



香港Q嘜優質產品計劃

HONG KONG Q-MARK PRODUCT SCHEME

認証申請表
APPLICATION FOR CERTIFICATION

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認證申請表

APPLICATION FOR CERTIFICATION

凡在香港特別行政區、國內或澳門設有生產基地的公司，均有資格參加此計劃。(註：如沒有相關資料，請寫「欠奉」；如所問的問題不適用於貴公司，請寫「不適用」。)

All companies with a production base in Hong Kong SAR, Mainland China and Macau are eligible to join the Scheme. (Notes: Please type "Nil" if the information requested is not available, and "NA" if the question asked is not applicable to your company)

申請公司的背景資料

Background Information of the Applicant

- 1.1 申請使用「香港Q嘜優質產品計劃」的公司〔或控股公司〕名稱
Name of company (or holding company) applying for the Hong Kong Q-Mark Product Scheme

傳真 Fax No.: _____ 電話 Tel No.: _____
電郵 E-mail: _____ 網址 Website: _____
地址 Address: _____
聯絡人姓名 Contact Person: _____ 職銜 Title: _____
電郵 E-mail: _____ 電話 Tel No.: _____
東主或董事姓名 Owners or Board of Directors: _____

經營方法〔請✓適當空格〕
Type of Ownership: (please tick)

- 獨資 Sole Proprietorship 合資 Partnership 上市公司 Public Co.
 有限公司 Limited Liability Co. 其他 Others

- 1.2 生產申請認證產品的工廠資料
Details of the factory producing the product(s) under application

工廠名稱 Factory Name: _____ 電話 Tel No.: _____
地址 Address: _____

申請者的廠房是否有國際系統標準認證？
Is the factory certified under any international system standard?

〔請✓適當空格〕(please tick):

- 有，請說明 Yes, please specify: _____
 沒有 No

廠房與申請公司關係
Relationship of the factory with the applicant company

(如適用 if applicable): _____

申請產品的背景資料

Background Information of Product(s) under Application

2.1 產品說明 Product Description: _____

2.2 商標名稱 Brand Name(s): _____

2.3 請寫明產品總數和相應型號
Please give total numbers and corresponding model nos:

總數 Total no(s): _____ 型號 Model no(s): _____

2.4 產品是否有任何國際測試標準？
Is the product(s) tested against any international product standard?

〔請✓適當空格〕(please tick):

- 有，請說明及提供測試報告 Yes. Please specify and provide a copy of the test report(s): _____
 沒有 No

附交文件 Enclosed Documents

須連同申請表附交下列文件（倘有）。請就你所附交的文件在適當空格內加上剔號〔✓〕。
The following documents, where applicable, are required to be enclosed together with the application form. Please indicate by a tick which of the following photocopied document(s) is/are enclosed:

- 香港商業登記
Hong Kong Business Registration
- 香港公司註冊證書（只適用於有限公司）
Hong Kong Certificate of Incorporation (applicable only to limited companies)
- 食品製造許可證（只適合於食品製造商）
Food Manufacturing Licence (applicable only to food manufacturers)
- 非食品製造許可證（倘適用）
Non-Food Manufacturing Licence (if applicable)
- 品質手冊
Quality Manual
- 國際系統證書
International System Certificate(s)
- 產品測試報告
Product Test Report(s)
- 商標註冊證書
Trade Mark Certificate of Registration
- 產品目錄
Product Catalogue(s)
- 產品規格詳述
Product Specifications
- 欲附交其他文件以作考慮
Other documents for consideration: _____

聲明 Declarations

本公司，即 _____，謹此同意：

We, _____, hereby agree:

- a) 遵守「香港Q嘜優質產品計劃」的使用規則和監管計劃的規定；
To follow the rules and regulations governing the use of the Hong Kong Q-Mark Product Scheme and the requirements of the Scheme of Supervision and Control;
- b) 繳付發証前期的一切審核行政費用，不論本公司最終是否獲發「香港Q嘜優質產品計劃」准用証。
To pay all costs in connection with audits and administration in the pre-certification stage, irrespective of the eventual granting of the Hong Kong Q-Mark Product Scheme certificate.
- c) 申請公司必須由遞交申請日開始計算，12個月內成功認証，否則必須重新申請並繳交5,000港元的申請費用。
The applicant is required to complete the certification within 12 months from the date of submission of application. Otherwise a new submission is required and the applicant is required to pay the application fee of HK\$5,000 again.

