






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

申請成為登記供應商或更改地址  
Application for Registration as Registered Suppliers or Change of Address

申請成為登記供應商  
Apply to be a Registered Supplier  請填寫整份表格 (包括 藍色 部份)  
Please fill in the whole form (including parts shaded in blue)

更改地址  
Change of Address  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

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

A 段 供應商資料 Part A Supplier's Particulars			
登記編號 Registration No.		 此欄由本署填寫 For official use only	
公司/法團名稱 Name of Company/Corporation	(中文) (Chinese)		<input type="checkbox"/> 本港 Local <input type="checkbox"/> 海外 Overseas
	(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)	
香港業務地址 Business Address in Hong Kong			
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)			
<b>海外公司 Overseas Company (只適用於海外公司 For overseas company only)</b>			
業務地址 Business Address			
商業登記號碼 Business Registration No.			
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)			
聯絡人名稱及職位 Name & Position of Contact Person			
聯絡電話號碼 Contact Telephone No.		傳真號碼 Fax No.	
電郵地址 Email Address			

<b>B 段 合夥人資料 (如適用)</b>			
<b>Part B Company Partners (if applicable)</b>			
<b>首合夥人(1) 資料 Particulars of precedent partner (1)</b>			
姓名(中文及英文) Name of Partner (in Chinese & English)			
香港身份證號碼／旅行證件號碼 (國家) HKID Card No. / Travel Document No. (Country)			
通訊地址 Corresponding Address			
電郵地址 Email Address		職位 Position	
聯絡電話號碼 Contact Telephone No.		傳真號碼 Fax No.	

<b>合夥人(2) 資料 Particulars of partner (2)</b>			
姓名(中文及英文) Name of Partner (in Chinese & English)			
香港身份證號碼／旅行證件號碼 (國家) HKID Card No. / Travel Document No. (Country)			
通訊地址 Corresponding Address			
電郵地址 Email Address		職位 Position	
聯絡電話號碼 Contact Telephone No.		傳真號碼 Fax No.	

<b>合夥人(3) 資料 Particulars of partner (3)</b>			
姓名(中文及英文) Name of Partner (in Chinese & English)			
香港身份證號碼／旅行證件號碼 (國家) HKID Card No. / Travel Document No. (Country)			
通訊地址 Corresponding Address			
電郵地址 Email Address		職位 Position	
聯絡電話號碼 Contact Telephone No.		傳真號碼 Fax No.	

如有需要，請影印或從互聯網額外下載本頁繼續填寫

Please continue to complete on a photocopy or an additional downloaded copy of this page if necessary.

**C 段 申請一般登記 或 短期登記**

**Part C Apply for an ordinary registration OR a short-term registration**

申請人不能同時登記為一般登記及短期登記的供應商

The applicant cannot be registered as a supplier under both ordinary registration and short-term registration at the same time.

一般登記  
Ordinary  
Registration

- 擬議的登記生效日期：  
Proposed commencement date of registration: \_\_\_\_\_
- 擬議的周年審計日：  
Proposed annual audit date:
  - 三月三十一日  
31<sup>st</sup> March
  - 六月三十日  
30<sup>th</sup> June
  - 九月三十日  
30<sup>th</sup> September
  - 十二月三十一日  
31<sup>st</sup> December

短期登記  
Short-term  
Registration

- 短期登記只適用於在本港從事分發受管制電器業務不多於 30 天的供應商(例如展覽會的海外參展商)及該業務涉及須繳付的循環再造徵費預計不超過港幣二萬元  
Short-term registration is only applicable to suppliers engaged in the business of regulated electrical equipment distribution in Hong Kong for not more than 30 days (For example: overseas expo exhibitors) and when the liability to pay recycling levy arising from such business is not expected to exceed HK\$20,000
- 擬議登記生效期：  
Proposed validity period of the registration: from \_\_\_\_\_ 至 \_\_\_\_\_  
to \_\_\_\_\_
- 在本次登記申請日期前的 12 個月內，你曾否獲批短期登記  
Have you been approved a short-term registration in the 12 months before the date of the present application
  - 沒有  
No
  - 有 (請在下面註明登記編號)  
Yes (please state the registration number below)
    - (1) \_\_\_\_\_
    - (2) \_\_\_\_\_
    - (3) \_\_\_\_\_

