

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 Urinal Equipment

Our company is the (manufacturer / importer / other related parties (please specify)*) of _____ (brand name, model number and/or name of urinal equipment) in Hong Kong. We would like to apply for registration of the urinal equipment 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;
- (b) at his/her own costs, produce the Label(s) and affix/print the Label(s) either to the urinal equipment or its packing at a prominent location in accordance with Section 7;
- (c) ensure that the registered urinal equipment 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 urinal equipment 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 urinal equipment at his/her premises;
 - (f) allow the tested and performance data of the registered urinal equipment 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 urinal equipment. 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 urinal equipment and its packing if it has been de-registered.

The detailed information of the urinal equipment 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/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, contact person, and sale distribution network (names and addresses of the distributor(s), etc.);
2. Information of the urinal equipment being applied for registration in the Scheme, i.e. brand name, model no. and/or name, urinal equipment category (or categories), catalogue (if available), three photos clearly showing the front, side and bottom views of the urinal equipment, and country of origin;
3. Proposed commencement date to affix the Label(s) to urinal equipment (Year _____, Month _____);
4. Documentary proof of the approval for the urinal equipment issued by the Water Authority;
5. Documentary proof that the design (if any) and production system for the urinal equipment is operating according to a recognized international quality system (such as ISO 9001);
6. Detailed test report in accordance with the reporting requirements specified in Annex 1. The test report shall be issued by a recognized laboratory complying with the requirements in Section 8. The required information requested in Sections A5, A6.2, A7.2, A8.2 and A9.2 for urinals and Section B5 for urinal flushing valves and Section C3 for merited function (if any) of Annex 1 of the scheme document have to be provided in a single section of the test report; and
7. Statement on whether the testing laboratory has satisfied the requirement of Section 8.2, 8.3 or 8.4.

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