

REQUEST FOR CHANGE OF CERTIFICATION DETAILS
認證內容修改要求

Company Name : _____ Certification No. : **CC**
 公司名稱 : _____ 證書號碼 : _____
 Contact Person : _____ Telephone : _____ Cert. Standard : _____
 聯絡人姓名 : _____ 電話 : _____ 認證標準 : _____

Section A : Revision Request 更改項目 (Please “✓” the appropriate boxes 請於適當方格內加上“✓”)

1. Conversion of Certification Standard 轉換認證標準 : From 由 _____ To 至 _____

2. Change of Organization Name 修改組織名稱 :

- Replacement of organization name 更換組織名稱 Transfer of ownership 擁有權轉讓
 Change from unlimited liability to limited company “公司”變為“有限公司” Acquisition or merge 收購或合併

Existing Company Name : _____
 現有公司名稱 : _____
 New Company Name : _____
 擬修改後公司名稱 : _____

[Please provide documentary proof 請提供證明文件]

3. Change of Certification Site(s) 搬遷或增加認證地點 :

- Relocation 搬遷 * Addition site(s) 增加認證地點

* For relocation of Head Office, please note that the mailing and billing address of your company will also be updated in our record.

If you would like to keep the existing mailing and billing address unchanged, Please “✓” the box.

請注意：如總辦事處搬遷，貴司之郵寄及賬單地址將會一併更新。若要求維持現有之郵寄及賬單地址不變，請於以下方格內加上“✓”。

- Request for keeping mailing and billing address unchanged 請不要更新郵寄及賬單地址

From 由: _____ Site 地點 1: _____

To 往: _____ Site 地點 2: _____

4. Change of Certification Scope Statement 修改認證範圍 :

Existing Statement : _____
 現有範圍 : _____
 New Statement : _____
 擬修改後範圍 : _____

5. Change of Organizational Structure 修改組織架構 :

- No. of employee involved in cert. scope 涉及認證範圍的員工人數 : From 由 _____ To 至 _____
 No. of project site(s) within cert. scope 涉及認證範圍的施工項目數量 : From 由 _____ To 至 _____

Planned date of implementation of new change : _____ (dd/mm/yyyy)
 預計更改項目的實施日期 : _____ (dd/mm/yyyy)

I/We hereby request a change of the scope of certification. I/We agreed that an Extended Surveillance Visit (ESV), thereby extra assessor days, may be required to verify whether the new scope is in compliance with certification standard.

本公司現要求修改認證內容。本公司同意擴大監督審核可能涉及需額外審核時間，以確立新認證範圍符合認證標準的要求。

For and on behalf of (Authorized signature & company chop 授權人簽署及公司蓋印)

Signature 簽署 : _____
 Name 姓名 : _____
 Title 職位 : _____
 Date 日期 : _____

Company Chop 公司蓋章

Section B: Arrangement for change request 更改安排 (For HKQAA Internal Use Only 僅供 HKQAA 內部使用)

ESV arrangement 擴大認證審核和差旅人日			Signature (Name / Date)
Audit MD		NACE	
Travel MD		Scope	