
The Hong Kong Voluntary Energy Efficiency Labelling Scheme for

Fax Machines

January 2010

Energy Efficiency  **EMSD**

Electrical and Mechanical Services Department
3 Kai Shing Street, Kowloon, Hong Kong
Homepage: <http://www.emsd.gov.hk>

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1. Purpose

This set of document is intended to give a general description of the Hong Kong Voluntary Energy Efficiency Labelling Scheme for Fax Machines.

2. Background

- 2.1 The Energy Efficiency Labelling Scheme (EELS) is an energy conservation initiative that the Government of the Hong Kong Special Administrative Region (HKSAR) has adopted. Under the EELS, certain common types of appliances and equipment will incorporate an energy label that serves to inform consumers of the product's energy consumption and energy efficiency. Consumers should then be able to take those factors into account when making their purchasing decisions.
- 2.2 The concept of EELS has been implemented in several forms. In some places, it is a voluntary scheme while in others, it is a compulsory requirement for certain kinds of appliances to be provided with energy labels before they can be put on the market. An EELS generally aims to achieve the following:
- greater public awareness of energy conservation and environmental improvement needs;
 - provision of readily available pre-purchase information on energy consumption and energy efficiency, to enable ordinary consumers to select more energy-efficient products;
 - stimulating manufacturers/suppliers to phase out less energy-efficient models; and
 - actual energy savings and environmental improvement.
- 2.3 Hong Kong also aims at achieving the above objectives and the Hong Kong Voluntary EELS now covers eighteen types of household appliances and office equipment. Ten types of which are electrical appliances and seven types of office equipment. There is also one type of gas appliance for domestic gas instantaneous water heaters. The scope of EELS has also been extended to cover petrol passenger cars.

3. Scope

- 3.1 The requirements stipulated in this document will only apply to manufacturers and importers who have chosen to participate in the Hong Kong Voluntary Energy Efficiency Labelling Scheme for Fax Machines.
- 3.2 The scheme commenced on 12 July 2006. The revision of the scheme has been implemented from January 2010 and will expire on 31 December 2012 when re-registration is necessary.
- 3.3 The labelling requirements stipulated in this scheme apply to all new registered products imported into or manufactured in Hong Kong with effect from the dates declared by the participants, but do not cover second-hand products, products already in existing use, under trans-shipment or manufactured for export, etc.
- 3.4 The scheme will operate with a 'recognition-type' energy label.
- 3.5 Both ordinary fax machines and printer/fax combinations are covered by this scheme.
- 3.6 Fax machine means a machine whose primary function is reading hardcopy input and sending information to another fax machine via communication line, as well as receiving information from another fax machine via communication link and producing hardcopy output. This scheme covers plain paper fax machines (e.g., ink jet/bubble jet, laser/LED, and thermal transfer) that are capable of being powered from a socket outlet, and are advertised and sold as fax machines.
- 3.7 Printer/fax combination means a machine that serves both as a fully-functional printer and a fax machine. The unit must be capable of being powered from a socket outlet, and should be marketed and sold as a printer/fax combination. This type of device does not have a scanning table. (Those with a scanning table are likely to be classified as "multifunction device" under the EELS.)

4. Definitions

Unless otherwise specified, the following definitions shall apply throughout this document:-

