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

* 1. 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 2;
	2. at our own costs, produce the Label(s) and affix/print the Label(s) either to the water closet or its packing at a prominent location in accordance with Section 7;
	3. ensure that the registered water closet shall be displayed for sale with the full version Label(s);
	4. 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 annual/ad-hoc inspections as stated in Section 11 of the Scheme document;
	5. allow annual/ad-hoc inspection to be conducted by Inspecting Officers authorized by the Director of Water Supplies on the registered water closet at our premises;
	6. allow the tested and performance data of the registered water closet to be uploaded to the Department’s website for public information;
	7. upon the request of the Department, a reference sample for each water closet to be participated in the Scheme shall be submitted by us at our cost;
	8. conduct re-test(s) at our own costs at a recognized laboratory 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;
	9. provide additional supporting information/ material upon request of the Department within the time prescribed. Failure to comply may render rejection of the application;
	10. notifythe Department by means of a notification letter (in either English or Chinese with the company’s chop stamped on all submitted documents) 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. The participant shall return the former registration certificate to the Department soon after the termination of previous registration; and
	11. remove within three months all Labels from the water closet and/or its packing if it has been de-registered. The participant shall return the registration certificate to the Department soon after the termination of registration under the Scheme.

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)

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_

\* *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 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 clearly showing the front, side and bottom views of the water closets and country of origin.
3. Proposed commencement date to affix the Label(s) to water closet (Year \_\_\_\_\_, Month \_\_\_\_\_).
4. 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;
5. 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 1 of the Scheme document have to be provided in a single section of the test report;
6. 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/IEC17025 can be considered as documentary proof; and
7. 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 and 5.3.

*Note: Company’s chop should be stamped on all the front covers/pages of the documents submitted. All photocopy test reports submitted to the Water Supplies Department (WSD) should be certified as true copy. The participant is also required to provide the original copy of the test reports if requested by WSD.*