

「第 H 類工場」第三方認證機構名冊
List of Third Party Certification Body for “Type H” Workshop

內部參考編號 Internal Reference: _____

收到申請日期 Received Date: _____

致：車輛維修技術諮詢委員會

To: Vehicle Maintenance Technical Advisory Committee (VMTAC)

(電郵 Email to : vmru@emsd.gov.hk)

車輛維修工場自願註冊計劃 – 申請納入「第 H 類工場」第三方認證機構名冊
申請表

Voluntary Registration Scheme for Vehicle Maintenance Workshop–
Application for Inclusion
in the List of Third Party Certification Body for “Type H” Workshop

申請須知 Points to Notes:

若公司有意加入「第 H 類工場」第三方認證機構名冊以向車輛維修工場提供相關的認證服務，請填寫並提交認證機構資料表，連同下列所有所需文件，電郵至機電工程署車輛維修註冊組（下稱註冊組）：
vmru@emsd.gov.hk

Any firms wishing to be considered for inclusion in the List of Third Party Certification Body for “Type H” Workshop for the purpose of undertaking auditing appointments are invited to complete and return the Auditor Profile Form attached together with all the required documents listed below to the Vehicle Maintenance Registration Unit (VMRU) of the EMSD by email to vmru@emsd.gov.hk:-

1. 香港的商業登記證和公司註冊證的副本；
copies of the business registration certificate and certificate of incorporation of the firm in Hong Kong;
2. 機構的組織架構圖，包括主要員工姓名、職位、職責等；
an organizational chart of your company showing the corporate structure with name of key employees, positions, line of command, etc.;
3. 辦公室的平面圖展示相關的辦公區域及各全職員工的座位、會議室、設計室、印刷室等位置；
a layout plan showing the size of the relevant

「第 H 類工場」第三方認證機構名冊
List of Third Party Certification Body for “Type H” Workshop

內部參考編號 Internal Reference: _____

收到申請日期 Received Date: _____

a list of **full-time** employees in the relevant section with names, HKID Card/Passport numbers (first four characters, e.g. A123XXX(X)), positions, academic and professional qualifications, date of joining firm, etc. Please also indicate the resident principal(s)¹ of your company with # after the name(s);

5. 提供其所僱用而持有專業資格之員工的學歷證明/專業證書副本；
copies of the diplomas/certificates of professional qualifications obtained by all professional employees;
6. 提供其所僱用之專業資格員工的履歷表 (CV) ；
CVs of all professional employees;
7. 提供其所僱用而持有專業資格之員工的自我聲明書，確認其目前在公司全職工作（包括姓名、香港身份證/護照號碼（首 4 位數字或字母，例如 A123XXX (X) ）、現時職位和加入公司日期）；
a self-declaration letter of each professional employee confirming that he/she is currently working full-time in the company (including full name, HKID/Passport numbers (first four characters, e.g. A123XXX(X)), current position and date of joining firm);
8. 提供一份載有機構已完成之審計工作的資料表（如有），包括工作名稱、地點、客戶名稱、服務範圍、合約價值、開始日期、完成日期等；及
an information sheet giving the details of similar audit conducted (if any and as appropriate) with assignment’s name, location, name of client, scope of service, assignment value, commencement date, completion date, etc.; and
9. 提供機構的質量管理體系（QMS）的認證證書副本，該證書須由中國國家認監委（CNCA）或香港認可處（HKAS）批准，並清楚列明認證範圍。
a copy of the quality management system (QMS) certificate and certification services as approved by the China Certification and Accreditation Administration (CNCA) or the Hong Kong Accreditation Service (HKAS) with the scope of certification clearly listed.

¹ 常駐負責人是具有權調配人力及資源的主要工作人員。

Resident principals mean principal staff that have the power to deploy manpower and financial resource.

「第 H 類工場」第三方認證機構名冊
List of Third Party Certification Body for "Type H" Workshop

內部參考編號 Internal Reference: _____

收到申請日期 Received Date: _____

認證機構資料表 Certification Body Profile Form

公司詳情 COMPANY DETAILS		
公司名稱 Name of Firm		
英文 (English) :	_____	
中文 (Chinese) :	_____	
成立日期 Date Established :	_____	
商業登記號碼 Business Registration No. :	_____	
公司地址 Business Address :	_____ _____ _____	
電話號碼 Telephone No. :	_____	
傳真號碼 Fax No. :	_____	
電子郵件地址 E-mail Address :	_____	
主要員工 Key Employees (附履歷表 please attach CV)	專業 Profession	加入公司日期 Date of Joining Firm
1.		
2.		
3.		
4.		
5.		
註：如空間不足，請另紙書寫。 *Remarks: Use separate sheet if space in this application form is not enough.		

