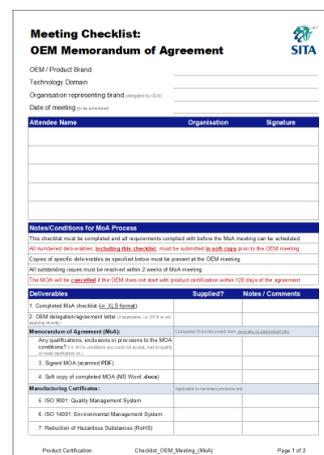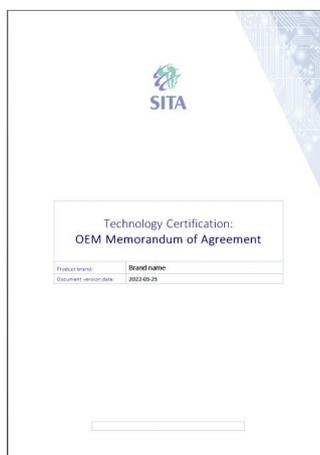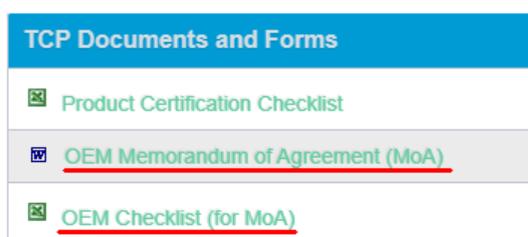# Documentation: SITA OEM Agreement Process (MoA)

In order for any products to be certified, the brand first needs to get an OEM Agreement in place with SITA. Go to www.sita.co.za/prodcert.htm and download the following 2 documents:

- **OEM Memorandum of Agreement (MoA)** – agreement between the brand and SITA

- **OEM Checklist:** Excel file listing MoA process requirements and deliverables

Complete the MoA in full, indicating in Section 3 all the organisation's details as well as the **Technology Domain(s)** (PCD / Peripherals / Assistive / AVCT / Srv&Stor / NET / INFRA / EDU / SAC) into which the products will fit. Sign the completed MoA and scan it to PDF for the 1st copy.

Complete the OEM Checklist, and source all the required deliverables. (There are about <u>10</u> different deliverables, **including** the completed Checklist and <u>2 copies</u> of the MoA.)

Once the above is done, submit all the documents via e-mail or cloud file share. Upon receipt of the documentation, SITA will request a meeting to process the MoA paperwork.

Once the MoA is concluded, the process to certify products for supply to Government can start.

Note: If SITA does not revert within 2-3 days, please follow up. It could be a comms issue.