

## Sample Agency Request Letter

### Authority to Act as Agent

Date: 15 December 2020

TUV Rheinland Group  
762 Park Avenue  
Youngsville, NC 27596

To Whom It May Concern:

I appoint **TUV 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 TUV Rheinland Group, still resides with ZEN Factory Group (Asia) Limited / A5-B, 12/F, Block A, Hong Kong Industrial Centre, 489-491 Castle Peak Road, Kowloon, Hong Kong

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 : Kate Yuen Kate Yuen  
(Signature) (Print Name)

Title : Operation manager Telephone : (852) 2275-0755

On behalf of : ZEN Factory Group (Asia) Limited  
(Company Name)