

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:

- (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 2;
- (b) 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;
- (c) ensure that the registered water closet shall be displayed for sale with the
full version Label(s);
- (d) 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;
- (e) 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;
 - (f) allow the tested and performance data of the registered water closet to be uploaded to the Department's website for public information;
 - (g) 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;
 - (h) 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;
 - (i) provide additional supporting information/ material upon request of the Department within the time prescribed. Failure to comply may render rejection of the application;
 - (j) notify the 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
 - (k) 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*