



(To Whom It May Concern)

Dear Sir/Madam,

Application for Inclusion in the Directory of Indoor Air Quality Service Providers

In order to facilitate the public to search for suitable indoor air quality (IAQ) service providers, IAQ Information Centre maintains a directory of IAQ Certificate Issuing Bodies (CIBs) and four separate directories of IAQ consultants, laboratories, contractors and control facilities suppliers (collectively called "Directories") at the IAQ Information Centre website at <https://www.iaq.gov.hk>.

The purpose of displaying information of a service provider in the Directories is solely for reference by the public and should not be interpreted as endorsement of its services/products by the IAQ Information Centre, Environmental Protection Department (EPD), nor the operator of the IAQ Information Centre, viz Hong Kong Productivity Council (HKPC).

To apply for inclusion your company in the Directories, please complete the attached application form and send it to the following address together with a copy of Business Registration Certificate, and other supporting documents such as your company brochure, product catalogs, job reference, international labels, awards, lab test reports, certifications, professional qualification and other accreditations, if any.

IAQ information Centre, 2/F, HKPC Building
78 Tat Chee Avenue
Kowloon Tong, Hong Kong

Please note that any company in the Directories that violates the terms and conditions of the application form, e.g. making false or misleading descriptions that its services/products have been approved by EPD or the IAQ Information Centre or misusing EPD's or IAQ Information Centre's logo without prior written authorization, etc. will be immediately delisted from the Directories without prior notice and re-application for inclusion in the Directories may not be considered further. We may also consider referring the malpractices to relevant Government Departments for their necessary action.

Should you have any questions, please contact the IAQ Information Centre at 2788-6177 or by email enquiry@iaq.gov.hk.

Yours sincerely,

Indoor Air Quality Information Centre
(This is a computer generated letter, no signature is required.)

先生/女士:

申請成為室內空氣質素服務供應商

為方便市民搜尋合適的室內空氣質素服務供應商，室內空氣質素資訊中心(下稱「本中心」) 於網站(<https://www.iaq.gov.hk>) 內保存了一個室內空氣質素檢定證書簽發機構(CIB)及四類室內空氣質素服務供應商，分別為室內空氣質素服務承辦商、測試化驗所、控制設備供應商及顧問的名錄(「名錄」)。

此名錄僅供公眾參考，不應理解為本中心、環保署及室內空氣質素資訊中心的營運商(即香港生產力促進局) 對貴公司的服務或產品的認可。

貴公司如欲加入此名錄，請填妥附上的申請表，並連同有關資料傳送到以下地址，資料包括：貴公司商業登記證副本及有關室內空氣質素服務資料(例如：公司簡介、產品資料、業務參考資料、國際認可標籤、獎項、實驗室測試報告、認證、專業資格及其他認證資料(如有))。

九龍塘達之路 78 號,
生產力大樓 2 樓,
室內空氣質素資訊中心

請注意，本名錄內任何公司違反申請表格的條款及細則，(例如 在公司網站及/或文件(如報告)中作出虛假或誤導性陳述，表示貴公司所提供的服務及/或產品是經由環境保護署(環保署)及/或室內空氣質素資訊中心認可或批准；及/或不當使用環保署或室內空氣質素資訊中心標誌等。) 會立即從名錄中刪除，而不會事先通知，並且可能不會接受重新申請。本中心亦會考慮將有關個案轉交相關政府部門作出必要的行動。

如有任何問題，請與室內空氣質素資訊中心聯繫，電話: 2788-6177 / 電郵: enquiry@iaq.gov.hk。

室內空氣質素資訊中心 謹啟
(此信件由電腦系統產生，毋需簽署)

Application for Inclusion in the Directories of IAQ Service Providers
at the IAQ Information Centre
室內空氣質素服務供應商申請表

Company Name (Eng): _____
公司名稱 (中文): _____
Company Address (Eng): _____
地址 (中文): _____
Contact Person (Eng): _____
聯絡人 (中文): _____
Business Registration
Certificate No.
商業登記號碼: _____
Telephone:
電話: _____
Email:
電郵: _____

1. Type of Services 服務種類

Please tick the boxes below the service(s)/product(s) provided by your company. (You may tick more than one box.)

