

Supplementary Form 1 補充表格一

The Government of the Hong Kong  
Special Administrative Region  
Information Submission for Voluntary Water Efficiency  
Labelling Scheme (for Washing Machine only)

香港特別行政區政府  
自願性用水效益標籤計劃  
呈交資料( 祇限洗衣機)

Official use  
only  
此欄不用填寫

Note: Please read the "Notes to Complete Supplementary Form 1" and "Personal Data Privacy Statement" attached and complete all the items in block letters. 注意：請閱讀於附頁的「填寫補充表格一的須知事項」及「個人資料私隱聲明」，並以正楷填寫各項資料。

Section A 甲部：Declaration 聲明

1. Our company is / I am\* the local manufacturer / importer / others (please specify: \_\_\_\_\_)\* of \_\_\_\_\_ brand products in Hong Kong and would like to apply for Voluntary Water Efficiency Labelling Scheme and agree to transfer the specified information and specified documents in accordance with the Energy Efficiency (Labelling of Products) Ordinance / all supporting documents in accordance with Voluntary Energy Efficiency (Labelling of Products) Scheme\* to Water Supplies Department for processing.  
本公司 / 本人\*是本港\_\_\_\_\_牌產品的本地製造商 / 進口商 / 其他(請註明: \_\_\_\_\_)\*, 希望申請自願性用水效益標籤計劃並同意把根據《2009年能源效益(產品標籤)條例》呈交指明資料及指明文件 / 自願性能源效益標籤計劃的所有呈交申請證明文件\*轉移到水務署處理。
2. We / I\* fully understand the obligations/duties stated in the Trade Description Ordinance, Cap 362 and Copyright Ordinance, Cap 528 and will comply with all relevant requirements.  
我們 / 本人\*完全明白第 362 章《商品說明條例》及第 528 章《版權條例》所列載的責任，並會遵守所有有關的規定。
3. We / I\* declare that the information given in this form and any other documents submitted together are true and correct.  
我們 / 本人\*謹此聲明，本表格內所填報的資料及所有隨本表格一同呈交的文件均屬真實無誤。
- 4a.  Note: This item is only applicable to the specified person as a company:  
注意：這項目只適用於以公司名義作為指明人士者：  
We, the specified person as a company, agree that our address and telephone number will be disclosed to the public upon public request.  
我們(以公司名義作為指明人士)同意我們的地址及電話號碼在公眾要求下會向公眾披露。
- 4b.  Note: This item is only applicable to the specified person as an individual:  
注意：這項目只適用於以個人名義作為指明人士者：  
Please choose with ✓ in appropriate box(es) below:  
請在下面適當空格內以✓選擇：
  - Disagree to disclose my address and / or telephone number and / or other contact to the public upon public request  
不同意在公眾要求下會向公眾披露我的地址及 / 或電話號碼及 / 或其它聯絡方式
  - Agree to disclose my address and / or telephone number and / or other contact to the public upon public request (please choose with ✓ in appropriate box(es) and specify the contact below for disclosure to the public.)  
同意在公眾要求下會向公眾披露我的地址及 / 或電話號碼及 / 或其它聯絡方式(請在下面適當空格內以✓選擇及註明可向公眾披露的聯絡方式：)

- 
- Address 地址  
(Please specify 請註明: \_\_\_\_\_)
  - Telephone No. 電話號碼 (Please specify 請註明: \_\_\_\_\_)
  - Telephone No. 電話號碼 (Please specify 請註明: \_\_\_\_\_)

\*\*\*\*\*

Authorized Signature:

授權人簽署：

\_\_\_\_\_

Name of Authorized Person:

授權人姓名：

\_\_\_\_\_

Title of Authorized Person:

授權人職位：

\_\_\_\_\_

Date:

日期：

\_\_\_\_\_

Company Chop:

公司蓋印：

\* Delete as appropriate (刪除不適用者)

