

Ref- AIOA/ERGO/2024-2025

## REQUEST FORM AIOA'S ERGONOMIC CERTIFICATION

(Seating System, Office, School, Hospital and other Ranges of Furniture)

### DETAILS OF THE APPLYING FIRM

(Please fill all details in Capital Letters)

[To be submitted by the Original Furniture Manufacturing Industries only]

**Name of the Original Furniture Manufacturing organization/agency:**

**Year of Establishment:**

(Minimum 5 years of Manufacturing of Furniture is essential)

**Name of Proprietor / Partners /Directors:**

**Legal Status of Firm / Unit / Company:**

**Office / Correspondence Address:**

**Factory Address:**

**Company Web Site:**

**GST Registration Number:**

**PAN Number:**

**Name & Address on Certificate (office address/Factory address):**

**Contact person with Office Position:**

**Email Address:**

**Contact number/s:**

**Toll Free No if any:**

**Specify the Range of Products: for fresh certification or renewal of certificate**

**1. Seating System**

**2. Office Furniture (Including Seating System)**

**3. Education Furniture**

A. Classroom furniture

B. Institutional Furniture

**4. Healthcare Furniture**

**5. Storage Furniture**

**6. Modular Furniture**

**7. Others (Specify)**

**Manufacturing Facilities (Attach):**

**Area of Factory**

- a. Total Plot / Land Area : Sq. Ft
- b. Total Covered Area : Sq. Ft
- c. Administrative Area : Sq. Ft
- d. Production Shed : Sq. Ft

**Electric Power:**

- a. Domestic /Commercial / Industrial :
- b. Sanctioned Power Load:

**Manufacturing Registration Certificate Issued As:**

A- Micro & Small-Scale Units:

B- Medium & Large Units:

**Details of Main Machineries and Testing Equipment Installed for Production of Items for which**

**AIOTA Certification is required (On a separate sheet):**

**Available Certificates**

[ISO, Green Guard, BIFMA and Equivalent others]:

**The Annual Turnover (Last Three Years) for Manufacturing Furniture:**

**Date of Application:**

**Signature**

**Seal**

**Name-----**

**Designation-----**

**Note:**

- All columns should necessarily be filled.
- The documents/information desired by the duly appointed Inspection Committee should be submitted as and when will be required.
- The incomplete/unreadable information and applicants not fulfilling the criterion specified in the Request Form shall be liable for rejection.

**Self-Attested Scanned copy of Documents in Hard Copies to be sent to:****Dr. Pratibha M. Vaidya**

Convener

AIOTA Ergonomic Design Certification  
Committee

Plot No. 51, Kamdhenu Business Bay, 8th Floor,  
Door no 801, Sector 1, Juinagar East, Nerul,  
Navi Mumbai, Maharashtra 400706

**Mobile:**9821536404

**E-Mail ID:**pmv25@rediffmail.com

- Copy of Registry document/Lease Agreement in the name of firm verifying the total area and covered area
- Copy of latest/ last three-month electricity bill in the name of the manufacturing plant of the firm
- Copy of GST Registration Certificate
- Copy of PAN Number Registration certificate
- Copy of Acknowledgement EM Part-II/Udyog Aadhar Memorandum issued by the Industries Department in case of Micro/Small Units
- Copy of Unit Registration Certificate by any other Statutory Competent Authority for Manufacturing of the Furniture in case of Medium/Large Units
- List of machines used in manufacturing of the furniture and testing equipment on letterhead with seal and signature
- List of products manufactured in your firm on letterhead with seal and signature
- Copy of certificates (ISO, BIFMA, Green Guard and Equivalent others)
- CA Certificate as proof of the Balance Sheet for last three years
- Affidavit on Stamp Paper– Clearly stating that all the information provided in the Request Form for AIOTA's Ergonomic Certification is true
- Duly signed and stamped undertaking by the Chairman/Proprietor/Director on the official letterhead, clearly stating the products to be presented for inspection for AIOTA Ergonomic Certification are actually produced in -----  
----- (*Specify the Name and Place of the Industry/Company/Firm*)

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**Contact:**

**Dr. Pankaj Bajpai, Executive Chairman, AIOTA Ergonomic Design Certification, Committee**

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