

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 Showers for Bathing

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

We understand fully our obligations as stated in the document of “Voluntary Water Efficiency Labelling Scheme on Showers for Bathing” (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 required in Section 9.3 of the Scheme Document and the test results which follow the format and procedures set out in Sections I and II of Annex 1 of the Scheme Document;
- (b) at our own costs, produce the water efficiency label and affix/print the full version water efficiency label either to the shower or its packing at a prominent location in accordance with Section 7 of the Scheme Document;
- (c) ensure that the registered shower shall be displayed for sale with the full version water efficiency label;
- (d) fully inform other related parties (such as sales agents, retailers, etc.) in our sale distribution network once the shower is registered under the above Scheme and

notify them that the Water Supplies Department (WSD) may request to enter their premises to carry out random/ad-hoc inspections 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 on the registered shower at our premises such as the warehouse and/or its retailing spots;
- (f) allow the tested flow rates and performance data of the registered shower to be uploaded to WSD's website for public information;
- (g) 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 shower. The result of re-test(s) shall reach WSD within the time specified by WSD;
- (h) submit a reference sample of the registered shower for testing at our own cost upon the request from 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 for Registration;
- (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) through 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 shower 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 shower and 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 shower 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)

* *delete as appropriate*

Information to be Submitted
to the Water Supplies Department

1. Information of the company, i.e. name, address, telephone number, fax number, email address, website address, contact person, and sale distribution network (e.g. names and addresses of the distributor(s), etc.).
2. Information of the shower being applied for registration in the Scheme, i.e. brand name, model no. and/or name, catalogue (if available), country/region of origin and two photos clearly showing the front and side views of the shower.
3. Parties which will be responsible for making and affixing the water efficiency label (Label).
4. Proposed commencement date to affix the Label to shower (Year____, Month____).
5. Documentary proof that the design (if any) and production system for the shower is operating according to a recognised 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 renew the recognised international quality system may render the model registration null and void.
6. For registration in WELS under the recognition mechanism, valid test report used for application for registration of the shower under the overseas water efficiency labeling scheme. The test report shall include the required information requested in Section A5, B5, C4 and D4 of Annex 1 of the Scheme Document. Documentation showing valid registration status of the shower 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);
7. Detailed test report in accordance with the reporting requirements specified in Annex 1 of the Scheme Document. The test report shall be issued by a recognised laboratory complying with the requirement in Section 8 of the Scheme Document. The required information requested in Sections A5, B5, C4 and D4 of Annex 1 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 8.2, 8.3 or 8.4 of the Scheme Document. 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 showers 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 performance and other performance requirements stipulated in Section 5.2 and Section 5.3.
10. The participant shall submit a reference sample for each showers for bathing successfully registered under the Scheme upon the request of the Department; and

Note: Company's chop should be stamped on the Proforma Letter of Application and all the documents front covers provided by hand, or through post, facsimile or electronic mail to the Water Supplies Department. All photocopy test reports submitted to the 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.
