



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

銷售商申請批註除舊服務方案  
Seller's Application for Endorsement of Removal Service Plan

注意 Note: 請以正楷填寫以下各項資料，並在適當方格內  填上  號

Please complete all items below in BLOCK LETTERS and mark  in the appropriate boxes

A 段 銷售商資料 Part A Particulars of the Seller				
法團／公司名稱 Name of Corporation/Company	(中文 Chinese)			
	(英文 English)			
香港商業登記號碼 HK Business Registration No.				
香港身份證號碼 (只適用於獨資經營人士) HKID Card No. (For Sole Proprietor Only)				
業務註冊地址 Business Address				
通訊地址 (如與業務註冊地址不同) Corresponding Address (if different from the business address)				
銷售商分發途徑補充資料及除舊服務條款 Supplementary Information on the Seller's distribution avenue(s) and Removal Service Terms and Conditions				
<input type="checkbox"/> 本人／我們已填妥【TREE-3】提供分發途徑補充資料，並與本申請表格一併遞交。 I/We have provided the necessary supplementary information on distribution avenue(s) using Form "TREE-3" and submitted them together with this application form.				
<input type="checkbox"/> 本人／我們已填妥【TREE-9】除舊服務條款，並與本申請表格一併遞交。 I/We have provided the necessary Removal Service Terms and Conditions using Form "TREE-9" and submitted them together with this application form.				
銷售商經營分發以下類別的受管制電器予消費者 (※ 請選擇所有適用項目): The seller distributes the following classes of regulated electrical equipment to consumers (※ Please select all that apply) :				
<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"/> 抽濕機 Dehumidifier
<input type="checkbox"/> 乾衣機 Tumble dryer	<input type="checkbox"/> 列印機 Printer	<input type="checkbox"/> 掃描器 Scanner	<input type="checkbox"/> 顯示器 Monitor	<input type="checkbox"/> 電腦 Computer

<b>A1 段</b>	<b>合夥人資料(只適用於合夥業務)</b>
<b>Part A1</b>	<b>Company Partners (For partnership business only)</b>

**首合夥人(1) 資料 Particulars of precedent partner (1)**

姓名(中文及英文) Name of Partner (in Chinese & English)			
香港身份證號碼／旅行證件號碼 (國家) HKID Card No. / Travel Document No. (Country)			
通訊地址 Corresponding Address			
電郵地址 Email Address		職位 Position	
聯絡電話號碼 Contact Telephone No.		傳真號碼 Fax No.	

**合夥人(2) 資料 Particulars of partner (2)**

姓名(中文及英文) Name of Partner (in Chinese & English)			
香港身份證號碼／旅行證件號碼 (國家) HKID Card No. / Travel Document No. (Country)			
通訊地址 Corresponding Address			
電郵地址 Email Address		職位 Position	
聯絡電話號碼 Contact Telephone No.		傳真號碼 Fax No.	

如有需要，請影印或從互聯網額外下載本頁繼續填寫

Please continue to complete on a photocopy or an additional downloaded copy of this page if necessary

<b>B 段</b>	<b>聯絡資料</b>
<b>Part B</b>	<b>Contact Information</b>

聯絡人姓名(中文) Name of Contact Person in Chinese			
聯絡人姓名(英文) Name of Contact Person in English			
職位 Position			
聯絡電話號碼 Contact Telephone No.			
傳真號碼 Fax No.			
電郵地址 Email Address			

**C 段 除舊服務方案內指明的收集者**  
**Part C Collector specified in the Removal Service Plan (RSP)**

注意 Note: 每名收集者需以表格 REE-5a 作出書面承諾  
 Each collector must provide a written undertaking using Form "REE-5a"

**預定收集者 DEFAULT collector**

<b>1</b>	收集者名稱 Name of collector	(中文 Chinese)
		(英文 English)
商業登記號碼 Business Registration No.		
通訊地址 Corresponding Address		

**非預定收集者 Non-DEFAULT collector(s)**

<b>2</b>	收集者名稱 Name of collector	(中文 Chinese)
		(英文 English)
商業登記號碼 Business Registration No.		
通訊地址 Corresponding Address		

<b>3</b>	收集者名稱 Name of collector	(中文 Chinese)
		(英文 English)
商業登記號碼 Business Registration No.		
通訊地址 Corresponding Address		

<b>4</b>	收集者名稱 Name of collector	(中文 Chinese)
		(英文 English)
商業登記號碼 Business Registration No.		
通訊地址 Corresponding Address		

<b>5</b>	收集者名稱 Name of collector	(中文 Chinese)
		(英文 English)
商業登記號碼 Business Registration No.		
通訊地址 Corresponding Address		

**C1 段 銷售商提供除舊服務**  
**Part C1 Removal Service Provided by Seller**

✧ 如除舊服務方案內指明的所有收集者，均未能或不願意提供除舊服務，本人／我們(作為銷售商)會否提供該項服務

In case none of the collectors specified in the RSP is able or willing to provide removal service, whether I/we (as the seller) will provide the service -

不會；  
No;

會，本人／我們會將收集到的電器廢物運送予除舊服務方案中指明的循環再造者妥善處置。  
Yes, I/we will transfer the e-waste so collected to the recycler specified in the RSP for proper disposal.

