

**Information Booklet for Seller under the
Producer Responsibility Scheme on
Waste Electrical & Electronic Equipment**



Environmental Protection Department

September 2020

Preface

This information booklet serves to introduce the relevant statutory requirements of the Producer Responsibility Scheme on the Waste Electrical and Electronic Equipment (“WPRS”) to a seller who carries on a business of distributing regulated electrical equipment to consumers, so that the trade can better understand and fulfil their statutory responsibilities. This booklet should be read in conjunction with the following legislations:

- Product Eco-responsibility Ordinance, Cap. 603 (“PERO”)
- Product Eco-responsibility (Regulated Electrical Equipment) Regulation, Cap. 603B (“REE Regulation”)

Documents are available from the website “Hong Kong e-Legislation” of the Department of Justice at <https://www.elegislation.gov.hk/> .

For other enquiries about the WPRS, please approach the Environmental Protection Department through the following channels:

Address :

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Environmental Protection Department
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A. Producer Responsibility Scheme on the Waste Electrical and Electronic Equipment

A1. Introduction

To promote the recycling and proper disposal of locally generated waste electrical and electronic equipment, the WPRS has been fully implemented in 2018. A seller of regulated electrical equipment (“REE”) must now obtain an endorsed removal service plan (“RSP”) from the Environmental Protection Department (“EPD”), and fulfil the respective statutory obligations.

A2. Legislative and regulatory framework

- The Product Eco-responsibility Ordinance, Cap. 603 (“PERO”); and
- Product Eco-responsibility (Regulated Electrical Equipment) Regulation, Cap. 603B (“REE Regulation”)

A2.1 The major contents of the WPRS include the following:

- (a) 8 classes of electrical equipment are covered under the WPRS, namely air-conditioners, refrigerators, washing machines, television, computers, printers, scanners and monitors (collectively referred to as REE);
- (b) manufacturers and importers of REE will be required to register as registered suppliers and pay a recycling levy for REE that is distributed in Hong Kong;
- (c) a seller of REE must have a removal service plan endorsed by the EPD for selling REE;
- (d) after distribution of REE and upon request, a seller must arrange free removal service for consumers such that the unwanted equipment of the same class can be delivered to a licensed recycler who has a Waste Disposal Licence under the Waste Disposal Ordinance, Cap 354 (see 2.4 (c) ii.);
- (e) any person who is engaged in the storage, treatment, reprocessing and recycling of e-waste must obtain a waste disposal licence (see 2.4 (c) ii.);

- (f) a permit will be required for the import and export of abandoned e-waste; and
- (g) abandoned e-waste will no longer be accepted for disposal at landfills and other designated waste disposal facilities.

A2.2 Scope of the REE

As mentioned in paragraph A2.1(a) above, there are 8 classes of REE. Among them, the air conditioner, refrigerator and washing machine have the same definitions as similar products under the Energy Efficiency (Labelling of Products) Ordinance, Cap. 598. The definitions of various classes of REE are set out in Schedule 6¹ to the PERO. The EPD will provide advisory service for addressing enquiries from sellers and other persons. As the definitions of air conditioner and washing machine described in Schedule 1 to the Mandatory Energy Efficiency Labelling Scheme have been updated on 1 June 2018, washing machines with a rated washing capacity exceeding 7 kilograms but not exceeding 10kg, and room air conditioners of reverse cycle type (i.e. with both heating and cooling functions) are under the scope of the REE with immediate effect.

A2.3 Definition of “Seller”

- (a) the PERO defines that a seller means a person who carries on a business of distributing REE to consumers, but does not include a person who only provides service for transporting the equipment that does not belong to the person for another person;
- (b) the sellers referred to under the PERO include general authorised

¹ Generally speaking, REE includes:

- Air conditioners: including single package type and split type air conditioners, air cooled or air heated (or both), with a rated cooling capacity not exceeding 7.5 kilowatts (3HP).
- Washing machines: with a rated washing capacity not exceeding 10 kg.
- Refrigerators: with a total storage volume not exceeding 500 liters.
- Televisions: the size of its display screen does not exceed 100 inches (measured diagonally)
- Computers: including personal computer, desktop computer, tablet computer, laptop computer and notebook computer.
- Printers: not exceeding 30 kg in weight; one that can also be used as a photocopier, facsimile transmitter or scanner is nevertheless regarded as a printer.
- Scanners: not exceeding 30 kg in weight.
- Monitors: not having the function of storing electronic data or computing, the size of the display screen is not smaller than 5.5 inches (measured diagonally) but not exceeding 100 inches (measured diagonally).

dealers and parallel importers but exclude individuals, persons who are only engaged in re-export business or logistics service.

