



## 表格4 FORM4

現有帳戶戶主申請發出處置建築廢物的『載運入帳票』

Application for Issuance of Chits for Disposal of Construction Waste for Existing Account-holder

請用正楷填寫各項資料。

Please complete all items in BLOCK LETTERS.

### I. 帳戶戶主資料 Particulars of Account-holder

繳費帳戶號碼 Billing Account No.

豁免繳費帳戶號碼 Exemption Account No.

先生 Mr  太太 Mrs  女士 Ms  小姐 Miss  公司 Company

英文姓名（姓氏先行）或公司名稱 Name in English (surname first)

中文姓名或公司名稱 Name in Chinese

香港身分證號碼（如申請人是個別人士）

H.K. Identity Card No. (if the applicant is an individual)

商業登記號碼（如申請人是公司）

Business Registration No. (if the applicant is a company)

### II. 申請發出『載運入帳票』 Application for Issuance of Chits

請選擇「載運入帳票」種類（只可選擇紙本或電子其中一款「載運入帳票」）

Please select the type of Chits required (Please choose either paper Chits or e-Chits)

紙本「載運入帳票」  
Paper Chits

電子「載運入帳票」（需以「築好運」帳戶操作電子「載運入帳票」）  
e-Chits (C-Easy account is required to manage the e-Chits)

申請「築好運」帳戶之認證電郵地址

Email address for

C-Easy Authentication

所需「載運入帳票」的數量  
Number of Chits required

豁免繳費帳戶須填寫以下資料並提供證明文件<sup>+</sup>：

For Exemption Account, the following information shall be provided with documentary proof<sup>+</sup> :

1.	建造工程完成日期（不包括合約保養期） Construction Work Completion Date (excluding Defects Liability Period)	
2.	建造工程合約保養期的屆滿日期（如適用） Expiry Date of Defects Liability Period of Construction Work Contract (if applicable)	
3.	估計餘下每月產生的建築廢物量（公噸） Estimated Remaining Monthly Quantity of Construction Waste Generated (tonnes)	
4.	估計餘下總共產生的建築廢物量（公噸） Estimated Remaining Total Quantity of Construction Waste Generated (tonnes)	

請在適當的圓格內劃上「✓」號。 Please mark (✓) as appropriate.

<sup>+</sup> 證明文件例如有關的工地平面圖及圖則、委託人或其代理人證明的最新工程進度表及餘下建築廢物量的詳細估算。

Examples of documentary proof such as relevant marked-up site plans and drawings, latest works programme and detailed calculations of remaining waste quantities as certified by client or his agent.

繳費帳戶須填寫以下資料：

For Billing Account, the following information shall be completed:

首次申請發出「載運入帳票」，你會獲通知要繳付的按金數目，按金要求請參閱有關繳費帳戶隨附的「一般資料」。For application for issuance of Chits for the first time, you will be informed of the deposit amount to be paid. For deposit requirement, please refer to General Information accompanied with billing account.

如不是首次申請發出「載運入帳票」及所申請的「載運入帳票」數目超過已繳付的按金所涵蓋的「載運入帳票」數目，請在下列適當的圓格內劃上「√」號。For subsequent request that the number of Chits being applied exceeds the number of Chits that can be issued as determined by the amount of deposit already paid, please mark (√) as appropriate:

帳戶戶主會繳付額外增加的按金。The account-holder will pay the additional deposit required.

帳戶戶主不會繳付額外增加的按金。只有已繳付的按金所涵蓋的「載運入帳票」數目方予發出。The account-holder will not pay the additional deposit required. Only the number of Chits covered by the deposit already paid will be issued.

例子：帳戶戶主已繳交3,000元按金獲發10張「載運入帳票」。其後，他使用了5張「載運入帳票」並支付了其中2張「載運入帳票」的廢物處置費用。現在他申請8張「載運入帳票」，應繳額外增加的按金 = 每張300元 x (8 - 2) = 1,800元。如不增加按金，現只可發出2張「載運入帳票」，因已繳交有關的廢物處置費用。Example: Account-holder paid a deposit of \$3,000 for 10 Chits. He used 5 Chits for waste disposal and then settled the disposal charges for 2 of the Chits. Now he applies for 8 Chits, **the additional deposit required = \$300/Chit x (8 - 2) = \$1,800.** If account-holder does not want to pay additional deposit, the number of chits can be issued is 2 (relevant charges have been settled).

