



PAF stands for Product Approval Form. It is an essential step for your student company to complete prior to sourcing, producing or delivering a product or service. Before you can launch your product or service to the general public you must first make sure that the idea you have chosen is one that you can legally and safely do and is covered by the insurance provided by Young Enterprise NI (YENI). This form contains a series of questions which Young Enterprise NI will use to identify if your product meets all the legal rules and ensure your product or service is not on the list of prohibited ideas.

## 1. About Your Student Company

- YE Student Company Name
- YE Centre Name (Youth Group/Centre)
- YE Centre Lead Name (Youth/programme leader)
- YE Centre Lead Email Address
- Email address for YENI to correspond with the YENI Student Company

  
  
  
  


## 2. About your Product or Service

You will be asked to complete a series of questions on topics which include:

- information about your product or service type
- specific questions about your product idea
- safety considerations
- possible infringements of Intellectual Property (IP) or issues with appropriateness of product design.

Your answers to these questions will support Young Enterprise NI to make a decision about whether your student company can proceed with sourcing, producing and delivering the product.

- 1) What is your business idea?  
Product or service.

- 2) Does your product idea include any of the following?

Please note that these items are strictly prohibited by Young Enterprise NI and you will not be able to proceed with your product or service idea

Alcohol, tobacco products, drugs or pharmaceutical products

Acids, gases including helium balloons, explosives, fireworks

Electrical goods that have been manufactured or modified

Goods related to the functioning of mechanical vehicles  
e.g. propellers or vehicle controls

Gambling activities

Acting as an intermediary service e.g. travel agents, tour operators or taxi services



3) What is the category of your product?

Please note that items a,b,c,g and i may require further exploration by YENI.

Items d, e, f and h are straight forward and more likely to be approved.

a. Food/drink for humans or animals

b. Cosmetics and toiletries

c. Electrical goods, appliances and electrical components

d. Clothing, bags and footwear

e. Homeware and decorations

f. Books

g. Accessories and Jewellery

h. Service

i. Other not listed

4) If you have selected a product that is a, b or c please complete the corresponding questions

For all other options please move on to question 5)

a) Food and drink:

- The production or manufacture of food or drink from scratch.
- Food or drink that requires refrigeration.
- Food or drink with a sell by date of less than 3 months.
- Food or drink that has been removed from its original packaging and been repackaged.
- Food or drink that does not include a copy of the original ingredients and allergens.
- Products for animal consumption.

b) Cosmetics and toiletries:

- The production and manufacture of soap perfumes and bath salts from scratch.
- Cosmetics and toiletries have been removed from original packaging and repackaged.
- Cosmetics and toiletries have been modified.
- Cosmetics and toiletries that do not include a copy of the original label of ingredients and allergens.

c) Electrical goods, appliances and electrical components

- The manufacture of electrical goods.
- The repair of electrical goods.
- Electrical goods that plug into the mains.



5) Product or service description:  
Please describe your product in more detail and include information on the following:

- What is your product and what is it for?
- How will you produce it?
- What resources will you need?
- Will someone outside of the Student Company help you with this?

6.1) Product Safety:

- Is there any risk to yourself in producing or delivering this product or service?
- Is there any risk that someone may be physically or psychologically hurt unintentionally from the use of your product or service?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Do not Know	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Do not Know	<input type="checkbox"/>

6.2) Product Safety continued:  
If you selected options a) b) or c) in question 3 or answered 'yes' or 'I don't know' in question 6), your student company may have selected an idea that is unlikely to be approved by YENI due to health and safety reasons.  
In the space please outline what steps you are going to take to ensure that the product is safe for the general public. This will be submitted to YENI for review.



### 3. About Product Design

#### 7.1) Intellectual Property:

Does your product or service copy any elements of an established company's Intellectual Property (IP) e.g. creations of the mind, such as: inventions, literary and artistic works; designs; and symbols, names and images used in their business - copyright and patents.

Yes  No  Do not Know

7.2) If 'yes' Have you gained permission from any established company if you intend to use their IP?

Yes  No

If you answered 'yes' to this please attach a copy of your permission to your PAF submission email.

### 4. Declaration

#### 8) Terms and Conditions:

For the following statements please tick to demonstrate that you have read and agreed to the terms and conditions of the product approval process.

- I agree that the information that I have provided in this application is accurate to the best of my knowledge.
- I understand and agree that Young Enterprise NI reserves the right to reject any product or service that is deemed inappropriate or is not covered by Young Enterprise NI insurance.
- I understand that my student company must not source, produce, sell or deliver the product or service until approval has been granted and any such activity will not be covered by Young Enterprise NI insurance.
- I understand that if an approval for a product or service is granted that it is only for the product or service as it is described in this document and if my student company wishes to amend the product or add a new product, a new PAF application will need to be submitted.
- I understand that Young Enterprise NI reserves the right to remove the product or service from sale if issues are raised about it's appropriateness and/or it is deemed to be a health and safety risk.

• Your Full Name

• Your Job Title

• Your Centre/Youth Club

• Date  Signed

The Product Approval Form should be sent to Young Enterprise via email address: [programmes@yeni.co.uk](mailto:programmes@yeni.co.uk). Please ensure that you include any supporting documentation that will support your application. You should hear a decision outcome or receive further questions from Young Enterprise within 1 week of submitting your PAF. If you have not heard anything, please email the email address above.