在適當選項表示 貴公司提供的服務/設備。(可選擇多項)

- ☐ IAQ Certificate Issuing Body (CIB) accredited by Hong Kong Accreditation Service (HKAS).

(Note: Service providers should provide IAQ certification service in accordance with IAQ Certification Scheme for Offices and Public Places)

經香港認可處認可的《室內空氣質素檢定證書簽發機構》

(備註: 服務供應商需要提供辦公室及公眾場所室內空氣質素檢定計劃的室內空氣質檢定素證書檢定服務)

Name of CIB approved signatory

認可《室內空氣質素檢定證書簽發機構》簽署人員名稱: _____

HKAS CIB accreditation No.

香港認可處 CIB 註冊號碼: _____

- ☐ IAQ consultant (Please go to Q.2)
室內空氣質素服務顧問 (請跳到第二題)

- ☐ IAQ laboratory (Please go to Q.3)
(Note: Service providers should have a self operating laboratory for chemical analysis of

*IAQ samples, out sourcing of other commercial laboratories are **not considered***

室內空氣質素測試化驗所 (請跳到第三題)

(備註: 服務供應商必須為自營化驗所, 按室內空氣質素樣本提供化學分析, 並不會接受外判商業實驗室服務。)

- ☐ IAQ contractor (Please go to Q.4)
室內空氣質素服務承辦商 (請跳到第四題)
- ☐ IAQ control facilities supplier (Please go to Q.5)
室內空氣質素控制設備供應商 (請跳到第五題)
- ☐ Others, please specify and go to complete Q.6:
其他, 請註明及完成第六題: _____

2. If you tick “IAQ consultant” in Q.1, please tick the services provided by your company. Please also enclose service brochure.

如第一題選擇了「室內空氣質素服務顧問」, 請選擇以下提供服務範圍及提供有關服務的資料。

- ☐ General IAQ measurement service
一般室內空氣質素監測
- ☐ IAQ improvement advice
為改善室內空氣質素提供意見
- ☐ IAQ system design
室內空氣質素系統設計
- ☐ Others, please specify:
其他, 請註明 _____

Please also specify your specialty areas below:-

請選擇 貴公司提供的專業服務範圍:

- ☐ Mechanical ventilation and air-conditioning system
機械通風及空調系統
- ☐ Indoor air pollutant control – gaseous pollutants
控制室內空氣污染物 – 氣體污染物
- ☐ Indoor air pollutant control – particulates
控制室內空氣污染物 – 微塵
- ☐ Indoor air pollutant control – organic compounds
控制室內空氣污染物 – 有機化合物
- ☐ Indoor air pollutant control – odour
控制室內空氣污染物 – 氣味

- ☐ Indoor air pollutant control – radon
控制室內空氣污染物 – 氡氣
- ☐ Indoor air pollutant control – microbial organisms
控制室內空氣污染物 – 微生物
- ☐ Indoor air pollutant control – mould
控制室內空氣污染物 – 霉菌
- ☐ Indoor air pollutant control – environmental tobacco smoke
控制室內空氣污染物 – 環境煙草煙霧/二手煙
- ☐ Others, please specify:
其他，請註明 _____

**3. If you tick “IAQ laboratory” in Q.1, please tick the services provided by your company.
Please also enclose service brochure.**

(Note: Service providers should have a self operating laboratory for chemical analysis of IAQ samples, out sourcing of other commercial laboratories are not considered)

如第一題選擇了「室內空氣質素測試化驗所」，請選擇以下提供服務範圍及提供有關服務的資料。

(備註：服務供應商必須為自營化驗所，按室內空氣質素樣本提供化學分析，並不會接受外判商業實驗室服務。)