<i>Active Mode</i>	means the condition (or mode) in which the product is producing hardcopy output or receiving hardcopy input.
<i>Authority</i>	means the Electrical and Mechanical Services Department of the Government of the Hong Kong Special Administrative Region (HKSAR).
<i>Default Time to Sleep Mode</i>	means the time period set by the manufacturer prior to shipping that determines when the product will enter the Sleep Mode. The default time shall be measured from the time that the last piece of hardcopy output was produced.
<i>Director</i>	means the Director of Electrical and Mechanical Services.
<i>fax machine</i>	means a machine, manufactured as a standard model, whose primary function is reading hardcopy input and sending information to another fax machine via communication line, as well as receiving information from another fax machine via communication line and producing hardcopy output. This scheme covers plain paper fax machines (e.g., ink jet/bubble jet, laser/LED, and thermal transfer) capable of accepting A4-size hardcopy input and producing A4-size hardcopy output (and other paper sizes where appropriate), that are capable of being powered from a socket outlet, and are advertised and sold as fax machines.
<i>Government</i>	means the Government of the Hong Kong Special Administrative Region.
<i>inspecting officer</i>	means the officer authorized by the Director to carry out inspection on appliances under this scheme.
<i>label</i>	means the energy label as described in Section 7.
<i>model</i>	means the commercial description of the make, type, and if available and appropriate, variant and version of a fax machine or printer/fax combination.
<i>participants</i>	means the manufacturers, importers or the dealers of fax machines or printer/fax combinations who are participating in the scheme.
<i>Print speed</i>	means the printing speed of a model expressed in pages per minute (ppm). Print speed corresponds to the product's print speed as advertised.

<i>printer/fax combination (or printer/fax combination device)</i>	Means a machine, manufactured as a standard model, that serves as both a fully-functional printer and fax machine. Here a "printer" is defined as a machine that is capable of receiving printing information from a computer or from networked computers and produces hardcopy outputs accordingly. The unit must be capable of being powered from a socket outlet, and should be marketed and sold as a printer/fax combination, and is <u>not</u> equipped with a scanning table.
<i>rated frequency</i>	means the frequency shown on the nameplate of the product.
<i>rated voltage</i>	means the voltage shown on the nameplate of the product.
<i>recognized laboratory</i>	means a laboratory that complies with the requirements as stated in Section 8 and is acceptable to the Authority for carrying out tests and issuing test reports for fax machines and printer/fax combinations.
<i>scheme</i>	means the Hong Kong Voluntary Energy Efficiency Labelling Scheme for Fax Machines.
<i>Sleep Mode</i>	means the condition that exists when the product is not producing hardcopy output or receiving hardcopy input. In the transition from Sleep Mode to Active Mode, there may be some delay in the production of hardcopy output, however there shall be no delay in the acceptance of information from a telephone line, a network or other input sources.
<i>wake event</i>	means a user action, a programmed event, or an external event or stimulus that causes the unit to change from Sleep Mode to Active Mode. It does not include network related polling queries or "pings" that commonly occur in network environments.

5. Technical Standards

Energy Efficiency Requirements

- 5.1 The product shall be capable of entering the Sleep Mode after a period of inactivity and maintain a level of power consumption at or below the levels specified in Tables 1 and 2 below.
- 5.2 The product's Default Time To Sleep Mode shall be set by the manufacturer prior to shipping and shall be within the time specified in Tables 1 and 2 below.
- 5.3 Products marketed, advertised, or sold as network-capable shall meet the requirements in Tables 1 and 2 when configured with network functionality. In addition,
- (a) it shall have the ability to enter Sleep Mode while on the network; and
 - (b) it shall retain in the Sleep Mode its ability to respond to wake events directed or targeted to the product while on a network

Table 1: Energy Efficiency Requirements for Fax Machines

Product Speed In Pages Per Minute (ppm)	Sleep Mode Power Consumption	Default Time To Sleep Mode
0 < ppm <= 10	7 watts or less	5 minutes or less
10 < ppm	10 watts or less	5 minutes or less

Table 2: Energy Efficiency Requirements for Printer/Fax Combinations

Product Speed In Pages Per Minute (ppm)	Sleep Mode Power Consumption	Default Time To Sleep Mode
0 < ppm <= 10	7 watts or less	5 minutes or less
10 < ppm <= 20	14 watts or less	15 minutes or less
20 < ppm <= 30	21 watts or less	30 minutes or less
30 < ppm <= 44	28 watts or less	60 minutes or less
44 < ppm	50 watts or less	60 minutes or less

Other Requirements

- 5.4 The default times to Sleep Mode shall remain unaltered until the products are sold to customers.
- 5.5 The product may allow the customers to change the default times for the Sleep Mode, up to a factory-set maximum of 240 minutes. If a manufacturer chooses to design products with more than one power management mode, then the combined total of the default times shall not exceed 240 minutes.
- 5.6 If the product allows the customer to disable the Sleep Mode feature, then the disable option shall be accessed in a manner different from the time settings for the Sleep Mode. For example, if a software menu provides Sleep Mode delay times of 15, 30, 60,

90, 120, and 240 minutes, then “disable” or “off” shall not be a choice in this menu. It shall be included in a different menu.