A2.4 A seller must have an endorsed RSP

- (a) A seller must not distribute REE to a consumer in the absence of a RSP that has been endorsed by the Director of the Environmental Protection (“the Director”). A person who commits an offence is liable on conviction to a fine at level 6².
- (b) “Distribute”, in relation to any REE, means the following acts in Hong Kong:
 - (i) supply the equipment by way of sale, hire or hire-purchase;
 - (ii) exchange or dispose of the equipment for consideration; or
 - (iii) transmit or deliver the equipment for any of the following activities –
 - supplying by way of sale, hire or hire-purchase;
 - an exchange or disposal for consideration,

but does not include any such act done with a view that the equipment is to be exported in the course of business.

- (c) A seller must apply to the EPD for endorsement of his/her RSP using a specified form REE-5 (see Part C1). The requirements for endorsement of a RSP are:
 - (i) qualified collector/s undertake/s to the seller in writing to provide a removal service for distributing REE by the seller to a consumer. Under the requirement, the collector must hold a business certificate issued under Section 6 of the Business Registration Ordinance, Cap. 310. The collector must provide a written undertaking using a specified form REE-5a (see Part C2). It is also required that:
 - there should be a collector specified as “default collector” whose collection service should cover the whole territory and all types of REE distributed by the seller;

² According to the Criminal Procedure Ordinance, Cap. 221, level 6 refers to a fine of \$100,000.

- not more than 4 collectors may be specified as “non-default collectors”. These collectors may provide collection service when the “default collector” is incapable of providing service; and
 - the seller may choose to provide removal service in case none of the collectors specified in the RSP is able and willing to provide the service.
- (ii) qualified recycler/s undertake/s to the seller in writing using a specified form REE-5b (see Part C3) to provide a treatment, reprocessing or recycling service for the old equipment removed by the collector specified in the seller’s RSP. Under the requirement, the recycler must hold a waste disposal licence within the meaning of the Waste Disposal Ordinance, Cap. 354, that authorises the person to treat, reprocess or recycle all types of abandoned e-waste that are applicable.
- (d) Having regard to the actual situation, the Director may refuse to endorse a RSP if the Director considers it impracticable. If an endorsement application is refused, the Director will notify the applicant in writing of the decision and state in the notice the reasons for the decision.
- (e) A seller may also appoint any qualified collector(s) and recycler(s) in the market. Nevertheless, ALBA Integrated Waste Solutions (Hong Kong) Limited (“ALBA”), the contractor of the Government on WEEE treatment and recycling facilities, the WEEE•PARK, can provide the necessary written undertaking for an individual seller as his/her recycler. If a seller would like to have ALBA as his/her collector, it should be stated clearly in the RSP that ALBA shall be the “default collector” in addition to being the recycler under the RSP.
- (f) If a seller would like to change an endorsed RSP (e.g. change of collector or recycler), he/she must submit an application for the change to the EPD using a specified form REE-6 (see Part C4) at least 30 days before the day on which the change is anticipated to take effect.

A2.5 Seller must arrange removal service according to the endorsed RSP

- (a) If a seller distributes an REE item to a consumer, the consumer has the right to request and receive a free removal service from the seller according to his/her RSP, and such request shall be made -
- (i) in a manner specified by the seller, i.e. the removal terms (see para. A2.6(a));
 - (ii) within 3 days after the consumer enters into a distribution transaction with the seller; and
 - (iii) only when the old equipment that the customer requests to be removed is of the same class of the REE distributed by the seller to the consumer.
- (b) A seller who has not arranged removal service commits an offence, and is liable to a fine at level 6 on the first conviction, and to a fine of HK\$200,000 on a subsequent conviction.
- (c) It should be noted that the consumer may not need to use the free statutory removal service arranged by the seller. Contrarily, the consumer can choose to retain the old equipment for his/her own use, donate it to charity, or make other arrangements on his/her own. Under such circumstances, if the consumer has confirmed that no statutory removal service from the seller is required, the seller will be deemed to have fulfilled the responsibility on removal service. Apart from the statutory removal service, the EPD has provided other channels³ to facilitate proper recovery of old equipment by the public.

