

The Government of the Hong Kong  
 Special Administrative Region  
 Energy Efficiency (Labelling of Products) Ordinance  
 (Chapter 598, Section 10)  
 Updating of Product Information

香港特別行政區政府  
 能源效益（產品標籤）條例  
 （第598章第10條）  
 更新產品的資料

Official use  
 only  
 此欄不用填寫

Note: Please read the "Notes to Complete Form 3" and "Personal Data Privacy Statement" attached and complete all the items in block letters.

注意：請閱讀於附頁的「填寫表格三的須知事項」及「個人資料私穩聲明」，並以正楷填寫各項資料。

**Section A 甲部：Information of Specified Person Submitting Up-to-date Information 呈交最新資料指明人士資料**

Name of Company 公司名稱 / Name of Individual 個人名稱 * :	English 英文		
	Chinese 中文		
BRC No. 商業登記號碼 / H.K.I.D. No. 香港身份證號碼 * :			
Registered Address 註冊地址 / Contact Address 聯絡地址 * :	English 英文		
	Chinese (optional) 中文 (非必需)		
Contact Person 聯絡人 :		Telephone No. 電話號碼 :	
Fax Number 傳真號碼 :		E-mail Address 電郵地址 :	

**Section B 乙部：Information of Model 型號資料**

Type of product : 產品種類 :	Room Air Conditioner / Refrigerating Appliance / Compact Fluorescent Lamp / Washing Machine / Dehumidifier * 空調機 / 冷凍器具 / 緊湊型熒光燈 (慳電膽) / 洗衣機 / 抽濕機 *
Reference number of the model: 型號的參考編號 :	
Brand 品牌 :	
Model name (for which reference number has been assigned) 型號名稱 (已編配參考編號的型號名稱) :	

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Authorized Signature:  
授權人簽署 :

\_\_\_\_\_

Name of Authorized Person:  
授權人姓名 :

\_\_\_\_\_

Company Chop:  
公司蓋印 :

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**Section C 丙部：Information to be Updated 要更新的資料**

Please put a "✓" against the appropriate box(es) 請在適當空格內加上"✓"號。

Whether the specified person still supplies the model in Hong Kong: 指明人士是否仍在香港供應有關型號： If no, please specify the date of stopping supply 如沒有供應，請註明停止供應的日期：_____	<input type="checkbox"/> Yes 是	<input type="checkbox"/> No 否
Whether the model has been modified 有關型號曾否被改動： If yes, whether the modification changes the energy efficiency and performance characteristics of the model 如曾被改動，有關改動有否改變該型號的能源效益及功能特性： # Please specify the details of modification 請註明有關改動的詳情： _____	<input type="checkbox"/> Yes 是	<input type="checkbox"/> No 否
# Other updating (please specify and provide relevant documents, if necessary): 其他更新（請註明及提供有關文件（如需要的話））： _____		

# If space is insufficient, please attach additional sheet(s) which must each be signed, dated and affixed with company seal by the authorized person. 如空位不敷應用，請另用紙張填寫並附於表格內。受權人須在每一增添的紙張上簽署、填上日期及蓋上公司印鑑。

**Section D 丁部：Declaration 聲明**

- Our company is / I am\* the local manufacturer / importer / others (please specify: \_\_\_\_\_)\* of \_\_\_\_\_ brand products in Hong Kong and would like to submit up-to-date information of the product model in accordance with section 10 of the Energy Efficiency (Labelling of Products) Ordinance.  
 本公司 / 本人\*是本地\_\_\_\_\_牌產品的本地製造商 / 進口商 / 其他（請註明：\_\_\_\_\_）\*，希望根據《能源效益（產品標籤）條例》第10條呈交產品型號的最新資料。
- We / I\* fully understand the obligations/duties stated in the Ordinance and will comply with all relevant requirements. 我們 / 本人\*完全明白條例所列載的責任，並會遵守所有有關的規定。
- We / I\* declare that the information given in this form and any other documents submitted together are true and correct. 我們 / 本人\*謹此聲明，本表格內所填報的資料及所有隨本表格一同呈交的文件均屬真確無誤。
- \* Note: This item is only applicable to the specified person as a company:  
 注意：這項目只適用於以公司名義作為指明人士者：  
 We, the specified person as a company, agree that our address and telephone number will be disclosed to the public upon public request.  
 我們（以公司名義作為指明人士）同意我們的地址及電話號碼在公眾要求下會向公眾披露。
- \* Note: This item is only applicable to the specified person as an individual:  
 注意：這項目只適用於以個人名義作為指明人士者：  
 Please choose with ✓ in appropriate box(es) below:  
 請在下面適當空格內以✓選擇：
  - Disagree to disclose my address and / or telephone number and / or other contact to the public upon public request  
 不同意在公眾要求下會向公眾披露我的地址及 / 或電話號碼及 / 或其它聯絡方式
  - Agree to disclose my address and / or telephone number and / or other contact to the public upon public request (please choose with ✓ in appropriate box(es) and specify the contact below for disclosure to the public):  
 同意在公眾要求下會向公眾披露我的地址及 / 或電話號碼及 / 或其它聯絡方式（請在下面適當空格內以✓選擇及註明可向公眾披露的聯絡方式：）
    - Address 地址  
 (Please specify 請註明：\_\_\_\_\_)
    - Telephone No. 電話號碼 (Please specify 請註明：\_\_\_\_\_)
    - Other contact 其它聯絡方式 (Please specify 請註明：\_\_\_\_\_)