Safety Requirements

- 5.7 All materials and workmanship of the products are also needed to comply with IEC 60950 “Information Technology Equipment – Safety” requirements and/or the Electrical Products (Safety) Regulation of the HKSAR, where applicable.

6. Test Methods

General

- 6.1 All test methods specified in this document are only related to the energy efficiency requirements stated above. It is not the intention of this document to give the test standards and requirements for checking compliance with the Electrical Products (Safety) Regulation of the HKSAR.

Test Conditions

- 6.2 For all fax machines and printer/fax combinations, the test conditions shall be as follows:
- | | | |
|-----|---------------------------|-------------------|
| (a) | Electrical supply | 220V \pm 2%; |
| (b) | Frequency | 50Hz \pm 2%; |
| (c) | Line impedance | < 0.25 ohm; |
| (d) | Total harmonic distortion | < 5%; and |
| (e) | Test room temperature | 25 °C \pm 3 °C. |

Test Equipment

- 6.3 A true RMS wattmeter or true RMS watt-hour meter shall be used to measure the power consumption or energy consumption of the machine under test.
- 6.4 The wattmeter or watt-hour meter shall have an accuracy of \pm 1%. In addition, the meter shall be capable of reading the current drawn by the machine without causing internal peak distortion (i.e. clipping off the top of the current wave). The use of a wattmeter or watt-hour meter with high crest factors and wide current range choices is preferred.
- 6.5 For a wattmeter, a frequency response of at least 3 kHz is required.

Measurement of Power Consumption

- 6.6 There are two ways to measure the power consumption in the Sleep Mode:

- (a) Using a watt-hour meter, energy consumption of a machine in the Sleep Mode shall be measured for a period of one hour. The average power consumption is then obtained by dividing the resulting energy consumption value by one hour to check compliance with the specified Energy Efficiency Requirements.
 - (b) For machines with constant idle-mode power consumption, manufacturers may choose to utilize a watt-meter and take five (5) measurements of instantaneous power. An average value can then be computed from the measurements for checking compliance with the specified Energy Efficiency Requirements.
- 6.7 The Default Time To Sleep Mode shall be determined by computing the average value of five (5) measurements.
-

7. Energy Label

General

- 7.1 The energy label consists of two parts:
- (a) A verification label; and
 - (b) An information label.
- 7.2 The verification label indicates the product meets the energy performance standards as required by the scheme. It is a compulsory requirement for participant to affix this label to his registered appliances.
- 7.3 The information label contains information to guide the general public to contact the Authority regarding enquires about the scheme. The affixation of this label onto registered product is optional.

Label Location

- 7.4 The energy label should be self-adhesive and affixed to the product at a prominent location. The participant should ensure that the verification label appears on every registered product on display or sale and the information on the label shall be legible.

Colour Scheme and Dimensions

- 7.5 The energy label should be printed on decent material and should have colour scheme and dimensions as shown in Annex 1. It should be printed in English and in Chinese.

Material Quality

- 7.6 The material used for the energy label should be durable and should possess good wear and tear characteristics. It should stick firmly on the product.

