



Form # 113 Document verification Booking Form

Please send us the duly filled below confirmation form:

Submitter Contact Details

Submitter Name			
Submitter Contact Person	Name		
	E-mail		
	Phone		
	Mobile		
Submitter contact address	Address	Door No	
		Street	
	Landmark		
	City		
	State / Province		
	Country		

Verification Details

Client Name	
Purpose of Verification	
Document Submission Date	
Requested Service Type	DOCUMENT VERIFICATION
Documents specifying verification requirements (Pls attach copy)	
Inspection certificate requirement	<input type="checkbox"/> Inspection Report (IR) only <input type="checkbox"/> Inspection Certificate (IC) only <input type="checkbox"/> Both (Inspection Report+ Inspection Certificate)

Note:

- 1) If working with RSJ for first time, please furnish the below **"New Client Information Form Annexure I."**
- 2) If you have any special instruction on which Email ID's, should be or should not be copied, please inform us through mail.

I have read/understood all document verification requirements/instructions/notes mentioned and I do agree to adhere with the same.

Name:

Designation:



Annexure I: New Client Information Form

Please provide the following details to create a new client in our webQBMS.com online portal.

Client Details

Customer/Company name			
Website			
Address	Address	Door No	
		Street	
	Landmark		
	City		
	State/ Province		
	Country		Postal Code
Contact Person 1		Contact Person 2	
Name		Name	
Email		Email	
Phone		Phone	
Mobile		mobile	
Inspection charges (paid in currency)			
Client Domain			

Report/ Invoice Mailing Details

Team 1	
Report -To (Email ID)	
Report - CC (Email ID)	
Invoice -To (Email ID)	
Invoice- CC (Email ID)	
Billing Company Name & Address with GSTIN Number (If different from above)	

Attention: In case billing company is different, please furnish company name & address with GSTIN Number (for Indian clients/suppliers)

Team 2	
Report -To (Email ID)	
Report - CC (Email ID)	
Invoice -To (Email ID)	



Invoice- CC (Email ID)	
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Verification booking requirements & notes:

- 1 Booking:** All Document verification confirmation E-mail form need to be sent minimum 3(three) Working days in advance by Factory to RSJ Inspection Service Limited.
- 2. Requirement:** All required info / documents have to be submitted as per the criteria documents at the time of document verification.
- 3. True Copy –** 2 sets of True copy need to be submitted. One copy will be returned with RSJ attestation and another copy will be kept by RSJ. True copy to be self-attested with wordings of 'Certified True copy' with company seal by Proprietor / Company Director / Company secretary / authorized signatory with power of attorney.
- 4. Confidentiality:** We, hereby declare that the observation made during document verification, and the results of document verification will be kept confidential by verifier or everyone who has involved during the course of Document verification through RSJ.
- 5. Service Agreement:** RSJ recommend Clients to read thoroughly the Service agreement documents. Once we receive the document verification submission details, RSJ assumes Client had read and agree to all the terms and condition mentioned in service agreement.
- 6. Service condition:** We at RSJ Inspection Service Ltd. believe in Honesty, Fair Dealing, Confidentiality, Integrity & consider that gift and hospitality are not necessary in business relationship. We do not allow our staff to ask or accept any benefit offered by the customer like money, gift, favor, entertainment, merchandise, ticket, accommodations, free meals, free transportation, gift Vouchers or reimbursement of any part.
If you have any complaint or comments, please contact on below Direct line: +91-120-4559205, Email: inspection@rsjq.com