## Notes to Complete Supplementary Form 1 填寫補充表格一的須知事項

1. Incomplete or erroneous information in Supplementary Form 1 may cause hiatus or delay in processing the submission.  
在補充表格一內有關資料如有不全或錯漏，可能導致處理所呈交的文件時出現暫停或延誤。
2. The Director of Water Supplies Department (the Director) may request the person concerned to submit relevant supplementary information to satisfy the requirements of all the items in Supplementary Form 1 and all supporting documents / certificates.  
水務署署長（署長）可要求有關人士提供補充資料以滿足補充表格一內所有項目及所提交證明文件 / 證明書的要求。
3. The person concerned shall inform the Director of any change in information and data, that were previously submitted to the Director.  
過往已經呈交給署長的資料及數據若有任何變動，有關人士必須知會署長。
4. The person concerned shall sign and affix with company seal on the page of Supplementary Form 1. If space is insufficient, please attach additional sheet(s) which must each be signed, dated and affixed with company seal by the person concerned.  
有關人士須在補充表格一上簽署及蓋上公司印鑑。如空位不敷應用，請另用紙張填寫並附於表格內。有關人士須在每一增添的紙張上簽署、填上日期及蓋上公司印鑑。
5. The Director may disclose your information (according to the Personal Data privacy Statement), reference number, information of product, water and energy efficiency information, any change in information or up-to-date information submitted subsequently, and such other particulars as the Director considers appropriate, to the public.  
署長認為在適當的情況下，可能將你的資料（根據個人資料私隱聲明）參考編號、產品資料、用水及能源效益資料、任何往後曾呈交的資料的變動或更新，向公眾披露。
6. For details, please refer to the Guideline on Registration under the Voluntary Water Efficiency Labelling Scheme.  
詳情請參閱「自願性用水效益標籤計劃註冊指引」。

## Submission Instruction 呈交方法

This form shall be posted to Energy Efficiency Office, Electrical and Mechanical Services Department Headquarters, Government of the Hong Kong Special Administrative Region, 3 Kai Shing Street, Kowloon, Hong Kong unless otherwise advised by the Electrical and Mechanical Services Department.

除非機電工程署另有指示，本表格應寄往香港九龍啓成街 3 號香港特別行政區政府機電工程署總管能源效益事務處。

## Personal Data Privacy Statement 個人資料私隱聲明

### Purpose of Personal Data Collection 收集個人資料的目的

1. The personal data provided by means of Supplementary Form 1 will be used by the Government for the following purposes:
  - (a) activities relating to the processing of the submission in this form;
  - (b) activities relating to requirements stipulated in the Voluntary Water Efficiency Labelling Scheme; and
  - (c) facilitating communication between Government and yourself.在補充表格一所提供的個人資料，政府會用於下列目的：
  - (a) 進行與處理以此表格作出呈交有關的工作；
  - (b) 進行與自願性用水效益標籤計劃所訂明規定有關的工作；以及
  - (c) 方便政府與你通訊。

### Classes of Transferees 受讓人的類別

2. Upon receipt of your information submission, all the data that appear in Supplementary Form 1 will be kept at the Water Supplies Department and disclosed to the data users of the department.  
當接收到你所呈交的資料後，補充表格一所載的所有資料會存於水務署，並向部門的資料使用者披露。
3. The data limited to the name of the company or the individual, reference number, information of product and water efficiency information will be disclosed to the public at the website of the Water Supplies Department. Upon agreement by the specified person as an individual in Section A item 5 of Supplementary Form 1, the address and / or telephone number and / or other contact will also be disclosed to the public upon public request.  
公司或個人的名稱、參考編號、產品資料及用水效益資料會在水務署的網址向公眾披露。在以個人名義作為指明人士者於補充表格一甲部第 5 點表示同意下，其地址及 / 或電話號碼及 / 或其它聯絡方式在公眾要求下亦會向公眾披露。

### Access to Personal Data 查詢個人資料

4. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22, and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.  
根據個人資料（私隱）條例第 18 及第 22 條，以及附表 1 第 6 原則的規定，你有權查閱及改正個人資料。你的查閱權包括索取在這份表格所提供個人資料的副本。

### Enquiries 查詢

5. Enquiries concerning the personal data collected by means of Supplementary Form 1, including the making of access and correction, shall be submitted in writing and addressed to the Director of Water Supplies Department, 47/F., Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong. For other general enquiries, please dial the Citizen's Easy Link 1823.  
任何關於表格一所收集個人資料的查詢，包括查閱及改正資料，請以書面形式向水務署署長提出，地址為：香港灣仔告士打道7號入境事務大樓47樓水務署。至於其他一般查詢，請致電政府熱線1823。