

## **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 Labelling Scheme for Drinking Devices – Drinking Water Dispensers and Filters**

Our company is the (manufacturer / importer / other related parties (please specify)\*) of \_\_\_\_\_ (brand name, model number and/or name of the drinking water dispenser and/or the filter) in Hong Kong. We would like to apply for registration of the drinking water dispenser and/or filter in the above scheme.

We understand fully our obligations as stated in the document of “Voluntary Labelling Scheme for Drinking Devices – Drinking Water Dispensers and Filters” (Scheme Document) and will comply with all relevant requirements, in particular those specified below:

- (a) submit an application for registration by means of an application letter together with a “Proforma Letter of Application”, the information/documents/materials required in Section 8.4 of the Scheme Document, and the test report(s) which follow the requirements set out in Annex 1 of the Scheme Document or valid certificate(s) issued by certification body or valid license(s) granted by health departments at provincial level of the Mainland of China;
  - (b) at our own costs, produce and affix/print the Label to the registered drinking water dispensers and filters at a prominent location in accordance with Section 6 of the Scheme Document;
  - (c) ensure that the registered drinking water dispensers and filters shall be displayed for sale with the Label;
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- (d) fully inform other related parties (such as sales agents, retailers, etc.) in our sale distribution network once the drinking water dispensers and filters are registered under the Scheme and notify them that the Water Supplies Department (WSD) may request to enter their premises to carry out compliance monitoring and inspection as specified in Section 10 of the Scheme Document;
  - (e) allow compliance monitoring and inspection to be conducted by Inspecting Officers authorised by the Director of Water Supplies on the registered and non-registered drinking water dispensers and filters at our premises such as the warehouse and retailing spots;
  - (f) allow the product information of the registered drinking water dispensers and filters to be uploaded to WSD's website for public information;
  - (g) conduct re-test(s) at our own costs at a recognised laboratory complying with the requirements in Section 7 of the Scheme Document if non-compliance is found on the registered drinking water dispensers and filters. The test report of re-test(s) shall reach WSD within the time specified by WSD;
  - (h) submit reference samples of the registered drinking water dispensers and filters at our own cost upon the request from WSD;
  - (i) provide additional supporting information/material upon request of WSD within the time prescribed. Failure to comply may render rejection of the Application for Registration;
  - (j) notify WSD by means of a notification letter (in either English or Chinese with the company's chop stamped on the notification letter and all submitted document front covers) through post or electronic mail of any changes to the company information (e.g., company name) required in Section 8.4 of the Scheme Document. The notification shall be made not less than 14 working days before the change. Failure to comply may render the model registration null and void;
  - (k) changes to the drinking water dispenser and the filter information (e.g., brand name, model no.) required in Section 8.4 of the Scheme Document will be considered as major changes that require new applications for registration in the Scheme; and
  - (l) notify WSD by means of a notification letter (in either English or Chinese with the company's chop stamped on the notification letter and all submitted document front covers) through post or electronic mail of any changes in product design and construction (e.g., material to such an extent water safety may be affected). If WSD considers the changes as major, as if it were a new model different from the previously registered model, new applications for registration in the Scheme will be required;
  - (m) notify WSD by means of a notification letter (in either English or Chinese with
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the company's chop stamped on the notification letter and all submitted document front covers) through post or electronic mail of any updates/changes in the validity of certificates or licenses specified in Section 7 of the Scheme Document (e.g., renewal/termination of certificates or licenses); and

- (n) remove within three months all Labels from drinking water dispensers and filters and their packing if they have been de-registered.

The detailed information of the drinking water dispensers and filters 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*