



Hong Kong Certification Body Accreditation Scheme

HKCAS 012

Application for an Additional Copy of a Certificate of Accreditation

This completed application form must be submitted to HKAS Executive at the address shown at the bottom area of this page accompanied by the application fee.

Fees payable are listed in HKCAS 006:

Applicant certification bodies should obtain and study carefully the following documents before submission of an application:

- HKAS 002
- HKCAS SC-04

Applicant validation/verification bodies should obtain and study carefully the following documents before submission of an application:

- HKAS 002
- HKCAS SC-16

HONG KONG ACCREDITATION SERVICE

36/F, Immigration Tower, 7 Gloucester Road, Wanchai, Hong Kong.

Tel : 2829 4840

Fax : 2824 1302

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 your personal data.

Application for an additional copy of a Certificate of Accreditation

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

of _____

(Registered address[@] – See Note 1)

I _____
(Authorised representative – See Note 2)

having read and understood the documents HKAS 002 and HKCAS SC-04 / HKCAS SC-16 * hereby apply for an additional copy of the Certificate of Accreditation of our certification body / validation/verification body * known as

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

situated at _____

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

for the following certification or validation/verification activity

(See Note 4)

Signed _____ Date _____

A separate application is required for each additional copy of a certificate.

* 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. 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.

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 activity under or proposed for accreditation.

4. Certification or Validation/Verification Activity

is a name used by HKAS to represent a type of certification or validation/verification activity. It may include one type of management system certification (e.g. quality management system certification, environmental management system certification, occupational health and safety management system certification, food safety management system certification, information security management system certification, energy management system certification, and residential care homes (elderly persons) service providers' management system certification), product certification or greenhouse gas assertion validation/verification.