**D 段 供應商分發受管制電器的資料**  
**Part D Supplier's Information on Distribution of Regulated Electrical Equipment ("REE")**

- 品牌(Brand Names)  請用表格【TREE-1】填寫  
Please use form "TREE-1" to provide the information
- 受管制電器種類及數量 (Types & Quantity of REE)

種類 Type	數量 Quantity	估算輸入香港以供分發或初次使用的總數，不包括轉口 * (每年/時期內) Estimated total amount of REE imported for distribution or first-time use, excluding transshipment * (annually / within the period)	估算在香港製造以供分發或初次使用的總數 * (每年/時期內) Estimated total amount of REE manufactured in Hong Kong for distribution or first-time use * (annually / within the period)
<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			

注意 Note

- \* 請將不適用者刪去 (“時期內” 適用於短期登記)  
Please delete where inapplicable (“within the period” applies to short-term registration)

**E 段 申請人聲明**  
**Part E Declaration of Applicant**

\*本人／我們謹此聲明，盡本人／我們所知所信，根據本表格所提供的資料皆為真確及完整。

\*本人／我們已細閱申請人須知及關於\*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，可按照「個人資料收集聲明」所述之目的而被使用。

\*I/We declare that the information provided in this form is, to the best of my/our knowledge and belief, true and complete.

\*I/We have read the Notes to Applicant and Personal Information Collection Statement 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 the Personal Information Collection Statement.

\* 請將不適用者刪去 *Please delete where 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)  
(Company Name and Chop as appropriate)

\_\_\_\_\_  
(日期)  
(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) of the 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).

## 1 注意事項

- (a) 本署在收到申請後，會以郵寄或電郵方式確認。
- (b) 獲本署批准申請者會獲發配予登記編號的登記證書。登記供應商須在與本署的通信（包括申報及審計報告）註明該登記編號。
- (c) 一般登記毋須續期。
- (d) 展覽會的海外參展商注意：在港不涉及分發受管制電器的參展人士，毋須登記。

## 2 一般事項

- (a) 請用正楷填報表格。
- (b) 如表格內所提供的空間不足以列明各項資料，申請人可另加紙張填報。於每頁另加紙張的資料，應加上編號，並附有申請人的簽署或公司印章。

## 3 提交文件

- (a) 供應商的有效商業登記證副本。
- (b) 東主的有效香港身份副本(如屬個人公司申請)。
- (c) 所有合夥人的有效香港身份副本或旅行證件副本(如屬合夥人公司申請)。
- (d) 代表人的身份證明文件或旅行證件副本(如屬海外公司)。
- (e) 申請人是供應商或將成為供應商的證明文件：例如各項品牌的代理授權書副本等，或過去 12 個月入口受管制電器紀錄，或未來 12 個月將會入口受管制電器或參加展銷受管制電器的文件，或其他相關證明文件。
- (f) 已填妥的表格【TREE-1】(如適用)。

## 4 獲批登記供應商的重要事項提示

- (a) 登記供應商可用指明表格 REE-4 向本署申請循環再造標籤。
- (b) 登記供應商須定期向本署呈交申報：
  - (i) 就一般登記而言，申報須按季度呈交，並在每季的最後一天（即 3 月 31 日、6 月 30 日、9 月 30 日及 12 月 31 日）後的 28 天內呈交。
  - (ii) 就短期登記而言，申報須涵蓋登記整個生效日期，並在生效結束當日後的 28 天內呈交。違者首次定罪，可處第 6 級罰款（港幣十萬元）；再次定罪，可處罰款港幣二十萬元。
- (c) 本署在接獲申報後，會據此釐定登記供應商須繳付的循環再造徵費款額。
- (d) 登記供應商（已獲豁免的除外）須就每個審計年度內所呈交的申報，向本署呈交由獨立執業會計師所擬備的審計報告。審計報告須在每個審計年最後一日之後的三個月內呈交。
- (e) 登記供應商須就某年內呈交的申報，在該年之後的五年內，保存關於該申報的訂明紀錄及文件，在有需要時呈交本署查核。
- (f) 如登記供應商的地址有所更改，必須於更改後30天內，以指明表格【REE-1】通知本署，違者一經定罪，可處第2級罰款（港幣五千元）。