8. Testing Facilities, Laboratories and Accreditation Bodies

- 8.1 The testing is carried out either by independent test institutes or by the manufacturers or importers themselves at their own test facilities. The Authority will accept the results and certificates issued by a test laboratory which fulfils one of the following criteria as specified in Clause 8.2, 8.3 or 8.4.
- 8.2 The laboratory is accredited by the Hong Kong Accreditation Service (HKAS) for the relevant test under the Hong Kong Laboratory Accreditation Scheme (HOKLAS) or a scheme of an accreditation body with which HKAS has concluded a mutual recognition agreement[#]; and the results are issued in a test report or certificate bearing the accreditation mark.
- 8.3 The Authority will also consider the following arrangements:
- (a) Self-declaration by original manufacturer that the operations of their in-house laboratory followed principally the requirements of ISO/IEC 17025; **and**
 - (b) The manufacturer is currently operating according to a recognized international quality system (such as ISO 9001); **and**
 - (c) The manufacturer's in-house laboratory had been successful in carrying out energy consumption tests on fax machines (or printer/fax combinations) or similar machines and where these tests had been evaluated and certified by internationally recognised third party certification organisations.
- 8.4 The tests results are issued by a laboratory which achieves HOKLAS accreditation (or is accredited by a scheme of an accreditation body with which HKAS has signed a mutual recognition agreement) for laboratory testing of electrical and mechanical appliances other than testing based on technical methods stipulated in this scheme, and the laboratory can demonstrate their capability of carrying out tests on fax machines or printer/fax combinations in accordance with the technical methods.

Laboratory Accreditation

- 8.5 The Authority takes cognizance of the need to ensure acceptable and compatible quality standards of testing laboratories, and considers that they need to be accredited by some independent bodies in case of (8.2) and (8.4) above.

HKAS has concluded mutual recognition arrangements with overseas accreditation bodies for testing laboratory accreditation,. The list of mutual recognition arrangement partners may change from time to time and the up-to-date list is available from the HKAS website of www.info.gov.hk/itc/hkas. Partners to these arrangements recognise the accreditations granted by one another as equivalent.

- 8.6 The criteria of accreditation should be based on ISO/IEC 17025 and accreditation bodies should operate in accordance with ISO/IEC 17011.
- 8.7 The Authority will recognize accreditation granted by the HOKLAS and by overseas accreditation bodies which have concluded mutual recognition arrangements with HKAS for accreditation of testing laboratories. The Authority will consider accreditation by other bodies on a case-by-case basis.

Energy Efficiency Verification Service

- 8.8 An increasing number of countries now accept, as proof of product conformance, energy efficiency verification services provided by a third-party organisation that has been accredited as a certification organisation. In accordance with this trend, the Authority will consider seriously test results that have been evaluated and verified against the energy efficiency requirements of the scheme by reputable third-party certification organisations.

9. Registration and Participation

Registration Procedures

- 9.1 All manufacturers, importers and the other parties involved in the product distribution network are welcomed and encouraged to participate in the scheme. For some known manufacturers and importers, invitation letters will be issued to them. However, any party may submit their applications for registration no matter whether they are invited or not.
- 9.2 The proforma letter of invitation is shown in Annex 2.
- 9.3 Applicant should submit formal application to

*Chief Engineer / Energy Efficiency A
Energy Efficiency Office
Electrical and Mechanical Services Department
3 Kai Shing Street
Kowloon, Hong Kong*

by means of an application letter through mail, facsimile or electronic mail. In order to ensure effective implementation of the scheme, the applicant must be committed to fully comply with the duties, responsibilities and obligations set out in this scheme. The proforma letter of application as shown in Annex 3 details the aforesaid obligations and should be used for application. To facilitate the application process, the application form can be downloaded from EMSD website.

Information / Documents to be Submitted for Registration

- 9.4 Each make and model of a product participating in the scheme should be provided with a test report issued by a recognized laboratory. The test report should contain results of the power consumption test. The details of the technical information to be submitted together with the application are listed as follows:
- (a) Information about the company
Name, Address, Telephone number, Fax, Contact person, E-mail address, Importer, Distributor, etc.
 - (b) Products covered by the application
Names of products, types, brand names, model references, countries of origin
 - (c) Parties that will be responsible for making and fixing the energy labels
 - (d) Commencement date to affix energy label on product
Year _____, Month _____
 - (e) Documentary proof that the product complies with the Electrical Products (Safety) Regulation of the HKSAR
 - (f) Detailed test reports providing at least the following relevant technical data for the product:
 - Sleep Mode power consumption
 - Default Time to Sleep Mode;
 - (g) Documentary proof that the product fulfils the other requirements, if applicable, as stipulated in the scheme:
 - ability to enter Sleep Mode while on the network
 - ability to respond to wake events
 - ability to respond to all types of network requests
 - requirement on customer choices of time to Sleep Mode and location of menu selection to disable Sleep Mode
- 9.5 Company's name and chop should be stamped on all the documents provided. All photocopies of test reports submitted to the Authority shall be certified true copies by an appropriate organization.

