

Environmental Protection Department
環境保護署

Waste Disposal Ordinance (Chapter 354)

香港法例第 354 章廢物處置條例

Waste Disposal (Chemical Waste)(General)Regulation

廢物處置 (化學廢物) (一般)規例

Application for Registration as a Chemical Waste Producer

化學廢物產生者登記申請表

| | |
|---|--|
| <p>A. Chemical Waste Producer 化學廢物產生者</p> | <p>Name of Applicant (English) (Chinese) (申請人或機構名稱) : (英文) _____ (中文) _____</p> <p>Business Reg. Cert. No. (if any) (商業登記證編號) : (如有者) _____</p> <p>I.D. Card No. (where appropriate) (身分證編號) : (如適用者) _____</p> <p>Address for Correspondence (通訊地址) : _____</p> <p>Tel. No. Fax No. (電話) : _____ (圖文傳真) : _____</p> <p>E-mail Address (電郵地址) : _____</p> |
| <p>B. Location or Premises where the waste is produced 產生廢物的地點或樓宇</p> | <p>Name of Establishment (機構名稱) : _____</p> <p>Business Reg. Cert. No. (if any) (商業登記證編號) : (如有者) _____</p> <p>Nature of Business (業務性質) : _____</p> <p>Major chemical waste types (主要化學廢物種類) : _____</p> <p>Address (地址) : _____</p> <p>Tel. No. Fax No. (電話) : _____ (圖文傳真) : _____</p> <p>Contact Person (Full Name) (Capacity) (聯絡人) : (全名) : _____ (職位) : _____</p> |
| <p>C. Declaration 聲明</p> | <p>I hereby certify that the particulars given above are correct and true to the best of my knowledge and belief. 據本人所知及所信，上文所開列的資料，全屬真確無訛，此證。</p> <p>_____ <i>Signature</i> (簽名)</p> <p>_____ <i>Company chop</i> (公司印鑑 <i>where appropriate</i> 如適用者)</p> <p>_____ <i>Name in block letters</i> (正楷姓名)</p> <p>_____ <i>Capacity</i> (職位)</p> <p>_____ <i>Date</i> (日期)</p> |

WARNING : Any person who knowingly or recklessly provides incorrect or misleading information or omits material particulars or information or knowingly or recklessly certifies as correct anything which is incorrect, in relation to any requirement in the Waste Disposal (Chemical Waste) (General) Regulation, commits an offence punishable with a maximum fine of \$200,000 and imprisonment for 6 months.

警告 : 根據廢物處置(化學廢物) (一般)規例的規定，任何人士故意或罔顧後果地提供不確或誤導資料或遺漏重要事項，又或故意或罔顧後果地證明任何不確事項為正確，即屬違法，最高可被判罰款港幣 200,000 元及入獄 6 個月。

Application for Registration of Chemical Waste Producer
Notes to Applicant

General Notes:

1. Each chemical waste producer requires one application for registration of each location or premises of the establishment where chemical waste is produced.
2. Upon receipt of the registration form, the Environmental Protection Department (EPD) will issue an acknowledgement note to you by post or e-mail. You may be requested to provide more information or clarification, if necessary.
3. EPD will issue a written confirmation and assign a Waste Producer Number to each successful applicant. This number is a unique reference for each waste producer and should be quoted in all future correspondence with EPD and also on other relevant notices/forms, e.g. trip-tickets.
4. Where an application is found not related to chemical waste generation, EPD will issue a written confirmation to you to that effect and no registration is required.

De-registration of Obsolete Chemical Waste Producer Registration (if applicable)

5. Applicant for registration as a chemical waste producer at a new location or premises is reminded to inform EPD of any previous Waste Producer Registration that you no longer wish to retain by completing Appendix 1.

Required Documents and Fee

6. (a) Completed application form;
(b) When the applicant is:
 - (i) an individual/a sole proprietor: please provide a copy of your identity card[#];
 - (ii) a limited company/an organization: please provide an authorization letter from the limited company/ organization;
 - (iii) a partnership: please provide a copy of identity card[#] of the partner making the application; and
 - (c) Any other supporting documents as requested by EPD
e.g. copy of the Business Registration Certificate/the Certificate of Incorporation
7. Application fee is \$265 per registration.

[#] The copy of identity card will be properly discarded upon completion of registration work. Alternatively, provision of his/her identity card in person for checking at an EPD Regional Office is also acceptable.