A2.6 Seller must provide written information to consumer

- (a) A seller may set certain removal terms in the contract of distribution with a consumer for the seller's arrangement for the removal service of the old equipment for the consumer. In this regard, the seller must notify the consumer in writing of such terms⁴ before entering into

³ Including:

- Recycling hotline (2676 8888) – for the public to enquire about waste REE recycling and make appointments for collection.
- Community Green Stations (CGSs) – all CGSs accept waste REE disposal for onward transfer to suitable recyclers for treatment.
- E-waste Collection Vehicle – The collection vehicle stations in 18 districts on Saturdays and Sundays on a rotation basis to collect waste REE from the public.

⁴ For example, posting of a notice in a conspicuous position of the shop or giving a leaflet containing the removal terms to a consumer can be regarded as “the seller’s obligation to notify the consumer in

the contract. A seller who contravenes this requirement is liable to a fine at level 2 on the first conviction, and to a fine at level 3⁵ on a subsequent conviction.

- (b) On the other hand, a seller, to facilitate the consumer to know his/her right, must notify the consumer in writing of his/her obligation to arrange removal service under the RSP before entering into the contract of distribution. A seller who contravenes this requirement is liable to a fine at level 2 on the first conviction, and to a fine at level 3 on a subsequent conviction.
- (c) This information booklet provides a template of the generic removal terms (TREE-9) in Part D1 as a reference for the seller to draw up the removal terms. A seller should devise suitable removal terms for his/her own use based on his/her operational arrangement and service level and those of his/her partnering collector(s). However, there must not be inconsistency between all these terms and the provisions of the PERO.

A2.7 Other responsibilities of a seller

- (a) Upon distributing REE, a seller must provide a recycling label provided by the EPD for each product. A seller who contravenes this requirement is liable to a fine at level 5⁶ upon conviction. Depending on the packaging of different REE items and the practices of different sellers, the recycling label may or may not be affixed to the REE, but regardless of the method adopted, the label must be provided no later than the taking of actual possession of the REE by the consumer.
- (b) In general, the recycling labels provided by the seller should be provided by the registered suppliers⁷ who distribute the relevant REE. Any person, if necessary, may purchase recycling labels by paying to the EPD a corresponding recycling fee.

writing of the terms”.

⁵ According to the Criminal Procedure Ordinance, Cap. 221, levels 2 and 3 refer to the fine of \$5,000 and \$10,000 respectively.

⁶ According to the Criminal Procedure Ordinance, Cap. 221, level 5 refers to a fine of \$50,000.

⁷ On the commencement date of the Regulation, the Seller may have a small inventory of the REE in stock which do not have a corresponding recycling label from the upstream suppliers. Under this circumstances, Seller may purchase recycling labels from the Department in order to meet the statutory requirement.

(c) Regarding the management of recycling labels, and the handling of lost/damaged labels, the return of goods, etc. by the seller, the EPD suggests that the seller should manage the distribution of recycling labels carefully and keep the relevant records properly. The seller may consider:

- returning the damaged label as proof when a label is damaged;
- submitting the report of loss issued by the Police when a label is lost;
- suggestion to specify the method for handling lost labels on the conditions of sale in advance to avoid dispute afterwards when a consumer returns the goods.

(d) Apart from the above, a seller must provide to consumers a receipt with the wording prescribed by the REE Regulation during distribution of REE. A seller who contravenes this requirement is liable to a fine at level 5. Taking the example of a hypothetical distribution transaction of an air conditioner, a washing machine and a television, the following wording should appear on the receipt issued to consumers:

A product set out in this receipt is regulated electrical equipment under the Product Eco-responsibility Ordinance (Cap. 603). The Ordinance imposes a recycling levy on the product as follows: Air conditioner: \$125 per item Washing machine: \$125 per item Television: \$165 per item	本收據所列的產品，是《產品環保責任條例》(第 603 章) 所指的受管制電器。該條例就該產品徵收下列循環再造徵費： 空調機：每部\$125 洗衣機：每部\$125 電視機：每部\$165
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If a stamp is used for this purpose, the wording for the above distribution transaction can be expressed as follows:

<p>A product set out in this receipt is regulated electrical equipment under the Product Eco-responsibility Ordinance (Cap. 603). The Ordinance imposes a recycling levy on the product as follows:</p> <table border="0"> <tr><td><input checked="" type="checkbox"/></td><td>Air conditioner: \$125 per item</td></tr> <tr><td><input type="checkbox"/></td><td>Refrigerator: \$165 per item</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Washing machine: \$125 per item</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Television: \$165 per item</td></tr> <tr><td><input type="checkbox"/></td><td>Computer: \$15 per item</td></tr> <tr><td><input type="checkbox"/></td><td>Printer: \$15 per item</td></tr> <tr><td><input type="checkbox"/></td><td>Scanner: \$15 per item</td></tr> <tr><td><input type="checkbox"/></td><td>Monitor: \$45 per item</td></tr> </table>	<input checked="" type="checkbox"/>	Air conditioner: \$125 per item	<input type="checkbox"/>	Refrigerator: \$165 per item	<input checked="" type="checkbox"/>	Washing machine: \$125 per item	<input checked="" type="checkbox"/>	Television: \$165 per item	<input type="checkbox"/>	Computer: \$15 per item	<input type="checkbox"/>	Printer: \$15 per item	<input type="checkbox"/>	Scanner: \$15 per item	<input type="checkbox"/>	Monitor: \$45 per item	<p>本收據所列的產品，是《產品環保責任條例》(第 603 章)所指的受管制電器。該條例就該產品徵收下列循環再造徵費：</p> <table border="0"> <tr><td><input checked="" type="checkbox"/></td><td>空調機：每部\$125</td></tr> <tr><td><input type="checkbox"/></td><td>電冰箱：每部\$165</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>洗衣機：每部\$125</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>電視機：每部\$165</td></tr> <tr><td><input type="checkbox"/></td><td>電腦：每部\$15</td></tr> <tr><td><input type="checkbox"/></td><td>列印機：每部\$15</td></tr> <tr><td><input type="checkbox"/></td><td>掃描器：每部\$15</td></tr> <tr><td><input type="checkbox"/></td><td>顯示器：每部\$45</td></tr> </table>	<input checked="" type="checkbox"/>	空調機：每部\$125	<input type="checkbox"/>	電冰箱：每部\$165	<input checked="" type="checkbox"/>	洗衣機：每部\$125	<input checked="" type="checkbox"/>	電視機：每部\$165	<input type="checkbox"/>	電腦：每部\$15	<input type="checkbox"/>	列印機：每部\$15	<input type="checkbox"/>	掃描器：每部\$15	<input type="checkbox"/>	顯示器：每部\$45
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- (e) Sellers must keep records for all the requests for removal service for a period of not less than one year, in order to facilitate inspection and serve as a proof of the consumer's choice of removal service in case of dispute. A person who contravenes this requirement is liable to a fine at level 2.
- (f) According to the REE Regulation, the seller's record of requests for removal service must contain the following information:
 - (i) information that enables the identification of the distribution transaction (for example, a transaction number);
 - (ii) the time at which the request was made and received;
 - (iii) the manners in which the request was made and received;
 - (iv) proof that the actual remover had been informed of the address of the premises from which the old equipment was to be removed;
 - (v) the date of collection of the old equipment as agreed by the actual remover;
 - (vi) if the actual remover was a collector other than the default collector – the default collector's written confirmation that the default collector was unable or unwilling to provide the requested service, and the reasons;
 - (vii) if the actual remover was the seller – a written confirmation by each collector specified in the RSP that the collector was unable or unwilling to provide the requested service, and the

reasons.

- (g) If any of the aforementioned information is unavailable, that section is taken to be complied with if the record contains an indication of that fact.
- (h) A person who without reasonable excuse contravenes the record-keeping requirement for removal service commits an offence and is liable on conviction to a fine at level 2.
- (i) This booklet provides a template “TREE-4” (see part D2) as a reference for the seller to keep all the necessary records. Individual sellers may devise other suitable methods of record keeping according to their operational needs.

B. Responsibilities to be fulfilled by sellers when distributing regulated electrical equipment

In summary, to distribute REE, a seller must:

1. apply for and obtain endorsement of RSP (see part C1 for the application form REE-5);
2. apply for change to the endorsed RSP as and when required (see part C4 for the application form “REE-6”);
3. arrange removal service free of charge (see para. A2.5);
4. notify consumers in writing of the seller’s statutory obligation to provide removal service, and the removal terms and any applicable requirements before entering into the sales contracts. (see para. A2.6);
5. provide recycling labels (see para. A2.7(a)), and receipts with prescribed wording to consumers (see para. A2.7(c)); and
6. keep proper records of requests for removal service (see para. A2.7(d), (e), (f) and (h)).

