



## Hong Kong Laboratory Accreditation Scheme

### HOKLAS 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 either in HOKLAS 006 or HOKLAS 013.

**Applicant organisations should obtain and study carefully the following documents before submission of an application:**

**For all applicants:**

HKAS 002

**For medical and non-medical laboratories:**

HOKLAS SC-33

**For proficiency testing providers:**

HOKLAS SC-34

**For reference material producers:**

HOKLAS SC-39

**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](mailto: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 you to provide all the personal data requested in this form. If you do not provide sufficient information, we 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<sup>@</sup> – See Note 1)

of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Registered address<sup>@</sup> – See Note 1)

I \_\_\_\_\_  
(Authorised representative – See Note 2)

having read and understood the documents HKAS 002 and HOKLAS SC-33 / -34 / -39\* hereby apply for an additional copy of the Certificate of Accreditation of our laboratory / proficiency testing provider / reference material producer\* known as

\_\_\_\_\_  
(Name of laboratory, proficiency testing provider or reference material producer<sup>@</sup> – See Note 3)

situated at \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Physical address of the laboratory, proficiency testing provider or reference material producer<sup>@</sup>)

for the following test category \_\_\_\_\_  
(Test category – 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 Companies 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 law of its place of incorporation or registration should be used.

### 2. HOKLAS Authorised Representative ....

is the person nominated by a laboratory, proficiency testing provider or reference material producer to represent it in all matters affecting the day to day maintenance of accreditation status. He 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 a laboratory, proficiency testing provider or reference material producer should nominate an individual of appropriate seniority who has a close appreciation of the organisation's activities and also a direct interest and influence in the standard of its performance as the authorised representative.

### 3. Name of Laboratory, Proficiency Testing Provider or Reference Material Producer....

is the name used by the organisation to identify the laboratory, proficiency testing provider or reference material producer which performs the tests, calibrations and examinations, organises the proficiency testing schemes or provides reference materials for which accreditation is sought.

### 4. Test Categories ....

a name used by HKAS to represent a branch of testing, calibration or other laboratory activity for which HKAS provides accreditation under HOKLAS. An up-to-date list of test categories under HOKLAS can be obtained on HKAS website at [www.hkas.gov.hk](http://www.hkas.gov.hk).