「第 H 類工場」第三方認證機構名冊
List of Third Party Certification Body for "Type H" Workshop

內部參考編號 Internal Reference: _____

收到申請日期 Received Date: _____

工作經驗 EXPERIENCE																				
機構近五年的認證工作 Certification work carried out <u>by the firm</u> in the last 5 years																				
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%; text-align: left; padding: 5px;">工作說明 Work Description</th> <th style="width: 20%; text-align: left; padding: 5px;">地點 Location</th> <th style="width: 20%; text-align: left; padding: 5px;">完成日期 Completion Date</th> </tr> </thead> <tbody> <tr><td style="padding: 5px;">1.</td><td></td><td></td></tr> <tr><td style="padding: 5px;">2.</td><td></td><td></td></tr> <tr><td style="padding: 5px;">3.</td><td></td><td></td></tr> <tr><td style="padding: 5px;">4.</td><td></td><td></td></tr> <tr><td style="padding: 5px;">5.</td><td></td><td></td></tr> </tbody> </table>	工作說明 Work Description	地點 Location	完成日期 Completion Date	1.			2.			3.			4.			5.				
工作說明 Work Description	地點 Location	完成日期 Completion Date																		
1.																				
2.																				
3.																				
4.																				
5.																				
註：如空間不足，請另紙書寫。 *Remarks: Use separate sheet if space in this application form is not enough.																				
本人謹此聲明此表格中提供的資訊真實且正確。 I declare that the information given in this form is true and correct. 簽署 Signature : _____ 姓名 Name : _____ 職位 Post : _____ 日期 Date : _____	公司印章 Company Chop																			

全職員工自我聲明
Self-declaration of Full-time Employment

1. 本人謹此聲明：

I, the undersigned, declare the following:

(i) 本人現時是 _____ 的全職員工，並提供以下的就業詳情。

I am currently under full-time employment of the Company
_____ with employment status detailed below, and

(ii) 我平均每週工作時數（包括假期和病假）為 35 小時或以上。

my total number of working hours (including vacation and sick leaves) with the Company on average is 35 hours or more per week, and

(iii) 我目前沒有在其他機構/公司擔任全職工作。

I am not currently under full-time employment of any organization company.

2. 本人明白申報資料用於核實列入或申請列入「第 H 類工場」第三方認證機構的全職員工僱用情況。我同意向第三方披露本聲明中所提供的資料，以核實我的就業狀況。

I understand that the declared information is used for the purposes of verifying the staffing position of the Company who is listed or applying to be listed under Third Party Certification Body for “Type H” Workshop and is subject to verification checking. I agree that the data provided in this declaration may be disclosed to a third party for the purpose of verification of my employment status.

3. 本人明白在本聲明上提供的資訊如有任何不實陳述，可能會導致公司的地位受到損害和/或對本人和公司造成法律後果。

I understand that any misrepresentation in the information that I provide on this declaration form may result in the listing position of the Company being jeopardized and/or legal consequences against me and the Company.

簽署 Signature : _____

姓名 Name : _____

身份證明號碼 Identification No.
(身份證 HKID 或 or 護照 Passport) : _____
(首 4 位數字或字母 first four characters)

公司名稱 Name of Company : _____

就業狀況 Employment Status : _____
(職位 position)

加入公司日期 Date of Joining Firm : _____

日期 Date : _____

收集個人資料聲明 Personal Information Collection Statement

▪ 收集個人資料的目的 Purpose of Collection

1. 認證機構提供的資料將由車輛維修註冊組（下稱註冊組）用於以下目的：
The personal data provided in the Certification Body Profile Form will be used by the Vehicle Maintenance Registration Unit [VMRU] for the following purposes:
 - (a) 機構成為註冊組下「第 H 類工場」第三方認證機構名冊[名冊]中的狀態，以及我們有權採取行動，例如暫停服務或從名冊中刪除；和
activities relating to your status in the List of Third Party Certification Body for “Type H” Workshop [the List] maintained by VMRU and our regulating actions against you such as suspension, or removal from the List; and
 - (b) 評估你所提交的相關人員資料
activities relating to the assessment of the staffing aspect of your submission.

提供個人資料是必須的，若所提供的資訊不足，我們無法確定你在名冊中的狀態及其僱員之情況。
The provision of personal data by means of this form is obligatory. If you do not provide sufficient information, we cannot determine your status in the List and assess the staffing aspect of your submission.

▪ 個人資料的轉移對象 Classes of Transferees

2. 您提供的個人資料可能會被披露給其他政府部門，用於評估你的申請或對你採取相關的法律行動。
The personal data you provided by means of this form may be disclosed to other Government bureaux and departments for the purposes of assessing your submission or taking regulating action against you or matters in relation thereto.

▪ 查閱個人資料的權利 Access to personal data

3. 根據《個人資料(私隱)條例》(第486章)第18條、第22條及附表1第6原則，您有權查閱和更正您的個人資料。
You have a right of access and correction with respect to personal data as provided for in section 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance.

▪ 查詢 Enquiries

4. 如對本表格收集的個人資料有任何疑問，包括查閱和更正，可聯絡註冊組。
Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:

車輛維修註冊組 Vehicle Maintenance Registration Unit
傳真號碼 Fax No.: 3968 7646
電郵地址 E-mail: vmru@emsd.gov.hk
電話號碼 Tel. No.: 2808 3545
WhatsApp: 9016 3185