





## 附交文件 Enclosed Documents

3.1 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)
- 品質手冊  
Quality Manual
- 國際系統證書  
International System Certificate(s)
- 商標註冊證書  
Trade Mark Certificate of Registration
- 普通食肆牌照  
General Restaurant Licence
- 酒牌  
Liquor Licence
- 小食食肆牌照  
Light Refreshment Restaurant Licence
- 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嘜優質服務(藍金)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 Service (Cyan) Scheme and the requirements of the Scheme of Supervision and Control;
- b) 申請公司必須由遞交申請日開始計算，12個月內成功認證，否則必須重新申請並繳交申請費用。  
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 again.

註 Note: 1) 申請費一經繳付，概不退還。

The application fee 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\$ \_\_\_\_\_

### 資料查閱 ACCESS TO DATA

認證公司有權隨時向香港優質標誌局查閱及更新所提供的資料。

A licensee may, at any time, request to access and update the information provided by writing to the Hong Kong Q-Mark Council.

### 私隱政策 PRIVACY POLICY

已詳閱並同意以下條款 I read and agreed the terms below

香港工業總會將收集之資料，作直接或非直接的推廣用途，並透過不同的通訊平台，包括郵寄、電郵、電話及傳真等方式使用。所有資料將絕對保密；如未取得閣下同意，有關資料不會披露予第三方或其他機構。

The data collected will be used by the Federation for direct marketing and non-direct marketing purposes. The Federation will do this through various communication channels, including direct-mail, email, telephone and facsimile by using your data. The data collected will be treated in strictest confidentiality. The Federation will not disclose any data provided by you to any external bodies or organisations unless you have previously agreed.

## 香港Q嘜優質服務(藍金)計劃使用規則概要

### Summary of the rules and regulations governing the Hong Kong Q-Mark Service Scheme (Cyan)

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嘜優質服務(藍金)計劃」准用証的機構。任何公司倘欲認証「香港Q嘜優質服務(藍金)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 Service (Cyan) Scheme. Any application for certification shall be addressed to the Hong Kong Q-Mark Council.
2. 准用証一般只簽發予獲得「優標局」信納其服務符合指定標準的公司。  
A certificate will normally be granted only to applicants who satisfy the Hong Kong Q-Mark Council that their services comply with the prescribed standards.
3. 申請者如得到「優標局」信納其服務能符合指定標準及作出「優標局」所要求的保證,並接受「香港Q嘜優質服務(藍金)計劃」的使用規則,便可獲簽發准用証。  
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 use of the Hong Kong Q-Mark Service (Cyan) Scheme's logo, may be granted a certificate.
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. 認証公司必須  
A certified company shall:
  - a. 符合指定的標準及其任何修訂(倘指定標準有任何修訂,認証公司會收到通知)  
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. 容許代表「優標局」的人員在辦公時間內進入已認証之服務地點執行巡查服務工序、查閱文件及品質控制記錄等任務  
give representatives of the Hong Kong Q-Mark Council unobstructed access during working hours, to the premises in which certified services are performed, for the purpose of examining documents, processes, quality control records etc.;
  - d. 繳付「優標局」不時參照「香港Q嘜優質服務(藍金)計劃」營運成本,本著公平原則釐訂的一切巡查費用  
pay all fees in connection with surveillances as will from time to time be determined by the Council to be fair, having regard to the costs relating to the operation of the Hong Kong Q-Mark Service (Cyan) Scheme;
  - e. 首先取得「優標局」批准,方可在廣告、宣傳印刷品上或任何其他方式使用「香港Q嘜優質服務(藍金)計劃」標誌和有關信息;  
secure prior approval from the Council to make any use of the Hong Kong Q-Mark Service (Cyan) Scheme's logo and related messages 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嘜優質服務(藍金)計劃」標誌及帶有這個標誌的信息,並完全不再提及「香港Q嘜優質服務(藍金)計劃」標誌和有關信息  
discontinue all use of the Hong Kong Q-Mark Service (Cyan) Scheme's logo and messages or any reference thereto upon the termination of the certificate.

姓名 Name

公司印章及授權簽署

Authorised Signature with Company Chop

職銜 Title

日期 日/ 月/ 年

Date: D/ M/ Y

#### 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

#### Hong Kong Q-Mark Council Federation of Hong Kong Industries

31/F, Billion Plaza,  
8 Cheung Yue Street,  
Cheung Sha Wan, Kowloon, Hong Kong

Telephone: 2732 3188

Fax No.: 2721 3494

E-mail: qmd@fhki.org.hk