Completing the Registration Form

8. Please complete the form clearly by typing or writing in black or blue ink.
9. If there is insufficient space in any column to fill in the information, you may use separate sheet(s) of paper, which are numbered and duly signed by the applicants.

Particulars of Waste Producer

Enter full particulars of the waste producer. The applicant may be an individual, a company, partnership or organization. If applicable, please enter the business registration number and submit a copy of the business registration certificate. The provision of e-mail address by the applicant is optional to facilitate communication and to receive e-copy of the chemical waste producer registration.

Nature of Business

Enter the nature of business of the establishment. For an industrial establishment, the major product type(s) and the nature of the process(es) involved should also be specified, e.g. manufacture of metal toys – electroplating.

Waste Types

Set out the major types of chemical waste generated or expected to be generated at the establishment, e.g. spent acid, solvent waste, waste lubrication oil. The description should cover chemical wastes generated on both a regular or occasional basis. Common waste types are given in Appendix 2.

Address and Contact Person

Enter the address of the establishment and full particulars of the contact person who would be responsible for day-to-day supervision.

Declaration

If the waste producer is an individual, the declaration must be completed by the individual who applies for registration. In the case of a company or an organization, this part must

be completed by a person authorized by the company or the organization, as the case may be. If the waste producer is a partnership, it should be completed by one of the partners. Documentary proof of authorization is required.

Submission of Application

10. The completed form together with the required documents shall be submitted to any one of the EPD's Customer Service Counters (CSCs) by post or by hand (during office hours). You can pay the fee together with your submission by cash, cheque, EPS or FPS at the CSCs or by cheque for submission by post. Please see the addresses of the CSCs at Appendix 3. You can also submit on-line application at <https://epic.epd.gov.hk/eForm/>.

Payment of Application Fee

11. Upon receipt of the application form and required documents, a Demand Note will be issued to you (if the fee payment has not been made during submission). Payment should be made according to the instruction as stipulated on the Demand Note. Cheque of payment should be crossed and made payable to "The Government of the Hong Kong Special Administrative Region".

Personal Information Collection Statement

Purpose of Collection

12. 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; and
 - (e) to facilitate communications between Government and yourself.
13. 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 application.

Classes of Transferees

14. The personal data you provided by means of this form:
- (a) may be disclosed to:
 - i. other government bureaus and departments, and any other organisations for the purposes mentioned in paragraph 12 above, and
 - ii. other persons as permitted by the relevant legislation;
 - (b) will be disclosed in a register open for inspection by the public for the purpose of making representations about the control and regulation of the production, storage, collection and disposal including the treatment, reprocessing and recycling of chemical waste, the licensing and registration of places and persons connected with any such activity, or the protection and safety of the public in relation to any such activity.

Access to Personal Data

15. 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.

化學廢物產生者的登記 申請人須知

注意事項

1. 化學廢物產生者，須根據機構內每一個產生化學廢物的地點或處所，填寫一份申請登記表格。
2. 環境保護署在收到你的登記表格後，會以郵寄或電郵方式發予回條給你。在有需要時，環境保護署會要求你提供進一步資料。
3. 環境保護署會發出書面覆實及配予一個廢物產生者編號給獲批申請者。此編號是作為識別廢物產生者之用，在日後與環境保護署通信及填報其他有關表格（如運載記錄）時，應引述之。
4. 環境保護署若確實你沒有產生化學廢物，亦會以書面與你覆實和通知你不需登記。

註銷棄用的化學廢物產生者登記（如適用者）

5. 申請登記化學廢物產生者須注意，若你有不擬再保留的廢物產生者登記，請填寫附表1，以便環境保護署更新資料。

所需文件和費用

6. (a) 填妥的申請書；
(b) 若申請者是：
 - (i) 個人/獨資經營者：請提供身份證副本[#]；
 - (ii) 有限公司/團體組織：請提供有限公司/團體組織的授權書；
 - (iii) 合夥：請提供提出申請的合夥人之身份證副本[#]；及
 - (c) 按環境保護署要求提供的其他證明文件
例如：商業登記證/公司註冊證書副本
7. 登記費為港幣二百六十五元。

[#] 身份證副本會於登記工作完成後適當銷毀。另外，申請人亦可親臨環境保護署區域辦事處提供其個人身份證以核實身份。

填寫登記表格

8. 請用黑色或藍色正楷清楚地書寫或以輸入填寫表格。
9. 要是表格內所提供的空間不足以列明各項資料者，申請人可用另外一頁白紙填報。於另紙填報的資料，應加以編號並附有申請人的署名。