- ☐ IAQ pollutant monitoring – gaseous pollutants
監測室內空氣污染物 – 氣體污染物
- ☐ IAQ pollutant monitoring – particulate
監測室內空氣污染物 – 微塵
- ☐ IAQ pollutant monitoring – organic compounds
監測室內空氣污染物 – 有機化合物
- ☐ IAQ pollutant monitoring – odour
監測室內空氣污染物 – 氣味
- ☐ IAQ pollutant monitoring – radon
監測室內空氣污染物 – 氡氣
- ☐ IAQ pollutant monitoring – bacteria
監測室內空氣污染物 – 細菌
- ☐ IAQ pollutant monitoring – mould
監測室內空氣污染物 – 霉菌
- ☐ IAQ pollutant monitoring – environmental tobacco smoke
監測室內空氣污染物 – 環境煙草煙霧/二手煙
- ☐ Others, please specify:
其他，請註明 _____

4. If you tick “IAQ contractor” in Q.1, please tick the services provided by your company. Please also enclose service brochures.

如第一題選擇了「室內空氣質素服務承辦商」，請選擇以下提供服務範圍及提供有關服務的資料。

- ☐ Modification to mechanical ventilation and air-conditioning system
改裝機械通風及空調系統
- ☐ Cleaning of ventilation ducting 清洗通風喉管
- ☐ Cleaning of carpet 清洗地毯
- ☐ Cleaning of mould 清洗霉菌
- ☐ General cleaning contractor 一般清潔承辦商
- ☐ Pest control contractor 蟲鼠控制承辦商
- ☐ Others, please specify:
其他，請註明 _____

5. If you tick “IAQ control facilities supplier” in Q.1, please tick your products below. Please also enclose product catalogues and relevant technical literatures.

如第一題選擇了「室內空氣質素控制設備供應商」，請選擇以下提供服務範圍。請提供有關設備的資料及技術文獻。

- ☐ Gaseous pollutant control 控制氣體污染物
- ☐ Particulate control 控制微塵
- ☐ Volatile organic compounds control 控制揮發性有機化合物
- ☐ Odour control 控制氣味
- ☐ Radon control 控制氡氣
- ☐ Microbial organisms control 控制微生物
- ☐ Mould control and prevention 控制及預防霉菌
- ☐ Environmental tobacco smoke control 控制環境煙草煙霧/二手煙
- ☐ IAQ-friendly furniture 有助良好室內空氣質素之傢俬
- ☐ IAQ-friendly paint and solvent 有助良好室內空氣質素之油漆及溶劑
- ☐ IAQ-friendly renovation materials 有助良好室內空氣質素之裝修物料
- ☐ IAQ-friendly office equipment/instrument 有助良好室內空氣質素之辦公室設備
- ☐ IAQ-friendly building materials 有助良好室內空氣質素之建築物料
- ☐ Air cleaning devices 空氣潔淨設備
- ☐ Mechanical ventilation and air-conditioning system 機械通風及空調系統
- ☐ Others, please specify:
其他，請註明 _____

6. If you tick others in Q.1, please specify below the services/products provided by your company.

如第一題選擇了「其他」，請提供有關服務/設備的資料。

Terms and Conditions 條款及細則

1. The acceptance of this application shall NOT be interpreted as endorsement of your services / products by the IAQ Information Centre, Environmental Protection Department (EPD), nor the operators of the IAQ Information Centre, Hong Kong Productivity Council (HKPC). The Directory is solely for reference by the public.

本中心接受 貴公司申請不應理解為室內空氣質素資訊中心、環保署及室內空氣質素資訊中心的營運商（即香港生產力促進局）對貴公司的服務或產品的認可。此名錄僅供公眾參考。

2. Inclusion of the applicant's company name onto the Directory shall NOT be interpreted as authorizing the use of the following trade descriptions and use of third parties' logos by the applicant:

- (a) Logo of Environmental Protection Department (EPD) or IAQ Information Centre and/or HKPC in the websites and/or documents (such as report, quotation, and publication material) produced by your company; and/or
- (b) Descriptions of service and/or products provided by your company in the websites and/or documents (such as reports, quotation and publication material) that your company is an Indoor Air Quality (IAQ) contractor, laboratory, control facility supplier, and/or consultant recognized or approved, or in similar nature (such as endorsed, registered, qualified, certified, or accredited) by the EPD and/or the IAQ Information Centre.

