

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.



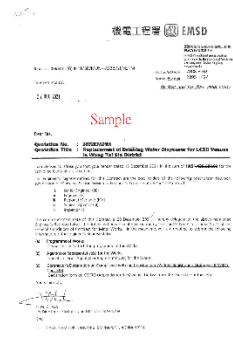
- 2.

A copy of your proof of address



- 3.

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



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



5. Signature

Access C Easy Web Site: <https://ceasy.epd.gov.hk/echit/application1/en>

(i) Select the required Form

The screenshot shows the Environmental Protection Department's C Easy web site. The header includes the EPD logo, the text 'Environmental Protection Department' and 'The Government of the Hong Kong Special Administrative Region', and a dropdown menu for 'Application Form' with options 'Application Form 1' through 'Application Form 7' and 'Check Application Status'. The main content area is titled 'Application Form 1' and 'Billing Account (Construction Work Contract with Value of \$1 m or more)'. Below this is a progress bar with five steps: 'Particulars of Applicant', 'Construction Work Contract', 'Issuance of Chits', 'Declaration', and 'Summary'. The 'Particulars of Applicant' section is active, showing fields for 'Title' (Mr, Mrs, Ms, Miss, Company), 'Name in English (Surname First)', 'Name in Chinese', 'Business Registration No.', and 'Residential / Business Address'.

(ii) Complete particulars of Applicant

The screenshot shows the 'Particulars of Applicant' form. The form is divided into two main sections. The first section, 'Particulars of Applicant', includes fields for '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.', and 'Residential / Business Address'. The second section, 'Contact Information', includes fields for 'Contact Name', 'Telephone No.', 'Mobile No.', 'Fax No.', 'Email for correspondence of this application', and 'Confirm Email for correspondence of this application'. Annotations on the right side of the form explain the fields: 'Select waste disposal facilities (Form 2 Application Only)' points to the 'Billing Account Type' field; 'Fill in – particulars of the company if the applicant is a company, or personal information if the applicant is an individual.' points to the 'Name in English', 'Name in Chinese', 'Business Registration No.', and 'Residential / Business Address' fields; and 'Fill in contact information You must fill in the fields with an asterisk (*).' points to the 'Contact Name', 'Telephone No.', 'Mobile No.', 'Fax No.', 'Email for correspondence of this application', and 'Confirm Email for correspondence of this application' fields.

* Way to receive monthly construction waste transaction information
☐ Post ☐ Email

* Email for receiving monthly construction waste transaction information

☐ Email for receiving daily construction waste transaction information

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

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

* H.K. Identity Card Copy File

Proof of Address File

* Proof of Address File

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

* Contract Value (HKD)

Estimate Construction Work Commencement Date

Estimate Construction Work Completion Date

Construct Work Contract Copy File (allow upload more than one 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

* 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 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 choosing “Chits received by post” will be contacted by EPD and required to submit stamped and addressed envelope, in accordance with the number of chits required.

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

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.

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

☐ Yes ☐ No

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
input 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 if no
editing is required.

Edit

Submit