**Request for documentation retention**

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| **This form is relative to the retention of technical documentation by the LCIE according to the relevant Chapter 3, article 13, point 1.b.ii of the Directive 2014/34/EU.** |

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| **MANUFACTURER** | |
| Company Name |  |
| Full Address |  |

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|  | **OPTION 1: Renewal of Existing File Retention**  **No modification of documentation permitted for static retention** | |
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| Ref. for existing LCIE acknowledgement | |  |

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|  | **OPTION 2: NEW request** | | | | | |
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| Apparatus Designation  Shall be mentioned in both languages | | *English* | | *French* | | |
|  | |  | | |
| Type | |  | | | | |
| File number | |  | | | Revision |  |
| Date | |  | | | | |
| Nature of the support | | paper | | | | |
| electronic | Type: *USB key, CD-Rom, SD Card …* | | | |

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|  | **OPTION 3: Modification of existing documentation (dynamic retention only)** | | | | | |
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| Ref. for existing LCIE acknowledgement | |  | | | | |
| Apparatus Designation  Shall be mentioned in both languages | | *English* | | *French* | | |
|  | |  | | |
| Type | |  | | | | |
| File number | |  | | | Revision |  |
| Date | |  | | | | |
| Nature of the support | | paper | | | | |
| electronic (only physical support | Type: *USB key, CD-Rom, SD Card …* | | | |

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| **Undertaking / Engagement** | | |
| I confirm that the nature of the support is legible, complete and readable for the complete period of retention of the technical documentation as defined in the contractual agreement with LCIE.  I confirm that the content of the technical documentation mentioned in point 4 complies with the requirements of the directive 2014/34/UE, Annex VIII, paragraph 2.  I understand that without specific request sent to LCIE for renewal before the end of validity of the acknowledgment of receipt (subjected to new quotation and order), the technical documentation will be destroyed and will not be considered as retained by the LCIE. | Name |  |
| Date |  |
| Signature |  |