

Form 4R

**APPLICATION FOR ANNUAL RENEWAL OF
REGISTRATION AS ASBESTOS LABORATORY**

To: The Secretary of the Asbestos Administration Committee

I / We*, the undersigned / the undersigned being authorized to sign for and on behalf of the company named in Part I*, hereby apply to have the name stated in Part I to continue to be included in the register of asbestos laboratories kept and maintained by the Authority under section 51 of the Air Pollution Control Ordinance (Cap 311).

I / We* declare that all the particulars stated in this application are true and correct to the best of my / our* knowledge and belief. I / We* also understand that willfully or knowingly giving false information or withholding any material information may result in the refusal of my / our* application or the removal of the name stated in Part I from the register. Also, I / we* declare that I /we* have read Parts I, VI, VII, VIII and IX of the Ordinance and that I am / we are* fully aware of my / our* obligations and duties under the Ordinance.

I / We* shall pay the prescribed renewal fee upon receiving a Demand Note issued by the Environmental Protection Department (EPD).

Signature of Applicant (see note 1): _____ Date: _____

Name (see note 2): _____

Part I

Particulars of the Laboratory / Company*:

Name (under Business Registration Ordinance Cap. 310):

(English) (Chinese)

Business Registration No.: _____

Correspondence Address:

Telephone No.: _____ Fax No.: _____

Email Address: _____

* Delete if not applicable.

Apart from the name of the Laboratory / Company*, please select the contact information for posting on EPD's website and the Register of Asbestos Laboratories:

- Telephone no.
- Fax no.
- Email address

* Please delete if not applicable
 Please tick the appropriate box

Part II

Change (if any) in proprietor, partners or directors of laboratory / company in Part I in the past 12 months (see note 3):

Name	Position	Passport / Identity Card No.
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Part III

Change (if any) in the natural persons, companies and other bodies corporate having an interest in the ownership of the laboratory / company named in Part I in the past 12 months (see note 4):

Name	Passport / Identity Card No. / Business Registration No.	Type of Interest
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Part IV

Change (if any) in laboratory accreditation details in the past 12 months (see note 5):

Laboratory Accreditation Awarding Body	Type of Asbestos Test Accredited	Award Date / Expiry Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Part V

Details of additional analytical equipment in possession in the past 12 months:

	Number	Make / Model
Optical microscope	_____	_____
	_____	_____
	_____	_____
	_____	_____
Air sampler	_____	_____
	_____	_____
	_____	_____
	_____	_____
Others	_____	_____
	_____	_____
	_____	_____
	_____	_____

Part VI

Job references, records of job bidding, professional training received in asbestos investigation, abatement, management planning and project design, and/or Continuous Professional Development (CPD) training activities in the past 12 months (maximum of five latest records would suffice; also see note 6):

Part VII

Details of any direct or indirect pecuniary interest as defined in regulation 7(3) of the Air Pollution Control (Asbestos) (Administration) Regulation in any person who is, or who has made an application for registration as, a registered asbestos contractor or registered asbestos supervisor (see note 7):

Name of the Asbestos Contractor or Supervisor	Details of the Direct or Indirect Pecuniary Interest
_____	_____
_____	_____

Notes:

1. If the name in Part I is a company, the signatory must be:
 - (a) the proprietor of the sole proprietorship;
 - (b) a partner of the partnership;
 - (c) a director or a person authorized by the board of directors of the limited company;
or
 - (d) the responsible person or contact person of the laboratory who is registered with the laboratory accreditation awarding body.
2. If the name in Part I is a company, please state the position held by the signatory.
3. Please attach an updated organization chart of the company indicating positions from Board of Directors, partners or sole proprietor, and the responsible person or contact person of the laboratory who is registered with the laboratory accreditation awarding body, to laboratory attendant / technician.
4. Please provide details of other parties which are not mentioned in Part II.
5. Please attach a photocopy of the new certification of accreditation, and a copy of consequent amendments to the in-house Method and Quality Assurance Manuals endorsed by the laboratory accreditation awarding body, for retention by the Authority.
6. Section 60(b) of the Air Pollution Control Ordinance provides that the Authority may remove from a register the name of a person who, or a company, body corporate or laboratory which, in the opinion of the Authority has ceased to carry on relevant business. Those registered asbestos personnel who/which has remained inactive for two consecutive renewal periods (i.e. 24 months) may be regarded by the Authority as having ceased to carry on relevant business, and may be removed from the register under section 60(b) of the Air Pollution Control Ordinance. You may wish to keep supporting documents to show whether you have been carrying on relevant business.
7. According to regulation 7(3) of the Air Pollution Control (Asbestos) (Administration) Regulation, an applicant ("the applicant") shall be treated as having a direct or indirect pecuniary interest in a person ("the said person") if-
 - (a) where the said person is a firm, company or other body of persons, whether corporate or unincorporate-
 - (i) the applicant is a shareholder of the said person, or vice versa;
 - (ii) the applicant is an owner of the said person, or vice versa;
 - (iii) the applicant is a partner of the said person;
 - (iv) the applicant is a director or principal officer of the said person;
 - (v) the applicant is an employee of the said person; or
 - (vi) the applicant is an associated corporation of the said person (that is, the applicant is a corporation over which the said person has control; or a corporation which has control over the said person; or a corporation which is under the control of the same person as is the said person), or vice versa;
 - (b) where the said person is a natural person-
 - (i) the said person is an employee of the applicant, or vice versa;
 - (ii) the said person is a director or principal officer of the applicant;
 - (iii) the said person is a partner of the applicant; (L.N. 391 of 1996)
 - (iv) the said person is a shareholder of the applicant; or
 - (v) the said person is an owner of the applicant.