請選擇如何領取「載運入帳票」(請只選擇一個圓格並劃上「√」號): Please select how Chits to be collected (please mark (√) one circle only):

有關處理「載運入帳票」申請的查詢可致電2872 1854。For enquiries on processing chit application, please call 2872 1854.

### 環境保護署辦事處 Environmental Protection Department Offices:

辦事處 Office	辦事處地址 Address	電話 Telephone	星期一至五 Mon to Fri
<input type="radio"/> 將軍澳政府合署北座 辦事處 Tseung Kwan O Government Offices (North Tower)	新界西貢將軍澳唐賢街30號將軍澳政府合署北座12樓 12/F, North Tower, Tseung Kwan O Government Offices, 30 Tong Yin Street, Tseung Kwan O, Sai Kung, New Territories	2824 3773	上午九時至下午五時 9:00 a.m. - 5:00 p.m.
<input type="radio"/> 長沙灣政府合署辦事處 Cheung Sha Wan Government Offices	九龍長沙灣道303號長沙灣政府合署8樓 8/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon	2150 8006	
<input type="radio"/> 區域辦事處 (東) Regional Office (East)	九龍九龍灣臨樂街19號南豐商業中心5樓 5/F, Nan Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay, Kowloon	2755 5518	
<input type="radio"/> 區域辦事處 (南) Regional Office (South)	香港鰂魚涌海灣街1號華懋交易廣場2樓 2/F, Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay, Hong Kong	2516 1718	
<input type="radio"/> 區域辦事處 (西) Regional Office (West)	新界荃灣西樓角路38號荃灣政府合署8樓 8/F, Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, New Territories	2417 6116	
<input type="radio"/> 區域辦事處 (北) Regional Office (North)	新界沙田上禾輦路1號沙田政府合署10樓 10/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories	2158 5757	
<input type="radio"/> 環境基建科辦事處 Environmental Infrastructure Division Office	香港堅尼地城域多利道88號4樓西翼 4/F, West Wing, 88 Victoria Road, Kennedy Town, Hong Kong	2872 1888	

### 土木工程拓展署辦事處 Civil Engineering and Development Department's Office:

辦事處 Office	辦事處地址 Address	電話 Telephone	星期一至五 Mon to Fri
<input type="radio"/> 填料管理部 Fill Management Division	九龍公主道101號土木工程拓展署大樓5樓 5/F, Civil Engineering and Development Building, 101 Princess Margaret Road, Kowloon	2762 5608	上午九時至下午十二時三十分及 下午一時三十分至五時十五分 9:00 a.m. - 12:30 p.m. & 1:30 p.m. - 5:15 p.m.

### 郵遞方式收取「載運入帳票」(數量不限) Chits received by post (no limitation on the number of Chits)

\*申請人須根據所需載運入帳票的數量而提供足夠的回郵信封(貼上郵票及寫上回郵地址)。

Applicant is required to enclose sufficient stamped and addressed envelope, in accordance with the number of chits required.

\*以2026年4月13日的郵費計算，申請1-5張、6-12張、13-20張「載運入帳票」，其郵費分別為\$2.4、\$3.5、\$5.6(提供的回郵信封的最大尺寸為165毫米 x 245毫米 x 5毫米(厚度))，每個回郵信封最多只可夾附20張「載運入帳票」。如所需數量多於20張，申請人須提供足夠貼上郵票的回郵信封。以郵遞方式收取「載運入帳票」後，申請人須傳真回條致環境保護署(傳真號碼：2872 0509)確認收妥「載運入帳票」。於收到傳真確認的兩個工作天後(不包括星期六、日及公眾假期)方可使用有關「載運入帳票」。

For reference as at 13 April 2026, the postage rates for Chits of 1-5 nos., 6-12 nos., 13-20 nos. are \$2.4, \$3.5, \$5.6 respectively (Maximum dimension of the envelope provided is 165mm x 245 mm x 5mm (thickness)). 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 receipt of Chits by posts, the applicant should acknowledge receipt by fax return to Environmental Protection Department (Fax: 2872 0509). The Chits can be used two working days (excluding Saturdays, Sundays and public holidays) after receiving acknowledgement of receipt by fax.

請在適當的圓格內劃上「√」號。 Please mark (√) as appropriate.

