



Quality Management Work Instruction

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Standard Form **Sample Agency Request Letter**

Valid as of: 2013-10-24

Created by: B. Fagley

Approved by: S. Shelopal

The following is a sample Agency Request letter, which needs to be completed on company letterhead, signed by an authorized Applicant/Agent, and submitted to TÜV Rheinland.

Authority to Act as Agent

Date: 2026-06-30

TÜV Rheinland Group
762 Park Avenue
Youngsville, NC 27596

To Whom It May Concern:

I appoint TÜV Rheinland (Shenzhen) Co., Ltd. to act as our agent in the preparation of this application for equipment certification. I certify that submitted documents properly describe the device or system for which equipment certification is sought. I also certify that each unit manufactured, imported or marketed, as defined in the FCC or Industry Canada's regulations will have affixed to it a label identical to that submitted for approval with this application.

For instances where our authorized agent signs the application for certification on our behalf, I acknowledge that all responsibility for complying with the terms and conditions for Certification, as specified by TÜV Rheinland Group, still resides with (Aputure Imaging Industries Co., Ltd. / Floor 1, Building 21, Baolongjun Industrial Park, No.1004, Longhua Heping Road, Longping Community, Dalang Street, Longhua District, Shenzhen, Guangdong 518110, China).

For TCB applications, We certify that we are not subject to denial of federal benefits, that includes FCC benefits, pursuant to Section 5301 of the Anti-Drug Abuse Act of 1988, 21 U.S.C. 862. Further, no party, as defined in 47 CFR 1.2002 (b), to the application is subject to denial of federal benefits, that includes FCC benefits.

Thank you,

Agency Agreement Expiration Date: 12 months

By: 
(Signature)

Henry Zhang
(Print name)

Title: Product Compliance Manager

Telephone: 13272077206

E-mail: henry.zhang@aputure.com

On behalf of: **Aputure Imaging Industries Co., Ltd.**
(Company Name)