

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



Environmental Protection Department

July 2024

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 :

Waste Management and Strategy Group
Environmental Protection Department
21/F, High Block, Queensway Government Offices,
No. 66 Queensway, Hong Kong

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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.

The Legislative Council passed the Product Eco-responsibility (Amendment) Bill 2023 in October 2023 for enhancing the WPRS. The enhanced WPRS expanded the scope of REE and removed the requirement of recycling label, both of which have been in effect since 1 July 2024.

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) 10 classes of electrical equipment are covered under the WPRS, namely air-conditioners, refrigerators, washing machines, dehumidifiers, tumble dryers, 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 10 classes of REE. 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.

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;

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 15 kg.
- Refrigerators: with a total storage volume not exceeding 900 liters.
- Dehumidifiers: operating by using the vapour compression cycle with a rated dehumidifying capacity not exceeding 35 litres per day, but not including those operate by using desiccant materials.
- Tumble dryers: dry textiles by tumbling in a rotating drum, use mains electricity as the only power source for heating and with a rated drying capacity not exceeding 15 kg.
- 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).

- (b) the sellers referred to under the PERO include general authorised 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 the contract. A seller who contravenes this requirement is liable to a

³ Including:

- Recycling hotline (2676 8888) or WhatsApp (6081 5096) – for the public to enquire about waste REE recycling and make appointments for collection.
- GREEN@COMMUNITY – all GREEN@COMMUNITY accept waste REE disposal for onward transfer to suitable recyclers for treatment.

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 writing of the terms”.

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) A seller must provide to consumers a receipt with the wording prescribed by the REE Regulation, in both the English and the Chinese languages, 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:

<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 an item of regulated electrical equipment for the class of such equipment to which the product belongs as follows:</p> <p>Air conditioner: \$125 per item Washing machine: \$125 per item Television: \$165 per item</p>	<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。該條例就該產品所屬的受管制電器類別下的每件受管制電器，徵收下列循環再造徵費：</p> <p>空調機：每部\$125 洗衣機：每部\$125 電視機：每部\$165</p>
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If a stamp is used for this purpose, the wording for the above

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

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 an item of regulated electrical equipment for the class of such equipment to which the product belongs as follows:</p> <ul style="list-style-type: none"> <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 type="checkbox"/> Dehumidifier: \$125 per item <input type="checkbox"/> Tumble dryer: \$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。該條例就該產品所屬的受管制電器類別下的每件受管制電器，徵收下列循環再造徵費：</p> <ul style="list-style-type: none"> <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 type="checkbox"/> 抽濕機：每部\$125 <input type="checkbox"/> 乾衣機：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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- (b) 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.
- (c) 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.
- (d) 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.
- (e) 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.
- (f) 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); and
5. keep proper records of requests for removal service (see para. A2.7(b), (c), (d) and (f)).

C. Specified Forms

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

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 Part A	銷售商資料 Particulars of the Seller										
法團／公司名稱 Name of Corporation/Company	<div style="border-bottom: 1px solid black; padding-bottom: 5px;">(中文 Chinese)</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">(英文 English)</div>										
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)											
<p>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</p> <div style="margin-bottom: 10px;"> <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. </div> <div> <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. </div>											
<p>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):</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> 電冰箱 Refrigerator</td> <td><input type="checkbox"/> 電視機 Television</td> <td><input type="checkbox"/> 空調機 Air Conditioner</td> <td><input type="checkbox"/> 洗衣機 Washing Machine</td> <td><input type="checkbox"/> 抽濕機 Dehumidifier</td> </tr> <tr> <td><input type="checkbox"/> 乾衣機 Tumble dryer</td> <td><input type="checkbox"/> 列印機 Printer</td> <td><input type="checkbox"/> 掃描器 Scanner</td> <td><input type="checkbox"/> 顯示器 Monitor</td> <td><input type="checkbox"/> 電腦 Computer</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"/> 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
<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							

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.