Acceptance of Registration

- 9.6 On receipt of the application, the Authority will verify whether the product meets the energy efficiency requirements based on the submitted data. The accuracy of the submitted data, their inconsistencies and non-compliance will be dealt with in accordance with Section 11.
- 9.7 If the application is accepted, the participant will be notified of the result within 17 working days upon receipt of all necessary information requested. The participant will then be allowed to affix the energy labels onto the 'registered' products. Both manufacturer and importer of the registered product should ensure that the energy

label is correctly printed and affixed on the appliance in accordance with Section 7. The proforma letter of acceptance is shown in Annex 5.

9.8 If the application is rejected, the notification letter as shown in Annex 6 will also be given within 17 working days upon receipt of all necessary information requested.

9.9 The flow chart for registration is shown in Annex 7.

Participant's Duties, Responsibilities and Obligations

9.10 The participant is obliged to:

- (a) submit application and information including test results in accordance with format and procedures set out in Section 9.3 – 9.5;
- (b) conduct tests via recognized laboratories and to comply with the specified test methodology;
- (c) produce and affix energy labels at his own costs;
- (d) fully inform other sales agents in his distribution network once the particular make and model of a product is registered under this scheme;
- (e) allow random/ad-hoc inspection to be conducted by persons authorized by the Authority on registered products at his premises;
- (f) conduct re-test(s) at his own costs at some recognized laboratories, if non-compliance is found on his products. The result of re-test(s) shall reach the Authority within the prescribed period of time specified by the Authority;
- (g) inform the Authority of any change in the technical information and data that were previously submitted to the Authority together with the application letter;
- (h) accept the fact that if the product fails to perform in accordance with the requirements as given in Sections 5 and 6 and this cannot be readily rectified, the Authority may order it be de-registered from the scheme; and
- (i) remove within three months all energy labels from products which have been de-registered.

9.11 The details of products registered under this scheme will be kept in a register maintained by the Authority. The registration records will be regularly uploaded and maintained in the EMSD internet for access by the public and interested parties, for their information.

Termination

9.12 Under circumstances of poor performance such as:

- (a) (repeated) failure to fulfil obligations set out under Section 9.10; or
- (b) in any other case where the Director is of the opinion that registration of a product is contrary to the public interest

the Authority may de-register a product from the scheme with immediate effect by giving the participant notice in writing. Once a product is de-registered, no one is allowed to fix an energy label on it. However, participant will normally be given a grace period of three months to remove all labels from the de-registered products.

De-registration may occur even when there is no legal action taken under either the Trade Descriptions Ordinance or the Copyright Ordinance.

- 9.13 Participant who decides to discontinue participating in the scheme or to withdraw any registered model from the registered product list shall give at least three months' advance notice to the Authority.

10. Legal Provisions

- 10.1 This scheme is a voluntary scheme. However, a participant who abuses the scheme by giving false information on a label may contravene provisions of the Trade Descriptions Ordinance.
- 10.2 No one could take advantage of the scheme by using the label on his product without authorization of the Authority as that may constitute an infringement of copyright under the Copyright Ordinance.

11. Compliance Monitoring and Inspection

Purpose

- 11.1 To uphold credibility of the scheme and to maintain continuous confidence of the consumers, compliance check on energy labels on those products participating in the scheme are needed. Also to avoid the unsatisfactory situation that the non-participating parties taking advantage of the scheme by using unauthorized labels, the Authority may also carry out suitable form of inspection on those unregistered products which have not been registered under the scheme.

