



產品環保責任 (受管制電器) 規例
PRODUCT ECO-RESPONSIBILITY (REGULATED ELECTRICAL EQUIPMENT) REGULATION

登記供應商提交審計報告
Registered Supplier's Submission of Audit Report

請以正楷填寫各項資料 Please complete all items in BLOCK LETTERS

登記供應商名稱

Name of the Registered Supplier _____

登記編號

Registration No. _____

現根據《產品環保責任條例》第 39(1)條的規定，呈交並隨本表格附上由 _____ 至 _____ 期間的審計報告。

In accordance with Section 39(1) of the Product Eco-responsibility Ordinance, the audit report covering the period from _____ to _____ is hereby submitted and enclosed with this form.

本人/ 我們確認 -

I/we confirm that -

按《產品環保責任條例》第 39(2)條的規定，本審計報告由《專業會計師條例》第 2(1)條所界定的執業會計師擬備，而該會計師並不是本人 / 我們作為登記供應商的僱員。
In accordance with Section 39(2) of the Product Eco-responsibility Ordinance, the audit report was prepared by a certified public accountant (practising) as defined by Section 2(1) of the Professional Accountants Ordinance, who is not an employee of me/us as the registered supplier.

核數師已在審計報告內述明，就報告涵蓋的申報而言，以下陳述按其意見是否屬實 ——
(a) 登記供應商已按照《產品環保責任 (受管制電器) 規例》第15條及《產品環保責任條例》第38(4)條，保留紀錄及文件；
(b) 申報是按照該等紀錄及文件擬備；及
(c) 申報內報告的受管制電器數量，是按照《產品環保責任條例》規定報告的。

The auditor has stated in the audit report whether, in the opinion of the auditor and in relation to any return covered by the report, the following statements are true—

- (a) the registered supplier has kept records and documents in accordance with Section 15 of the Product Eco-responsibility (Regulated Electrical Equipment) Regulation and Section 38(4) of the Product Eco-responsibility Ordinance ;
(b) the return has been prepared in accordance with those records and documents; and
(c) the quantities of regulated electrical equipment reported in the return have been reported in accordance with the Product Eco-responsibility Ordinance.

已附上審計報告，該審計報告是在本審計年度最後一日之後的3個月內呈交。
Attached with the audit report which is submitted within 3 months after the last day of this audit year.

A 段 差異清單（受管制電器）總表
Part A Summary Table of Discrepancy List(s) (Regulated Electrical Equipment, “REE”)

- 沒有「差異清單」（請留空 A 段以下部份）。
 No “Discrepancy List” (please ignore the rest of Part A).
- 有，已附上「差異清單」（請按照清單填寫以下資料）。
 Yes, “Discrepancy List” is attached (please fill in the information below in accordance with the List).

受管制電器類別 Class of REE	(a) 原先申報的總數 Total Quantity Reported in the Original Returns	(b) 經核數後的總數 Total Quantity after Auditing	(c) = (a) – (b) 差異 Discrepancy (+)多報 In Excess / (-)少報 Short of
<input type="checkbox"/> 電冰箱 Refrigerator			
<input type="checkbox"/> 電視機 Television			
<input type="checkbox"/> 空調機 Air conditioner			
<input type="checkbox"/> 洗衣機 Washing machine			
<input type="checkbox"/> 電腦 Computer			
<input type="checkbox"/> 列印機 Printer			
<input type="checkbox"/> 掃描器 Scanner			
<input type="checkbox"/> 顯示器 Monitor			

注意 Note :

(1) 請在適當方格內填上[✓]號。
 Please tick as appropriate.

(2) 應繳付的循環再造徵費將會參照該修正建議而釐定（若適用）。
 The recycling levy payable will be determined with reference to this recommended rectification (if applicable).

(3) 你必須在該審計年度最後一個審計日之後的 3 個月內提交相關的 審計報告原件。
 You must submit the original audit report concerned within 3 months after the last audit date of the audit year.

(4) 根據香港法例第 603 章《產品環保責任條例》第 9(3) 條規定：

- ★ 任何人無合理辯解而在出示或提供根據本條例規定他須出示或提供的紀錄、文件或資料時遺漏任何要項，即屬犯罪，一經定罪，可處第 6 級罰款（港幣十萬元）。

Under Section 9(3) of the Product Eco-responsibility Ordinance (Cap 603):

- ★ A person who, without reasonable excuse, omits any material particular from any record, document or information required to be produced or provided by him under this Ordinance commits an offence and is liable on conviction to a fine at level 6 (HK\$100,000).

