

## **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)

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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. Proposed commencement date to affix the Label(s) to flow controller (Year \_\_\_\_\_, Month \_\_\_\_\_).
4. 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);
5. 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;
6. Statement on whether the testing laboratory has satisfied with the requirements of Section 8.

*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.*