWORK  
OF QUALIFIED AUDITORS**

**MOST WIDELY ACCREDITED  
CERTIFICATION BODY -  
ACCREDITED IN OVER 40  
COUNTRIES**

### SGS AT A GLANCE

**Nº1  
WORLD LEADER**

**13  
GLOBAL INDUSTRIES**

**85 000  
EMPLOYEES**

**1 650  
OFFICES AND  
LABORATORIES**

**GLOBAL SERVICE  
LOCAL EXPERTISE**

## APPLICATION FOR CERTIFICATION SERVICES

Quotation No.: ID/JKT/ 28199(6)

Effective Date: 18/06/2020

### ACCEPTANCE

On behalf of **PT. Chitose Internasional Tbk**,

By signing this document, we apply for certification registration with **PT SGS Indonesia** and agree to abide by the SGS SSC Codes of Practice, the Rules governing the use of SGS certification mark and SGS General Conditions for certification services accessible at: <http://www.sgs.com/en/Terms and Conditions> as well as the conditions contained in this proposal.

The Recertification audit starts a new 3 years certification cycle and replaces the surveillance visit due at this time.

**We understand that the assessment will be carried out by the SGS Indonesia (as set out above) on behalf of SGS United Kingdom Ltd as UKAS accreditation holder and agree to pay all costs as stated in this application the SGS Indonesia within 14 days of receipt of invoices. We agree that these invoices will include (where applicable):**

- The fees shown are based on our current reviewed rate and are liable for VAT.
- Charges may be made for cancellations of confirmed visit dates.
- Charges for extra time and expenses needed to assess implementation of corrective action requests.
- We will periodically review prices and apply increases in response to inflationary or other pressures.

By signing this document, we agree to the scope of services, fees that SGS Indonesia provided base on current proposed scope, site(s) and employees number given earlier to SGS Indonesia. An amendment of the fees shall be made when the data provided is different from actual condition which could impact on the additional number of man-days required for the audit, reporting, travel, etc with an implication on audit fee.

If we wishes to change from integrated to non-integrated or if level of integration we declare is different from actual condition because the time savings resulted from auditing common elements at one time only is omitted. An amendment of the fees shall be made for this condition.

We confirm that our attention was drawn to the clauses on limitations of liability and indemnification and jurisdiction.

**We request SGS Indonesia to deliver the following activities as per below:**

- ❖ Extension Stage 1 Audit, proposed schedule : September (month)/ 2020 (year)
- ❖ Extension Stage 2 Audit + Recertification , proposed schedule: November (month)/2020 (year)

**Name: Timatius J. Paulus**

**PT. Chitose Internasional Tbk**

**Signature:** 

**Position: Production Director/  
Management Representative (MR)  
PT. Chitose Internasional Tbk**

**Date :** 26 Juni 2020

## APPLICATION FOR CERTIFICATION SERVICES

Quotation No.: ID/JKT/ 28199(6)

Effective Date: 18/06/2020

### INFORMATION FOR CLIENT PORTAL ACCESS

CONTACT LAST NAME : TRIWAHYU

CONTACT FIRST NAME : AGUNG

E-MAIL ADDRESS : agung@chitose-indonesia.com

PHONE NUMBER : 083820150437

### INVOICING INFORMATION

Company Name (as in NPWP) : PT. CHITOSE INTERNASIONAL Tbk

NPWP Address : JL. INDUSTRI III No. 5 RT. 001 RW. 008, UTAMA  
CIMAHI SELATAN, CIMAHI, JAWA-BARAT

NPWP Number : 01.118.479.3-054.000

Financial Contact Name : KISTY RIAGUSTINA

Position : FINANCIAL CHIEF OFFICER

