

Proforma Letter of Application

Our ref.

Tel.

Fax.

Date

Water Supplies Department
47/F, Immigration Tower
7 Gloucester Road, Wanchai
Hong Kong

Dear Sir/Madam,

Application for Registration in the Voluntary Water Efficiency Labelling Scheme on Washing Machines

Our company is the (manufacturer / importer / other related parties (please specify)*) of _____ (brand name, model number and/or name of washing machine) in Hong Kong. We would like to apply for registration of the washing machine in the above Scheme.

We understand fully our obligations as stated in the scheme document and will comply with all relevant requirements, in particular those specified below:

- (a) submit application, the information/material required in Section 9.4 of the Scheme document and the test report for participation in the Mandatory/Voluntary Energy Efficiency Labelling Scheme;
- (b) at our own costs, produce the Label and affix/print the Label either to the washing machine or its packing at a prominent location in accordance with Section 7;
- (c) ensure that the registered washing machine shall be displayed for sale with the Label;
- (d) fully inform other related parties (such as sales agents, retailers, etc.) in the participant's sale distribution network once the washing machine is registered under this Scheme and notify them that the Water Supplies Department (Department) may request to enter their premises to carry out the random/ad-hoc inspections as stated in Section 11 of the Scheme

document;

- (e) allow random/ad-hoc inspection to be conducted by Inspecting Officers authorized by the Director of Water Supplies on the registered washing machine at his/her premises;
- (f) allow the tested and performance data of the registered washing machine to be uploaded to the Department's website for public information;
- (g) conduct re-test(s) at his/her own costs at a recognized laboratory if non-compliance is found on the registered washing machine. The result of re-test(s) shall reach the Department within the time specified by the Department;
- (h) inform the Department of any change **in accordance with Section 9.10 (h) of the Scheme Document**; and
- (i) remove within three months all Labels from the washing machine and its packing if it has been de-registered.

The detailed information of the washing machine which we apply for registration is shown in the attached documents (see Annex 3 for the list of information to be submitted) for your processing.

Yours faithfully,

(Manufacturer/Importer/Agent's Name and Company Chop)

** delete as appropriate*

**Information/Material to be Submitted
to the Water Supplies Department**

1. Information of the company, i.e. name, address, telephone number, fax number, e-mail address, website address, and contact person, etc.).
2. Information of the washing machine being applied for registration in the Scheme, i.e. brand name, model no. and/or name, washing machine category, catalogue/photos (showing the front and side views of the washing machines) and country of origin.
3. Proposed commencement date to affix the Label to washing machine (Year _____, Month _____).
4. Detailed test report for participation in the Mandatory/Voluntary Energy Efficiency Labelling Scheme (EELS). The test report shall be issued by a recognized laboratory complying with the requirements in Section 8.
5. Statement on whether the testing laboratory has satisfied with the requirements in Section 8.
6. Documentary proof of the registered washing machine under the Mandatory/Voluntary EELS.

Note: Company's chop should be stamped on all the document front covers/pages provided. All test reports submitted to the Department should be certified as true copy. Upon the request of the Department, the participant is required to provide the original copy of the test reports for perusal.