申請列入於名錄後，並不代表申請人可用以下的陳述及使用第三方標誌：

- (a) 於申請人公司網站內及/或文件(如報告、報價單及宣傳單張)內包含環保署的標誌、室內空氣質素資訊中心的標誌及/或香港生產力促進局（HKPC）的標誌；及/ 或
 - (b) 在貴公司網站及/或文件（如報告、報價單及宣傳單張）中表示貴公司所提供的服務及/或產品是經由環保署及/或室內空氣質素資訊中心認可或批准、或以類似性質描述（如承認、註冊、具有資格或認證等）的室內空氣質素承辦商、測試化驗所、控制設備供應商或顧問。
3. Companies found conducting any malpractice against clause 2 of this Terms and Conditions are considered violating the original intention of setting up the Directories.
- 公司若違反了條款第二條，將被視為違反設立名錄的原意。
4. Such companies shall be delisted from the Directories without prior notice. The EPD, IAQ Information Centre and/or HKPC may consider referring the companies to relevant Government Departments for their necessary action.

所有違規的公司，將會立即從名錄中刪除，而不會事先通知。環保署及室內空氣質素資訊中心及/或香港生產力促進局可考慮將有關個案轉交相關政府部門作出必要的行動。

5. Should the company be delisted from the Directories, re-application for inclusion in the Directories may not be considered.

被除名的公司在重新申請時可能不會被考慮。

Handling of Information

1. The IAQ Information Centre, the EPD, and the operators of the IAQ Information Centre, HKPC, are committed to ensuring that all personal data submitted under an Application is handled in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance (Cap 486) (PDPO). Personal data provided in relation to an Application may be used by the IAQ Information Centre, the EPD, and the operators of the IAQ Information Centre, HKPC, and disclosed among them for the following purposes –

- (a) promotional activities conducted by the IAQ Information Centre; and
- (b) consultation / briefing session related to the IAQ Information Centre and the IAQ Certification Scheme for Offices and Public Places.

空氣質素資訊中心、環保署及室內空氣質素資訊中心的營運商（即香港生產力促進局）承諾，確保依照《個人資料(私隱)條例》(第 486 章)(「私隱條例」)的相關條文，處理按每份申請表格提交的所有個人資料。空氣質素資訊中心、環保署及室內空氣質素資訊中心的營運商（即香港生產力促進局）可使用就該申請所提供的個人資料，並互相透露有關資料，作下列用途 –

- (a) 宣傳有關空氣質素資訊中心舉辦的活動，及
- (b) 有關空氣質素資訊中心舉辦的簡報會 / 諮詢會議以及辦公室及公眾場所室內空氣質素檢定計劃

2. According to Sections 18 and 22 and Principle 6 of Schedule 1 of PDPO, the individuals whose personal data are provided in an Application has a right of access and correction with respect to the personal data provided including the right to obtain a copy of the personal data provided in the Application.

根據「私隱條例」第 18 及 22 條，以及附表 1 第 6 原則的規定，在申請表格內有提供其個人資料的人士，有權查閱和更正所提供的個人資料，包括有權索取申請表格內有關個人資料的副本。

3. For access to data, correction of data or for information of the policies and practices and kinds of data held, please contact: IAQ Information Centre, Environmental Management Division, Hong Kong Productivity Council, HKPC Building, 78 Tat Chee Avenue, Kowloon, Hong Kong.

如欲查閱或修改有關資料，或索取有關政策、守則及保存資料的種類的資訊，請聯絡位於香港九龍達之路 78 號生產力大樓 3 樓的環境管理部室內空氣質素資訊中心。

By signing, you agree to the terms and conditions of this application form and that all information provided are true and accurate.

請於適當位置簽署以表示同意以上條款及細則並保證以上提供資料準確無誤。

Signature and Company Chop: _____

簽署及公司蓋章:

Name of Signature: _____

簽署人姓名:

Position: _____

職位:

Date: _____

日期:

*** END ***