



產品環保責任(受管制電器)規例  
PRODUCT ECO-RESPONSIBILITY (REGULATED ELECTRICAL EQUIPMENT) REGULATION  
要求提供循環再造標籤  
Request for Recycling Labels

請先閱讀「供應商須知」，才填寫本申請表格 Please read the "Notes to Suppliers" before filling in this application form.  
請以正楷填寫各項資料 Please complete all items in BLOCK letters.

**第一部份： 申請人資料**  
**PART I: Applicant's Particulars**

登記供應商名稱(中文及英文) Name of the Registered Supplier (in Chinese & English):	_____	登記編號 Registration No.:	_____
聯絡人英文姓名 English Name of Contact Person:	Mr./Ms/ Miss * _____ (姓 Surname)	聯絡人中文姓名 Chinese Name of Contact Person:	_____ (名 Given Name) 先生/ 女士/ 小姐 *
聯絡電話 Contact tel no.:	_____ (國家編號 Country Code)	職位 Position:	_____ (電話號碼 Phone number)
電郵地址 E-mail Address:	_____		

\* 請將不適用者刪去 Please delete where inapplicable

**第二部份： 要求提供循環再造標籤的詳情**  
**PART 2: Details of Request for Recycling Labels**

請在適當方格內填上「✓」號 Please "✓" the box(es) as appropriate

要求提供循環再造標籤的類別 Type of Recycling Label Requested	要求數量 Quantity Requested	要求提供循環再造標籤的類別 Type of Recycling Label Requested	要求數量 Quantity Requested
<input type="checkbox"/> 電冰箱 Refrigerator		<input type="checkbox"/> 電腦 Computer	
<input type="checkbox"/> 電視機 Television		<input type="checkbox"/> 列印機 Printer	
<input type="checkbox"/> 空調機 Air Conditioner		<input type="checkbox"/> 掃描器 Scanner	
<input type="checkbox"/> 洗衣機 Washing Machine		<input type="checkbox"/> 顯示器 Monitor	

**第三部份： 提取方法 (請選擇以下一項)**  
**PART 3: Collection Method (Please select one below)**

請在適當方格內填上「✓」號 Please "✓" the box(es) as appropriate

- 自取  
Self Pick-up
- 派遞  
Delivery

地址：香港灣仔告士打道5號稅務大樓33樓  
Address: 33/F, Revenue Tower, 5 Gloucester Road, Wanchai, Hong Kong.

本地通訊地址派遞  
Delivery to local correspondence address

地址：  
Address: \_\_\_\_\_

**第四部份： 資料提供**

**PART 4: Provision of Information**

請選擇以下一項，作為支持估算所要求的循環再造標籤數量的資料。

Please select **ONE** below to support the estimation of the requested quantity of recycling labels.

請在適當方格內填上「✓」號 Please "✓" the box(es) as appropriate

- 首次**申請循環再造標籤 **FIRST-time** application for recycling label(s)  
 我/我們**願意**提供 (過去/ 未來)\*12 個月中，其中一個有代表性季度的受管制電器的分發情況  
 I am/We are **WILLING** to provide information on the quantity of REE distributed/to be distributed in one representative quarter^ in the (PAST / FUTURE)\* 12 months ➡ 請填寫 4A 段  
Please Fill in Part 4A
  
- 非首次**申請循環再造標籤 **NON FIRST-time** application for recycling label(s)  
 我/我們**願意**提供未來 12 個月中，其中一個有代表性季度的受管制電器的分發情況  
 I am/We are **WILLING** to provide information on the quantity of REE to be distributed in one representative quarter^ in the FUTURE 12 months ➡ 請填寫 4A 及 4B 段  
Please Fill in Parts 4A & 4B
  
- 非首次**申請循環再造標籤 **NON FIRST-time** application for recycling label(s)  
 我/我們**不用**提供額外資料  
 I/We **DO NOT NEED** to provide additional information ➡ 請填寫 4B 段  
Please Fill in Part 4B

4A 段 Part 4A	受管制電器的分發情況 Distribution of Regulated Electrical Equipment ("REE")				^季度 ^Quarter: 1 / 2 / 3 / 4 * of _____		年 Year
受管制電器種類 Type of REE	進口 Imported		香港製造 Manufactured in HK		=	總數 Total (C1+C2+D1+D2)	
	分發數量 Qty distributed/to be distributed (C1)	+ 初次使用數量 Qty used/to be used for the first time (C2)	+ 分發數量 Qty distributed/to be distributed (D1)	+ 初次使用數量 Qty used/to be used for the first time (D2)			
<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		+		+		=	

\* 請將不適用者刪去 Please delete where inapplicable

^ 一個有代表性季度 - 1月至3月、4月至6月、7月至9月及10月至12月 ^One Representative Quarter - Jan to Mar, Apr to Jun, Jul to Sep and Oct to Dec

若你是首次申請循環再造標籤，不必填寫 4B 段。

If it is your first time to apply for recycling labels, please ignore Part 4B.