## 5 查詢

如有任何疑問，可透過致電(2838 3111)、傳真(2318 1877)、電郵(enquiry@epd.gov.hk)或郵寄(地址：香港金鐘道 66 號金鐘道政府合署高座 21 樓)，向環境保護署辦事處查詢；信封面請註明「廢電器計劃」。

**1 Notes for Attention**

- (a) Upon receipt of the application form, the Environmental Protection Department (“EPD”) will issue an acknowledgement note by post or by email.
- (b) EPD will issue a certificate of registration and assign a registration number to each successful applicant. This number is a unique reference for each Supplier and should be quoted in all future correspondences with the EPD and also on all periodical returns and annual audit reports.
- (c) No renewal is necessary for ordinary registration.
- (d) Note for overseas expo exhibitor: exhibitors not engaged in distribution of REE in Hong Kong are not required to be registered.

**2 General Notes**

- (a) Please complete the application form clearly in BLOCK letters.
- (b) If there is no sufficient space in any part or portion to fill in all the information, you may use additional sheets, which are to be numbered and duly signed by the applicant, or stamped by the company chop on each page.

**3 Documents to be submitted**

- (a) A copy of the valid Business Registration Certificate of the applicant.
- (b) A copy of the owner’s valid Hong Kong Identity Card (“HKID Card”) (if the applicant is an individual company).
- (c) A copy of valid HKID Card or travel document for individual partners (if the applicant is a partnership company).
- (d) A copy of the representative’s identity document or travel document (if the applicant is an overseas company).
- (e) A copy of the documents to show that the applicant is a supplier or will become a supplier. For example, a copy of authorizing agency for all individual REE brands (“REE” refers to regulated electrical equipment), or record of importing REE in the last 12 months, or documents showing import of REE or participation in exhibition of REE in the next 12 months, or other documents as appropriate.
- (f) Completed form “TREE-1” (if applicable).

**4 Important points for attention for approved registered Suppliers**

- (a) The registered Supplier may apply to the EPD by prescribed form REE-4 for recycling labels.
- (b) The registered Supplier should furnish quarterly returns:
  - (i) within 28 days after the last day of each quarter, i.e. March 31, June 30, September 30 and December 31, for ordinary registration.
  - (ii) within 28 days after the end day of the whole validity period for short-term registration.

Any person who commits this offence is liable, on first conviction, to a fine at level 6 (HK\$100,000); and on a subsequent conviction, to a fine of \$200,000.
- (c) The amount of recycling levy payable will be determined with reference to the returns furnished by the registered Supplier;
- (d) In respect of returns submitted in each audit year, the registered Supplier (excluding those with exemption) must submit an annual audit report by an independent certified public accountant (practicing) to the EPD within 3 months after the last day of each audit year.
- (e) In respect of returns submitted in the year, the registered Supplier must keep the prescribed records and documents relating to the returns within 5 years after that year and submit them to EPD for inspection whenever necessary.
- (f) If there is a change of address after registration, the registered Supplier must notify the EPD of the change in the specified form REE-1 within 30 days after its occurrence. A registered Supplier who fails to follow this requirement commits an offence and is liable on conviction to a fine at level 2 (HK\$5,000).

**5 Enquiries**

For enquiries, please contact the EPD office by phone (2838 3111), by fax (2318 1877), by e-mail (enquiry@epd.gov.hk) or by post (address: 21/F, High Block, Queensway Government Offices, No. 66 Queensway, Hong Kong). For letters, please specify on the envelope “WPRS”.

