

**Information Booklet for Supplier 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 supplier who carries a business of distributing of regulated electrical and electronic equipment, 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**

Waste Management & Policy Group  
Environmental Protection Department  
Room 601-603, 6/F, Chinachem Exchange Square,  
1 Hoi Wan Street, Quarry Bay, Hong Kong

**Telephone** : 2838 3111

**E-mail** : [enquiry@epd.gov.hk](mailto:enquiry@epd.gov.hk)

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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 Supplier of regulated electrical equipment (“REE”) must have been registered to the Environmental Protection Department (“EPD”) as a registered supplier, 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, televisions, 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 a free removal service for consumers such that the unwanted equipment of the same class can be delivered to a recycler who has a Waste Disposal Licence under the Waste Disposal Ordinance, Cap 354;
- (e) any person who is engaged in the storage, treatment, reprocessing or recycling of e-waste must obtain a waste disposal licence;

- (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 6<sup>1</sup> to the PERO. The EPD will provide advisory service for addressing enquiries from sellers and other persons.

## A2.3 A supplier must register with the EPD

- (a) According to the PERO, a “supplier” means:
  - (i) a person who manufactures REE in Hong Kong in the course of the person’s business; or
  - (ii) a person who, in the course of the person’s business, imports REE into Hong Kong for distribution, but does not include a person who only provides service for transporting the equipment that does not belong to the person into Hong Kong for another person.
- (b) The suppliers referred to under the PERO include general importers, authorised dealers and parallel importers but exclude individuals,

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<sup>1</sup> 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 not exceeding 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 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).

persons who are only engaged in re-export business, logistics service; or persons who only display REE and are not involved in the distribution of the equipment.

(c) A supplier who does not register but distributes REE commits an offence and is liable on conviction to a fine at level 6<sup>2</sup>. According to the PERO, “distribute”, in relation to any REE in Hong Kong, means:

- (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.

(d) Supplier or a person who intends to become a supplier must register with the EPD. He/she can use specified form REE-1 to apply for registration with the EPD and provide relevant information. Application is free of charge.

- (i) Ordinary registration – a supplier or a person who intends to become a supplier distributing or preparing to distribute REE must apply in accordance with the REE Regulation. He/she can refer to the “Notes to Applicant” of the specified form REE-1 in providing sufficient information. If the Director of Environmental Protection (“Director”) is satisfied that the application complies with the PERO, he will register the applicant as a registered supplier. If the application does not belong to short-term registration (see below), it will be put under the ordinary category. No renewal is required for ordinary registration.
- (ii) Short-term registration – the applicant’s business of distributing REE should meet all of the following 3 criteria:
  - would be likely to operate for not more than 30 days; and

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

- would be likely to give rise to the liability to pay a recycling levy not exceeding \$20,000 under Section 37(1) of the PERO; and
  - would be likely to give rise to an aggregate liability to pay recycling levies not exceeding \$20,000, including the recent short-term registration(s) with the ending date(s) or cancellation date(s) falling within 12 months before the date of the present application.
- (e) If the Director is satisfied that a registered supplier is no longer a supplier, the Director must cancel the registration of the supplier. Individual registered supplier who is no longer engaged in the relevant business should submit a notice using template TREE-2 (Cancellation of Registration as a Registered Supplier) to the EPD for the Director to cancel the registration.

#### A2.4 Registered supplier must pay a recycling levy

- (a) The Government will collect a recycling levy from the registered supplier for the distribution and use of REE. The collection arrangement is as follows:
- (i) The registered supplier must submit returns, in specified form REE-2, within 28 days after the last day of each quarter ending on 31 March, 30 June, 30 September or 31 December. Any person who contravenes this requirement is liable to a fine at level 6 on the first conviction, and a fine of \$200,000 on the subsequent conviction. A return must contain information for the assessment of payment for the recycling levy payable, including the quantity of REE distributed within the quarter and the quantity of REE used for the first time<sup>3</sup> by the supplier. It must also contain the distribution situation of the recycling labels within the reporting period, i.e. the quantity possessed at the beginning, obtained from the EPD, otherwise obtained,

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<sup>3</sup> “Use”, in relation to any regulated electrical equipment, includes:

- (a) exhibit the equipment for business purposes; and
- (b) give the equipment to another person as a prize or gift.

provided when distributing, otherwise transferred, damaged or lost, and left unused at the end of the reporting period.