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-5a

《產品環保責任條例》(第 603 章) Product Eco-responsibility Ordinance (Cap. 603)

除舊服務 — 收集者的承諾書 Removal Service — Undertaking of a Collector

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

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:

☐ 請選擇適用項目 Please tick the appropriate box(es)

1. 收集者承諾出任銷售商的
The Collector undertakes to the Seller to be his/her

- ☐ **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.

或 or

- ☐ **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:
- | | | | | |
|--|--|---|---|--|
| <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"/> 電腦
Computer | <input type="checkbox"/> 列印機
Printer | <input type="checkbox"/> 掃描器
Scanner | <input type="checkbox"/> 顯示器
Monitor |

服務地區範圍：
Service coverage area: _____

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.



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-5b

**《產品環保責任條例》(第 603 章)
Product Eco-responsibility Ordinance (Cap. 603)**

**除舊服務 — 循環再造者的承諾書
Removal Service — Undertaking of a Recycler**

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:

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.
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):

<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"/> 電腦 Computer	<input type="checkbox"/> 列印機 Printer	<input type="checkbox"/> 掃描器 Scanner	<input type="checkbox"/> 顯示器 Monitor
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.

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																																		
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																																		
除舊方案參考編號 RSP Reference No.:	EP - R -																																	
<p>➤ 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，以本指明表格向環境保護署提出。 If there is/are any change(s) to the endorsed RSP, the Seller should notify the Environmental Protection Department at least 30 days before any change by submitting this specified form.</p> <p>➤ 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 to apply for 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).</p> <p><input type="checkbox"/> 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):</p> <p>_____</p> <p>_____</p> <p style="text-align: right;">(如有需要，請另加紙張填寫。 Please use additional sheet if necessary)</p>																																		
<p>★ 請填寫有更改的項目並在該段填上✓ 號，其他沒有更改的項目請留空。 Please fill in the changed item(s) and mark ✓ in the corresponding part. Leave blank for others without change.</p>																																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="padding: 5px;"> <input type="checkbox"/> A1 段 更改銷售商資料 Part A1 Change to Particulars of the Seller </td> <td colspan="2" style="padding: 5px;"> 生效日期 Effective on: _____ </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> 法團／公司名稱 Name of Corporation/Company </td> <td colspan="2" style="padding: 5px;"> (中文 Chinese) _____ (英文 English) _____ </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> 香港商業登記號碼 HK Business Registration No. </td> <td colspan="2" style="padding: 5px;"> 香港身份證號碼 (獨資經營人士) HKID Card No. (sole proprietor) </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> 業務註冊地址 Registered Business Address </td> <td colspan="2" style="padding: 5px;"> _____ _____ _____ </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> 通訊地址 (如與業務註冊地址不同) Corresponding Address (if different from the registered business address) </td> <td colspan="2" style="padding: 5px;"> _____ _____ _____ </td> </tr> <tr> <td colspan="4" style="padding: 5px;"> 銷售商分發途徑補充資料／除舊服務條款 Supplementary information on the Seller's distribution avenue(s) and/or removal service terms </td> </tr> <tr> <td colspan="4" style="padding: 5px;"> <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 “TREE-3” and submitted it together with this application form. </td> </tr> <tr> <td colspan="4" style="padding: 5px;"> <input type="checkbox"/> 本人／我們現提交最新【TREE-9】除舊服務條款，並與本申請表格一併遞交。 I/We have provided the latest removal service terms using “TREE-9” and submitted it together with this application form. </td> </tr> </table>			<input type="checkbox"/> A1 段 更改銷售商資料 Part A1 Change to Particulars of the Seller		生效日期 Effective on: _____		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 (獨資經營人士) HKID Card No. (sole proprietor)		業務註冊地址 Registered Business Address		_____ _____ _____		通訊地址 (如與業務註冊地址不同) Corresponding Address (if different from the registered business address)		_____ _____ _____		銷售商分發途徑補充資料／除舊服務條款 Supplementary information on the Seller's distribution avenue(s) and/or removal service terms				<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 “TREE-3” and submitted it together with this application form.				<input type="checkbox"/> 本人／我們現提交最新【TREE-9】除舊服務條款，並與本申請表格一併遞交。 I/We have provided the latest removal service terms using “TREE-9” and submitted it together with this application form.			
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D. Templates