4B 段 Part 4B		循環再造標籤的使用情況 Use of recycling labels		上次截數日期 <sup>(1)</sup> Last Cut-off Date		本次截數日期 <sup>(1)</sup> This Cut-off Date	
循環再造標籤類別 Type of Recycling Label	上次截數日期後餘下未使用數量 Unused Qty left after the last cut-off date (M1)	期內從環保署免費取得數量 Qty obtained free of charge from EPD during the period (M2)	期內以其他方式取得數量 Qty obtained by other means during the period (M3)	期內分發受管制電器時提供數量 Qty provided when distributing REE during the period (M4)	期內以其他方式轉移數量 Qty transferred by other means during the period (M5)	期內損壞或遺失數量 Qty damaged or lost during the period (M6)	本次截數日期後餘下未使用數量 Unused Qty left after this cut-off date (M7)
<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		+	+	-	-	-	=

註 Notes :

- (1) 「上次截數日期」及「本次截數日期」是指每一季的最後一天 (即 3 月 31 日、6 月 30 日、9 月 30 日及 12 月 31 日)。  
例如：當填寫本申請表的日期為 7 月 1 日，「上次截數日期」是指 3 月 31 日，而「本次截數日期」則是指 6 月 30 日，如此類推。  
“Last Cut-off Date” and “This Cut-off Date” mean the last day of each quarter, i.e., March 31, June 30, September 30 and December 31.  
For example, if the application form was completed on July 1, “Last Cut-off Date” and “This Cut-off Date” should be March 31 and June 30 respectively.
- (2) M2：「期內從環保署免費取得」的循環再造標籤數目 -  
是指在兩個截數日期之間，登記供應商根據《產品環保責任條例》第 36(1)條取得的循環再造標籤。  
M2: The number of recycling labels “obtained free of charge from EPD during the period” -  
Means those obtained by the registered supplier under Section 36(1) of the Product Eco-responsibility Ordinance between the cut-off dates.
- (3) M3 及 M5：「期內以其他方式取得」或「期內以其他方式轉移」的循環再造標籤數目 -  
登記供應商須提供有關標籤的來源及去向的相關證明文件，以便本署查閱。  
M3 & M5: For the number of recycling labels “obtained by other means during the period” or “transferred by other means during the period” -  
The registered supplier must provide the relevant documentary evidence on the source and whereabouts of the labels for inspection by EPD.
- (4) M4：「期內分發受管制電器時提供」的循環再造標籤數目 -  
是指在申報期內，登記供應商根據《產品環保責任條例》第 35(1)條提供的循環再造標籤。  
M4: The number of recycling labels “provided when distributing REE during the period” -  
Means those provided by the registered supplier under Section 35(1) of the Product Eco-responsibility Ordinance during the reporting period.
- (5) M6：「期內損壞或遺失」的循環再造標籤的數目 -  
登記供應商須提供相關證明文件，例如已損壞的標籤，以供本署查閱。  
M6: For the number of recycling labels reported as “damaged or lost during the period” -  
The registered supplier must provide the relevant documentary evidence, e.g. the damaged recycling labels, for inspection by EPD.
- (6) 登記供應商可參考以下公式查核標籤數量：  
Registered suppliers may make reference to the following formula to verify the quantities of labels:  
 $M7 = M1 + M2 + M3 - M4 - M5 - M6$

## 第五部份：補充資料

### PART 5: Supplementary Information

請隨申請表提交以下證明文件的正/副本 -

Please submit the original/a copy of the following supporting documents together with the application form -

- 註冊供應商登記證書副本  
A Copy of the Registered Supplier's Registration Certificate
- 循環再造標籤使用情況的證明文件 (例如：損壞的循環再造標籤 / 獲得或轉移循環再造標籤紀錄)(如適用)  
Supporting Documents for Use of Recycling Labels (i.e. A Damaged Recycling Label / Records of Receipt or Transfer of Recycling Labels) (if applicable)
- 其他證明文件 (請註明)  
Other supporting documents (please specify)

**第六部份 聲明**  
**Part 6 Declaration**

\*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/ 我們已細閱申請指南及關於\*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/ 我們在此申請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」所述之目的而被使用。

\*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 Application Guide and Personal Information Collection Statement about \*my/our personal data. \*I/We declare that the personal data provided in this application form 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 where inapplicable.