註 Note: 1) 每個生產基地，申請費為港幣5,000元。申請費概不退還。

The application fee is HK\$5,000 per factory location and is non-refundable.

- 2) 付款支票抬頭請寫「香港工業總會」及寄回九龍長沙灣長裕街8號億京廣場31樓。
Cheque should be made payable to "**Federation of Hong Kong Industries**", and send it to 31/F, Billion Plaza, 8 Cheung Yue Street, Cheung Sha Wan, Kowloon, Hong Kong

茲隨表附奉面額 _____ 港元支票（號碼：_____）乙張。

Please find enclosed a cheque (no. _____) in the amount of HK\$ _____

姓名 Name

公司印章及授權簽署

Authorised Signature with Company Chop

職銜 Title

日期 Date: 日/月/年
D/ M/ Y

1. 香港工業總會轄下的香港優質標誌局（簡稱「優標局」）是獨家簽發「香港Q嘜優質產品計劃」准用証的機構。任何公司倘欲認証「香港Q嘜優質產品計劃」，應向「優標局」提出申請。
The Hong Kong Q-Mark Council, Federation of Hong Kong Industries is the sole authority to provide certification of the Hong Kong Q-Mark Product Scheme. Any application for certification shall be addressed to the Hong Kong Q-Mark Council.
2. 凡申請「香港Q嘜優質產品計劃」准用証的公司，須經香港優質標誌局審定其產品確實符合指定標準，方可獲簽發「香港Q嘜優質產品計劃」准用証。
A licence will normally be granted only to applicants who satisfy the Council that they are the manufacturers of products that comply with the prescribed standard.
3. 申請「香港Q嘜優質產品計劃」准用証的公司，經本局審定為確能生產符合指定標準的產品，並按香港優質標誌局的要求作出保證。
An applicant who satisfies the Council that he/she is capable of complying with the prescribed standard and who gives the Council such an undertaking as it may require and who is subject to the conditions of the rules and regulations governing the Hong Kong Q-Mark Product Scheme, may be granted a licence.
4. 「優標局」有充分權力
The Council has absolute authority to:
 - a. 拒絕簽發或續發准用証
refuse to grant or renew a certificate;
 - b. 吊銷已發出的准用証
revoke a certificate already granted.
5. 領有「香港Q嘜優質產品計劃」准用証的公司必須
A licensee shall:
 - a. 遵照指定標準及任何修定（此類修訂當預先通知獲認証公司）；
conform with the prescribed standard and with any amendment to it (of which he/she will be notified);
 - b. 全面遵照經「優標局」批准的監管計劃
comply in all respects with the scheme of supervision and control, as approved by the Council;
 - c. 容許「優標局」的人員在辦公時間內進入生產獲准使用「Q嘜」優質標誌的產品的廠房，查驗生產原料、生產工序，製成品、檢定方法和品質管制的記錄；
give representatives of the Council unobstructed access, during working hours, to the premises in which licensed products are manufactured, for the purpose of examining materials, processes, finished products, methods of testing and quality control records;
 - d. 負責工廠巡查、產品檢定及實施監管計劃所涉及的一切費用，收費概由本局根據營管成本不時予以合理釐訂；
pay all fees in connection with surveillances, testing and administration, as well as from time to time be determined by the Council to be fair, having regard to the costs relating to its Q-Mark licence;
 - e. 首先取得「優標局」批准，方可在產品、廣告、宣傳印刷品上或任何其他方式使用「香港Q嘜優質產品計劃」標誌或有關信息；
secure prior approval from the Council to make any use of the Hong Kong Q-Mark Product Scheme's logo and related messages on products, in advertisements, promotional materials or any other means;
 - f. 在准用証有效期終止之後即時全面停止使用「香港Q嘜優質產品計劃」標誌及帶有這個標誌的信息，並完全不再提及「香港Q嘜優質產品計劃」標誌和有關信息
discontinue all use of the Hong Kong Q-Mark Product Scheme's logo and messages or any reference thereto upon the termination of the certificate.

香港工業總會
香港優質標誌局
九龍長沙灣長裕街8號
億京廣場31樓

電話：2732 3188
傳真：2721 3494
電郵：qmd@fhki.org.hk

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