請參考產品環保責任(受管制電器)規例第 32(2)(g)條及第 41(2)(g)條的規定

Please see Sections 32(2)(g) and 41(2)(g) of the Product Eco-responsibility (Regulated Electrical Equipment) Regulation for reference

**D 段 除舊服務方案內指明的循環再造者**  
**Part D Recycler(s) specified in the RSP**

注意 Note: 每名循環再造者需以表格 REE-5b 作出書面承諾

Each recycler must provide a written undertaking using Form "REE-5b"

**循環再造者 Recycler**

循環再造者名稱 Name of recycler	(中文 Chinese) (英文 English)
廢物處置牌照編號 Waste Disposal Licence No	
註冊辦事處地址 Address of Registered Office	

循環再造者會接收處置的設備 (※ 請選擇所有適用項目):

Equipment accepted by the recycler for disposal (※ Please select all that apply) :

- |  |  |   |   |  |
|--|--|---|---|--|
| <input type="checkbox"/> 電冰箱<br>Refrigerator | <input type="checkbox"/> 電視機<br>Television | <input type="checkbox"/> 空調機<br>Air Conditioner | <input type="checkbox"/> 洗衣機<br>Washing Machine | <input type="checkbox"/> 抽濕機<br>Dehumidifier |
| <input type="checkbox"/> 乾衣機<br>Tumble dryer | <input type="checkbox"/> 列印機<br>Printer    | <input type="checkbox"/> 掃描器<br>Scanner         | <input type="checkbox"/> 顯示器<br>Monitor         | <input type="checkbox"/> 電腦<br>Computer      |

如有需要，請影印或從互聯網額外下載本頁繼續填寫 Please continue to complete on a photocopy or an additional downloaded copy of this page if necessary.

**E 段 書面承諾**  
**Part E Written Undertaking**

- 本人／我們已與本申請表格一併遞交以上指明的每名收集者及循環再造者的書面承諾 (表格【REE-5a】及【REE-5b】)。  
I/We have submitted together with this application form the written undertaking from each collector and recycler specified above ( Form 【REE-5a】 and 【 REE-5b】 ).

**F 段 申請人聲明**  
**Part F Declaration of Applicant**

\*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／我們已細閱申請人須知及關於\*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 Notes to Applicant 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 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).

## 1 注意事項

- (a) 本署在收到申請後，會以郵寄或電郵方式確認。
- (b) 申請人可在申請獲裁斷前，藉給予本署書面通知，隨時撤回申請。
- (c) 如在申請被撤回或獲裁斷前，就該申請向本署提供的資料，有所變更，則申請人須在該項變更出現後，在合理切實可行範圍內，盡快將該項變更，以書面通知本署。
- (d) 本署可藉給予申請人書面通知，要求申請人就申請提供進一步資料及文件。
- (e) 除舊服務方案中不得指明多於 5 名收集者，而其中 1 名須為預定收集者；預定收集者指銷售商為應某消費者要求安排除舊服務，而擬接觸的首名收集者；該預定收集者須就申請人分發的每類受管制電器，在香港境內任何處所，提供除舊服務。
- (f) 除舊服務方案中可指明的循環再造者數目不限，而循環再造者必須持有《廢物處置條例》所指的廢物處置牌照，授權其處理、再加工或循環再造電器廢物。
- (g) 在完成處理你的申請後，本署會發出書面通告，列明有關決定及批註日期予每位成功申請者。
- (h) 銷售商不會同時獲批註多於一個除舊服務方案。

## 2 一般事項

- (a) 請用黑色或藍色墨水，以正楷打字或書寫方式填報表格。
- (b) 如表格內所提供的空間不足以列明各項資料者，申請人可影印或從互聯網額外下載相關頁面填寫。於每頁另加紙張的資料，應加上編號，並附有申請人的簽署，或公司印章。

## 3 提交文件

- (a) 申請人的有效商業登記證副本
- (b) 東主的有效香港身份證副本（如屬個人公司申請）
- (c) 所有合夥人的有效香港身份證副本（如屬合夥人公司申請）
- (d) 申請人相關分店的有效商業登記證副本（即分行登記證）
- (e) 除舊服務方案下指明的每名收集者的有效商業登記證副本
- (f) 收集者公司的東主或各合夥人的有效香港身份證副本（收集者如屬個人公司或合夥人公司）
- (g) 除舊服務方案下指明的每名循環再造者持有的《廢物處置條例》（香港法例第 354 章）所指的電器廢物處置牌照的甲部和乙部副本
- (h) 已填妥的表格【REE-5a】、【REE-5b】、【TREE-3】及【TREE-9】

