

申報人須知

1. 如申報表內提供的空位不敷應用，請另加頁填寫。
2. 每一廢紙裝運均需提交一份申報表。
3. 為預留充足時間予有關海外主管當局跟進及數天予香港環境保護署處理有關申報，請於廢紙裝運離開出口地或香港前最少 10 個工作天作出申報。
4. 請提交本申報表及申報表已部所列相關文件，申報人填寫時可參閱《廢紙進出口管制指引》。此指引可通過以下連結或 QR 碼索取。

網址：https://www.epd.gov.hk/epd/tc_chi/environmentinhk/waste/guide_ref/guide_wiec_tcs5.html



5. 在環境保護署收到填妥的申報表及其他所需文件後，會向申報人提供參考編號。申報人提交文件後獲環境保護署發出的參考編號，僅代表環境保護署確認已收到申報人為符合《廢物處置條例》所提交的證明文件。該確認不等同相關裝運已符合《廢物處置條例》，亦不免除任何人士進口 / 出口廢物時，須遵守所有香港或有關地區（包括進口地及轉口地）法例的責任。環境保護署亦會把收到的申報文件交予有關海外主管當局跟進。
6. 填妥的申報表及相關文件，可親身遞交 / 郵寄 / 傳真 / 電郵 / 電子呈交到環境保護署並在相關信件 / 傳真 / 電郵註明「廢紙轉口申報」或「廢紙出口申報」。

地址：

香港灣仔軒尼詩道 130 號
修頓中心 28 樓
環境保護署
環保法規管理科
總區辦事處

傳真：

(852) 2305 0453

電郵：

wasteimportandexport@epd.gov.hk

7. 如有查詢，可致電(852) 2835 2311 與環境保護署職員聯絡。
8. 就個人資料收集，請參閱附件(「個人資料收集聲明」)。

個人資料收集聲明

收集個人資料的目的

1. 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：
 - a. 與處理本表格申報事項有關的工作；
 - b. 有關環境法例的執行和執法；
 - c. 污染投訴調查；
 - d. 統計及其他法定用途；
 - e. 公眾登記冊；以及
 - f. 方便政府跟你聯絡。
2. 是否在本表格上提供個人資料，純屬自願性質。如果你不提供足夠的資料，本署未必可以處理你的申報。

獲轉交個人資料人士的類別

3. 你在本表格上提供的個人資料，本署可向下列人士披露：
 - a. 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；以及
 - b. 按有關法例獲准的其他人士。

查閱個人資料

4. 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，包括取得在這份表格上提供的個人資料副本。

查詢

5. 如欲查詢經本表格填報的個人資料，包括查閱和更改個人資料，可透過下列通訊地址或電郵 (enquiry@epd.gov.hk)向本署提出。

香港灣仔告士打道 5 號
稅務大樓 33 樓
環境保護署
高級環境保護主任(知識管理)

Notice to Declarant

1. Please use separate page(s) where the space provided in the declaration form is not sufficient.
2. Each waste paper shipment must be covered by a declaration form.
3. To reserve adequate time for relevant overseas Competent Authorities to follow up as well as a few days for Hong Kong Environmental Protection Department to process the declaration, please submit the declaration at least 10 working days before each waste paper shipment leaves the place of export or Hong Kong.
4. Please submit the declaration form and relevant documents as listed in Part F of the declaration form. Please refer to 'Guidelines on Import and Export Control of Waste Paper' for reference. This Guideline can be found at the following link or QR code.

Website: https://www.epd.gov.hk/epd/english/environmentinhk/waste/guide_ref/guide_wiec_tcs5.html



5. After the Environmental Protection Department receives the declaration form and all required documents, a reference number will be issued to the declarant. The reference number issued only acknowledges the receipt of the declarants' documents submitted for compliance with the 'Waste Disposal Ordinance'. It does not indicate that the waste shipment complies with the 'Waste Disposal Ordinance', and it does not exempt any person's obligation to comply with Hong Kong's and other jurisdictions' laws (including places of export and transit) on waste import and export. Besides, the Environmental Protection Department will pass the declaration form and relevant documents to the relevant overseas Competent Authorities for follow-up.
6. Completed Declaration Form and all relevant documents shall be submitted to the Environmental Protection Department in person, by post, fax, email or e-submission. Please also state 'Declaration for Re-export of Waste Paper' or 'Declaration for Export of Waste Paper' on the letter/fax/email.

Address:

Environmental Protection Department
Environmental Compliance Division, Territorial Control Office
28/F, Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong

Fax:

(852) 2305 0453

Email:

wasteimportandexport@epd.gov.hk

7. If you have any enquiries, please contact our staff at (852) 2835 2311.
8. For personal information collection, please refer to Annex, "Personal Information Collection Statement".

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by means of this form will be used by Environmental Protection Department for one or more of the following purposes:
 - a. activities relating to the processing of your submission in this form;
 - b. administration and enforcement of relevant environmental legislation;
 - c. pollution complaint investigations;
 - d. statistical and any other legitimate purposes;
 - e. public register; and
 - f. to facilitate communications between Government and yourself.

2. The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your declaration.

Classes of Transferees

3. The personal data you provided by means of this form may be disclosed to:
 - a. other government bureaux and departments, and any other organisations for the purposes mentioned in paragraph 1 above, and
 - b. other persons as permitted by the relevant legislation.

Access to Personal Data

4. You have a right of access and correction with respect to personal data as provided for in section 18 and 22 and principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

Enquiries

5. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to the below contact by post or email to enquiry@epd.gov.hk.

Senior Environmental Protection Officer (Knowledge Management),
Environmental Protection Department,
33/F, Revenue Tower,
5 Gloucester Road,
Wan Chai, Hong Kong.