

Easy Way to Use C-Easy

Notes to Applicants for Online application of CWDCS Billing Account

Please prepare the following documents in your mobile device / PC before processing online application:

1. A valid Business Registration Certification Copy / Hong Kong I.D.



2.

A copy of your proof of address



3.

Contract document (Example: Letter of Acceptance, Tender or Signed Contract) [For Contract Sum >= HK\$1M]



4. Company Chop (For application raised by the company only)



5. Signature

(i) Select the required Form

Environmental Protection Department
The Government of the Hong Kong Special Administrative Region

Application Form ▾ Help ▾ Text Size EN 繁 簡

Application Form 1

Billing Account (Construction Work Contract with Value of \$1 million or Above)

Particulars of Applicant Construction Work Contract Issuance of Chits Declaration Summary Application Confirmation

Particulars of Applicant

* Title
☒ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Company

* Name in English (Surname First)

* Name in Chinese

* H.K. Identity Card No.
e.g. A123456(7)

* Residential / Business Address

☐ If Correspondence Address is different from above

* Contact Name

* Telephone No.

Form Filling with iAM Smart [More Info](#) *New Icon : iAM Smart (Form 1 & 2)

(ii) Complete particulars of Applicant (Form 2 as example)

Particulars of Applicant

* Billing Account Type
☐ All Prescribed Facilities, including Outlying Islands Transfer Facilities
☐ Outlying Islands Transfer Facilities only

* Title
☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☒ Company

* Name in English (Surname First)

* Name in Chinese

* Business Registration No.
e.g. 12345678-123-12-12-1

* Residential / Business Address

☐ If Correspondence Address is different from above

* Contact Name

* Telephone No.

* Mobile No.

Fax No.

* Email for correspondence of this application

* Confirm Email for correspondence of this application

Select waste disposal facilities (Form 2 Application Only)

Fill in – particulars of the company if the applicant is a company; or personal information if the applicant is an individual.

The contact person's or applicant's correspondence information and email address are mandatory fields.

If you choose to use “iAM Smart” to fill out the form, system will request the applicant to scan the QR code to log in.



[< Back to online service](#)

Log in with iAM Smart :

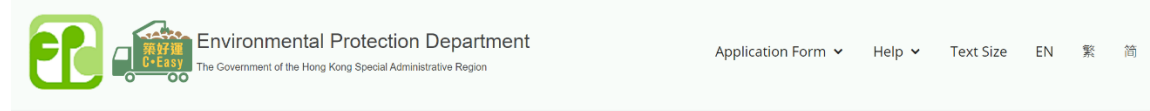
1. Please open iAM Smart App in your mobile
2. Tap the scan button in iAM Smart App

 Scan QR Code

3. Scan the QR Code



After logging in “iAM Smart”, the system will help the applicant to fill in relevant information.



Application Form 1

Billing Account (Construction Work Contract with Value of \$1 million or Above)



Particulars of Applicant

* Title

☒ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Company



 Form Filling with iAM Smart

[More Info](#)

* Name in English (Surname First)

LEE, SIU MAN



* Name in Chinese

李小文



* H.K. Identity Card No.

G523500(5)



* Residential / Business Address

☐ If Correspondence Address is different from above

* Contact Name

LEE, SIU MAN



* Telephone No.

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If applicants encounter any problems or difficulties in the registration process of “iAM Smart” account or using “iAM Smart” mobile application, please call “iAM Smart” hotline at (852) 182 123 or send email to enquiry@iamsmart.gov.hk for enquiry.

Applicants can also visit “iAM Smart” website (<https://www.iamsmart.gov.hk/en/index.html>) to obtain the related information.

* Way to receive monthly construction waste transaction information

☐ Post ☐ Email

☐ Email for receiving daily construction waste transaction information

* Email for receiving monthly construction waste transaction information

* Business Registration Certificate Copy File (allow upload more than one file)

Upload File

Proof of Address File

Upload File

* H.K. Identity Card Copy File

Upload File

* Proof of Address File

Upload File

You can choose to receive monthly construction waste transaction information by either post or email.

If the applicant is a company, please submit the copy of Business Registration Certificate.
If the applicant is an individual, please submit the copy of H.K. Identity Card.

