



產品環保責任(受規管物品)規例  
PRODUCT ECO-RESPONSIBILITY (REGULATED ARTICLES) REGULATION

登記供應商更改資料通知書  
Notification of Change of Information of Registered Supplier

**注意** 在填寫本表格前，請先參閱「供應商須知」。請用正楷填寫，並在適當方格內填上✓號及在標註\*號的項目刪去不適用者。  
**NOTE** Please read the “Notes to Suppliers” before completing this form. Please complete in BLOCK LETTERS, and enter ✓ in the appropriate boxes and delete inapplicable items marked with \*.

登記供應商名稱：

Name of Registered Supplier:

登記號碼：

Registration No.: EP-RA \_\_\_\_ - \_\_\_\_ - \_\_\_\_

更改資料生效日期：

Effective Date of Change of Information: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
( 日 dd / 月 mm / 年 yyyy )

以下只須填寫需更改的資料  
Please only fill in the information changed below

甲部 更改業務資料

Part A Change of Business Information

公司名稱(英文)：  
Company Name in English:

公司名稱(中文)：  
Company Name in Chinese:

#業務地址：  
#Business Address:

通訊地址(如與業務地址不同)：  
Correspondence Address (if  
different from the business address):

電話號碼：  
Telephone No.:

傳真號碼：  
Fax No.:

電郵地址(用作登入電子戶口)：  
Email Address (for login e-account):

# 請注意「供應商須知」的重要事項提示。  
# Please note the Important Points for Attention in “Notes to Suppliers”.

**乙部 更改聯絡資料****Part B Change of Contact Information**

加入聯絡人 (請優先提供香港聯絡資料)  
*Add Contact Person (contact in Hong Kong is preferred)*

與申請人的關係：  
Relationship with applicant:

員工       代理人       其他 (請註明)：  
Employee      Agent      Others (Please specify):

\_\_\_\_\_

姓名 (英文)：  
Name in English:

姓名 (中文)：  
Name in Chinese:

公司／機構名稱：  
Name of Company/ Organisation:

職位：  
Position:

通訊地址：  
Correspondence Address:

電話號碼：  
Telephone No.:

傳真號碼：  
Fax No.:

電郵地址：  
Email Address:

**刪除聯絡人**  
**Delete Contact Person**

姓名 (英文)：  
Name in English:

姓名 (中文)：  
Name in Chinese:

如有需要，請影印或從互聯網下載本頁繼續填寫。Please continue on a photocopy or downloaded copy of this page if necessary.

**丙部 登記供應商聲明**  
**Part C Declaration of Registered Supplier**

\*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「供應商須知」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／我們在此表格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 Suppliers and Personal Information Collection Statement about \*my/our personal data. \*I/We declare that the personal data provided in this 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.

\_\_\_\_\_  
(簽署 Signature)

\_\_\_\_\_  
(姓名 Name)

\_\_\_\_\_  
(職位 Capacity)

代表 on behalf of:

\_\_\_\_\_  
(公司名稱及印鑑 Company Name and Chop)  
(如適用者 if 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（十萬港元）。

根據香港法例第 603 章《產品環保責任條例》第 9(3)條規定：

- 任何人無合理辯解而在出示或提供根據本條例規定他須出示或提供的紀錄、文件或資料時遺漏任何要項，即屬犯罪，一經定罪，可處第 6 級罰款（十萬港元）。

**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).

Under Section 9(3) of the Product Eco-responsibility Ordinance (Cap. 603):

- A person who, without reasonable excuse, omits any material particular from any record, document or information required to be produced or provided by him under this Ordinance commits an offence and is liable on conviction to a fine at level 6 (HK\$100,000).

## 供應商須知

### 1 通知確認

本署在收到本表格後，會以郵寄或電郵方式確認。

### 2 一般事項

如表格內的空間不足以列明各項資料，可影印或從互聯網下載該頁繼續填寫，並於每頁另加紙張的空白位置，加上頁碼及登記供應商的簽署或公司印章。

### 3 提交文件

登記供應商如更改業務資料，必須連同表格提交有效的商業登記證影印本。

### 4 重要事項提示

登記供應商如更改地址，必須在地址更改當日後 30 日內通知本署。違者一經定罪，可處第 2 級罰款（五千港元）。如呈交限期到期日是星期六、公眾假日或《釋義及通則條例》(第 1 章)第 71(2)條界定的烈風警告日或黑色暴雨警告日（統稱為「豁除日」），該到期日將會順延至下一個非豁除日。

### 5 查詢

如有任何疑問，可透過電話 (2838 3111)、傳真 (2318 1877)、電郵 (glass\_prs@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；信封面註明「玻璃飲料容器計劃」)，向本署查詢。

## Notes to Suppliers

### 1 Acknowledgement

Upon receipt of the form, this Department will issue an acknowledgement note by post or email.

### 2 General

If there is not enough space to fill in all the information, you may continue on a photocopy or download copy of the pages, which are to be numbered and duly signed by the registered supplier, or stamped by the company chop on each page.

### 3 Documents to be Submitted

For change of business information, the registered supplier must submit a copy of the valid Business Registration Certificate attached with the form.

### 4 Important Points for Attention

For change of address, the registered supplier must give this Department notice of the change of address within 30 days after the day on which the change occurs. Any person who contravenes this requirement commits an offence and is liable to a fine at level 2 (HK\$5,000). If the submission due date falls on a Saturday, a general holiday or a gale warning day or black rainstorm warning day as defined by Section 71(2) of the Interpretation and General Clauses Ordinance (Cap. 1) (collectively referred to as “excluded day”), the due date will be extended to the following non-excluded day.

### 5 Enquiries

For enquiries, please contact this Department by telephone (2838 3111), by fax (2318 1877), by e-mail (glass\_prs@epd.gov.hk) or by post (address: 21/F, High Block, Queensway Government Offices, No. 66 Queensway, Hong Kong; please specify on the envelope “GPRS”).

## 遞交表格

**網上提交:** 透過以下網址遞交電子表格並上載有關文件：

<https://raims.epd.gov.hk/raims/>



**郵寄:** 將填妥的表格連同有關文件的副本郵寄至下列地址，並於信封面註明：「玻璃飲料容器計劃」

香港金鐘道 66 號  
金鐘道政府合署高座 21 樓  
環境保護署

**親身提交:** 將填妥的表格連同有關文件的副本（載於信封內），並於辦公時間（星期一至五上午九時至下午五時）交到下列本署辦事處：

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

## Submission of Form

**Via internet:** The electronic application form and relevant documents can be submitted to the following website:

<https://raims.epd.gov.hk/raims/>



**By post:** The completed application form together with copies of relevant documents can be sent by post to the following address. Please specify on the envelope: “GPRS”

Environmental Protection Department  
21/F, High Block, Queensway Government Offices,  
No. 66 Queensway, Hong Kong

**In person:** The completed application form together with copies of relevant documents (put in envelope) can be submitted in person during office hours (Monday to Friday, 9:00am to 5:00pm) to the following offices of this Department:

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》下你向環境保護署(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)，向環保署辦事處查詢；信封面請註明「玻璃飲料容器計劃」。

## 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 Environmental Protection Department (EPD) under the Product Eco-responsibility Ordinance.
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 "GPRS".