

## **Notification of Changes (HKAS 009 Annex II)**

(Please tick the box or boxes below as appropriate and provide the information / supporting documents as required.)

*For Office Use*

☐ **(2) Change in Organisational Structure, Key Staff or Contact Details**

☐ **2.1 Change in organisational structure**

Please provide the following information with this form.

- (i) A brief description of the changes in organisation structure
- (ii) Original and updated organisation charts and relevant job descriptions

☐ **2.2 Change in key staff <sup>1,2</sup>**

Description of the change

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Please provide the following information with this form.

- (i) Updated organisation chart
- (ii) Curriculum vitae of nominated personnel with copies of qualification documents
- (iii) Relevant job descriptions of personnel affected by the change

*Note 1: Key staff may include quality manager, technical manager, authorised representative, laboratory director and consulting pathologist (for medical laboratory), etc.*

*Note 2: For change of authorised representative, please also complete HOKLAS 011 Form.*

☐ **2.3 Change in contact details**

If you wish to change the contact details of your laboratory for public enquiry, please provide the new information as follows:

Name and post title  
of the enquiry person<sup>3</sup>

Telephone

Fax

E-mail

Website

*Note 3: Please provide the name and post title of the enquiry person in both Chinese and English, if applicable.*

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