B 段 登記供應商聲明
Part B Declaration of Registered Supplier

*本人/ 我們謹此聲明，盡本人/ 我們所知所信，根據本表格所提供的資料皆為真確及完整。

*本人/ 我們已細閱供應商須知及關於*本人/ 我們個人資料的「個人資料收集聲明」。*本人/ 我們謹此聲明，*本人/ 我們在此申報表上所填報的個人資料，就*本人/ 我們所知，均屬真確及最新的資料。 *本人/ 我們明白並且同意，此等個人資料，可按照「個人資料收集聲明」所述的目的而被使用。

*I/We declare that the information provided in this form is, to the best of my/our knowledge and belief, true and complete.

*I/We have read the Notes to Suppliers and Personal Information Collection Statement about *my/our personal data. *I/We declare that the personal data provided in this submission are accurate and up-to-date to the best of *my/our knowledge. *I/We agree and understand that such personal data can be used according to the purposes stated in the Personal Information Collection Statement.

* 請將不適用者刪去 *Please delete whichever is inapplicable.*

(簽署 Signature)

(姓名 Name)
(請用正楷填寫 in Block Letters)

(職位 Capacity)

代表 on behalf of :

(公司名稱及印鑑) (如適用者)
(Company Name and Chop as appropriate)

(日期)
(Date)

警告：

根據香港法例第 603 章《產品環保責任條例》第 9(1)條規定：

- * 任何人出示或提供在要項上屬虛假或具誤導性的紀錄、文件或資料，充作遵守本條例，即屬犯罪，一經定罪，可處第 6 級罰款（港幣十萬元）。

Warning :

Under Section 9(1) of the Product Eco-responsibility Ordinance (Cap. 603):

- * A person who, in purported compliance with this Ordinance, produces or provides any record, document or information that is false or misleading in any material particular commits an offence and is liable on conviction to a fine at level 6 (HK\$100,000).

供應商須知

1 注意事項

本署在收到審計報告後，會以郵寄或電郵方式確認。

2 一般事項

請用黑色或藍色墨水，以正楷打字或書寫填報表格。

3 重要事項提示

- (a) 應繳付的循環再造徵費將會參照該修正建議而釐定（若適用）。
- (b) 登記供應商必須就每個申報，保存所有相關的訂明紀錄及文件五年，並在有需要時呈交環保署以供查閱。
- (c) 登記供應商必須就每個審計年度內的各個申報向環保署呈交由獨立執業會計師所擬備的審計報告，審計報告須在該審計年度最後一日之後的 3 個月內提交（已獲豁免者除外）。
- (d) 根據審計報告的修正建議（如有），環保署可以下列方法解決已收徵費的差異：
 - (i) 將差異計算入下一個申報中的循環再造徵費的款額內（加減按情況而定），以作補償；
 - (ii) 引用香港法例第 603 章第 40(4) 條，發出評估通知書追討不足的差額；及
 - (iii) 當有關人士或登記供應商提出索還根據所提交的審計報告內所指出的差額，及證明符合資格，在環保署署長信納的情況下，額外繳交的徵費將可退回。

4 **提交文件：**審計報告原件（如有「差異清單」（表格【REE-7】），必須附於審計報告內）

5 查詢

如有任何疑問，可透過致電（2838 3111）、傳真（2318 1877）、電郵（enquiry@epd.gov.hk）或郵寄（地址：香港金鐘道 66 號金鐘道政府合署高座 21 樓），向環境保護署辦事處查詢；信封面請註明「廢電器計劃」。

Notes to Supplier

1 Notes for Attention

Upon receipt of the submission, the Environmental Protection Department (“EPD”) will issue an acknowledgement note to you by post or by email.

2 General Notes

Please complete the application form clearly by typing or writing in Block Letters in black or blue ink.

3 Important Points to Note

- (a) The recycling levy payable will be determined with reference to this recommended rectification (if applicable).
- (b) The registered Supplier must keep the prescribed records and documents relating to each return during the 5 years after that year and submit them to the EPD for inspection whenever necessary.
- (c) In respect of returns submitted in each audit year, the registered Supplier must submit an annual audit report prepared by an independent certified public accountant (practicing) to the EPD within 3 months after the last day of the audit year (excluding those with exemption).
- (d) In accordance with the recommended rectifications (if any), the EPD may settle any difference in the payment of recycling levy in the following ways:
 - (i) Set out in the next return an amount that is required to make up such difference (added to or subtracted from the amount of recycling levy payable as the case may be);
 - (ii) Issue an assessment notice by invoking Section 40(4) of Cap. 603 to recover any outstanding recycling levy that is payable; and
 - (iii) If the person or the registered supplier lodges a written claim (regarding the excess payment of the levy as identified in the audit report) and proves that he is entitled to be refunded, the Director of EPD, if satisfied with that, will refund the excess payment.

4 **Document to be submitted:** Original Audit Report (“Discrepancy List” (form 【REE-7】), if any, must be attached to the Audit Report.)

5 Enquiries

For enquiries, please contact the EPD office by phone (2838 3111), by fax (2318 1877), by e-mail (enquiry@epd.gov.hk) or by post (address: 21/F, High Block, Queensway Government Offices, No. 66 Queensway, Hong Kong). For letters, please specify on the envelope “WPRS”.