C. Specified Forms

C1. Specified Form REE-5 – Seller's Application for Endorsement of Removal Service Plan

 <p>香港特別行政區政府 The Government of the Hong Kong Special Administrative Region 環境保護署 Environmental Protection Department</p>		表格 Form REE-5																																
<p>產品環保責任(受管制電器)規例 PRODUCT ECO-RESPONSIBILITY (REGULATED ELECTRICAL EQUIPMENT) REGULATION</p> <p>銷售商申請批註除舊服務方案 Seller's Application for Endorsement of Removal Service Plan</p>																																		
<p><input type="checkbox"/> 請在適當方格內填上[✓]號 Please tick as appropriate 請以正楷填寫各項資料 Please complete all items in BLOCK LETTERS.</p>																																		
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<p>REE-5 (5/2018)</p>																																		
<p>P. 1</p>																																		

C2. Specified Form REE-5a – Removal Service – Undertaking of a Collector

Each collector must fill in this form individually. The seller shall submit a completed form REE-5a together with specified form REE-5 or REE-6.

 <p>香港特別行政區政府 The Government of the Hong Kong Special Administrative Region 環境保護署 Environmental Protection Department</p>	<p>表格 Form REE-5a</p>
<p>《產品環保責任條例》(第 603 章) Product Eco-responsibility Ordinance (Cap. 603)</p>	
<p>除舊服務 — 收集者的承諾書 Removal Service — Undertaking of a Collector</p>	
<p>請以正楷填寫各項資料 Please complete all items in BLOCK LETTERS</p>	
<p>下方簽署的收集者（「收集者」）現向下方簽署的銷售商（「銷售商」）作出書面承諾，就銷售商分發受管制電器予消費者，提供電器或電子設備除舊服務，詳情如下： The undersigned Collector ("the Collector") hereby undertakes in writing to provide electrical or electronic equipment removal service for the undersigned Seller ("the Seller") in connection with the distribution of regulated electrical equipment ("REE") by the Seller to a Consumer, details of which are as follows:</p>	
<p><input type="checkbox"/> 請選擇適用項目 Please tick the appropriate box(es)</p>	
<p>1. 收集者承諾出任銷售商的 The Collector undertakes to the Seller to be his/her</p>	
<p><input type="checkbox"/> 預定收集者，並按《產品環保責任（受管制電器）規例》第 31(2)條的規定， 就銷售商分發的每種特定受管制電器類別，在香港境內任何處所，提供除舊服務。 Default Collector, and in accordance with the requirements under Section 31(2) of the Product Eco-responsibility (Regulated Electrical Equipment) Regulation, to provide removal service in respect of every particular class of REE distributed by the Seller on any premises in Hong Kong.</p>	
<p>或 or</p>	
<p><input type="checkbox"/> 非預定收集者，並就下列選取的受管制電器類別，提供除舊服務： Non-default Collector, and provide removal service in respect of the classes of REE selected below:</p>	
<p><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</p>	
<p><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</p>	
<p>服務地區範圍： Service coverage area: _____</p>	
<p>REE-5a (5/2018) P. 1</p>	

C3. Specified Form REE-5b – Removal Service Plan - Undertaking of a Recycler

Each recycler must fill in this form individually. The seller shall submit a completed form REE-5b together with specified form REE-5 or REE-6.

