



Hong Kong Inspection Body Accreditation Scheme

HKIAS 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 HKIAS 006.

Applicants should obtain and study carefully the following documents before submission of an application:

HKAS 002

HKIAS SC-05

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

- Notes:
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 subjects have the rights to obtain a printed copy of their own personal data held by HKAS and request for correction of their 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 HKIAS SC-05 hereby apply for an additional copy of the Certificate of Accreditation of our inspection body known as

(Name of inspection body[@] – See Note 3)

situated at _____

(Physical address of inspection body[@])

for the following inspection field _____
(Inspection field – See Note 4)

Signed _____ Date _____

Position _____

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

[@] 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. HKIAS Authorised Representative

is the person nominated by an inspection 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 authorised representatives are described formally in HKAS 002.

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

3. Name of Inspection Body

is the name used by the Organisation to identify the inspection body which performs the inspection activities under or proposed for accreditation.

4. Inspection Field

is a name used by HKAS to represent a branch of inspection for which HKAS provides accreditation under HKIAS. An up-to-date list of inspection fields under HKIAS can be obtained on HKAS website at www.hkas.gov.hk.