
The Hong Kong Voluntary Energy Efficiency Labelling Scheme for

Hot/Cold Bottled Water Dispensers

January 2020

Energy Efficiency  **EMSD**

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

CONTENTS

Section	Title	Page
1.	Purpose	1
2.	Background	1
3.	Scope	2
4.	Definitions	2
5.	Technical Standards	4
6.	Test Methods	4
7.	Energy Label	6
8.	Test facilities, Laboratory and Accreditation Bodies	6
9.	Registration and Participation	8
10.	Legal Provisions	10
11.	Compliance monitoring and Inspection	11
12.	Complaints and Appeal	12
13.	Maintenance of Scheme	13
14.	Future Development	13

Annexes

1	Energy Label Format
2	Proforma Letter of Invitation
3	Proforma Letter of Application
4	Information to be submitted to Energy Efficiency Office
5	Proforma Letter of Acceptance
6	Proforma Letter of Rejection
7	Flow Chart for Registration

Table

1	Energy-Efficiency Criteria for Qualified Bottled Water Dispensers
---	---

1. Purpose

This set of document is intended to give a general description on the introduction of the Hong Kong Voluntary Energy Efficiency Labelling Scheme for Hot/Cold Bottled Water Dispensers.

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 scheme, some common types of household appliances/ gas appliances and office equipment will incorporate an energy label that serves to inform consumers of the product's energy consumption and efficiency. Consumers should then be able to take those factors into account and make their purchasing decision.
- 2.2 The concept of EELS has been implemented in several forms and in different stages of development in many countries. The EELS generally aims to achieve:
- greater public awareness of energy conservation and environmental improvement needs;
 - provision of readily available, pre-purchase information on energy consumption and efficiency data, where applicable, to enable ordinary consumers to select more energy efficient products;
 - stimulation to the manufacturers/market for phasing out less energy efficient models; and
 - actual energy savings and environment improvement.
- 2.3 Hong Kong aims at achieving the above objectives. At present, the Hong Kong Voluntary Energy Efficiency Labelling Scheme covers 22 types of household appliances/ gas appliances and office equipment. Amongst them, 13 types are household appliances, 7 types are office equipment and 2 types are gas appliances.

3. Scope

- 3.1 The scheme will only apply to the manufacturers and importers who have participated in the voluntary scheme.
- 3.2 The Scheme commenced on 17 April 2008. It is further revised on 1 January 2020. The existing and newly registered labels will remain valid till 31 December 2021. By then, renew of the application may be required subject to the review of the Scheme.
- 3.3 The scope of application covers all new registered appliances imported to or manufactured in Hong Kong with effect from the date that is declared by the participants but does not cover second-hand products, products already in existing use, under trans-shipment or manufactured for export, etc.
- 3.4 The scheme will operate as a '**Recognition Type**' labelling system. All participating appliances will be registered under this scheme provided that they have met the performance requirement specified in the scheme.
- 3.5 Hot/cold bottled water dispensers under this labelling scheme include a free standing device that consumes energy and dispenses water from removable typically 8-litre to 20-litre plastic bottles commonly positioned on top/at the bottom of the unit.
- 3.6 The provisions of this scheme shall apply to the following hot/cold bottled water dispensers:
- (a) Cold Bottled Units: These units have refrigeration components and dispense cold water, or some units may have a room-temperature tap.
 - (b) Hot Bottled Units: These units have water heating system and dispense hot water, or some units may have a room-temperature tap.
 - (c) Hot and Cold Bottled Units: These units installed with electric resistance heater and refrigeration components are able to dispense both hot and cold water. Some units may have a third room-temperature tap.

4. Definitions

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

appliance means hot/cold bottled water dispensers described under Section 3 of this scheme.

<i>Authority</i>	means the Electrical & Mechanical Services Department, the Government of the Hong Kong Special Administrative Region (HKSAR).
<i>bottled water dispenser</i>	means a free standing device that consumes energy and dispenses water from removable plastic bottles, typically 8-litre to 20-litre, commonly positioned on top/at the bottom of the unit.
<i>Compartment-type bottled water dispenser</i>	means a bottled water dispenser which, in addition to the primary function of cooling and dispensing potable water, includes a refrigerated compartment with or without provisions for making ice.
<i>Director</i>	means the Director of Electrical & Mechanical Services Department, the Government of the Hong Kong Special Administrative Region.
<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.
<i>label</i>	means the energy label as described in Section 7 of this document.
<i>participant</i>	means the manufacturers, importers or the retailers of appliance participating in the scheme.
<i>rated voltage</i>	means the voltage marked on the bottled water dispenser.
<i>rated wattage</i>	means the wattage marked on the bottled water dispenser.
<i>Recognized laboratory</i>	means a laboratory that complies with the requirements as stated in Section 8 of this document and is acceptable to the Authority for carrying out tests and issuing test reports on hot/cold bottled water dispensers.
<i>scheme</i>	means the Hong Kong Voluntary Energy Efficiency Labelling Scheme for Hot/Cold Bottled Water Dispensers.
<i>Standby energy consumption</i>	means the required energy to maintain cold and/or hot water at appropriate dispensing temperatures.

