

# Standard Form

## Sample Agency Request Letter

Number: MS-0004558  
Version: 2.1  
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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: Dec. 9th, 2019

TUV Rheinland of North America, Inc.  
1279 Quarry Ln., Ste. A  
Pleasanton, CA 94566

To Whom It May Concern:

I appoint TUV Rheinland of North America Inc 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 TUV Rheinland Group, still resides with Schindler Elevator Corporation, 20 Whippany Road, Morristown NJ 07960

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: January 1st, 2021

By:



(Signature)

Guy Monhollen  
(Print name)

Title: PM, Prin. Eng, Sen, Sys Arch. Telephone: 1-201-400-1867

On behalf of: Schindler Elevator Corporation  
(Company Name)