

Please complete this form to request an update to an existing ETL Follow-up Service (FUS) account and the associated ETL Listing Report(s) and Authorization to Mark (ATMs). The changes indicated on this form will be reviewed and pursued by a Certification Coordinator to collect any remaining documentation required to update the information in our database when required. If several changes are needed, a [Client Information Sheet](#) (CIS) may also be required.

Current Follow-up Service Account Information

Applicant Legal Entity Name: _____
DBA *if applicable*: _____
Registration ID or VAT Number: _____
Street Address: _____
City, State, Postal Code, Country: _____
Associated Order Number(s): _____
Order Number per manufacturing location

Report(s): All Reports Select Report(s)

If Select Reports, please specify: _____

Change Type *Select all that apply*

- Name Change or Acquisition Address Change *Applicant/Billing* Manufacturer Relocation Contact Changes
 Other *please detail* _____

Requested Change Details *Please complete all applicable fields.*

Company Name *select all that apply* *Formal supporting documentation required for Applicant name changes.*

Applicant Old Name: _____
 Billing New Name: _____
 Manufacturer New Registration ID or VAT Number *if applicable*: _____

Address Change *select all that apply*

Applicant Old Address: _____
 Billing New Address: _____

Manufacturing Relocation

Estimated production *Do you anticipate any overlap in production between the old and new location?* Yes No

End Date: _____ Old Address: _____
Start Date: _____ New Address: _____

Contact Change *select all that apply*

Applicant Inactive Contact Name(s): _____
 Billing New Contact Name: _____ Phone: _____ Email: _____
 Manufacturer New Contact Name: _____ Phone: _____ Email: _____

Other Administrative Change Requests:

Signed By: _____ Date: _____

Please return the completed Change Request Form to etlcert.helpdesk@intertek.com (North America Billing), ap.rfc@intertek.com (Asia Pacific Billing), or etlrlceu@intertek.com (Europe & Middle East Billing), and your local engineering office.