5. Technical Standards

Energy Efficiency Specifications for Qualifying Products

- 5.1 The technical requirement focuses on reducing standby energy consumption. Those products listed in section 3 that meet the criteria outlined in **Table 1** below shall qualify for this scheme.

Table 1: Energy-Efficiency Criteria for Qualified Bottled Water Dispensers

Product Category	Energy Consumption Under Test Conditions
Cold bottled units	< 0.16 kW-hours/day
Hot bottled units	< 0.75 kW-hours/day
Hot and cold bottled units	< 1.20 kW-hours/day

- 5.2 The aforesaid energy consumptions refer to values measured in accordance with the test methods as specified in this document.
-

6. Test Methods

General

- 6.1 All test methods specified in this document are only related to checking compliance with the standby power rating. It is not the intention of this document to detail out the test standards and requirements for checking compliance with the Electrical Products (Safety) Regulation of the HKSAR. The participant should conduct appropriate tests, where necessary, in addition to those specified in this document in order to comply with the requirements stipulated in the aforesaid Electrical Products (Safety) Regulation.

Compliance with Safety Requirements

- 6.2 The testing standards for checking compliance with the safety requirements are based on the following international standards. For detailed requirements and procedural descriptions, one should refer to the respective standards.
- (a) IEC 60335-1, Household and similar electrical appliances – Safety – Part 1: General requirements.
 - (b) IEC 60335-2-24, Particular requirements for refrigerating appliances, ice-cream appliances and ice-makers.
 - (c) IEC 60335-2-15, Particular requirements for appliances for heating liquids.
 - (d) IEC 60335-2-75, Particular requirements for commercial dispensing appliances and vending machines.

-
- 6.3 To the extent that definitions in the IEC standard do not conflict with the definitions of this document, the definitions in the aforesaid standard shall be included.

Test Conditions

- 6.4 For all hot/cold bottled water dispensers, 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% (voltage); |
| (e) | Test room temperature | 25 °C \pm 1 °C; |
| (f) | Test room relative humidity | 45% to 75%; |
| (g) | Distance from platform walls | 300 mm; and |
| (h) | Platform distance from ground | 300 mm |

Test Criteria

- 6.5 Tests will focus on overall standby losses and water will not be withdrawn during the testing procedure.
- (a) Power Measurement: Energy use shall be measured as the total true power (kilowatt-hours) consumed in one 24-hour period;
 - (b) Starting Conditions: Before starting the energy measurements, the unit should be at operating conditions, with water temperatures as defined in item (f) below.
 - (c) Water Withdrawal: No water may be withdrawn from the unit during the test.
 - (d) Timer Usage: If the unit has an integral, automatic timer, the timer can be set to turn off the unit for not more than 10 hours in the 24-hour test period. The unit must operate for the last 2 hours of the 24-hour test to ensure that it fully warms up or cools down after the shut-off period.
 - (e) Starting water temperature must be 25 °C \pm 1 °C
 - (f) Dispensed Water Temperatures: Cold water temperature shall not exceed 10 °C for refrigeration type units, cold water temperature shall not exceed 15 °C for electronic type units, and hot water temperature shall be at least 85 °C. These temperatures shall be measured before conducting the standby energy use test described in this specification when the respective function, compressor, or heating element turns on.
 - (g) Measurement of Dispensed Water Temperatures: After the disposal of the initial 100 ml water, a 250 ml \pm 5 ml container shall be used to collect water and average water temperatures shall be measured at 100ml, 150ml and 200 ml water levels.
 - (h) Dispenser Location: The tested unit must be placed on a platform, where the side walls and back wall shall be painted with black and extended to cover the tested dispenser over 300mm height.
 - (i) Airflow: Airflow around the unit must not be greater than 0.25 m/s; no artificial means of increasing the airflow is permitted. Airflow created by components

integral to the unit itself, such as internal fan, is permitted.

- (j) Compartment Temperature: If the unit being tested is a compartment-type bottled water cooler, during the test, there shall be no melting of ice, nor shall the average temperature exceed 7.8 °C in the refrigerated compartment.

6.6 A wattmeter shall be used to measure the power consumption of the hot/cold bottled water dispenser under test. The wattmeter shall be capable of reading the power drawn by the hot/cold bottled without disrupting the electrical power supply.