Scope

- 11.2 The scope of inspection includes sample checking and testing the following items:
- (a) whether the energy label is positioned as required in clause 7.2;
 - (b) whether the energy label being displayed is of correct format in accordance with Section 7;
 - (c) whether the data submitted by the participants are correct by random re-testing;

and

(d) whether unregistered products are displaying unauthorized energy label.

- 11.3 The participants will be requested to take immediate remedial action and report the follow-up action taken if non-compliance is found on their products.
- 11.4 If a registered product is found not meeting the requirements specified in accordance with the technical standards stipulated in Section 5 during random testing, the Authority may request the participant to conduct separate performance tests at his own costs, in accordance with the test methodology as stated in Section 6 in one of the test laboratories agreed by the Authority. If non-compliance is confirmed and no remedial action is to be taken by the applicant, the Authority may order it be de-registered from the scheme. Failure to remove energy labels from the de-registered products after the Director has withheld his authorization for using such labels may contravene the relevant ordinances.

Inspecting Officers

- 11.5 The Authority will authorize inspecting officers to carry out product compliance monitoring and inspection. The officers will carry proper identification cards which will be produced during their inspection operations. However, the officers will not inform the participants in advance of their intended inspection operation.
- 11.6 It is the participants' duty to allow the inspecting officers to gain access to their premises to carry out inspection.

Mode of Inspection

- 11.7 Inspections will be carried out on registered products under the scheme on random basis. Based on the record of the registration, random inspection programmes will be developed.
- 11.8 In addition to the random inspections, the inspecting officers will carry out ad-hoc inspections in response to complaints. The items to be inspected in such a case will depend upon the nature of complaint and may include all types of inspection as stated in Section 11.2.
- 11.9 Inspections will normally be carried out at the retail outlets and showrooms. Where necessary, inspection will also be done at warehouses.
- 11.10 The inspection results will be properly recorded for future analysis as well as on evaluation of the effectiveness of the scheme.

12. Complaints and Appeal

- 12.1 The Authority will be responsible for dealing with complaints from participants and other parties against matters related to the scheme.

Complaints Handling Procedure

- 12.2 The Director shall ensure that complaints are properly recorded and handled without undue delay.
- 12.3 The Authority shall carry out preliminary investigation on complaints and reply to the complainants within a reasonable time. For complaints that require site inspection and laboratory test, the complainant shall be notified through an interim reply.
- 12.4 The Authority shall inform the complainant of the results or decisions made on the complaint.

Appeal Procedure

- 12.5 A participant who is aggrieved by a decision or action taken by the Authority may appeal to the Director in writing stating the reason for the appeal.
- 12.6 The Director may decide to suspend the decision or action given by the Authority from the day on which the appeal is made until such appeal is disposed of, withdrawn or abandoned unless such suspension would, in the opinion of the Director, be contrary to public interest.
- 12.7 The Director may by notice to the appellant require that appellant to attend meeting with him or his representatives and provide documents and give evidence relevant to the appeal.
- 12.8 The Director shall notify the appellant of his decision and reasons for it. The decision will be final and binding.

