

Guideline on Updating of Product Information

I. Introduction

- Under the Energy Efficiency (Labelling of Products) Ordinance, Chapter 598, (hereafter “the Ordinance”), an importer or a local manufacturer shall not supply a prescribed product unless, among other things, it is a listed model with a reference number that is assigned in the name of him and is included in the record.
- In accordance with section 10 of the Ordinance, a specified person who has submitted the specified information in respect of a product model under section 6 of the Ordinance shall submit to the Director of Electrical and Mechanical Services (hereafter “the Director”) up-to-date information at intervals not exceeding 5 years from the date of the last submission. The information is to include—
 - the reference number of the model;
 - the particulars of the model;
 - whether the specified person still supplies the model in Hong Kong; and
 - whether the model has been modified, and if so, whether the modification changes the energy efficiency and performance characteristics of the model.
- This guideline is issued for providing guidance for specified persons to submit up-to-date information in respect of listed models.

II. Updating of Product Information

- In submitting up-to-date information for listed models, the following Form 3 shall be used:

<u>Form</u>	<u>Remark</u>
Form 3 – Updating of Product Information (EMSD/MEELS003(Jun 18))	Required for <u>EACH</u> listed model.

- Completed Form 3, together with appropriate documents (if required), shall be submitted to the Director in accordance with the Ordinance.

III. Guidance Note for Completing Form 3 – Updating of Product Information (EMSD/MEELS003(Jun 18))

Note: Each page of Form 3 and additional sheet(s) should be properly signed and endorsed with company chop.

Section A: Information of Specified Person Submitting Up-to-date Information

The specified person who has submitted the specified information in respect of a product model shall complete section A. All the information should be completed in both English and Chinese, except for the registered address / contact address in Chinese which is optional.

Section B: Basic Information of Product

The specified person should indicate the type of the product for the updating, the reference number assigned under the Ordinance, the product brand and the model

name.

Section C: Information to be Updated

The specified person shall indicate in this section the information to be updated by putting a “✓” in the appropriate box(es):

- whether the specified person still supplies the model in Hong Kong, and if no, the specified person should specify the date of stopping supply.
- whether the model has been modified.
- if the model has been modified, whether the specified person has notified EMSD in writing within 21 days after the modification in accordance with section 9 of the Energy Efficiency (Labelling of Products) Ordinance.
- if the model has been modified, whether the modification changes the energy efficiency and performance characteristics of the model (If the model has been modified to such an extent that its energy efficiency and performance characteristics differ from those submitted, the specified person is to obtain a new reference number for the modified model).
- if space is insufficient, the specified person should attach additional sheet(s) which must each be signed, dated and affixed with company seal by the authorized person.

Section D: Declaration

The specified person submitting up-to-date information of product model shall complete items 1, 2 and 3 of this section. For a company, item 4 applies and item 5 should be deleted. Attention is drawn that the address and telephone number of the company will be disclosed to the public upon public request. For an individual, item 5 applies and item 4 should be deleted. In item 5, the individual should indicate whether he/she agrees or disagrees that his/her address and/or telephone number and/or other contact be disclosed to the public upon public request. Upon agreement, he/she should indicate his/her address and/or telephone number and/or other contact which can be disclosed to the public upon public request.