

## We Are Excited to Announce the Release of a New Multiple Listee Fee Structure

*Please note, this fee structure applies to Applicants managed by North America ETL Certification only.*

**These fees are effective beginning January 1<sup>st</sup>, 2024.**

There are several changes to the fee structure that will make it easier to manage each Multiple Listee independently.

Major changes to the fee structure include the following:

- Eliminating the separate Report and Licensing fees, and instead consolidating this to a single Multiple Listee Report Fee (assessed per Multiple Listee, per report). Refer to 2024 ETL Certification Fee Letter for specific fees.
- As a result of the new fee structure, we now have the ability to list an Alternate Billing entity to be responsible for the associated Multiple Listee Fees.
- Multiple Listee Revisions will be processed by the ETL Certification Team at a low cost to help reduce turnaround time associated with Multiple Listee specific revisions.
- Multiple Listee Removals are included in the Multiple Listee Report Fee.
- Certificate of Compliance documents showing the Multiple Listee information are now included in the Multiple Listee Fee and available upon request. Contact [etlmultiplelistee@intertek.com](mailto:etlmultiplelistee@intertek.com) for assistance.
  - *If the CoC request is for a DLC or CEC Application, we require a completed **Authorization for CoC - DLC or CEC** form to be submitted as these Certificates disclose the Applicant and ML relationship along with the Applicant details. Authorization form attached.*
- Discounts will be automatically applied to Applicants with greater than 20 total Multiples Listings. *For further details please contact the ETL Multiple Listee inbox.*

As a reminder, the Multiple Listee is considered a third-party to Intertek in this arrangement. The Multiple Listee should contact the Applicant (Basic Listee) directly to obtain any proprietary information requested.

*Please note, Multiple Listee processes and fees vary by region.*

- For questions regarding Multiple Listee requests for Applicants managed by our team in Asia, please reach out to [ap.rfc@intertek.com](mailto:ap.rfc@intertek.com).
- For questions regarding Multiple Listee requests for Applicants managed by our team in Europe, please reach out to [etlrlceu@intertek.com](mailto:etlrlceu@intertek.com).
- If you require assistance determining which region currently manages or will manage an Applicant's Multiple Listees please contact [etlmultiplelistee@intertek.com](mailto:etlmultiplelistee@intertek.com).

Thank you!

**ETL Multiple Listee Team**



## Bill-To Responsibility Authorization for ETL Multiple Listee Fees

\_\_\_\_\_, hereby authorizes INTERTEK TESTING SERVICES NA, INC. to invoice  
**BILL-TO COMPANY**  
 for the Multiple Listee Fees between the Multiple Listee Company, \_\_\_\_\_,  
**MULTIPLE LISTEE COMPANY**  
 and the Applicant Company, \_\_\_\_\_.  
**APPLICANT COMPANY**

**Requirements to set-up an alternate party as the Bill-To Company for Multiple Listee Fees:**

- Completed Bill-To Responsibility Authorization for ETL Multiple Listee Fees form, signed by both parties.
- Required Business Registration Documentation & Credit Application when necessary.  
*The designated Bill-to company is required to provide company registration documents to be set up in our financial system.*
- PO, No PO Acknowledgement Letter, or Prepayment for the Multiple Listee Fees of the current year.
- One-Time Payment submitted to have Bill-To Company modified from Applicant Company.

The Applicant Company will remain responsible for these Multiple Listee Fees until the requirements above are met. Once set up for invoicing, the alternate Bill-To Company will be responsible for Quarterly Multiple Listee Fees beginning the following quarter. All prior invoices will remain the Applicant’s responsibility. The currency on these invoices will default to the Applicant’s currency.

In the event the alternate Bill-To Company fails to pay the invoices issued for the Multiple Listee Fees with the Applicant Company, the invoices will default back to the Applicant Company.

If past due invoices for the Multiple Listee remain unresolved, the Multiple Listee will be terminated and removed from the associated ETL Listing Reports.

This request is authorized by:

BILL-TO COMPANY	
By	
Authorized Signee	
Print Name	
Title	
Date	

APPLICANT COMPANY	
By	
Authorized Signee	
Print Name	
Title	
Date	

*If assistance is needed in the completion of this form, please contact [etlmultiplelistee@intertek.com](mailto:etlmultiplelistee@intertek.com).*





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## ETL Multiple Listee Frequently Asked Questions (FAQ)

### What is the ETL Multiple Listee Program?

The Multiple Listing Program is used when products certified by Intertek to US or Canadian standards for one company, the Applicant (Basic Listee), are produced for marketing under the name of another company, the Multiple Listee. Applicants, and their approved Associated Manufacturer(s) are authorized to use the appropriate ETL mark for the United States and Canada with the Multiple Listee's branding listed on label. The Multiple Listee (ML) is a third-party company whose label is applied to a ETL Certified product. This company is included in Intertek's Online Certification Directory with no visible link to the Applicant.