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

【範本 TREE-9】

(銷售商)

除舊服務條款

1. 銷售商責任	凡顧客向本公司購買《產品環保責任條例》所指定的受管制電器，本公司須按消費者要求，並根據環保署批註的除舊方案，安排 <u>免費</u> 移走與所購買相同種類及數量的舊受管制電器。
2. 除舊地點	適用於全港任何處所。
3. 選取期限	(a) 顧客可於購貨時簽署「除舊服務選取紀錄」即可；或 (b) 於交易後 3 日內致電_____向本公司提出要求，逾期作放棄除舊服務處理。
4. 除舊服務時間	(a) 一般情況下，於訂立合約並收到顧客的要三個工作天後就能提供上門除舊服務。 (b) 在顧客指定的日期，到顧客指定的地點移走舊件。 (c) 星期日及公眾假期休息。
5. 注意事項	(a) 除舊服務與送貨及安裝服務分開處理，等待移除的舊件可按需要較先移走，或短暫存放於移除地點，稍後才移走，顧客可與職員安排。 (b) 舊件一經收取，恕不退回。 (c) 舊件必須獨立放置，脫離任何裝置、連接系統、或有障礙的存放位置。 (d) 若舊件有嚴重的衛生問題（例如：有餛飩殘渣、蟑螂、螞蟥），工作人員有權拒絕移走該舊件，消費者亦不會再享有免費的除舊服務。 (e) 顧客如需更改已約定的除舊服務地點或時間，請於至少 2 個工作天內致電通知本公司。 (f) 如遇上黑色暴雨警告 / 八號或以上熱帶氣旋警告信號，除舊服務將會暫停，並另作安排。 (g) 於約定的除舊時間，因交通或天氣情況，或其他因素影響有所延誤、暫停或改期，本公司恕不負任何責任。 (h) 顧客、聯絡人的個人資料只作除舊服務用途，本公司將會遵守《個人資料（私隱）條例》（香港法例第 486 章）處理 (i) 如有任何爭議，本公司保留最終的決定權。

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

【範本 TREE-4】
Page No.: _____ (20)

銷售商 – 除舊服務安排紀錄總表 / Seller – RS* Arrangement Record
《Full Record》

(a) Consumer	(b) Information	(c) Address (for removal)	(d) No. of REE* bought	(e) Collection	(f) Information	(g) No. of WEEE*		(h) Remarks (Note 2)
						Proposed	Collected	
Request (Date)			TV Wash Fridge AC Deh. Dryer Mon PC Print Scan	Informed default collector on (date)			TV Wash Fridge AC Deh. Dryer Mon PC Print Scan	Common scenarios <input type="checkbox"/> A – consumer changed his/her decision and informed us on (date) _____ and collector was subsequently notified on (date) _____. <input type="checkbox"/> B – written refusal by default collector received on (date) _____ (reason _____) and subsequently arranged (collector) _____. <input type="checkbox"/> C – recycler received on (date) _____. Others: _____
Channel (Note 1)				Channel (Note 1)				
Invoice No.				Appointed collection on (date)				
Name (Mr./Ms.)				Collected on (date)				
Telephone No.				Name of collector				
Request (Date)			TV Wash Fridge AC Deh. Dryer Mon PC Print Scan	Informed default collector on (date)			TV Wash Fridge AC Deh. Dryer Mon PC Print Scan	Common scenarios <input type="checkbox"/> A – consumer changed his/her decision and informed us on (date) _____ and collector was subsequently notified on (date) _____. <input type="checkbox"/> B – written refusal by default collector on (date) _____ (reason _____) and subsequently arranged (collector) _____. <input type="checkbox"/> C – recycler received on (date) _____. Others: _____
Channel (Note 1)				Channel (Note 1)				
Invoice No.				Appointed collection on (date)				
Name (Mr./Ms.)				Collected on (date)				
Telephone No.				Name of collector				
Note 1 V – by telephone or in person; Nel – by internet; & W – by other written means (Whatsapp/SMS/WeChat/Fax, etc.)			↑ State the no(s). ↑ Circle the item(s)	# Number *RS – Removal Service; REE – Regulated Electrical Equipment; WEEE – Waste Electrical & Electronic Equipment.	Note 2 A – consumer changed his/her decision and informed us on (date) _____. B – written refusal by default collector received on (date) _____ with reason _____. C – recycler received on (date) _____.			