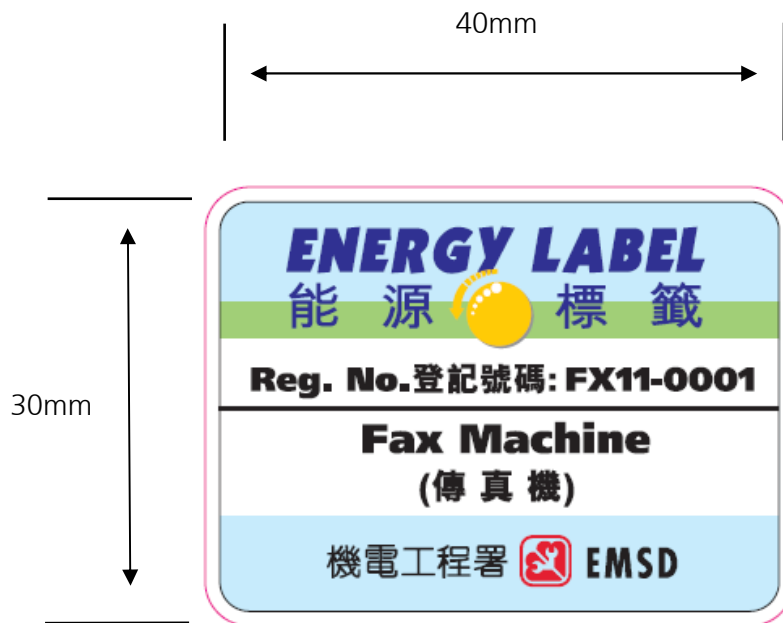
13. Maintenance of the Scheme

- 13.1 To ensure that the scheme can continue to operate effectively and efficiently after its introduction, a proper system of maintenance is needed.
- 13.2 The maintenance system consists essentially of:
- (a) Continuous updating of the lists of participants in the scheme as follows:
 - i) registered products with details such as registration number in the scheme, date of registration or de-registration if it occurs, energy efficiency data, performance data, make, model and other related information; and
 - ii) registered importers, manufacturers, local agents etc. in the distribution network with details such as address, date of registration or de-registration if it occurs, etc.
 - (b) Periodic review of the test methodology, and procedures for application registration and compliance monitoring, etc., to bring them in line with the latest needs of the manufacturers, importers and retailers, etc.
 - (c) Continuous evaluation of the effectiveness of the scheme and assessment of what changes are necessary.

14. Future Development

- 14.1 It is hoped that following implementation of the scheme, the market will phase out models of low efficiency and public awareness of using energy efficient products will be improved.

Energy Label Format
(Revised on 1 April 2011)



(Not to Scale)

Soft copies of these labels can be obtained from Energy Efficiency Office, Electrical and Mechanical Services Department.

Proforma Letter of Invitation

Our ref. EEO/LB/31

Your ref.

Tel.

Fax.

Date

[Name and Address of
Manufacturers/Importers/Agents]

Dear Sir/Madam,

Invitation of Application for Registration to Participate in Voluntary Energy Efficiency Labelling Scheme for Fax Machines

Having gone through the necessary consultations and duly considered the views from various concerned parties, the government has decided to introduce a voluntary energy efficiency labelling scheme for fax machines to Hong Kong with effect from (_____). The details of the scheme^① have been finalized and I enclose herewith a guide of the scheme for your reference.

Being one of the major fax machine manufacturers / importers / agents^② in Hong Kong, you are invited to participate in the scheme so as to take part in promoting public awareness in energy conservation and environmental improvement to Hong Kong. If you are interested in participating in the scheme, please apply in accordance with the proforma letter of application (Annex 3) and submit details including technical information in accordance with the attached Annex 4 to the 'Chief Engineer / Energy Efficiency A' at the following address.

Energy Efficiency Office
Electrical and Mechanical Services Department
3 Kai Shing Street
Kowloon, Hong Kong

Please be reminded to submit accurate test data to support your application. Under this scheme, routine compliance monitoring and checking will be performed and if a registered product is found to be non-compliant, we may consider deregistering the product from the scheme.

Should you need further clarification or information, you are most welcome to contact the undersigned or Mr. _____, at the telephone number _____.

Yours faithfully,

for Director of Electrical & Mechanical Services

(Note: ^① 'scheme' means 'The Voluntary Energy Efficiency Labelling Scheme for Fax Machines'

^② delete as appropriate)

Proforma Letter of Application

Your ref. EEO/LB/31

Our ref.

Tel.

Date

Chief Engineer/Energy Efficiency A
Electrical & Mechanical Services Department
3 Kai Shing Street
Kowloon, Hong Kong

Dear Sir/Madam,

Application for Registration to Participate in Voluntary Energy Efficiency Labelling Scheme for Fax Machines

Our company is the (manufacturer/importer/agent*) of _____ in Hong Kong. We support the introduction of the labelling scheme to Hong Kong and would like to be one of the participants in the scheme to promote energy efficiency.

