Subject: [LA Ref.] – [Importer Name] – Sampling Notification

**To:** [Importer name, address, postcode] (*Importer*)

**CC:** [LA] Trading Standards (*Home Authority*)

**CC:** [LA] Trading Standards (*Delivery Address – [address, postcode]*)

**CC**: [Agent Name] (*Agent*)

Dear [Importer Name],

**Our Reference: [LA Ref]**

**Consumer Protection Act 1987**

**Regulation on Accreditation and Market Surveillance (Retained and Amended to apply to GB) (RAMS)**

**Consumer Rights Act 2015**

Thurrock Council’s Trading Standards department are responsible for ensuring that consumer goods imported via Thurrock comply with product safety legislation.

As shown on the attached Market Surveillance Notice, samples of the following [Number of Products] product(s) [was/were] taken from container [Container Number] / consignment [Consignment Number]. You have been identified as the importer of these products. The consignment [was released / remains on hold].

1. [Sample ref – description of the sample]
2. [Sample ref – description of the sample]

As the importer of the product(s), you are responsible for ensuring that they comply with relevant UK safety legislation. [Please ensure that all relevant documentation is in place before placing the product(s) on the market.]

Our sample(s) will now be assessed by an officer and may be submitted for independent testing. If any samples are submitted for independent testing the test results are usually received within 3 weeks. [You may decide that you wish to wait for the results of our assessment before placing the product(s) on the market.]

In the meantime, please submit the following documentation within 7 days:

[Select applicable documentation]

* [Declaration of Conformity]
* [Conformity Assessment]
* [Evidence of safety (which may include but is not limited to relevant test reports)]
* [Evidence of safety to EN71 standards and REACH]
* [Evidence of electrical safety to the Electrical Equipment (Safety) Regulations 2016]
* [Evidence of safety to the Radio Equipment Directive]
* [Submit Cosmetic Product Notification (SCPN) reference number]
* [Cosmetic Product Safety Report (Parts A & B)]

[Please note that while the goods remain on hold you will continue to incur storage fees.]

We have copied your local Trading Standards department into this email. If the products are found to be non-compliant, you will be advised to contact them for advice and to discuss how you intend to rectify the non-compliances.

Kind regards,