 <p>香港特別行政區政府 The Government of the Hong Kong Special Administrative Region 環境保護署 Environmental Protection Department</p>	<p>表格 Form REE-5b</p>								
<p>《產品環保責任條例》(第 603 章) Product Eco-responsibility Ordinance (Cap. 603)</p>									
<p>除舊服務 — 循環再造者的承諾書 Removal Service — Undertaking of a Recycler</p>									
<p>下方簽署的循環再造者（「循環再造者」）現向下方簽署的銷售商（「銷售商」）作出書面承諾，就「銷售商」除舊服務方案下指明的收集者所送達的電器或電子設備（即《廢物處置條例》（第 354 章）下定義的「電器廢物」）提供處理、再加工或循環再造服務，詳情如下： The undersigned Recycler ("the Recycler") hereby undertakes in writing to provide treatment, reprocessing or recycling service for electrical or electronic equipment (i.e. "e-waste" as defined under the Waste Disposal Ordinance, Cap. 354) delivered by a Collector specified under the Removal Service Plan of the undersigned Seller ("the Seller"), details of which are as follows:</p>									
<p>1. 循環再造者承諾接收在銷售商除舊服務方案內指明由收集者或根據該方案由銷售商送達的電器或電子設備，並提供處理、再加工或循環再造服務。 The Recycler undertakes to accept the electrical or electronic equipment delivered by a Collector specified in the Seller's Removal Service Plan or the Seller under the plan, and to provide treatment, reprocessing or recycling service.</p>									
<p>2. 該送達的電器或電子設備包括是以下已選取的類別（※ 請選擇所有適用者）： The delivered electrical or electronic equipment falls within the selected class(es) below (※ please select all that apply):</p> <table style="width: 100%;"><tr><td style="width: 25%; text-align: center;"><input type="checkbox"/> 電冰箱 Refrigerator</td><td style="width: 25%; text-align: center;"><input type="checkbox"/> 電視機 Television</td><td style="width: 25%; text-align: center;"><input type="checkbox"/> 空調機 Air conditioner</td><td style="width: 25%; text-align: center;"><input type="checkbox"/> 洗衣機 Washing machine</td></tr><tr><td style="text-align: center;"><input type="checkbox"/> 電腦 Computer</td><td style="text-align: center;"><input type="checkbox"/> 列印機 Printer</td><td style="text-align: center;"><input type="checkbox"/> 掃描器 Scanner</td><td style="text-align: center;"><input type="checkbox"/> 顯示器 Monitor</td></tr></table>		<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
<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						
<p>3. 以上所指的「銷售商」及「除舊服務方案」的涵義，與《產品環保責任條例》（第 603 章）中就該條例所定的涵義相同。 "Seller" and "Removal Service Plan" mentioned above shall have the same meaning as defined in the Product Eco-responsibility Ordinance (Cap. 603) for the purposes of that Ordinance.</p>									
<p>REE-5b (5/2018) P. 1</p>									

C4. Specified Form REE-6 – Seller's Application for Change to Endorsed Removal Service Plan



香港特別行政區政府
The Government of the
Hong Kong Special Administrative Region
環境保護署 Environmental Protection Department

表格 Form
REE-6

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

銷售商申請更改已批註的除舊服務方案 Seller's Application for Change to Endorsed Removal Service Plan

請用[✓]選擇以下合適的項目 Please check the one(s) below
請以正楷填寫各項資料 Please complete all items in BLOCK LETTERS

除舊方案參考編號
RSP Reference No.:

- 已批註的除舊方案如有任何變更，銷售商必須在變更的至少 30 天前，以這指明表格向環保署提出。
If there is/are any change(s) to the Seller's endorsed RSP, please notify the Environmental Protection Department at least 30 days before any change by submitting this specified form.
- 如果你需要申請豁免規例第 35(2)條“至少 30 天前”的規定，請你在下面方格內用[✓]表示，並列出原因。
If you need exemption (regarding the requirement "at least 30 days before" under section 35(2) of the Regulation), you should indicate by a [✓] in the box below and state your reason(s).

我申請豁免，不受規例第 35(2) 條規限，我有以下原因：
I apply for exemption from section 35(2) of the Regulation with the following reason(s):

(如有需要，請另加紙張填寫 Please fill by additional sheet if required)

* 以下只需填寫有更改的項目，其它沒有更改的，請留空
Only fill in the changed item(s) and leave blank for others without change

A1 段 更改銷售商資料

Part A1 Change to Particulars of the Seller

法團／公司名稱 (中文及英文)
Name of Corporation/Company
(in Chinese & English)

香港商業登記號碼 及 香港身份證號碼 (獨資經營人士)
HK Business Registration No. & HKID Card No. (sole proprietor)

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 Supplementary Information on the Seller's distribution avenue(s)

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 "TREE3" and submitted it together with this application form.

