

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 and will
comply with all relevant requirements, in particular those specified below:

- (a) submit 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 Label(s) and affix/print the Label(s) 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;
- (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 to be conducted by Inspecting Officers authorized by the Director of Water Supplies on the registered flow controller at his/her premises;
 - (f) allow the tested and performance data of the registered flow controller 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 flow controller. 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 9.9 (h) of the Scheme Document; and
 - (i) remove within three months all Labels from the flow controller, its packing and/or the swing tag securely fastened to the product/packing if it has been de-registered.

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)

* *delete as appropriate*