

Application for Designation
As A
Vehicle Emission Testing Centre
Under the Road Traffic Ordinance (Cap. 374)

APPLICATION FORM

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Application for Designation as a Vehicle Emission Testing Centres (VETCs) under the Road Traffic Ordinance (Cap. 374)

General Notes for Applicants

Applicants should note and follow the guidance below in completing the application form:

- i. Please fill in all information for this application in type.
- ii. Please ensure that all the information in this application form is accurate and **do not** attach any original documents. Photocopies are sufficient at this stage while we reserve the right to call for the originals when required. If there is insufficient space provided for providing specific information, please give details on a separate sheet as an attachment to this application form.
- iii. Please submit a separate application for each vehicle emission testing centre to be applied for.

Requirements of VETC

- i. To be qualified for inclusion in the list of designated VETCs, each applicant shall have proven experience in motor vehicle servicing / maintenance.
- ii. The staff at supervisory level (The Responsible Person of the Centre) and the Approved Vehicle Emission Testers must have the required experience in the respective trade. Paragraph 3 of the Guidance Notes describes the relevant requirements. (Proof should be available for inspection when required).
- iii. Each applicant must have the necessary equipment and facilities for carrying out the relevant vehicle emissions tests as prescribed in the Code of Practice for Designated Vehicle Emission Testing Centres issued by the Commissioner for Transport. Paragraph 4 of the Guidance Notes describes the relevant requirements.

Section A

Details of Applicant

1. Registered Name of Company : _____

2. Registered Address of Company : _____

3. Nature of Business :

(a) Business Registration Certificate No. : _____
Name of Certificate Holder : _____

(b) Certificate of Incorporation No.: _____
Name of Certificate Holder : _____

4. Contact Person: _____
Telephone No.: _____
Fax No.: _____

5. Correspondence Address
(if different from the address given above)

6. State what evidence of financial status is attached
Bankers References:

7. Actual Location of Vehicle Emission Testing Centre: -

Section B

Organization of Testing Centre

The Applicant shall state below their centre's organisation for the vehicle emission testing work and attach an organisation chart showing the line of management, supervisory and vehicle tester structure together with job titles for each post.

1. Managerial Staff

(a) Name of Manager : _____

(b) Qualifications and details of past experience :

(c) Length of service with company in the present capacity :

2. List of Responsible Persons (R.P.)

Name

I.D. Card No.

R.P. No.

3. Approved Vehicle Emission Tester(s)

Name

I.D. Card No.

Tester No.

Section C

Technical Facilities to be Available

1. Approximate size of exclusive area for the vehicle emission testing centre :

2. Headroom of the testing area and the passage :

3. Location of testing centre within the garage (see para. 4 of the Guidance Notes):

4. Vehicle emissions testing equipment :

<u>Item</u>	<u>Type of Equipment</u>	<u>Quantity</u>
(a) Dynamometer Smoke Test System		
(b) Alternative Smoke Test System		

Section D

Testing Capacity and Service Provided

1. Applicant's projected maximum testing capacity in terms of the number of vehicles that can be tested per month, according to the vehicle emission tests as set out in the Code of Practice for DVETCs , for each class of vehicles as described below:

- (a) Group A _____
- (b) Group B _____
- (c) Group C _____

2. Business hours when the test service is available: _____

3. Classes of Vehicle to be approved for testing: (Please tick)

Group A

Including :

- (a) Private cars
- (b) Taxis
- (c) Public light buses
- (d) Private light buses
- (e) Light goods vehicles

Group B

Including :

- (f) Medium goods vehicles
- (g) Single deck private buses
- (h) Single deck public buses

Group C

Including:

- (i) Heavy goods vehicles
- (j) Double deck private buses
- (k) Double deck public buses
- (l) Special purpose vehicles

Section E

Declaration

I hereby declare that the particulars stated in this application form are true and complete to the best of my knowledge.

Signature : _____

Name in Block Letter : _____

Title : _____

Date : _____

(Company Chop)

(Please state whether sole-proprietor, partner, director or otherwise empowered to sign on behalf of the company)

Guidance Notes for the Completion of Application Form for Designation as Vehicle Emission Testing Centre (VETC)

1. Introduction

- 1.1 The completed application form should be returned to the Mobile Source Group of the Environmental Protection Department, 34/F, Revenue Tower, 5 Gloucester Road, Wanchai, Hong Kong and copied to the Vehicle Examination Division of the Transport Department, 34/F, Immigration Tower, 7 Gloucester Road, Wanchai, Hong Kong.
- 1.2 Applicants for inclusion in the list of Designated Vehicle Emission Testing Centres are required to make available, at the time of application, evidence of their financial status and evidence of their permanent administration, office, workshop and labour resources for their sole use which would be available for them to carry out the number of vehicle inspections stated by them in Section D of the application form.
- 1.3 It is advised that the applicants must fill in all the information required and that any omission or incomplete information may delay the processing of their application.

2. Registered Name of Company (Section A of the Application Form)

- 2.1 This name of the applicant will appear in the list of Designated Vehicle Emission Testing Centres if the application is successful.
- 2.2 The Business Registration Certificate refers to Form 2 issued by the Commissioner of Inland Revenue under Regulation 5 of the Business Regulations (Cap. 310, Section 14). A photocopy must be attached to the returned application form. A certified true copy as defined by Regulations 5 & 7 is NOT necessary at the stage of submission. We reserve the right to call for a certified true copy if necessary.

- 2.3 In the case of an incorporated company, a copy of the Certificate of Incorporation and a copy of the Memorandum and Articles of Association must be attached to the returned application form.
- 2.4 A photocopy of the appropriate application form for obtaining a certified copy of the registration as a business under the Business Registration Ordinance (Cap. 310, Section 5) lodged with the Commissioner of Inland Revenue must be attached to the returned application form as follows:
- (a) in the case of a sole proprietorship - Form 1(a);
 - (b) in the case of a partnership - Form 1 (c) (as amended by Change of Partnership Form IRDR 64).

Financial Status

- 2.5 Companies on the list of Designated Vehicle Emission Testing Centres will be required to have adequate finance for carrying out the emission testing obligations as specified in Section D of the application form. The Environmental Protection Department at any time may make enquiries into the financial status. It is probable that such an enquiry would be made during the processing of the application for admission to the list of Designated Vehicle Emission Testing Centres as a matter of course.
- 2.6 Evidence of financial status, in the form of Bankers' References or Auditors' Reports, should be submitted together with the completed application form. Inadequate finances could be the cause for rejection of an application, or removal of a company's name from the list of Designated Vehicle Emission Testing Centres.

3. Organisation of Testing Centre (Section B of the Application Form)

- 3.1 The relevant organisation chart of the applicant for inclusion in the list of Designated VETCs is to be listed, with special reference to the qualification, past experience and length of service of all staff that would be engaged in the inspection of vehicles.

4. Workshop Facilities and Equipment (Section C of the Application Form)

- 4.1 Full information of the equipment and facilities that would be employed for the testing of vehicle emissions must be given. Such information should be supported by relevant manufacturer's test data sheets, certificates or manuals. It can be provided as separate attachment as an appendix to the returned application form, if necessary.
- 4.2 It is essential that sufficient accessories and spare parts for the emission testing facilities, such as smokemeter, engine tachometer and other essential testing instruments are available to minimise the downtime of testing service.
- 4.3 A general layout plan showing the area designated exclusively for the testing vehicle emissions (with entry and exit points indicated), installation of the testing equipment and workshop facilities, and the waiting area for clients must be attached as an appendix to the application form.

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