

## *HKQAA Corporate Certificate Guideline for Use of Mark*

1. HKQAA will issue a unique Corporate Certificate number to the corporate head office of a group/holding company or an organization eligible for the Corporate Certificate.
2. Each corporate head office will have a Corporate Certificate number and the format will be illustrated as follows:  
  
"Corporate Certificate No. : HC XXX"
3. For group/holding company or organization whose certified subsidiaries or divisions are of different company names, the use of mark with Corporate Certificate number on name card/letterhead applies to group company or organization corporate level only. Individual subsidiary or division will however retain its unique certificate and CC number. Use of mark at subsidiary or division level will follow the usual HKQAA use of mark guide with the incorporation of the subsidiary or division's CC number, the HKQAA mark and the accreditation mark where applicable.
4. For group/holding company or organization whose certified subsidiaries or divisions are under the same corporate company name or always have their individual company names appear in association with the corporate company name, the use of mark with Corporate Certificate number on name card/letterhead could be applied to all subsidiaries or divisions.
5. The Corporate Certificate shall bear the HKQAA mark presented together with the Corporate Certificate number and the applicable certification standard. No international accreditation marks shall be applied.
6. The format of the mark will serve as the distinct mark for the Corporate Certificate.

Sample format:



ISO 9001: 2000  
Corporate Certificate No. : HC XXX



ISO 14001 : 2004  
Corporate Certificate No. : HC XXX



OHSAS 18001 : 1999  
Corporate Certificate No. : HC XXX