

## HKQAA Corporate Certificate

### Objective

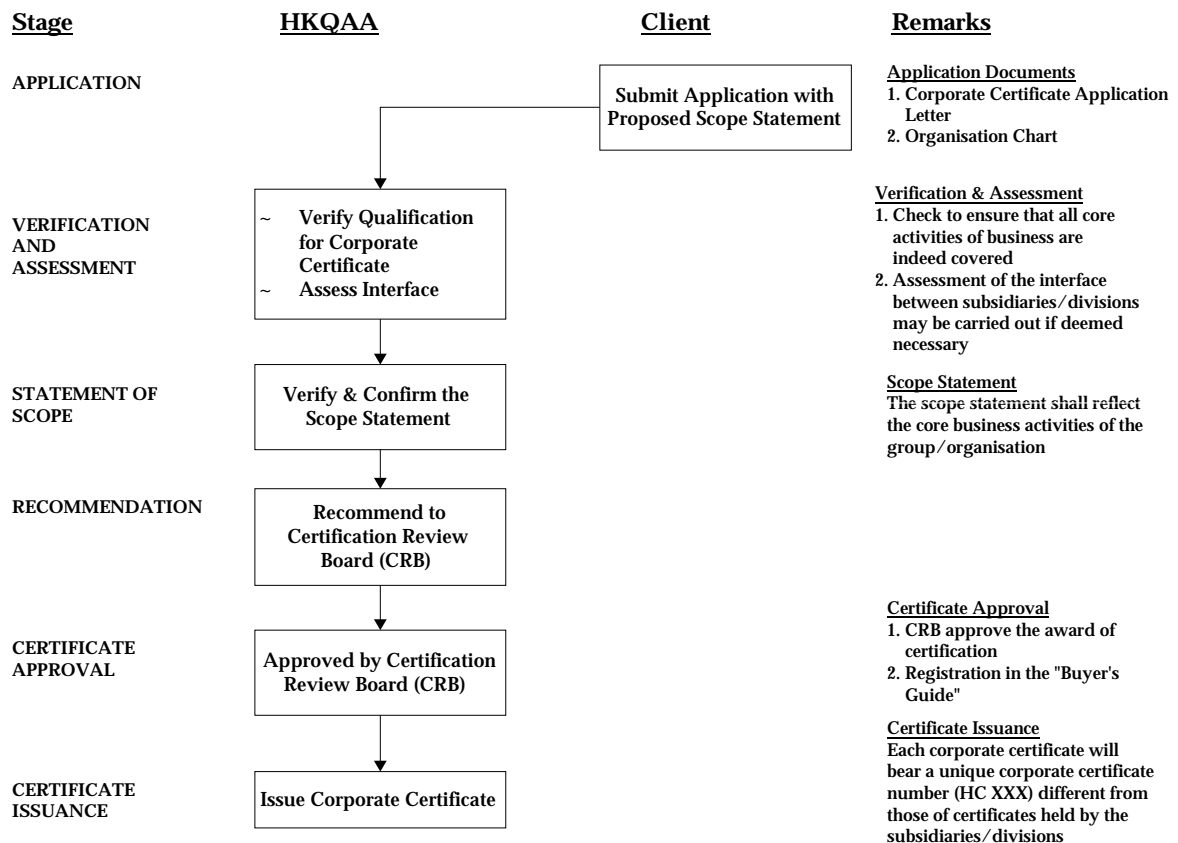
HKQAA offers distinct Corporate Certificates to qualified certified clients. The HKQAA Corporate Certificate, issued free of charge to the head office of a group/holding company or organization in addition to the certificates of the applicable standard held by individual subsidiaries or divisions, provide unique corporate level identity to management excellence. Designed to be used for promotional and marketing purposes, the Corporate Certificate together with its respective mark and unique corporate certificate number, represent and demonstrate the group company or organization's commitment and achievement in management system certification.

### Criteria for HKQAA Corporate Certificate Issuance

The HKQAA Corporate Certificate will be awarded to HKQAA certificate holders who meet the following criteria:

1. All subsidiaries/divisions/operating units within an applicant group/holding company/organisation's **core activities** have been certified by HKQAA against a single common standard (i.e. ISO 9001, ISO 14001, OHSAS 18001, TL9000) and that all certificates are valid at the time of the award. The group/holding company or organisation must be holder of a minimum of 3 certificates of the applicable standard to be qualified.
2. Applicant has to declare its commitment to have all its future or subsidiaries/divisions/operating units certified to the applicable standard by HKQAA.
3. Applicant applying for ISO 14001 Corporate Certificate must have its subsidiaries/divisions/operating units' **non-core activities** covered by in-house green office management practices and be included in the scope of the Corporate Certificate.
4. Applicant has to appoint a Corporate Management Representative and agree to/accept the one manday annual Corporate Certificate maintenance process.

### Application Process



A sample Corporate Certificate application letter is provided for reference. For further queries, please contact HKQAA Operations Branch via Tel: (852) 2202-9388 or E-mail: [hkqaa.mkt@hkqaa.org](mailto:hkqaa.mkt@hkqaa.org).

**HKQAA CORPORATE CERTIFICATION**  
**SAMPLE APPLICATION LETTER**

**(TO BE TYPED ON LETTER HEAD)**

[Date]

Executive Officer  
Hong Kong Quality Assurance Agency  
19/F K.Wah Centre  
191 Java Road  
North Point  
Hong Kong

Dear Sir,

Re: Application for HKQAA <applicable standard> Corporate Certificate

We hereby apply for the HKQAA Corporate Certificate to the <applicable standard> management system certification standard with the proposed scope statement as follows, subject to the acceptance of HKQAA:

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We declare and confirm our understanding and acceptance that the issuance of the HKQAA Corporate Certificate is under the following conditions:

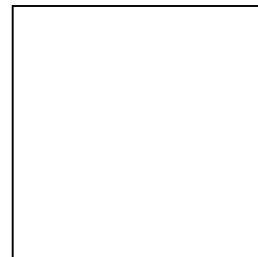
- all our current subsidiaries and divisions of core business are certified by HKQAA to the relevant certification standards and that all our future subsidiaries and divisions will be subject to certification by HKQAA.
- a Corporate Management Representative will be appointed and that certificate maintenance will be subject to an annual audit of one manday.
- if one or more than one of the subsidiaries and divisions ceased to be certified or is/are not certified by HKQAA, we will notify HKQAA and stop using the HKQAA Corporate Certificate number immediately.

We understand that the certificate will remain valid subject to satisfactory maintenance of the system which will be monitored by HKQAA.

We acknowledge that the certificate will remain the property of HKQAA and that we will return the Certificate upon HKQAA's request.

Yours sincerely,

[Authorized Signature]  
[Name]  
[Title]



Company Chop

Encl: Organization Chart with HKQAA certification status