- (ii) A payment notice will be issued to the registered supplier by the EPD upon receiving the submitted returns. The supplier must pay the amount of recycling levy within the prescribed period, i.e. within 30 days from the date of the notice. Any person who contravenes this requirement is liable to a fine at level 6 on the first conviction and a fine of \$200,000 on the subsequent conviction.
- (iii) A registered supplier must submit an annual audit report to the Director in respect of the returns submitted, to ensure that the contents of the returns are accurate and correct. The registered supplier can decide the annual audit date according to his/her company's operation. The audit report should be submitted within 3 months from the last day of the audit year by means of specified form REE-3. A person who contravenes this requirement is liable to a fine at level 5<sup>4</sup>.

The audit report must be prepared by a certified public accountant (practicing)<sup>5</sup> as defined by Section 2(1) of the Professional Accountants Ordinance (Cap. 50). The audit report must confirm that the registered supplier has:

- kept the records and documents in accordance with the legal requirement,
- prepared the return to be submitted in accordance with the relevant records and documents, and
- reported the quantity of REE in accordance with the legal requirement.

For returns covered by the audit report, the auditor must state the discrepancies in a "Discrepancy List" if any discrepancies in the quantities of REE are found. The registered supplier must attach the discrepancy list with the report for submission. In determining the amount of recycling levy payable for the first subsequent return (if any), the EPD may adjust the amount with

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<sup>4</sup> According to the Criminal Procedure Ordinance, Cap. 221, level 5 refers to a fine of \$50,000.

<sup>5</sup> The auditor must not be an employee of the registered supplier.

reference to the discrepancy list so as to offset or recover any difference in the recycling levy payable.

Apart from this, the registered supplier may lodge a written claim for refund of any overpaid recycling levy according to Section 26 of the REE Regulation. On the contrary, the EPD may serve an assessment notice according to Section 40 of the PERO or use any other means to recover any outstanding recycling levy.

- (iv) The registered supplier must keep the prescribed records and documents relating to the returns for 5 years so as to facilitate future inspection. A person who contravenes this requirement is liable to a fine at level 5. The related records and documents must contain sufficient details to enable the EPD to readily verify the use of recycling labels, the import/ local distribution/ use/ transshipment of REE, including receipts, delivery notes, inventory records, etc.

(b) Exemption from submission of audit reports

According to Section 21 of the REE Regulation, the supplier may apply for an exemption from submitting an audit report under the following conditions:

(i) Ordinary registration:

- the reporting periods falling within the relevant audit year cover less than 12 months in total; and
- the aggregate recycling levies payable for the reporting periods do not exceed \$20,000; or

(ii) Short-term registration:

the recycling levy payable for the reporting period does not exceed \$20,000.

A2.5 Other responsibilities of a registered supplier:

- (a) To better identify whether a registered supplier has paid or will pay a recycling levy for the REE covered by the WPRS, when distributing REE, the registered supplier must provide, for each

product, a recycling label of a particular class as specified by the Director of the EPD. A registered supplier who contravenes this requirement is liable to a fine at level 5. A registered supplier may apply to the EPD to obtain a reasonable quantity of recycling labels for free using specified form REE-4. The EPD may set a limit on the number of recycling labels to be provided.

- (b) Specifically, the upstream supplier should collect recycling labels from the EPD on a need basis and pass them to the seller along the supply chain during distribution, so that the seller can ultimately provide the label to the consumer during distribution of REE. However, it is not required to affix the label to the REE by law.
- (c) If the address of a registered supplier has changed, the supplier must notify the EPD of the change in the specified form REE-1 within 30 days after the date on which the change occurs. A registered supplier who, without reasonable excuse, contravenes this requirement commits an offence and is liable on conviction to a fine at level 26.
- (d) Regarding the management of recycling labels, and the handling of lost/ damaged labels, the return of goods, etc. by the registered supplier, the EPD suggests that the registered supplier should manage the distribution of recycling labels carefully and keep the relevant records properly. The registered supplier 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.