遞交審計報告

郵寄： 將填妥的表格連同有關文件的副本郵寄至下列地址：

環境保護署
香港金鐘道 66 號金鐘道政府合署高座 21 樓
並於信封面註明：「廢電器計劃」

親身提交： 將填妥的表格連同有關文件的副本於辦公時間（星期一至五上午九時至下午五時），交到下列環保署辦事處：

辦事處	辦事處地址	電話
稅務大樓辦事處	香港灣仔告士打道 5 號 稅務大樓 33 樓	2824 3773
長沙灣政府合署辦事處	九龍長沙灣道 303 號 長沙灣政府合署 8 樓	2402 5200
區域辦事處 (東)	九龍九龍灣臨樂街 19 號 南豐商業中心 5 樓	2755 5518
區域辦事處 (南)	香港鰂魚涌海灣街 1 號 華懋交易廣場 2 樓	2516 1718
區域辦事處 (西)	新界荃灣西樓角路 38 號 荃灣政府合署 8 樓	2417 6116
區域辦事處 (北)	新界沙田上禾輦路 1 號 沙田政府合署 10 樓	2158 5757

Submission of Audit Report

By Post: The completed form together with copies of relevant documents can be sent by post to:

Address: Environmental Protection Department,
21/F, High Block, Queensway Government Offices,
No. 66 Queensway, Hong Kong

Please specify on the envelope: “WPRS”

In Person: The completed form together with copies of relevant documents can be submitted in person during office hours (Monday to Friday, 9:00am to 5:00pm) to the following EPD offices:

Office	Address	Telephone
Revenue Tower Office	33/F., Revenue Tower, 5 Gloucester Road, Wanchai, Hong Kong.	2824 3773
Cheung Sha Wan Government Offices	8/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon.	2402 5200
Regional Office (East)	5/F., Nan Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay, Kowloon.	2755 5518
Regional Office (South)	2/F., Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay, Hong Kong.	2516 1718
Regional Office (West)	8/F., Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, NT.	2417 6116
Regional Office (North)	10/F., Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, NT.	2158 5757

收集個人資料的目的

1. 收集個人資料的目的，在於處理《產品環保責任條例》下供應商向環保署提交的呈報。
2. 供應商在這份表格上提供的資料，環保署將用於下列一項或多項用途：
 - i. 與處理本表格呈報事項有關的工作；
 - ii. 有關環境法例的執行、執法和檢舉；
 - iii. 投訴調查；
 - iv. 統計及其他法定用途；及
 - v. 方便政府跟供應商聯絡。
3. 在本表格上提供個人資料，純屬自願性質。如果提供的資料不足夠，環保署未必可以處理這項呈報。

可能移轉資料

4. 供應商在這份表格上就有關呈報所提供的個人資料，環保署可向下列人士披露：
 - i. 其他政府決策局及部門以供處理上文第 2 段事項；及
 - ii. 按有關法例獲准的其他人士。

查閱和更改個人資料

5. 根據《個人資料(私隱)條例》第 18 條及第 22 條及附表 1 第 6 原則的規定，供應商有權查閱和更改個人資料。供應商查閱個人資料的權利，包括取得資料副本。

查詢

6. 如有任何疑問，可透過致電(2838 3111)、傳真(2318 1877)、電郵(enquiry@epd.gov.hk)或郵寄(地址：香港金鐘道 66 號金鐘道政府合署高座 21 樓)，向環境保護署辦事處查詢；信封面請註明「廢電器計劃」。

Personal Information Collection Statement

Purpose of Collection

1. The personal data in relation to this form will be used for the purpose of processing your submission to the EPD under the Product Eco-responsibility Ordinance.
2. The personal data provided in this form may be used by the EPD for one or more of the following purposes:
 - i. activities relating to processing this submission;
 - ii. administration, enforcement and prosecution of relevant environmental legislation;
 - iii. complaint investigations;
 - iv. statistical and any other legitimate purposes; and
 - v. facilitating communications between the Government and you.
3. The provision of personal data by means of this form is voluntary. If the information provided is not sufficient, the EPD may not be able to process this submission.

Transfer of Personal Data

4. The EPD may disclose the personal data provided in this submission to:
 - i. other government bureaux and departments for the purposes mentioned in paragraph 2 above; and
 - ii. other persons as permitted by the relevant legislation.

Access to and Correction of Personal Data

5. You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance. The right of access includes the right to obtain a copy of personal data provided by you.

Enquiries

6. For enquiries, please contact the EPD office by phone (2838 3111), by fax (2318 1877), by e-mail (enquiry@epd.gov.hk) or by post (address: 21/F, High Block, Queensway Government Offices, No. 66 Queensway, Hong Kong). For letters, please specify on the envelope "WPRS".