### III 帳戶戶主聲明 Declaration of Account holder

(如帳戶戶主是公司，則須由該公司之擁有人或所指定及授權的董事／經理簽署，並須將簽署人的全名及職位寫在其簽署下面。)

\* 本人／我們明白，如果\* 本人／我們作出\* 本人／我們知道在要項上不正確的陳述或提供\* 本人／我們知道在要項上不正確的資料，或罔顧實情地作出在要項上不正確的陳述或罔顧實情地提供在要項上不正確的資料，或明知或罔顧實情地在任何陳述或資料中遺漏任何要項，根據《廢物處置（建築廢物處置收費）規例》（附屬法例第354N章）第22條，即屬犯罪，最高可被罰款\$100,000。

\* 本人／我們已細閱申請指南內關於\* 本人／我們個人資料的「個人資料收集聲明」。\* 本人／我們謹此聲明，\* 本人／我們在此申請表上所填報的個人資料，就\* 本人／我們所知，均屬真確及最新的資料。\* 本人／我們明白並且同意，此等個人資料，是可按照「個人資料收集聲明」第1段所述之目的而被使用的。

(If the account-holder is a company, this should be signed by the company owner or the Director/Manager nominated and authorised by the company, and he/she should also put down his/her name and capacity in full under his/her signature.)

\* **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 (Chapter 354N) and shall be liable to a maximum fine of \$100,000.

\* **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.

申請人簽署 Signature of Applicant

公司印章 Company Chop  
(如申請人是公司) (if the applicant is a company)

日期 Date

(  
簽署人全名及職位 / Full Name and Capacity

\* 請將不適用者刪去。 Please delete whichever is inapplicable.

## IV. 遞交申請 *Submit the Application*

請將填妥的申請表郵寄至下列地址並於封面註明：

**「建築廢物處置收費計劃」**  
環境保護署  
香港堅尼地城  
域多利道88號4樓西翼

或將填妥的申請表(載於信封內)親身交回環境保護署／土木工程拓展署的辦事處(詳細地址見第 II 部)。

Please submit the completed application form by post to the following address and indicate on the envelope:

**“Construction Waste Disposal Charging Scheme”**  
Environmental Protection Department  
4/F, West Wing, 88 Victoria Road,  
Kennedy Town, Hong Kong

OR submit the completed application form (put in envelope) in person to an office of Environmental Protection Department/Civil Engineering and Development Department (Full addresses of the offices are contained in Section II).

## V. 個人資料收集聲明 *Personal Information Collection Statement*

### 收集個人資料的目的

- 申請人在這份表格上及就有關申請所提供的個人資料，環境保護署將用於下列一項或多項用途：
  - 與處理本申請事項有關的工作；
  - 統計及其他法定用途；
  - 方便政府跟你聯絡；
  - 辦理有關廢物處置的事務。
- 申請人必須提供申請表格所要求的個人資料。

### 獲轉交個人資料人士的類別

- 申請人在這份表格上及就有關申請所提供的個人資料，環境保護署可向下列人士披露：
  - 索取該等資料以作上文第1段用途的其他政府決策局及部門；及
  - 為第1段所述用途而參與申請的任何政府代理人、承辦商或第三方服務供應商披露。

### 查閱個人資料

- 根據《個人資料(私隱)條例》的規定，你有權要求查閱和更改與其申請有關的個人資料。

### 查詢

- 你如欲行使其權利，要求查閱和更改與其申請有關的個人資料，請把以中文或英文填寫的查閱資料申請書交往以下地址：  
高級環境保護主任(知識管理)(地址：新界西貢將軍澳唐賢街30號將軍澳政府合署北座12樓)  
致電2838 3111或傳真至2838 3111

### Purpose of Collection

- The personal data provided by means of this form and those in relation to this application will be used by the Environmental Protection Department for one or more of the following purposes:
  - activities relating to processing of this application;
  - statistical and any other legitimate purposes;
  - to facilitate communication between the Government and yourself;
  - activities relating to waste disposal matters.
- Applicant shall provide personal data as required in the application form.

### Classes of Transferees

- The personal data provided by means of the application form and those in relation to this application may be disclosed to:
  - other government bureaux and departments for the purposes mentioned in paragraph 1 above; or
  - any agent, contractor or third party service provider of the Government who is involved in the application for the purposes set out in paragraph 1.

### Access to Personal Data

- Under the Personal Data (Privacy) Ordinance, you have a right to request access to, and to request correction of, your personal data in relation to your application.

### Enquiries

- If you wish to exercise your right to request access to, and to request correction of, your personal data in relation to your application, please submit your written data access request in the Chinese or English language to the following address:  
Senior Environmental Protection Officer (Knowledge Management) (Address: 12/F, North Tower, Tseung Kwan O Government Offices, 30 Tong Yin Street, Tseung Kwan O, Sai Kung, N.T.) Telephone 28383111 or Fax 28383111