**Request for Certification acc. to ISO 20000-1**

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| Organizational Data |
| Name of the organization: | Corporate structure: |
| Affiliated company of group: | Number of employees (total): |
| Business activities: | NACE: |
| Headquarters: |
| ZIP: | City: | Address: |
| **Scope of the Service Management System (SMS)** |
| [ ]  Certificate for the entire company | No. of employees in Scope: |
| OR[ ]  Certificate limited to organizational unit(s) Please name the organizational unit(s): |
| The SMS supports the provision of the following services (please list all services or provide your actual service catalog): | The provision of services is done for following clients (please define if necessary): |
| Already certified acc. to:  [ ]  ISO 9001 [ ]  ISO 14001/EMAS [ ]  ISO 20000 [ ]  others: valid until:  |
| Contact (e.g. General Manager, Certification, Purchase, responsible person for standard) |
| Name: | Position: | Phone: |
| E-Mail: |
| Name: | Position: | Phone: |
| E-Mail: |
| Name: | Position: | Phone: |
| E-Mail: |

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| Central office in scope  |
| ZIP: | City: | Address: | Homepage: |
| Further sites in scope (excluding teleworking sites) |
| Activities at **site 1**:  |
| ZIP: | City: | Address: |  |
| Activities at **site 2**:  |
| ZIP: | City: | Address: |  |
| Total number of sites in scope: |  |
| Further locations in scope can also be added as an attachment. |

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| Audit |
| Language of documents: [ ]  German [ ]  English [ ]  Italian [ ]  Others:  |
| Audit language: [ ]  German [ ]  English [ ]  Italian [ ]  Others:  |
| Preferred auditor: |
| CIS will assign an appropriate team of auditors for you. If you specify a preferred auditor, CIS will try to take your desire into consideration. |

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| Offer for integrated management systems audit[ ]  We request an offer for an integrated systems audit in cooperation with Quality Austria for ISO 27001 to be integrated with following standards |
| [ ]  ISO 9001 [ ]  ISO 14001 [ ]  EMAS [ ]  VDA [ ]  TS 16949 [ ]  HACCP [ ]  SCC [ ]  others:  |

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| Are any processes outsourced that may have impacts on the organization?[ ]  yes [ ]  no If YES, which ones?: |

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| --- | --- |
| Where/Are you supported/advised by a consultant when establishing your management system? |  [ ]  yes [ ]  no  |
| Name of the consulting company: |       |
| Name of the consultant: |       |

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| Phone number to receive a password by SMS, in case of secure/encrypted transfer of documents such as audit report: |       |

**Additional documents that will be part of the contract if an order is placed:**

* CIS Certification Procedure acc. to document d011e ([Download](https://www.cis-cert.com/wp-content/uploads/d011e-cis-zertifizierungsverfahren.pdf))
* General Terms and Conditions, document d007e ([Download](https://www.cis-cert.com/wp-content/uploads/d007e-terms-and-conditions-sc.pdf))

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| --- | --- | --- |
|  |  |  |
| City, date |  | Authorized signature |

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| **Please complete and sign the form and send it to CIS:**  |  | **CIS** -Certification & InformationSecurity Services GmbH |
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