### What is the difference between a Multiple Listee and a Brand Name?

**Brand Name** - If a brand name or trade name is owned by the Applicant company, it is acceptable for it to be listed in Section 2.0 of the Constructional Data Report (CDR) and the product will be authorized to be labeled with the indicated brand name.

**Multiple Listee** - If the name is for another company or a brand of another company, it must be added to Section 9.0 of the CDR as a Multiple Listee. This will allow the product to be marked with the third-party company's branding and models. Multiple Listees are provided a separate directory listing with no connection to the Applicant company.

### What is the difference between a Multiple Listee and a Manufacturer?

**Manufacturer** – The Manufacturer carries out certain stages of production, including labeling of the product. This company will be listed in Section 1.0 of the report and receive Follow-up Services. The Applicant (Basic Listee) receives the Authorization to Mark (ATM) for approved manufacturing locations.

**Multiple Listee** - The Multiple Listee (ML) is a third-party company whose label is applied to a product. This company is included in the Intertek's Online Certification Directory with no visible link to the Applicant. This company does not receive the Authorization to Mark (ATM).

### What is an Associated Manufacturer?

Manufacturing facilities that will be labeling the product with the Multiple Listee information. Associated Manufacturer(s) must be listed as a Manufacturer in Section 1.0 of the CDR with an active Follow-up Service Account established.

### What are the fees and processes associated with the Multiple Listee Program?

The fees and processes will vary by the region in which the Applicant's accounts are managed. Please contact [etlmultiplelistee@intertek.com](mailto:etlmultiplelistee@intertek.com) for help determining which region will handle the request. Once confirmed, the request will be routed to the proper team for further assistance.

### What is a Unique Control Number?

The Control Number is marked along with the ETL Mark on the product. The Control Number ties to the Follow-up Service account but is used for internal purposes only and is not searchable by the public. If a Unique Control Number is issued, it is specific to the Applicant, Associated Manufacturer, and Multiple Listee combination and will be listed on the Multiple Listee's product in place of the Applicant's Control Number. Typically, this option is selected when an Applicant would like to have additional traceability of the Multiple Listee product. *Additional fees apply.*

### How is a request to change models of an existing Multiple Listee submitted?

If model changes are required to the Multiple Listee, a new Multiple Listee Agreement will need to be completed and signed by both parties. Please indicated if the models are additional or replacing the existing models.

### How is a request to make administrative changes or remove a Multiple Listee submitted?

If changes are required to the Multiple Listee information such as Company Name, Address, Brand Name, Associated Manufacturer, or a Removal, a clear written statement indicating the change and the affected report(s) is required. The ETL Multiple Listee Administrative Change Form may also be provided as formal documentation for the request.

### How is a Certificate of Compliance for the Multiple Listee obtained?

A Multiple Listee does not automatically receive a certificate, therefore, a complimentary Certificate of Compliance can be issued by request once the Multiple Listee is active in the report. Please note, COC's can only be issued if there is an active ATM (Authorization to Mark) in MTC at the time of issuance. Multiple Listee Certificate of Compliance request must be submitted to [etlmultiplelistee@intertek.com](mailto:etlmultiplelistee@intertek.com). *Please include the following information in the CoC request to help expedite the process. Report Number, Applicant Name, Multiple Listee Name, and Unique Control Number (if applicable). If the CoC is for a DLC or CEC Application, we require a completed Authorization for CoC- DLC or CEC form to be submitted with the request.*

**If further assistance is required regarding the Multiple Listee Program, please contact [etlmultiplelistee@intertek.com](mailto:etlmultiplelistee@intertek.com).**

## Design Light Consortium or California Energy Commission Certificate of Compliance Authorization Document

\_\_\_\_\_, hereby authorizes **INTERTEK TESTING SERVICES NA,**  
**APPLICANT COMPANY NAME** (report owner)  
**INC.** to issue a Certificate of Compliance documentation containing the correlation  
between \_\_\_\_\_ and \_\_\_\_\_ for use  
**APPLICANT COMPANY NAME** **MULTIPLE LISTEE COMPANY NAME**  
with the **DESIGN LIGHT CONSORTIUM (DLC)** or **CALIFORNIA ENERGY COMMISSION**  
**(CEC)** application.

**Please indicate below which reports this authorization applies to:**

List of Report(s):

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Applicant Signature	
<b>By</b>	
Authorized Signee	
<b>Print Name</b>	
<b>Title</b>	
<b>Date</b>	