D. Templates

D1. Template TREE-9 – Sample of Removal Service Terms

【Template TREE-9】																	
Company Name <u>Removal Service Terms and Conditions</u>																	
1. Applicable conditions	Customers who purchase regulated electrical appliances, including air conditioners, washing machines and refrigerators, as specified in the Producer Eco-Responsibility Ordinance, can request <u>free</u> removal service for the same type and quantity of used electrical appliances (only applicable to the same type of regulated electrical appliances Note 1).																
2. Location	Any premises in Hong Kong.																
3. When to make request	(a) When a customer signs the Record of Choice of Removal Service; or (b) Customers can request removal service by calling us at XXX within 3 days after the transaction. Late request will be deemed as no requests for the removal service.																
4. Timing of the removal service	(a) Under normal circumstances, 3 working days are required for arranging the removal service. (b) The old items at the customers' designated locations will be removed on the date specified by the customers. (c) No removal service is available on Sundays and public holidays.																
5. Remarks	(a) The removal service may be different from the delivery and installation service. The old items pending removal can be removed in advance or placed temporarily at the premises for collection later as appropriate. Customers can contact us for arrangement. (b) The old items will not be returned once collected. (c) The old items must stand-alone and be freed from other connections or obstacles. (d) If the old items have serious hygiene issues (e.g. rancid foods, presence of cockroaches and ants, etc.), our staff will have the right not to remove such items, and there will be no more free removal service for the customers. (e) Customers shall give no less than 2 working days' notice in respect of any request for change of delivery time, date and/or place. (f) In the event of a Black Rainstorm Warning / Tropical Cyclone Warning Signal No. 8 or above, the removal service will be suspended and rescheduled. (g) The company shall not be liable for any delay, suspension or rescheduling due to traffic or adverse weather conditions or other factors. (h) All personal data are for the purpose of arranging removal service for the old items only and the company shall comply fully with the obligations and requirements of the Personal Data (Privacy) Ordinance (Cap. 486). (i) In case of any disputes, the decision of the company shall be final.																
<p><u>Note 1</u></p> <table> <tbody> <tr> <td>Air conditioners</td> <td>- including single package type and split type air conditioners, air-cooled or air heated (or both), with a rated cooling capacity not exceeding 7.5 kilowatts (3HP).</td> </tr> <tr> <td>Washing machines</td> <td>- with a rated washing capacity not exceeding 10 kg .</td> </tr> <tr> <td>Refrigerators</td> <td>- with a total storage volume not exceeding 500 liters.</td> </tr> <tr> <td>Televisions</td> <td>- the size of its display screen not exceeding 100 inches (measured diagonally)</td> </tr> <tr> <td>Computers</td> <td>- generally including personal computer, desktop computer, tablet computer, laptop computer and notebook computer.</td> </tr> <tr> <td>Printers</td> <td>- not exceeding 30 kg in weight; one that can be used as a photocopier, facsimile transmitter or scanner is nevertheless regarded as a printer.</td> </tr> <tr> <td>Scanners</td> <td>- not exceeding 30 kg.</td> </tr> <tr> <td>Monitors</td> <td>- not having the function of storing electronic data or computing, the size of the display screen is not smaller than 5.5 inches (measured diagonally) but not exceeding 100 inches (measured diagonally).</td> </tr> </tbody> </table>		Air conditioners	- including single package type and split type air conditioners, air-cooled or air heated (or both), with a rated cooling capacity not exceeding 7.5 kilowatts (3HP).	Washing machines	- with a rated washing capacity not exceeding 10 kg .	Refrigerators	- with a total storage volume not exceeding 500 liters.	Televisions	- the size of its display screen not exceeding 100 inches (measured diagonally)	Computers	- generally including personal computer, desktop computer, tablet computer, laptop computer and notebook computer.	Printers	- not exceeding 30 kg in weight; one that can be used as a photocopier, facsimile transmitter or scanner is nevertheless regarded as a printer.	Scanners	- not exceeding 30 kg.	Monitors	- not having the function of storing electronic data or computing, the size of the display screen is not smaller than 5.5 inches (measured diagonally) but not exceeding 100 inches (measured diagonally).
Air conditioners	- including single package type and split type air conditioners, air-cooled or air heated (or both), with a rated cooling capacity not exceeding 7.5 kilowatts (3HP).																
Washing machines	- with a rated washing capacity not exceeding 10 kg .																
Refrigerators	- with a total storage volume not exceeding 500 liters.																
Televisions	- the size of its display screen not exceeding 100 inches (measured diagonally)																
Computers	- generally including personal computer, desktop computer, tablet computer, laptop computer and notebook computer.																
Printers	- not exceeding 30 kg in weight; one that can be used as a photocopier, facsimile transmitter or scanner is nevertheless regarded as a printer.																
Scanners	- not exceeding 30 kg.																
Monitors	- not having the function of storing electronic data or computing, the size of the display screen is not smaller than 5.5 inches (measured diagonally) but not exceeding 100 inches (measured diagonally).																
TREE-9 (5/2018)																	

D2. Template TREE-4 – Seller’s Removal Service Arrangement Record

This template is provided as a reference for Seller to keep a record of each request for arranging a removal service.

