

## **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 Flow Controllers**

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

We understand fully our obligations as stated in the scheme document of “**Voluntary Water Efficiency Labelling Scheme on Flow Controllers**” (Scheme Document) and will comply with all relevant requirements, in particular those specified below:

- (a) submit application for registration by means of an application letter together with “**Proforma Letter of Application**”, the information/material required in Section 9.3 of the Scheme document and the test report in accordance with the reporting requirements specified in Annex 1 and relevant test standards for safe for potable water use required in Section 5.2, if applicable;
- (b) at our own costs, produce the **water efficiency label** and affix/print the **water efficiency label** either to the flow controller or its packing at a prominent location or a swing tag securely fastened to the product/packing in accordance with Section 7 of the Scheme Document;
- (c) ensure that the registered flow controller shall be displayed for sale with the Label(s);

- (d) fully inform other related parties (such as sales agents, retailers, etc.) in the participant's sale distribution network once the flow controller 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/**re-inspection** to be conducted by Inspecting Officers authorized by the Director of Water Supplies on the registered flow controller at his/her premises **such as the warehouse and/or its retailing spots**;
- (f) allow the tested and performance data of the registered flow controller to be uploaded to the Department's website for public information;
- (g) **submit a reference sample of the registered flow controller for testing at his/her own cost upon the request of the Department**;
- (h) conduct re-test(s) at his/her own costs at a recognized laboratory **complying with the requirements in Section 8 of the scheme document** if non-compliance is found on the registered flow controller. The result of re-test(s) shall reach the Department within the time specified by the Department;
- (i) **provide additional supporting information/ material upon request of the Department within the time prescribed. Failure to comply may render rejection of the application**;
- (j) inform the Department of any change in accordance with Section 9.11 (j) of the Scheme Document; and
- (k) **remove within three months all Labels from the flow controller and/or its packing if it has been de-registered; and**
- (l) **return the corresponding registration certificate to the Department within one month after de-registration under the Scheme.**

The detailed information of the flow controller which we apply for registration is shown in the attached documents (see Annex 4 for the list of information to be submitted) for your processing.

Yours faithfully,

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

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*\* 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, and sale distribution network (names and addresses of the distributor(s)), etc.;
2. Information of the flow controller being applied for registration in the Scheme, i.e. brand name, model no. and/or name, flow controller category, catalogue (if available), two photos clearly showing the front and bottom views of the flow controllers and country of origin.
3. Parties which will be responsible for making and affixing the water efficiency label (Label);
4. Proposed commencement date to affix the Label(s) to flow controller (Year \_\_\_\_, Month \_\_\_\_).
5. Documentary proof of the approval for the flow controller GA issued by the Water Authority;
6. Documentary proof that the design (if any) and production system for the flow controller is operating according to a recognized international quality system (such as ISO 9001). The submission of product drawings extracted from the product manual or design manual, and international quality system certificate on the manufacturer can be considered as documentary proof of recognition of the quality system. Failure to the renewal of the recognized international quality system may render the model registration null and void;
7. Detailed test report in accordance with the reporting requirements specified in Annex 1 and relevant test standards for safe for potable water use required in Section 5.2, if applicable. The test report shall be issued by a recognized laboratory complying with the requirements in Section 8. The required information requested in Sections A5, B6 and C5 of Annex 1 of the scheme document have to be provided in a single section of the test report; and;
8. Documentary proof that the testing laboratory appointed by the participant has satisfied the requirement of Section 8.2, 8.3 or 8.4. The submission of certificate of accreditation, self-declaration statement that the operation of the testing laboratory meets the requirements of ISO/IEC 17025 can be considered as documentary proof;
9. For the case of flow controller of same design but with the variation in

colour and finishing, the applicant should consult with the testing laboratory and confirm in writing that such variation will not affect the flow rate and other performance requirements stipulated in Section 5.3 to Section 5.5; and

10. A reference sample for each flow controller successfully registered under the Scheme upon the request of the Department.

### **Overseas Recognition**

11. General Item no. 1 – 10;
12. Certified true copy of test report used for application for registration of the flow controller under the overseas water efficiency labelling scheme.
13. Certified true copy of documentation showing valid registration status of the flow controller in the respective overseas water efficiency labelling scheme (e.g. Certified true copy of the registration document, website link, i.e. URL, to the register in respective scheme).
14. Website link showing the recognized laboratory under HKAS MRA or equivalent

*Note: Company's chop should be stamped on the Proforma Letter of Application and all the document front covers/pages provided by hand, or through post, facsimile or electronic mail to the Water Supplies Department. All photocopy test reports submitted Department shall be certified as true copy issued by the testing laboratory appointed by the participant. Upon the request of the Department, the participant is required to provide the original copy of the test reports*