



**Ministry of Health
Bhutan Food and Drug Authority
CERTIFICATION SERVICES**

***The Head
Bhutan Food and Drug Authority
Ministry of Health
Thimphu, Bhutan.***

Sub: **APPLICATION FOR RECERTIFICATION (RENEWAL) OF LICENCE.**

Dear Sir/Madam,
I/We, operating my/our business at _____ (*full factory and office address*) under name of _____ (*full name of individual or firm*) hereby submit the application for recertification (renewal) of Certification Licence No. _____ dated _____ granted for a further period of three years, the terms and conditions being the same as stipulated in my/our previous application and the aforesaid license, and/or such other conditions as the BFDA may stipulate.

We are attaching the following information related to products bearing BFDA Certification Mark affected under the license, in the operative year:

1. Details of products using certified marks.

2. Details of action(s) taken as per BFDA's surveillance visit(s).



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3. Details of factory and market samples drawn and tested.

4. Details of Complaints received on certified products.

I/We are enclosing herewith a bank draft no. _____ dated _____ for _____ drawn on _____ towards the following dues:

- i. Recertification application fee of _____
- ii. Marking fee of _____
- iii. Previous dues (as per your notice) of _____

Signature :

Name :

Designation :

Location :

Phone (if any) :

Date :

On behalf of (Insert company name and seal)