

Modification Table

Modified Information	New certificate	Method of verification	Auditor days	Documents Attached	Document List
Firm Name	O	Verification of document	N/A	① ② ③	① Modification of Registration ② Business registration certificate ③ Certified copy of corporation register ④ Rough Map ⑤ Receipt of business ⑥ Certificates/Licenses of Qualifications ⑦ Information requested by SMR
President	X			① ② ③	
Address / Location	O	Code 28 : Verification of document Other codes : Assessment of Modification	Code 28 : N/A Other codes : On-going Surveillance(minimum 1M/D)	① ② ③ ④	
Bankruptcy or Assignment,	O / X	Assessment of Modification or Cancellation of Registration	On-going Surveillance (minimum 1M/D)	① ⑤	
Discontinuance of business	X	Cancellation of Registration	N/A	N/A	
Reduction of business	O	Verification of document	N/A	①	
Addition of New Sites	O	Assessment of Modification	As per On-going Surveillance (minimum 1M/D)	① ④	
Extension of Scope	O	Assessment of Modification	As per On-going Surveillance (minimum 1M/D)	① ⑥	
Reduction of Scope	O	Verification of document	N/A	①	

* If a certified client wishes to modify or change certified scope of its registration or other information related to management system (i.e, quality manual) , it must notify SMR within 1month from the date of modification or change.