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<sup>6</sup> According to the Criminal Procedure Ordinance, Cap. 221, level 2 refers to a fine of \$5,000.

## B. Responsibilities to be fulfilled by suppliers when distributing REE

In summary, when distributing REE, the supplier must:

1. apply for registration as a registered supplier regarding the conduct of his/her REE business within Hong Kong (see paragraph A2.3 and item C1);
2. submit a return to the EPD within 28 days after the last day of each quarter, or the expiration of short-term registration, or the cancellation of registration, or the cessation of distribution business (see paragraph A2.4(a)(i) and item C2);
3. pay the amount of recycling levy upon receiving the payment notice within the allowable period, i.e. within 30 days (see paragraph A2.4(a)(ii));
4. submit the annual audit report prepared by an independent certified public accountant (practicing) within 3 months after the last day of each audit year, except for persons with exemption (see paragraph A2.4(a)(iii) and item C3);
5. for each return, keep the relevant prescribed records and documents for 5 years (see paragraph A2.4(a)(iv));
6. request provision of recycling labels and provide them when carrying on a business of distributing REE (see paragraph A.2.5(a) & (b), and item C4); and
7. notify the EPD of the change of address within 30 days after its occurrence (see paragraph A2.5(c) and item C1).

## C. Specified Forms

### C1. Specified Form REE-1 – Application for Registration as Registered Suppliers or Change of Address

 <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 <b>REE-1</b></p>
<p>產品環保責任 (受管制電器) 規例 PRODUCT ECO-RESPONSIBILITY (REGULATED ELECTRICAL EQUIPMENT) REGULATION</p> <p>申請成為登記供應商或更改地址 Application for Registration as Registered Suppliers or Change of Address</p>	
<p><input type="checkbox"/> 申請成為登記供應商 Apply to be a Registered Supplier</p>	
<p>⇒ 請填寫整份表格 (包括藍色部份) Please fill in the whole form (including parts shaded in blue)</p>	
<p><input type="checkbox"/> 更改地址 Change of Address</p>	
<p>⇒ 只需填寫以下 A 段的藍色部份 Only fill in the parts shaded in blue in Part A below</p>	
<p><input type="checkbox"/> 請在適當方格內填上[✓]號 Please tick as appropriate 請以正楷填寫以下各項資料 Please complete all items below in BLOCK LETTERS</p>	
<p><b>A 段 供應商資料</b> <b>Part A Supplier's Particulars</b></p>	
<p>登記編號 Registration No.</p>	<p>← 此欄由本署填寫 For official use only</p>
<p>公司/法團名稱 (中文及英文) Name of Company/Corporation (in Chinese &amp; English)</p>	<p><input type="checkbox"/> 本港 Local <input type="checkbox"/> 海外 Overseas</p>
<p>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. &amp; HKID Card No. (Sole proprietor)</p>	
<p>香港業務地址 Business Address in Hong Kong</p>	
<p>香港通訊地址 (如與業務地址不同) Correspondence Address in Hong Kong (if different from the business address)</p>	
<p>海外公司業務地址及商業登記號碼 Overseas Company Business Address and Business Registration No. (適用於海外公司 For overseas company)</p>	
<p>代表人姓名及香港身份證號碼 (香港居民) 或 旅行證件號碼 (非香港居民, 請註明簽發機關) Representative's Name and HKID Card No. (Hong Kong resident) or Travel Document No. [for non-Hong Kong resident, please specify the issuing authority] (適用於海外公司代表 For overseas company representative)</p>	
<p>聯絡人名稱及職位 Name &amp; Position of Contact Person</p>	
<p>聯絡電話號碼 Contact Telephone No.</p>	<p>傳真號碼 Fax No.</p>
<p>電郵地址 Email Address</p>	

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## C2. Specified Form REE-2 – Registered Supplier’s Return



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-2**

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

登記供應商的申報  
Registered Supplier’s Return

請先閱讀“供應商須知”，才填寫你的申報。 Please read the “Notes to Suppliers” before filling your return.  
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.: \_\_\_\_\_

