

## **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 Water Closets**

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

We understand fully our obligations as stated in the document of “**Voluntary Water Efficiency Labelling Scheme on Water Closets**” (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 2;
- (b) at our own costs, produce the water efficiency label and affix/print the full version water efficiency label either to the water closet or its packing at a prominent location in accordance with Section 7 of the Scheme Document;
- (c) ensure that the registered water closet shall be displayed for sale with the full version Label(s);
- (d) fully inform other related parties (such as sales agents, retailers, etc.) in the participant’s sale distribution network once the water closet is registered

under this Scheme and notify them that the Water Supplies Department (Department) may request to enter their premises to carry out the **compliance monitoring** inspections as stated in Section 11 of the Scheme document;

- (e) allow annual/ad-hoc inspection/**re-inspection** to be conducted by Inspecting Officers authorized by the Director of Water Supplies on the registered water closet at our premises **such as the warehouse and/or its retailing spots**;
- (f) allow the tested and performance data of the registered water closet to be uploaded to the Department's website for public information;
- (g) **submit a reference sample of the registered water closet for testing at his/her own cost upon the request of the Department**;
- (h) conduct re-test(s) at our 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 water closet. 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 (**see Section 9**);
- (j) notify the Department by means of a notification letter (in either English or Chinese with the company's chop stamped on **the Proforma Letter of Application and all submitted documents front covers**) by post, facsimile or electronic mail of any changes of the company information (e.g. company name). The notification should be made not less than 14 working days before the change. Failure to comply may render the model registration null and void. Changes of water closet information (e.g. brand name, model no.) will be considered as major changes that require new applications for registration in the Scheme;
- (k) remove within three months all Labels from the water closet and/or its packing if it has been de-registered; and
- (l) The participant shall return the **corresponding** registration certificate to the Department **within one month upon receipt of the notification letter of de-registration**.

The detailed information of the water closet which we apply for registration is shown in the attached documents (see Annex 5 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**

**General**

1. Information of the company, i.e. name, address, telephone number, fax number, e-mail address, website address, contact person, and sale distribution network (names and addresses of the distributor(s)), etc.;
2. Information of the water closet being applied for registration in the Scheme, i.e. brand name, model no. and/or name, catalogue (if available), at least three photos (showing the front, side and bottom views of the water closet) 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 to water closet (Year \_\_\_\_\_, Month \_\_\_\_\_);
5. Documentary proof that the design (if any) and production system for the water closet is operating according to a recognised international quality system (such as ISO 9001 or equivalent). 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 renew the recognised international quality system may render the model registration null and void;
6. Documentary proof of the flushing valve GA issued by the Water Authority;
7. Detailed test report in accordance with the reporting requirements is specified in Annex 2. The test report shall be issued by a recognised laboratory complying with the requirements in Section 8. The required information requested in Sections I, II, III, IV & V of Annex 1A of the Scheme document have to be provided in a single section of the test report;
8. Documentary proof that the testing laboratory appointed by the participant has satisfied the requirement of Section 8. 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 water closet 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 water flush volume and other performance requirements specified in Section 5.2, 5.3 and 5.4; and
10. Participant shall submit a reference sample for water closet successfully registered under the Scheme upon the request of the Department.

### **Combination of Cistern and Flushing Valve**

11. General Item no. 1 – 10;
12. Form 1B that includes the provision of the estimated full flush volume and reduced flush volume calculated based on the cistern volume curve, inlet water level, reduced volume water level and full flush volume level;
13. Detailed test report of the cistern volume curve issued by a recognized laboratory complying with the requirements in Section 8; and
14. Detailed test report of the flushing valve maximum filled level, the reduced flushing level and the full flushing level measured by a recognized laboratory.

### **Overseas Recognition**

15. General Item no. 1 – 10;
16. Detailed test report used for application for registration of the water closet under the overseas water efficiency labelling scheme;
17. Documentation showing valid registration status of the water closet in the respective overseas water efficiency labelling scheme (e.g. registration document, website link, i.e. URL, to the register in respective scheme); and
18. 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.*