(a) Detailed version

Full Record							Page No.:
(a) Consumer (Date)	(b) Information	(c) Address (for removal)	(d) No. of REE bought	(e) Collection	(f) Information	(g) No. of WEEE Proposed	(h) Remarks (Note 2)
Request (Date)			TV Fridge Wash	Informed Default Collector on Channel (Note 1)		TV Fridge Wash	Common phenomena <input type="checkbox"/> A – consumer changed decision, informed on _____ & <input type="checkbox"/> subsequently notified collector on _____ <input type="checkbox"/> B – written refusal by default collector on _____ (with reason _____) and subsequently arranged with (collector) _____ <input type="checkbox"/> C – recycler received on _____ Other: _____
Channel (Note 1)			AC	Appointed collection on Mon	AC	Mon	
Invoice No.			PC	Collected on Print Scan	PC	Print Scan	
Call (Mr. / Ms.)				Collected by (Name)			
Telephone No.							

Full Record							Page No.:
(a) Consumer (Date)	(b) Information	(c) Address (for removal)	(d) No. of REE bought	(e) Collection	(f) Information	(g) No. of WEEE Proposed	(h) Remarks (Note 2)
Request (Date)			TV Fridge Wash	Informed Default Collector on Channel (Note 1)		TV Fridge Wash	Common phenomena <input type="checkbox"/> A – consumer changed decision, informed on _____ & <input type="checkbox"/> subsequently notified collector on _____ <input type="checkbox"/> B – written refusal by default collector on _____ (with reason _____) and subsequently arranged with (collector) _____ <input type="checkbox"/> C – recycler received on _____ Other: _____
Channel (Note 1)			AC	Appointed collection on Mon	AC	Mon	
Invoice No.			PC	Collected on Print Scan	PC	Print Scan	
Call (Mr. / Ms.)				Collected by (Name)			
Telephone No.							

Note 1
1 – verbal order by telephone or in person;
Net – by internet; &
W – in Writing by WhatsApp/SMS/WeChat/Fax... etc.

Note 2/*scenarios*
A – consumer changed decision, informed us on (date);
B – written refusal by default collector received on (date) with reason;
C – recycler received on (date).

RSP – Removal Service Plan; REE – Regulated Electrical Equipment; WEEE – Waste Electrical & Electronic Equipment.

(b) Simplified version

D3. Template TREE-3 – Supplementary Sheet for Seller’s Distribution Avenues

This template is for seller to provide or change supplementary information on the distribution avenues and must be submitted in conjunction with form REE-5 or REE-6 upon completion.

PRODUCT ECO-RESPONSIBILITY (REGULATED ELECTRICAL EQUIPMENT) REGULATION				
Supplementary Sheet for Seller’s Distribution Avenues				
<input type="checkbox"/> First Submission	<input type="checkbox"/> Change of information (Fill in the changed information as appropriate)			
Name of Corporation/Company: _____	Sheet _____ of _____			
Removal Service Plan Reference No. (if any): _____				
Various types of distribution avenues:				
1. Online	URL and Site Name:			
2. Mobile Apps	Title:			
3. Telephone Sales	Telephone No.: Registered Address:			
4. Internal Staff Sales	Section belonged to : Relevant Business Registration No.:			
5. Other (Please specify)				
Physical Store(s)				
Shop no / Random no.	To add ('+') / To delete ('X') Effective on: (DD/MM/YY)	Name of Business	Business Registration No.	Address
	Effective on:			
	Effective on:			
	Effective on:			

Note: This form is to be used with Form REE-5 or REE-6.
TREE-3 (5/2018)

E. Enquiries and Application Submission

For enquiries, please contact the EPD office by post to 6/F., Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay, Hong Kong (please specify on the envelope “PRS on WEEE”), by fax at 2318 1877 or by phone at 2838 3111.

Application Submission

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

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

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

The images of the Specified Forms and Templates showing in Part C and D of this booklet are for demonstration purpose only. Please visit the official website: www.weee.gov.hk and download the latest version of the Specified Forms/Templates.