申報期：  
Reporting period: 一般登記適用 **Applicable to Ordinary Registration –**  
年 Year: \_\_\_\_\_  
 整季 Full Quarter: 季度 Quarter: 1 / 2 / 3 / 4 \* \* 請刪去不適用者 Please delete as appropriate  
 非整季 Partial Quarter, 由 from \_\_\_\_\_ 到 to \_\_\_\_\_

短期登記適用 **Applicable to Short-Term Registration –**  
登記生效期間 Validity period of the registration, 由 from \_\_\_\_\_ 到 \_\_\_\_\_

請在適當方格內填上[✓]號 Please check as appropriate

A 段 就受管制電器的申報 Part A Return in respect of Regulated Electrical Equipment (“REE”)					
受管制電器類別 Classes of REE	C1-數量 Quantity 香港製造及分發 Manufactured in HK and distributed	C2-數量 Quantity 進口及分發 Imported and distributed	D1-數量 Quantity 香港製造及初次使用 Manufactured in HK and used for the first time	D2-數量 Quantity 進口及初次使用 Imported and used for the first time	總數 Total (C1+C2+D1+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					

### C3. Specified Form REE-3 – Registered Supplier’s Submission of Audit Report



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-3**

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，呈交隨表附上就\_\_\_\_\_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 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 had kept records and documents in accordance with section 38(4) of the Product Eco-responsibility Ordinance, and in accordance with section 15 of the Product Eco-responsibility (Regulated Electrical Equipment) Regulation ;  
(b) the return had been prepared in accordance with those records and documents; and  
(c) the quantities of regulated electrical equipment reported in the return had been reported in accordance with the Product Eco-responsibility Ordinance.

已附上審計報告，這審計報告是在這審計年最後一日之後的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.

## C4. Specified Form REE-4 – Request for Recycling Labels



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-4**

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: \_\_\_\_\_

聯絡人中文姓名  
Chinese Name of Contact Person: \_\_\_\_\_

聯絡電話  
Contact tel no.: \_\_\_\_\_

職  
Position: \_\_\_\_\_

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 tick 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 tick the box(es) as appropriate.

自取  
Self Pick-up  
(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).

派遞  
Delivery  
本地通訊地址派遞  
Delivery to local correspondence address  
地址: \_\_\_\_\_  
Address: \_\_\_\_\_

## Templates

### D1. Template TREE-1 – Information on the Brand Names of Regulated Electrical Equipment



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

TREE-1

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

受管制電器的品牌  
 Information on the Brand Names of Regulated Electrical Equipment

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  
 此表格附同表格 REE-1 使用 This form is to be used with Form REE-1

受管制電器項目 Type of REE	品牌名稱 Brand Name
<input type="checkbox"/> 電冰箱 (雪櫃) Refrigerator	
<input type="checkbox"/> 電視機 Television	
<input type="checkbox"/> 空調機 (冷氣機) 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	

如有需要，請影印此頁填寫 Please copy and fill in this form if necessary

TREE-1 (5/2018)

P. 1

## D2. Template TREE-2 – Cancellation of Registration as a Registered Supplier



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

**TREE-2**

產品環保責任條例  
PRODUCT ECO-RESPONSIBILITY ORDINANCE

取消作為登記供應商的登記  
Cancellation of Registration as a Registered Supplier

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

已登記供應商名稱  
Name of the Registered Supplier \_\_\_\_\_

REE 登記編號  
REE Registration No. \_\_\_\_\_

確認取消登記 Confirm to cancel the Registration

請按照《產品環保責任條例》第 34 條，取消我作為登記供應商的登記，原因如下（可選所有合適項目）：

According to s.34 of the "Product Eco-responsibility Ordinance", I would like to request you to cancel my registration as a registered supplier. My reason(s) enlisted below (select all appropriate boxes):