I understand fully the obligations and duties stated in the scheme and will comply with all relevant requirements, in particular those specified below:

- i) conduct tests via recognized laboratories and to comply with the specified test standards;
- ii) produce and affix specified energy labels at my own costs;
- iii) allow random/ad-hoc inspection to be conducted by persons authorized by the issuing Authority on registered products at my premises;
- iv) conduct re-test(s) at my own costs at some recognized laboratories, if the results of inspection suggest inaccurate energy label information being displayed. The result of re-test(s) shall reach the Authority within the prescribed period time specified by the Authority;
- v) inform the Authority of any change in the technical information and data that were previously submitted to the Authority together with the application letter; and
- vi) accept the fact that if a product fails to perform in accordance with the required energy efficiency standards and performance as given in Section 5 and this cannot be readily rectified, the Authority may order it be de-registered from the scheme.

The details of information of those appliances which we intend to register with the Authority are shown in the attached document, (Annex 4) and are submitted herewith for your vetting.

Yours faithfully,

(Manufacturer/Importer/Agent 's Name and Company Chop)

* _____ *delete as appropriate*

Information to be Submitted to Energy Efficiency Office

1. Information about the company:
Name, Address, Telephone number, Fax, Contact person, E-mail address, Importer, Distributor, etc.
2. Products covered by the application:
Name of products, types, make, model references, countries of origin
3. Parties which will be responsible for making and fixing the Energy Label
4. Commencement date to affix energy labels on products
Year _____, Month _____
5. Detailed test reports providing at least the following relevant technical data for the product:
 - (a) Sleep Mode power consumption
 - (b) Default Time to Sleep Mode
6. Documentary proof that the product fulfils other requirement, if applicable, as stipulated in the scheme:
 - (a) ability to enter Sleep Mode while on the network
 - (b) ability to respond to wake events
 - (c) ability to respond to all types of network requests
 - (d) requirement on customer choices of Time to Sleep Mode and location of menu selection to disable Sleep Mode
7. Documentary proof that the product complies with the Electrical Products (Safety) Regulation of the Hong Kong Special Administrative Region.

*Note: Company's name and chop should be stamped on the all documents provided.
All photocopies of test reports submitted to the office should be certified true copy by appropriate organization.*

Proforma Letter of Acceptance

Your ref.
Our ref. EEO/LB/31

Tel:
Fax:

Date

[
Manufacturers/Importers/Agents
]

Dear Sir/Madam,

Acceptance of Application for Registration to Participate in Voluntary Energy Efficiency Labelling Scheme for Fax Machines

With reference to your letter of ref. _____ dated _____, I am pleased to inform you that your application to participate in the captioned scheme has been accepted.

I enclose herewith the registration certificates of fax machine (or printer/fax combination) registered. The registered products are as follows :

<u>Brand/Make/Model</u>	<u>Registration No.</u>	<u>Effective date</u>
()	()	()

You are allowed to affix a specified energy label onto each and every product registered under the scheme. The contents of the energy label should be based on the information that you have provided in your application ref. _____ and dated _____.

Should you have any queries regarding the scheme, please contact this office.

Yours faithfully,

for Director of Electrical & Mechanical Services

Proforma letter of Rejection

Your ref.
Our ref. EEO/LB/31

Tel.
Fax.

Date

[
Manufacturers/Importers/Agents
]

Dear Sir/Madam,

Rejection of Application for Registration to Participate in Voluntary Energy Efficiency Labelling Scheme for Fax Machines

With reference to your letter of application ref. _____ dated _____, I regret to inform you that your application for registration to participate in the scheme has not been accepted for the following reasons:-

1. _____ etc.

You are most welcome to submit new application again in future, when you have the necessary documents / information to support your application.

Yours faithfully,

for Director of Electrical & Mechanical Services

Flow Chart for Registration