## 4 獲批註除舊服務方案後的重要事項提示

- (a) 如須更改獲批註的除舊服務方案內容，銷售商須於擬議變生效前 30 日向本署提出更改申請，詳情請參閱【REE-6】更改已批註除舊服務方案申請表。
- (b) 銷售商應根據《產品環保責任（受管制電器）規例》第 41 條的要求，保留每項除舊服務要求的紀錄，以便在有需要時呈交本署查核。

## 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 Applicant

### 1 Notes for attention

- (a) Upon receipt of the application, the Environmental Protection Department (“EPD”) will issue an acknowledgement by post or by email.
- (b) The applicant may, by giving EPD notice in writing, withdraw the application at any time before it is determined.
- (c) If, before the application is withdrawn or determined, a change in the information provided to EPD for the application occurs, the applicant must, as soon as reasonably practicable after the change occurs, give EPD notice of the change in writing.
- (d) EPD may, by giving the applicant notice in writing, require the applicant to provide further information and documents for the application.
- (e) No more than 5 collectors shall be specified in a RSP, with one of them being the default collector. The default collector is the first collector whom the seller is to approach for arranging removal service on a consumer’s request; The default collector must be able to provide removal service in respect of every particular class of regulated electrical equipment distributed by the seller, and on any premises in Hong Kong;
- (f) There is no limit to the number of recyclers specified in the RSP. Each recycler specified must hold a waste disposal licence within the meaning of the Waste Disposal Ordinance that authorises the recycler to treat, reprocess or recycle e-waste.
- (g) Upon completion of processing of the application, EPD will send a written notice stating the relevant decision and the date of endorsement to each successful applicant.
- (h) No seller may have more than one RSP endorsed.

### 2 General Notes

- (a) Please complete the application form by typing or writing in BLOCK letters in black or blue ink.
- (b) If there is no sufficient space in any part or portion of the form for filling in the information, the applicant may continue to complete on a photocopy or an additional downloaded copy of the page. Each additional page should be numbered and duly signed or stamped by the applicant.

### 3 Documents to be submitted

- (a) A copy of the valid Business Registration Certificate (“BRC”) of the applicant
- (b) A copy of the valid Hong Kong Identity Card (“HKID card”) of the owner (if the applicant is an individual company)
- (c) A copy of the valid HKID card for each partner (if the applicant is a partnership company)
- (d) A copy of the valid BRC for each sales outlet / branch of the applicant (i.e. Branch Registration Certificate)
- (e) A copy of the valid BRC of each collector specified
- (f) A copy of the valid HKID card of the owner or all partners for each collector specified (if the collector is an individual or a partnership company)
- (g) A copy of Part A and Part B of the specified recycler’s Waste Disposal Licence in respect of e-waste issued under the Waste Disposal Ordinance (Cap. 354)
- (h) Duly completed forms “REE-5a”, “REE-5b”, “TREE-3” and “TREE-9”

### 4 Important notes after endorsement of the RSP

- (a) If a change to an endorsed RSP is necessary, the seller must apply to EPD for approval at least 30 days before the proposed change takes effect. For details, please refer to “REE-6” regarding application for change to endorsed RSP.
- (b) Sellers must, in accordance with Section 41 of the Product Eco-responsibility (Regulated Electrical Equipment) Regulation, keep proper record of each request for a removal service for submission to EPD for inspection when necessary.

### 5 Enquiries

For enquiries, please contact the EPD office by phone (2838 3111), by fax (2318 1877), by e-mail ([enquiry@epd.gov.hk](mailto: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”.

## 遞交申請

**郵寄：** 將填妥的申請表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：** 將填妥的申請表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 application 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 application 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



## 個人資料收集聲明

### 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》下銷售商向環境保護署申請批註除舊服務方案。
2. 申請人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. 與處理本表格申請事項有關的工作；
  - 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. 方便政府跟申請人聯絡。
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申請。

### 可能移轉資料

4. 申請人在這份表格上就有關申請所提供的個人資料，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，申請人有權查閱和更改個人資料。申請人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：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 the application by Seller for Endorsement of Removal Service Plan 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 application;
  - ii. administration, enforcement and prosecution of relevant environmental legislation;
  - iii. complaint investigations;
  - iv. statistical and any other legitimate purposes; and
  - v. facilitate communications between Government and the applicant.
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 application.

### Transfer of Personal Data

4. The EPD may disclose the personal data provided in this application 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. Applicant has 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 the applicant.

### 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".