## 遞交申請

**郵寄：** 將填妥的申請表連同有關文件的副本郵寄至下列地址：

環境保護署  
香港金鐘道 66 號金鐘道政府合署高座 21 樓  
並於信封面註明：「廢電器計劃」

**親身提交：** 將填妥的申請表連同有關文件的副本於辦公時間（星期一至五上午九時至下午五時），交到下列環保署辦事處：

辦事處	辦事處地址	電話
稅務大樓辦事處	香港灣仔告士打道 5 號 稅務大樓 33 樓	2824 3773
長沙灣政府合署 辦事處	九龍長沙灣道 303 號 長沙灣政府合署 8 樓	2402 5200
區域辦事處 (東)	九龍九龍灣臨樂街 19 號 南豐商業中心 5 樓	2755 5518
區域辦事處 (南)	香港鰂魚涌海灣街 1 號 華懋交易廣場 2 樓	2516 1718
區域辦事處 (西)	新界荃灣西樓角路 38 號 荃灣政府合署 8 樓	2417 6116
區域辦事處 (北)	新界沙田上禾輦路 1 號 沙田政府合署 10 樓	2158 5757

## 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

Please specify on the envelope: "WPRS"

**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



## 個人資料收集聲明

### 收集個人資料的目的

1. 收集個人資料的目的，在於處理《產品環保責任條例》下你向環保署提交的申請。
2. 你在這份表格上提供的資料，環保署將用於下列一項或多項用途：
  - i. 與處理本表格申請事項有關的工作；
  - ii. 有關環境法例的執行、執法和檢舉；
  - iii. 投訴調查；
  - iv. 統計及其他法定用途；及
  - v. 方便政府跟你聯絡。
3. 在本表格上提供個人資料，純屬自願性質。如果提供的資料不足夠，環保署未必可以處理這項申請。

### 可能移轉資料

4. 你在這份表格上就有關申請所提供的個人資料，環保署可向下列人士披露：
  - i. 其他政府決策局及部門以供處理上文第 2 段事項；及
  - ii. 按有關法例獲准的其他人士。

### 查閱和更改個人資料

5. 根據《個人資料(私隱)條例》第 18 條及第 22 條及附表 1 第 6 原則的規定，你有權查閱和更改個人資料。你查閱個人資料的權利，包括取得資料副本。

### 查詢

6. 如有任何疑問，可透過致電(2838 3111)、傳真(2318 1877)、電郵(enquiry@epd.gov.hk)或郵寄(地址：香港金鐘道 66 號金鐘道政府合署高座 21 樓)，向環境保護署辦事處查詢；信封面請註明「廢電器計劃」。

## Personal Information Collection Statement

### Purpose of Collection

1. The personal data in relation to this form will be used for the purpose of processing your application to the EPD under the Product Eco-responsibility (Regulated Electrical Equipment) Regulation.
2. The personal data provided in this form may be used by the EPD for one or more of the following purposes:
  - i. activities relating to processing this application;
  - ii. administration, enforcement and prosecution of relevant environmental legislation;
  - iii. complaint investigations;
  - iv. statistical and any other legitimate purposes; and
  - v. facilitating communications between the Government and you.
3. The provision of personal data by means of this form is voluntary. If the information provided is not sufficient, the EPD may not be able to process this application.

### Transfer of Personal Data

4. The EPD may disclose the personal data provided in this application to:
  - i. other government bureaux and departments for the purposes mentioned in paragraph 2 above; and
  - ii. other persons as permitted by the relevant legislation.

### Access to and Correction of Personal Data

5. You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance. The right of access includes the right to obtain a copy of personal data provided by you.

### Enquiries

6. For enquiries, please contact the EPD office by phone (2838 3111), by fax (2318 1877), by e-mail (enquiry@epd.gov.hk) or by post (address: 21/F, High Block, Queensway Government Offices, No. 66 Queensway, Hong Kong). For letters, please specify on the envelope "WPRS".