6.7 The wattmeter should have a frequency response of at least 3 kHz and should provide resolution of 0.1 W and accuracy of $\pm 1\%$. In addition, the meter should be capable of reading the current drawn by the hot/cold bottled water dispenser without causing internal peak distortion (i.e. clipping off the top of the current wave). The use of a wattmeter with higher crest factors and more current range choices should be preferred.

7. Energy Label

Label Location

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

Colour Scheme and Dimensions

7.2 The energy labels should be printed on self-adhesive material with white-coloured background and should have colour schemes and dimensions as shown in **Annex 1**. It should be printed in English and in Chinese.

Label Quality

7.3 The Paper used for the energy label should be durable and possess good wear and tear characteristics.

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 the test laboratory which fulfills 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 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 (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 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 office equipment 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 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 hot/cold bottled water dispensers in accordance with the technical methods.

Laboratory Accreditation

- 8.5 The Government 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.
- 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 third-party organisation that has been accredited as a certification organisation. In accordance with this trend, the Authority

[#] *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.*

will consider seriously test results that have been evaluated and verified against the energy efficiency standards 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 appliance 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 through mail, facsimile or electronic mail.

*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. 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 an appliance participating in the scheme should be provided with a test report issued by a recognized laboratory. The test report should contain power consumption test and performance test results. The details of the technical information to be submitted together with the application are listed as follows:
- (a) Information on the company
Name, Address, Telephone number, Fax, E-mail address, Contact person, Importer, Distributor, etc.
 - (b) Products to apply for participating in the scheme
Names of products, types, brand names, model references, countries of origin
 - (c) Parties which will be responsible for making and fixing the Energy Label
 - (d) Commencement date to affix energy label on appliance

-
- (e) Documentary proof that the appliance(s) comply with the Electrical Products (Safety) Regulation.
- (f) Detailed test reports shall provide at least the following relevant technical data for the appliance:
- Product Category;
 - Standby power rating (kWh/day);
 - Rated dispensed cold/hot water temperatures and capacity of dispensed cold/hot water (removable plastic bottle); and
 - Measurement of dispensed cold/hot water temperatures

9.5 Company's name and chop should be stamped on all the documents provided. All photocopy test reports submitted to the Authority shall be certified true copy by appropriate organization.

Acceptance of Registration

9.6 On receipt of the application, the Authority will verify whether the appliance meets the energy efficiency and performance 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 label onto the 'registered' appliance. Both manufacturer and importer of the registered appliance 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 and classification scheme;
- (c) produce and affix labels at his own costs;
- (d) fully inform other sales agents in his distribution network once the particular make and model of an appliance is registered under this scheme;
- (e) allow random/ad-hoc inspection to be conducted by persons authorized by the Authority on registered appliance at his premises;
- (f) conduct re-test(s) at his own costs at some recognized laboratories, if non-compliance is found on his appliance. 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 appliance 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 all energy labels from appliances which had been de-registered immediately.

9.11 The details of appliances 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 public and interested parties for access and 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 an appliance is contrary to the public interest

the Authority may de-register an appliance from the scheme with immediate effect by giving the participant notice in writing. Once an appliance is de-registered, no one is allowed to fix an energy label on it.

De-registration may occur even when there is no legal action taken under either the Trade Descriptions Ordinance (Cap. 362) or the Copyright Ordinance (Cap. 528).

9.13 Participant who decides to discontinue participating in the scheme or to withdraw any registered model from the registered appliance 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 (Cap. 362).

10.2 No one could take advantage of the scheme by using the label on his appliances without authorization of the Authority as that may constitute an infringement of copyright under the Copyright Ordinance (Cap. 528).

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 appliances 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 appliances 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 appliances display 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 appliances.
- 11.4 If a registered appliance 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 appliances 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 appliance 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 appliances 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 appliance 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 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 appliances 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.
-

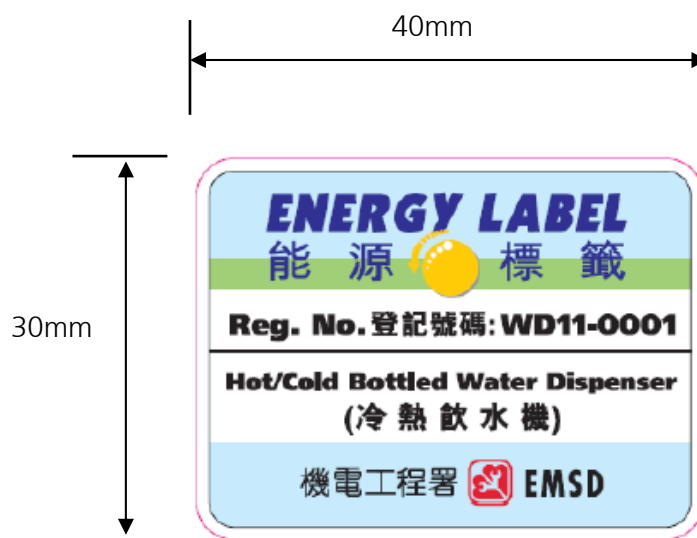
14. Future Development

- 14.1 It is hoped that following the implementation of the scheme, the market will phase out appliances of low efficiency and public awareness of using energy efficient products will be much improved.
- 14.2 To further facilitate the public in choosing energy efficient appliances and raise public awareness on energy saving, the Government has introduced a mandatory Energy Efficiency Labelling Scheme (EELS) through the Energy Efficiency (Labelling of Products) Ordinance.

