



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 the HKAS Executive at the address below accompanied by the application fee.

Fees payable are listed in :

HKIAS 006	Schedule of Accreditation Fees for Inspection Bodies within the Hong Kong Special Administrative Region
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Applicant inspection bodies should obtain and study carefully the following documents before submission of an application :

HKAS 002	Regulations for HKAS Accreditation
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HKIAS 003	Criteria for Accreditation of Inspection Bodies
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HKIAS Supplementary Criteria No. 005	Accreditation Regulations Specific for HKIAS - Inspection Body
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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

The personal data collected will be used for accreditation purpose only.

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, HKIAS 003 and HKIAS Supplementary Criteria 005 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.

* 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 registered address of the organisation as recorded in the Company Registry of the HKSAR, if the organisation is a company incorporated in Hong Kong. For a Government Department, it is the name and address of the Government Department. If the organisation is a sole-proprietorship organisation, the name 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). The address shall be the address marked on the same certificate. If the organisation is not incorporated nor registered in HKSAR, a name and address of equivalent status under the laws of its place of incorporation or registration should be used.

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 is therefore responsible for liaison with the HKAS Executive. The roles and responsibilities of authorised representatives are described formally in HKAS 002 - "Regulations for HKAS Accreditation".

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.

The Chief Executive may nominate himself as the authorised representative.

3. Name of Inspection Body

is the name used by the organisation to identify the inspection body which performs the inspection activities proposed for accreditation, e.g. Inspection Division.

4. Inspection Field

a name used by HKAS to represent a branch of inspection for which HKAS provides accreditation under HKIAS. The inspection fields are listed and described in Annex F of HKIAS 003 - Criteria for Accreditation of Inspection Bodies.