 

**Hong Kong Q-Mark Council**

**31/F, Billion Plaza, 8 Cheung Yue Street,**

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HONG KONG Q-MARK

PRODUCT CERTIFICATION SCHEME

*APPLICATION FORM- for certification / extension of scope / reduction of scope*

To apply for certification, please complete this application form and return it to HK Q-Mark Council at the address shown above accompanied by:

1. A completed Certification / Recertification Questionnaire, i.e. SOP-02/05 for Product Certification Scheme, and
2. The application fee

Fees payable are listed in

HKQ-03, Fee structure for Product Certification Scheme

Before completing this application form and submitting an application, the relevant documents listed below should be studied carefully.

HK Q-Mark Product Certification Scheme

* Administrative Regulation
* Respective Technical Regulation (e.g. HKQM-FD-SA, etc)

HKQ-01 HK Q-Mark Council Product Certification Scheme Regulations

HKQ-02 Guideline on the usage of HK Q-Mark Logo and Message

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| **Application for Certification / Extension of Scope / Reduction of Scope\***   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | On behalf of | | | |  | | | | | |  | | | | (Full name of organization@ – See Note 1) | | | | | | of |  | | | | | | | | |  | | | | | | | | | | (Registered address@ – See Note 1) | | | | | | | | | | I | |  | | | | | | | | (Chief Executive – See Note 2) | | | | | | | | | | having read and understood the Product Certification Scheme(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and all the relevant Hong Kong Q-Mark Regulations (including HKQ-01 and HKQ-02), certification criteria, other certification requirements, and hereby apply for certification/extension to the scope of certification \* of our office known as | | | | | | | | | |  | | | | | | | | | | (Name of Product – See Note 3) | | | | | | | | | | Manufactured at | | | |  | | | | | |  | | | | | | | | | | (Physical address of the Manufacture Facilities) | | | | | | | | | | for activities listed on this application form  In consideration of your agreement to consider the application made herein, I, on behalf of the Organization, agree to be bound by Product Certification Scheme(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and all the relevant Hong Kong Q-Mark Regulations (including HKQ-01 and HKQ-02), certification criteria and other certification requirements. Further, on behalf of the Organization, I hereby undertake and agree to be bound by foresaid requirements (which could be subjected to change from time to time by the Council in order to compile with the Council's policy, statutory and international standard requirements) in the event that the Organization is certified / upon Council’s agreement for extending the scope of the Organization’s certification.  During certification/surveillance assessment, I understood and agreed that collected samples for product test shall not be returned unless such arrangement was received and agreed by the Council in advance of the on site assessment. | | | | | | | | | | I hereby nominate/have already nominated\* | | | | |  | | | | |  | | | | | (Full Name – See Note 4) | | | | | as the HK Q-Mark Product Certification Scheme Responsible Person and I confirm that I have delegated to him/her authority to act in accordance with all the relevant Hong Kong Q-Mark Regulations (including HKQ-01 and HKQ-02), certification criteria and other certification requirements in respect of this application. | | | | | | | | | | Signed  (Chief Executive) | | |  | | |  | Date |  | | Position | | |  | | | | | | | \* Delete whichever is not applicable.  @ In both Chinese and English, if applicable | | | | | | | | | |
| **Acceptance of Nomination**   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | I |  | | | | |  | | |  | (Full Name@) | | | | | (Position@) | | | of |  | | | | | | | | (Full name of organization@ – See Note 1) | | | | | | | | | hereby accept nomination of my responsibility as the Hong Kong Q-Mark Product Certification Scheme authorised representative for the aforesaid organization. I declare that I have read and understood the scheme documents and all the relevant Hong Kong Q-Mark Regulations (including HKQ-01 and HKQ-02), certification criteria and other certification requirements, and will ensure full compliance to these requirements, which could be subjected to change from time to time by the Council, in order to compile with the Council's policy, statutory and international standard requirements. I will observe the provisions of Product Certification Scheme(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Hong Kong Q-Mark Regulations (including HKQ-01 and HKQ-02). I confirm that I have been delegated authority to act in respect of activities covered under this application and that I will discharge this responsibility to the best of my ability. | | | | | | | | | Signed  (Authorized representative) | |  | | | Date | |  | | |  | | | | | Telephone | |  | | | Fax | |  | | | E-mail | |  | | |  | | | | | | | | | | **Directory of Licensee**  The details for which your organization is certified will be listed in directory of licensee, which is specified in the scheme, published by Hong Kong Q-Mark Council, and the enquiry details shall include: | | | | | | | | | |  | | | Name and post title  of the enquiry person@ |  | | | | | |  | | | Telephone |  | | | | | |  | | | Fax |  | | | | | |  | | | E-mail |  | | | | | |  | | | Website |  | | | | | | \* Delete whichever is not applicable.  @ In both Chinese and English, if applicable | | | | | | | | |
| **Notes to the Application**  1. Name and registered address of the organization  is the name and registered address of the organization as recorded in the Company Registry of the HKSAR, if the organization is a company incorporated in Hong Kong. For a Government Department, it is the name and address of the Government Department. If the organization is a sole-proprietorship organization, the name shall be the name of its sole-proprietor and the name of the business marked on its business registration certificate issued under the Business Registration Ordinance (Cap. 310). The address shall be the address marked on the same certificate. If the organization is not incorporated nor registered in HKSAR, a name and address of equivalent status under the laws of its place of incorporation or registration should be used.  2. Chief Executive  is the person within the organization with authority to enter into contractual arrangements on behalf of the organization. He is required to accept, in a corporate capacity, responsibility for ensuring that the Organization for which certification is sought will at all times adhere to Hong Kong Q-Mark Product Certification Scheme and related regulations in full.  3. Name of Product  is the name used by the organization to identify the Name of the Product which performs the certification for which certification is sought  4. Hong Kong Q-Mark Responsible Person  is the person nominated by a organization to represent it in all matters affecting the day to day maintenance of certification status . He is therefore responsible for liaison with Hong Kong Q-Mark Council.  Hong Kong Q-Mark Council recommends that an organization should nominate as the Responsible Person an individual of appropriate seniority who has a close appreciation of the organization’s activities and also a direct interest and influence in the standard of its performance.  The Chief Executive may nominate himself as the Responsible Person. |