14.3 Under the mandatory EELS, energy labels are required to be shown on prescribed products for supply in Hong Kong to inform consumers of their energy efficiency performance. Eight types of prescribed products covered in the mandatory EELS are room air conditioners, refrigerating appliances, compact fluorescent lamps, washing machines, dehumidifiers, televisions, storage type of electric water heaters and induction cookers.

The Hong Kong Voluntary Energy Efficiency Labelling
Scheme for Hot/Cold Bottled Water Dispensers

Energy Label Format



(Not to Scale)

Notes : The figure of the energy label is shown not to scale.

Soft copy of this label can be obtained from Energy Efficiency Office,
Electrical and Mechanical Services Department.

Proforma Letter of Invitation

Our ref. EMSD/EEO/LB/32

Tel.:

Your ref.

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 Hot/Cold Bottled Water Dispensers

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 hot/cold bottled water dispensers to Hong Kong with effect from (_____). The details of this scheme have been finalized and I enclose herewith a copy of the scheme document for your reference.

Being one of the major hot/cold bottled water dispenser manufacturers / importers / agents* 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 to participate in the scheme, please apply in accordance with the attached proforma letter of application and submit details including technical information in accordance with the attached Annex 4 of the scheme document to the Chief Engineer / Energy Efficiency A at the following address:

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

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

Yours faithfully,

for Director of Electrical & Mechanical Services

* delete as appropriate

Proforma Letter of Application

Your ref. EMSD/EEO/LB/32
Our ref.

Tel.:
Fax:

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 Hot/Cold Bottled Water Dispensers

Our company is the (manufacturer/importer/agent*) of hot/cold bottled water dispensers 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.

We 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 methodology and classification scheme;
- 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 appliance 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 appliance fails to perform in accordance with the required standard performance as given in the scheme 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, and are submitted herewith for your vetting.

We should be grateful if you would approve our application accordingly in due course.

Yours faithfully,

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

* delete as appropriate

Information to be Submitted to Energy Efficiency Office

1. Information on the company:

Name, address, telephone and fax nos., E-mail, contact person, importer, distributor, etc.
2. Product to apply for participating in the scheme:

Name of products, type, make, model references, countries of origin
3. Parties responsible for making and fixing the Energy Label
4. Commencement date to affix Energy Labels on appliance
5. Detailed test reports providing at least the following relevant technical data for the appliances:
 - (a) Product Category
 - (b) Standby power rating (kWh/day);
 - (c) Rated cold/hot water temperature and capacity of dispensed cold/hot water; and
 - (d) Measured cold water temperature and/or hot water temperature
6. Documentary proof that the appliance(s) comply 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 test reports submitted to the office should be certified true copy by appropriate organization.*

Proforma Letter of Acceptance

Our ref. Tel.:

Our ref. EMSD/EEO/LB/32 Fax:

Date

[Name and Address of Manufacturers/Importers/Agents]

Dear Sir/Madam,

**Acceptance of application for registration to participate in
Voluntary Energy Efficiency Labelling Scheme for Hot/Cold Bottled Water Dispensers**

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

You are allowed to affix a specified Energy Label onto each and every equipment registered under the scheme and the registered equipment are as follows:

<u>Item</u>	<u>Brand</u>	<u>Model No.</u>	<u>Registration No.</u>	<u>Effective Date</u>
()	()	(

The registration certificate(s) of equipment registered are ready for your collection.

Should you have queries, please contact the Case Officer, Mr _____ at telephone no. / email: _____ or Mr _____ at telephone no. _____ / email: _____.

Yours faithfully,

(
)
for Director of Electrical & Mechanical Services

Proforma Letter of Rejection

Our ref. EMSD/EEO/LB/32

Tel.:

Your ref.

Fax:

Date

[Name and Address of Manufacturers/Importers/Agents]

Dear Sir/Madam,

**Rejection of application for registration to participate in
Voluntary Energy Efficiency Labelling Scheme for Hot/Cold Bottled Water Dispensers**

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

- 1. _____,
- 2. _____, 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

The Hong Kong Voluntary Energy Efficiency Labelling Scheme
for Hot/Cold Bottled Water Dispensers
Flow Chart for Registration

