

Application Form 申請表

Please use BLOCK LETTERS for English entries 請以英文正楷填寫以下英文的資料

Company Name (Same as that on Business Registration)	(English) :	_____
公司名稱 (需與商業登記/營業執照相同)	(中文) :	_____
Branch / Division	(English) :	_____
分公司 / 部門	(中文) :	_____
Company Address	(English) :	_____
公司地址	(中文) :	_____
Name of Registration Scheme Applied 申請註冊計劃名稱	:	HKQAA Hong Kong Registration – Food Waste Recycling
Proposal/ Quotation No. 建議書編號	:	_____

For product registration only 只供產品註冊使用

Specified Product Name 指定產品的名稱	:	_____
Product Code or Internal Reference Number 產品代碼或內部參考編號	:	_____

We enclose herewith the following documentation to complete our application: 現附上申請所需之文件如下:

- Photocopy of Hong Kong Business Registration 香港商業登記證副本
 Photocopy of relevant license(s) 相關牌照的副本 (If applicable 如適用)
 Self-declaration 自我聲明 (If applicable 如適用)
 Declaration of Consent 許可聲明 (If applicable 如適用)
 Other documents, please specify 其他文件, 請註明: _____

1. Managing Director 總經理

Name :	姓名 :	_____
Position :	職位 :	_____
Tel 電話 :	Fax 傳真 :	_____
e-mail 電郵 :		_____

2. Responsible Person (as required in the relevant Scheme Handbook) 註冊負責人 (按相關註冊計劃手冊要求)#

Same as 1, 2, 3 (Pls Circle) 與 1, 2, 3 相同 (請圈出)

Name :	姓名 :	_____
Position :	職位 :	_____
Tel 電話 :	Fax 傳真 :	_____
e-mail 電郵 :		_____

3. Registration Co-ordinator 註冊聯絡人

Same as 1, 2, 3 (Pls Circle) 與 1, 2, 3 相同 (請圈出)

Name :	姓名 :	_____
Position :	職位 :	_____
Tel 電話 :	Fax 傳真 :	_____
e-mail 電郵 :		_____

4. Billing Contact 賬目聯絡人

Same as 1, 2, 3 (Pls Circle) 與 1, 2, 3 相同 (請圈出)

Name :	姓名 :	_____
Position :	職位 :	_____
Tel 電話 :	Fax 傳真 :	_____
e-mail 電郵 :		_____

We recognize that the Hong Kong Quality Assurance Agency (“HKQAA”) operates the Registration in accordance with registration requirements in the relevant handbook and in accordance with the “Terms and Conditions” (http://www.hkqaa.org/en_usefulguide.php) which we have been provided and which we have read. We also agree that if our application for the Registration is successful, and in consideration of the HKQAA agreeing to proceed with and review our application, that we will comply with and be bound by the Terms and Conditions of the Registration which we consider to be fair and reasonable. We acknowledge, accept and commit to comply with relevant guideline for the use of HKQAA marks and QR Code Label together with other amendments and/or supplements thereto as may be made by the HKQAA from time to time. We further undertake to pay all cost required in relation to our application and future review service.

我等明白香港品質保證局根據相關的手冊內的註冊要求及“條款及條件” (http://www.hkqaa.org/b5_usefulguide.php) 運作此註冊，我等並已獲提供及曾閱讀“條款及條件”。我等亦同意假如我等能成功申請註冊，並且在香港品質保證局同意繼續處理及評審我等的申請的情況下，我等將遵守我等認為公平及合理的“條款及條件”，並受約束。我等確認、接受和承諾遵守相關的香港品質保證局註冊標誌和二維條碼標籤的使用指引的所有條款，以及其他不時經香港品質保證局作出的修改及/或增補。我等並同意按有關收費標準支付現有及將來評審服務所需費用。

We recognize that the HKQAA may forthwith withdraw our Registration and or our Specified products’ Registration or refuse to grant a review if we or and our Specified products are unable to comply with the registration requirements and the requirements of the “Terms and Conditions”.

我等明白如我等或者及我等的指定產品的註冊不能符合註冊的要求及“條款及條件”的要求，香港品質保證局可以撤銷我等的註冊及或者我等的指定產品的註冊、或拒絕給予評審。

I agree that the above information as well as other relevant document information (including but not limited to traceable evidence) we submit to the HKQAA may be used by HKQAA for processing the application for registration, and for any other purposes as stated in the Privacy Policy Statement. I have read and understand the Privacy Policy Statement of the HKQAA from its website (www.hkqaa.org/cmsimg/privacy/statement.pdf), and confirm that I have the consent of each individual's name in this form to release their personal data for the purposes stated herein.

本人同意香港品質保證局可將上述資料及其他我們遞交的相關的文件資料(包括但不限於可追溯的證據)將會用作處理申請註冊之用，以及用於香港品質保證局在私隱政策聲明中所述之其他用途。我已閱讀並了解香港品質保證局在其網站(www.hkqaa.org/cmsimg/privacy/statement.pdf)的私隱政策聲明，及本人確認已獲得此表格上所述人士同意，將其個人資料提供予香港品質保證局作上述之用途。

I understand and agree that I shall prepare the document information prior to review by the HKQAA representative(s).
我明白及同意我應事先準備好文件資料給香港品質保證局的代表評審。

I understand that the HKQAA will take a photo/ video only when no reference can be identified and track back the information reviewed and the HKQAA will treat all information collected during all coming reviews with the strictest standards of security and confidentiality and ensure it is secured with restricted access by authorized personnel only, and will retain them for such periods as may be necessary for the carrying out of the purposes of fulfilling the registration requirements as well as the internal quality control process at the HKQAA.

我明白僅當沒有參考可作識別和回溯已評審的資料時，香港品質保證局將會拍照/錄影；同時香港品質保證局將會以最嚴格的安全和保密標準處理所有在未來評審期間收集的資料，及只允許授權人士接觸，並且因應實現符合註冊要求及香港品質保證局內部質量控制過程的目的而保存一段必要的時間。

I confirm that there is no customer complaints, offences and prosecutions related to the environmental claim of my Specified product named in this application form. 我確認在此份申請表上的我的指定產品沒有涉及與其環境聲明相關的客戶投訴、犯罪和起訴。

I understand and agree that I shall set up a complaint handling system to handle any complaint(s) which is related to my Specified product and shall report the investigated result to the HKQAA when requested. 我明白及同意我應建立投訴處理制度以處理任何與我的指定產品相關的投訴，並在當被要求時須向香港品質保證局提交調查結果。

Other remark (If any)
其他備註(如有) _____

Please tick if you do not wish to receive any further information from HKQAA.
若閣下不欲收取香港品質保證局發送的任何資料，請於方格內加上✓號。

#The applicant shall inform HKQAA Customer Service at (852) 2202 9000 within one month if there is any change to the Responsible Person. 如
果註冊負責人有任何變動，參加者需與一個月內通過電話(852) 2202 9000 通知香港品質保證局客戶服務組。

For and on behalf of 代表

(Authorized Signature and 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 公司蓋印