\_\_\_\_\_  
(簽署 Signature)

\_\_\_\_\_  
(姓名 Name)  
(請用正楷填寫 in Block Letters)

\_\_\_\_\_  
(職位 Post)

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）。

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）。

**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).

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).

## 供應商須知

### 1 注意事項

本署在收到申請後，會以郵寄或電郵方式確認。

### 2 一般事項

- (a) 請用正楷填報表格。
- (b) 如表格內所提供的空間不足以列明各項資料，申請人可另加紙張填報。於另加紙張填報的每頁資料，應加以編號並附有申請人的簽署或公司印章。

### 3 重要事項提示

- (a) 根據《產品環保責任條例》第 36 條，登記供應商可向本署申請提供某特定類別的循環再造標籤。本署會在顧及登記供應商的業務狀況和申請數量後，提供合理所需數量。
- (b) 登記供應商需提供由上一季度申報至今，受管制電器分發及首次自用數量，及循環再造標籤的使用情況；如申請人未能提供資料，環保署署長會以申請人過往的季度申報評估。
- (c) 本申請表提供的資料，只用於評估申請循環再造標籤的數量。
- (d) 根據《產品環保責任條例》第 603 章第 36 條，本署會接受登記供應商申請免費循環再造標籤。這些在本署免費領取的循環再造標籤，均不可轉讓。

### 4 查詢

如有任何疑問，可透過致電(2310 0223)、傳真(2318 1877)、電郵(enquiry@epd.gov.hk)或郵寄(地址：香港鰂魚涌海灣街 1 號華懋交易廣場 6 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 Suppliers

### 1 Notes for Attention

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

### 2 General Notes

- (a) Please complete the application form clearly in BLOCK letters.
- (b) If there is no sufficient space in any part or portion to fill in all the information, you may use additional sheets, which are to be numbered and duly signed by the applicant, or stamped by the company chop on each page.

### 3 Important Points to Note

- (a) According to Section 36 of the Product Eco-responsibility Ordinance (“PERO”), a registered supplier can apply for recycling labels of a particular class from the EPD. The EPD will provide a reasonably necessary quantity of recycling labels having regard to the registered supplier’s state of business and the number of recycling labels applied for.
- (b) The registered supplier should provide the quantity of regulated electrical and electronic equipment distributed and used for the first time, and the use of recycling labels since the last quarterly return. If the applicant cannot provide the information, the Director of Environmental Protection will assess the application based on the quarterly returns submitted by the applicant in the past.
- (c) The information provided in this application form will only be used for assessment of the number of recycling labels applied for.
- (d) According to Section 36 of the PERO, the EPD will accept application for recycling labels from registered suppliers without charges. However, labels obtained free of charge from the EPD should not be transferred.

### 4 Enquires

For enquiries, please contact the EPD office by phone (2310 0223), by fax (2318 1877), by e-mail (enquiry@epd.gov.hk) or by post (address: 6/F., Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay, Hong Kong). For letters, please specify on the envelope “WPRS”.

## 遞交申請

**郵寄：** 將填妥的申請表格郵寄至下列地址：

環境保護署  
香港鯉魚涌海灣街 1 號華懋交易廣場 6 樓  
並於信封面註明：「廢電器計劃」

**親身提交：** 將填妥的申請表格於辦公時間（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）	香港鯉魚涌海灣街 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

## Application Submission

**By Post:** The completed form can be sent by post to:

Address: Environmental Protection Department,  
6/F., Chinachem Exchange Square,  
1 Hoi Wan Street, Quarry Bay, Hong Kong

Please specify on the envelope: “WPRS”

**In Person:** The completed form 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》下你向環境保護署提交的要求。
2. 你在這份表格上提供的資料，環境保護署將用於下列一項或多項用途：
  - i. 與處理本表格要求事項有關的工作；
  - 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；以及
  - v. 方便政府跟你聯絡。
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，環境保護署未必可以處理這項要求。

### 可能移轉資料

4. 你在這份表格上就有關要求所提供的個人資料，環境保護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，你有權查閱和更改個人資料。你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(2310 0223)、傳真(2318 1877)、電郵(enquiry@epd.gov.hk)或郵寄(地址：香港鯉魚涌海灣街 1 號華懋交易廣場 6 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 request 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 request;
  - ii. administration, enforcement and prosecution of relevant environmental legislation;
  - iii. complaint investigations;
  - iv. statistical and any other legitimate purposes; and
  - v. facilitating communications between Government and yourself.
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 request.

### Transfer of Personal Data

4. The EPD may disclose the personal data provided in this request 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 (2310 0223), by fax (2318 1877), by e-mail (enquiry@epd.gov.hk) or by post (address: 6/F., Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay, Hong Kong). For letters, please specify on the envelope "WPRS".