(b) Simplified version

【範本 TREE-4】

銷售商 – 除舊服務安排紀錄總表 / Seller – RS* Arrangement Record

《簡化版》

訂購 / 購貨單 / 交易編號	購買電器數量 / 要求收機數量 (件) N1								作出 / 接獲除舊要求的 N2			除舊者獲悉 收機地址後 同意的 收機日期 N4	已收妥 所須的 書面確認 N5 (✓/NA/X)	備註事項 N6	
	電視	洗衣機	雪櫃	冷氣機	抽濕機	乾衣機	電腦	列印機	掃描器	顯示器	日期				時間
例：A12345	1/0	1/1	/	/	/	/	/	/	/	/	2/11/2017	3:00pm	店／電／網	NA	客人舊電視留用
	/	/	/	/	/	/	/	/	/	/			店／電／網		
	/	/	/	/	/	/	/	/	/	/			店／電／網		
	/	/	/	/	/	/	/	/	/	/			店／電／網		
	/	/	/	/	/	/	/	/	/	/			店／電／網		
	/	/	/	/	/	/	/	/	/	/			店／電／網		
	/	/	/	/	/	/	/	/	/	/			店／電／網		
	/	/	/	/	/	/	/	/	/	/			店／電／網		
	/	/	/	/	/	/	/	/	/	/			店／電／網		
	/	/	/	/	/	/	/	/	/	/			店／電／網		
	/	/	/	/	/	/	/	/	/	/			店／電／網		

第 (20) 頁

註:

本除舊服務安排紀錄總表的範本旨在方便銷售商保留主要紀錄，以便日常運作。銷售商可按各自實際業務運作需要作出修訂。
至於法例詳細的保留紀錄規定，請參閱《產品環保責任(受管制電器)規例》第 41 條。

N1 除舊服務「一件新對一件舊」，按相同類別計。

N2 法例要求有紀錄載明作出和接獲除舊服務要求的時間和方式。如兩者有異則須註明。

N3 可考慮簡單標示：店(門市)、電(電話)、網(網站)等。


N4 法例要求有紀錄證明實際除舊者/收集者已獲通知，得悉須移走的現有電器的處所地址。請與實際除舊者/收集者安排保留有關紀錄。

N5 法例要求有紀錄證明實際除舊服務，法例要求有相關預定收集者/非預定收集者的書面確認，確認未能或不願意提供服務，以及有關原因。請與相關收集者安排保留有關紀錄。總表上可考慮簡單標示：✓(已收妥)、N/A(不適用)、缺(欠缺紀錄)。

N6 可附註其他資料，例如某收集者口頭回覆未能提供服務，或其後改動等。

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.



TREE-3

PRODUCT ECO-RESPONSIBILITY (REGULATED ELECTRICAL EQUIPMENT) REGULATION

Supplementary Sheet for Seller's Distribution Avenues

☐ First Submission ☐ 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.
	Effective on:		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 21/F, High Block, Queensway Government Offices, No.66 Queensway, 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,
21/F, High Block, Queensway Government Offices
No.66 Queensway, 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.