

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 Taps

Our company is the (manufacturer / importer / other related parties (please specify)*) of _____ (brand name, model number and/or name of water tap) in Hong Kong. We would like to apply for registration of the water tap 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 results which follow the format and procedures set out in Sections I and II of Annex 1 of the scheme document;
- (b) at our own costs, produce the water efficiency label and affix/print the full version label either to the water tap or its packing at a prominent location in accordance with Section 7 of the scheme document;
- (c) ensure that the registered water tap shall be displayed for sale with the full version water efficiency label;
- (d) fully inform other related parties (such as sales agents, retailers, etc.) in our sale distribution network once the water tap is registered under the above scheme and notify them that the Water Supplies Department (WSD) may

request to enter their premises to carry out random/ad-hoc inspections 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 water tap at our premises;
- (f) allow the tested flow rates and performance data of the registered water tap to be uploaded to WSD's website for public information;
- (g) conduct re-test(s) at our own costs at a recognized laboratory complying with the requirements in Section 8 of the scheme document if non-compliance is found on the registered water tap. The result of re-test(s) shall reach WSD within the time specified by WSD;
- (h) inform WSD of any change in accordance with Section 9.9 (h) of the Scheme Document; and
- (i) remove within three months all water efficiency labels from the water tap and its packing if it has been de-registered.

The detailed information of the water tap which we apply for registration is shown in the attached documents (see Annex 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 (e.g. names and addresses of the distributor(s), etc.).
2. Information of the water tap being applied for registration in the Scheme, i.e. brand name, model no. and/or name, catalogue (if available), two photos clearly showing the front and side views of the water tap, and country of origin.
3. Proposed commencement date to affix the Label to water tap (Year _____, Month _____).
4. Documentary proof of the approval for the water tap issued by the Water Authority.
5. Documentary proof that the design (if any) and production system for the water tap 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 of the scheme document. The test report shall be issued by a recognized laboratory complying with the requirement in Section 8 of the scheme document. The required information requested in Sections A5 and B6 of Annex 1 of the scheme document has to be provided in a single section of the test report.
7. Statement on whether the testing laboratory has satisfied the requirement of Section 8.2, 8.3 and 8.4 of the scheme document.
8. Upon the request of the Department, a reference sample for each water tap to be participated in the Scheme.

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.