Bill of electricity/ town gas/ fixed-line telephone/ water charges (within last three months), a stamped tenancy agreement, or a tenant's rent card issued by the Housing Authority are acceptable as documentary proof of residential address.

Construction Work Contract

Contract No.

Contract Name

* Construction Waste Generated Site

* Type of Construction Work

☐ Foundation Works ☐ Slope Stabilization ☐ Site Formation ☐ Demolition
☐ Building ☐ Renovation ☐ Others

* Contract Award Date

dd/mm/yyyy

* Contract Value (HKD)

1

↑

↓

Estimate Construction Work Commencement Date

dd/mm/yyyy

Estimate Construction Work Completion Date

dd/mm/yyyy

Construct Work Contract Copy File (allow upload more than one file)

Upload File

Input contract information.

Upload contract document. The contract document can be submitted later if it is not available at the moment.

You must fill in the fields with an asterisk (*)

Issuance of Chits

* Is e-Chit?

☐ Yes ☐ No

Choice of using e chit or paper chit

For choice of e chit

Issuance of Chits

* Is e-Chit?

☒ Yes ☐ No

* Request Chit No.

Deposit: HKD

* Auto Replenish?

☐ Yes ☐ No

You must fill in the fields with an asterisk (*)

Input number of chits required. Form 1 Applicant who does not need any chit at the moment can input 0.

Chits can be replenished automatically after payment of waste disposal charges.

For choice of paper chit

Issuance of Chits

* Is e-Chit?

☐ Yes ☒ No

* Request Chit No.

Deposit: HKD

* Auto Replenish?

☐ Yes ☐ No

☐ Chits received by post

Collect Office: ?

EPD Office - Revenue Tower Office (at Wanchai)

You must fill in the fields with an asterisk (*)

Input number of chits required. Form 1 Applicant who does not need any chit at the moment can input 0.

Chits can be replenished automatically after payment of waste disposal charges (only applicable to collection of chits at the chosen office in person).

Applicant who would like to receive Chits by post (no limitation on the number of Chits) should submit a stamped and addressed envelope to Environmental Protection Department (address: 3/F West Wing, 88 Victoria Road, Kennedy Town, Hong Kong) and indicate "Application Number" and "Construction Waste Disposal Charging Scheme" on the envelope. Each envelope will only enclose with no more than 20 Chits. If more than 20 Chits is required, applicant should provide sufficient number of stamped and addressed envelope. (For reference as at 13 April 2026, postage rates for Chits of 1-5 nos., 6-12 nos., 13-20 nos. are \$2.4, \$3.5, \$5.6 respectively. Also, the maximum dimension of the envelope provided is 165mm x 245 mm x 5mm (thickness)).

Declaration of Applicant

(If the applicant is a company, this should be signed by the company owner or the Director / Manager nominated and authorised by the company.)

* Applicant Full Name

* Capacity

* Signature of Applicant

Upload Image

* Company Chop

Upload Image

* I agree to display the account information (name of the individual & phone number) on Environmental Protection Department's website for public inspection.

☐ Yes ☐ No

Input full name of the applicant. If the applicant is a company, the signature of the company owner or the Director / Manager nominated and authorized by the company should be uploaded.

Form 2 applicant can choose to display the account information on Environmental Protection Department's website for public inspection.

Please check the information you have
filled in the Summary page

(iii) Submit the Application

☒ I / We understand that, if I / We make any statement or give any information that I / We know to be incorrect in a material particular OR recklessly make any statement or give any information that is incorrect in a material particular OR knowingly or recklessly omit any material particular from any statement or information, I / We shall commit an offence under Section 22 of the Waste Disposal (Charges for Disposal of Construction Waste) Regulation (Chaptre354N) and shall be liable to a maximum fine of \$100,000.

☒ I / We have thorough understanding of the attached Basic Conditions and Conditions of Use. Upon approval of my / our application for a billing account, I / We accept and agree to be bound by the Basic Conditions and Conditions of Use.

[\[details\]](#)

☒ I / We have read the Personal Information Collection Statement inside the Application Guide about my / our personal data. I / We declare that the personal data provided in this application form are accurate and up-to-date to the best of my / our knowledge. I / We agree and understand that such personal data can be used according to the purposes stated in paragraph 1 of the Personal Information Collection Statement.

[\[details\]](#)

Submit the application once confirmed.

Edit

Submit