



Hong Kong Certification Body Accreditation Scheme

HKCAS 011

Change of Authorised Representative

The applicant is reminded to study carefully the following documents before submitting this form :

For all applicants:

HKAS 002

For management system certification:

HKCAS SC-04

HKCAS 003: 2015

For product certification

HKCAS SC-04

HKCAS 023: 2017

For verification/validation:

HOKLAS SC-16

ISO/IEC 17029: 2019

HONG KONG ACCREDITATION SERVICE

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E-mail : hkas@itc.gov.hk

- Remarks:
1. Any personal data provided in this form will be retained and used by HKAS for accreditation purpose only. The personal data may be disclosed to members of the assessment team.
 2. It is obligatory for the applicant to provide all the personal data requested in this form. If the applicant does not provide sufficient information, HKAS may not be able to process the application.
 3. The data subject has the rights to obtain a printed copy of his/her own personal data held by HKAS and to request for correction of the personal data. Please contact HKAS at the above address for access to and correction of the personal data.

Application for Change of Authorised Representative

On behalf of _____
(Full name of organisation[@] – See Note 1)

of _____

(Registered address[@] – See Note 1)

I _____
(Chief Executive – See Note 2)

having read and understood the documents HKAS 002, HKCAS 003: 2015 / HKCAS 023: 2017 / ISO/IEC 17029: 2019* and HKCAS SC-04 / SC-16* hereby apply for a change of the authorised representative of our certification body / validation and verification body* known as

(Name of certification body or validation and verification body[@] – See Note 3)

situated at _____

(Physical address of certification body or validation and verification body[@])

I hereby nominate _____
(Full name[@] – See Note 4)

as the HKCAS authorised representative of this certification body / validation and verification body* and I confirm that I have delegated to him/her authority to act in accordance with clauses 4.3 and 5.9 of HKAS 002 for all activities included in the current scope of accreditation and any activities for which the certification body / validation and verification body* is seeking accreditation.

Signed _____ 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 organisation[@] – See Note 1)

(Registered address[@] – See Note 1)

hereby accept nomination as the HKCAS authorised representative of the aforesaid certification body / validation and verification body*. I declare that I have read and understood the documents HKAS 002, HKCAS 003: 2015 / HKCAS 023: 2017 / ISO/IEC 17029: 2019* and HKCAS SC-04 / SC-16* and will observe the provisions of HKAS 002. I confirm that I have been delegated authority to act in accordance with clauses 4.3 and 5.9 of HKAS 002 in respect of activities covered under the current scope of accreditation and any activities for which the certification body / validation and verification body* is seeking accreditation and that I will discharge this responsibility to the best of my ability.

Signed _____ Date _____

Telephone _____

Fax _____

E-mail _____

* Delete whichever is not applicable

@ In both Chinese and English, if applicable

Explanatory Notes

1. Name and registered address of the Organisation

is the name and address of the Organisation's registered office as recorded in the Companies Registry of the HKSAR, if the Organisation is a company incorporated under the Companies Ordinance (Cap. 622) in Hong Kong. For a Government Department, it is the name and address of the Government Department. For a sole-proprietorship business, the name of the Organisation 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) while the address shall be the address shown on the same certificate.

2. Chief Executive

is the person within the Organisation with authority to enter into contractual arrangements on behalf of the organisation. He/She is required to accept, in a corporate capacity, responsibility for ensuring that the certification body or validation and verification body for which accreditation is sought will at all times adhere to regulations for HKAS Accreditation in full. When there is a change of the Chief Executive, supporting document(s) which authorise the Chief Executive to enter into contractual arrangements on behalf of the Organisation should be submitted together with this change request.

3. Name of Certification Body or Validation and Verification Body

is the name used by the Organisation to identify the certification body or validation and verification body which performs the certification or validation / verification activities under or proposed for accreditation.

4. HKCAS Authorised Representative

is the person nominated by a certification body or validation and verification body to represent it in all matters affecting the day to day maintenance of accreditation status. He/She is therefore responsible for liaison with HKAS Executive. The roles and responsibilities of the authorised representatives are described formally in HKAS 002.

HKAS Executive recommends that a certification body or validation and verification body should nominate an individual of appropriate seniority who has a close appreciation of its activities and also a direct interest and influence in the standard of its performance as the authorised representative.

The Chief Executive may nominate himself/herself as the authorised representative.