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Authorized Signature: \_\_\_\_\_  
 授權人簽署：  
 Name of Authorized Person: \_\_\_\_\_  
 授權人姓名：  
 Title of Authorized Person: \_\_\_\_\_  
 授權人職位：  
 Date: \_\_\_\_\_  
 日期：

Company Chop: 公司蓋印：
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## Notes to Complete Form 3 填寫表格三的須知事項

1. Incomplete or erroneous information in Form 3 may cause hiatus or delay in processing the submission.  
在表格三內有關資料如有不全或錯漏，可能導致處理所呈交的文件時出現暫停或延誤。
2. The Director of Electrical and Mechanical Services (the Director) may request the person concerned to submit relevant supplementary information to satisfy the requirements of all the items in Form 3.  
機電工程署署長（署長）可要求有關人士提供補充資料以滿足表格三內所有項目的要求。
3. The person concerned shall inform the Director of any change in information and data, that were previously submitted to the Director.  
過往已經呈交給署長的資料及數據若有任何變動，有關人士必須知會署長。
4. The person concerned shall sign and affix with company seal on each page of Form 3. If space is insufficient, please attach additional sheet(s) which must each be signed, dated and affixed with company seal by the person concerned.  
有關人士須在表格三每一頁上簽署及蓋上公司印鑑。如空位不敷應用，請另用紙張填寫並附於表格內。有關人士須在每一增添的紙張上簽署、填上日期及蓋上公司印鑑。
5. The Director may disclose your information (according to the Personal Data Privacy Statement), reference number, information of product, energy efficiency information, any change in information or up-to-date information submitted subsequently, and such other particulars as the Director considers appropriate, to the public.  
署長認為在適當的情況下，可能將你的資料（根據個人資料私穩聲明）、參考編號、產品資料、能源效益資料、任何往後曾呈交的資料的變動或更新，向公眾披露。

## Submission Instruction 呈交方法

This form together with the relevant documents shall be posted to Energy Efficiency Office, Electrical and Mechanical Services Department Headquarters, Government of the Hong Kong Special Administrative Region, 3 Kai Shing Street, Kowloon, Hong Kong unless otherwise advised by the Electrical and Mechanical Services Department.

除非機電工程署另有指示，本表格及有關文件應寄往香港九龍啓成街3號香港特別行政區政府機電工程署總部能源效益事務處。

# Personal Data Privacy Statement 個人資料私穩聲明

## Purpose of Personal Data Collection 收集個人資料的目的

1. The personal data provided by means of Form 3 will be used by the Government for the following purposes:
  - (a) activities relating to the processing of the submission in this form;
  - (b) activities relating to requirements stipulated in the Energy Efficiency (Labelling of Products) Ordinance; and
  - (c) facilitating communication between Government and yourself.

在表格三所提供的個人資料，政府會用於下列目的：

- (a) 進行與處理以此表格作出呈交有關的工作；
- (b) 進行與《能源效益（產品標籤）條例》所訂明規定有關的工作；以及
- (c) 方便政府與你通訊。

## Classes of Transferees 受讓人的類別

2. Upon receipt of your information submission, all the data that appear in Form 3 will be kept at the Electrical and Mechanical Services Department and disclosed to the data users of the department.

當接收到你所呈交的資料後，表格三所載的所有資料會存於機電工程署，並向部門的資料使用人披露。

3. The data limited to the name of the company or the individual, reference number, information of product and energy efficiency information will be disclosed to the public at the website of the Electrical and Mechanical Services Department. Upon agreement by the specified person as an individual in Section D item 5 of Form 3, the address and / or telephone number and / or other contact will also be disclosed to the public upon public request.

公司或個人的名稱、參考編號、產品資料及能源效益資料會在機電工程署的網址向公眾披露。在以個人名義作為指明人士者於表格三丁部第5點表示同意下，其地址及 / 或電話號碼及 / 或其它聯絡方式在公眾要求下亦會向公眾披露。

## Access to Personal Data 查詢個人資料

4. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22, and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

根據個人資料（私隱）條例第18及第22條，以及附表1第6原則的規定，你有權查閱及改正個人資料。你的查閱權包括索取在這份表格所提供個人資料的副本。

## Enquiries 查詢

5. Enquiries concerning the personal data collected by means of Form 3, including the making of access and correction, shall be submitted in writing and addressed to the Director of Electrical and Mechanical Services, Electrical and Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong. For other general enquiries, please dial the Citizen's Easy Link 1823.

任何關於表格三所收集個人資料的查詢，包括查閱及改正資料，請以書面形式向機電工程署署長提出，地址為：香港九龍啓成街3號機電工程署。至於其他一般查詢，請致電政府熱線1823。