- 1. 已經停止生產受管制電器  
Ceased the manufacturing of REE
- 2. 已經停止進口受管制電器  
Ceased the import of REE
- 3. 已經停止經營分發受管制電器  
Ceased the distribution of REE
- 4. 停止經營分發日期 \_\_\_\_\_  
Date to cease distribution \_\_\_\_\_
- 5. 同時附上最後一期的申報（REE-2 表格）  
Attached herewith the final Return, Form REE-2
- 6. 最後一期的申報將於 \_\_\_\_\_ 提交。  
The final Return will be submitted before \_\_\_\_\_ .
- 7. 請用以下地址，作為徵費的通知和將來的聯絡  
Please use the address below for notification of recycling levy and contact in future  
\_\_\_\_\_
- 8. 將會退回餘下的循環再造標籤（數量列於最後一期的申報 REE-2 表格內）  
Will return the surplus of recycling label, the quantity is enlisted in the Form REE-2

注意 Note :  請在適當方格內填上[✓]號 Please check as appropriate

## D3. Template TREE-11 – Application of Exemption from Submission of Audit Report



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

**TREE-11**

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

#### 申請豁免呈交審計報告 Application of Exemption from Submission of Audit Report

登記供應商名稱  
Name of the Registered Supplier: \_\_\_\_\_

登記編號  
Registration No.: \_\_\_\_\_

- ▶ 請先閱讀背頁註釋，才填寫這豁免申請。  
Please read the annotation overleaf before filling this exemption application.

以下是我的聲明，作為申請豁免呈交審計報告：  
My declaration below is for the application of exemption from submission of audit report:

- 我這個審計年度內的申報期，合計涵蓋少於 12 個月；及  
the reporting periods falling within the relevant audit year cover less than 12 months in total; and
- 就該等申報期須繳付的循環再造徵費，總數不超過港幣二萬元。  
the aggregate recycling levies payable for the reporting periods do not exceed HK\$20,000.

\*本人/ 我們謹此聲明，\*本人/ 我們在此申請表上所填報的資料，就\*本人/ 我們所知，均屬真確及最新的資料。

\*I/We declare that the information provided in this application form are accurate and up-to-date to the best of \*my/our knowledge.

\* 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)                      (日期)  
(Company Name and Chop as appropriate)                      (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) 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).

## D. Certificate of Registration

This certificate will be issued to successful applicants for registration as registered suppliers. The certificate contains the following information:

- a registration number assigned by the EPD for the registration;
- an effective date of registration;
- an annual audit date for preparation of the audit reports under Section 39 of the Ordinance;
- for an ordinary registration – the first cut-off date for the preparation of returns; and
- for a short-term registration – the date on which the registration ceases to have effect.

	
<b>環境保護署</b> <b>Environmental Protection Department</b>	
產品環保責任條例（香港法例第 603 章） Product Eco-responsibility Ordinance (Cap. 603)	
產品環保責任（受管制電器）規例 Product Eco-responsibility (Regulated Electrical Equipment) Regulation	
登記供應商證明書 <u>Certificate of Registration as Registered Supplier</u>	
此登記證明書是根據有關規例第六條發出。 This Certificate is issued in accordance with Section 6 of the Regulation.	
登記編號 Registration No.	: <b>EP-L18-XXXX</b>
登記種類 Type of Registration	: 一般登記 Ordinary
公司名稱 Name of Company	: XXX(香港)有限公司 XXX (HONG KONG) LIMITED
商業登記編號 BRC No.	: XXX-XXX-XX-XX-X
業務地址 Business Address	: XXX XXXXXXXXXX, XXXXXXXXXXXX
生效日期 Effective Date	: 二零一八年八月一日 1 August 2018
周年審計日 Annual Audit Date	: 三月三十一日 31 March
首個申報的截數日期 The First Return Cut-off Date	: 二零一八年九月三十日 30 September 2018
	簽署 Signed: _____ 環境保護署署長（XXX 代行） (XXXXXXXXXX) for Director of Environmental Protection
發出日期：二零一八年五月十八日 Date of Issue: 18 May 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, Templates and Certificate showing in Part C to E of this booklet are for demonstration purpose only. Please visit the official website: [www.weee.gov.hk](http://www.weee.gov.hk) and download the latest version of the Specified Forms/Templates.