廢物產生者的詳情

填上廢物產生者的詳細資料。無論申請人是個人、公司、合夥人或團體組織，亦應填上全名。如適用，填上有關機構地點的全名及商業登記證編號(並遞交商業登記證副本)。申請人可選擇是否提供電郵地址，以便於溝通和接收化學廢物產生者登記的電子副本。

業務性質

填上有關機構的地點或處所所從事的業務性質。就工業機構而言，填上主要產品的類別及涉及的工序性質。例如，製造五金玩具—電鍍。

廢物種類

填上有關機構的地點或處所所產生或將會產生的主要化學廢物種類。例如，廢酸、廢溶劑、廢潤滑油。所填寫的內容應包括定期或間中產生的化學廢物。常見工商業產生的化學廢物已載於附表2內。

地址及聯絡人

填上有關機構的地址及負責其日常管理的聯絡人詳細資料。

聲明

若廢物產生者是個人，聲明一欄須由申請登記的個人填寫。若屬公司或團體組織，此部份應由獲該公司或組織授權的人士填寫。若廢物產生者屬合夥人，則應由其中一名合夥人填寫。廢物產生者需提供獲授權的證明文件。

遞交申請登記表格

10. 填妥的申請書連同所需文件，可以郵寄方式或親手(於辦公時間內)送達環境保護署任何一間顧客服務台辦理。親自遞交申請書的人士可在本署顧客服務台以現金、支票、

易辦事或轉數快方式繳交登記費。申請人若以郵遞方法辦理申請，亦可把支票連同申請書一併寄回本署。各顧客服務台的地址已列於附表3內。申請人亦可於網頁 (<https://epic.epd.gov.hk/eForm/>) 提交網上申請。

繳付登記費用

11. 本署收妥申請書及所需文件後，會發出繳費通知書予未有在遞交申請書時一併繳交登記費的申請人。繳費方式須根據繳費通知書所述的指引。如以支票付款，支票抬頭請註明“香港特別行政區政府”，並加上劃線。

個人資料收集聲明

收集個人資料的目的

12. 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) 與處理本表格申請事項有關的工作；
 - (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；以及
 - (e) 方便政府跟你聯絡。
13. 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請。

獲轉交個人資料人士的類別

14. 你在本表格上提供的個人資料，本署
- (a) 可向下列人士披露：
 - i. 索取該等資料以作上文第12段用途的其他政府決策局及部門；以及
 - ii. 按有關法例獲准的其他人士；
 - (b) 以及會在一登記冊上披露，公開給市民查閱，以用於申述有關管制及規管化學廢物的產生、貯存、收集及處置（包括處理、再加工、循環再造）、獲發牌照進行該等活動的地方及登記人士、或從而保護公眾的安全。

查閱個人資料

15. 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。

De-register Obsolete Chemical Waste Producer Registration

註銷棄用的化學廢物產生者登記

Waste Producer Number to be deregistered

擬註銷的廢物產生者編號

Name of Chemical Waste Producer

化學廢物產生者名稱

Registered Address of Obsolete Waste Producing Premises

棄用的廢物產生登記地址

Reason(s) for de-registration

註銷登記的理由

Please put a tick '✓' in the appropriate box

請在適當方格加上剔 '✓' 號

No chemical waste to be produced at the registered site

登記的處所不再產生化學廢物

Use of a new Business Registration Certificate Number

使用了新的商業登記証編號

Moved out of the waste producing premises

已遷出先前的廢物產生處所

Other (Please specify)

其他 (請說明)

Information provided by

資料提供者

Signature 簽名

Capacity 職位

Name in block letters 姓名

Date 日期

Company chop where appropriate
公司印鑑 如適用者

WARNING: Any registered waste producer fails to inform EPD of any change in particular contained in the application for registration as soon as the change occurs, commits an offence punishable with a maximum fine of HK\$10,000.

警告： 已登記的廢物產生者，其登記申請表格資料詳情如有更改而未有盡快通知環境保護署，即屬違法，最高可處罰款 1 萬元。

Common Chemical Waste Arising from Industrial and Commercial Trades

| Industrial and Commercial Type | Waste Stream |
|---------------------------------------|--|
| Chemical testing | Spent acid, spent alkali, spent halogenated solvent, spent non-halogenated solvent, spent solution containing heavy metals, etc. |
| Maintenance | Spent filter containing heavy metals, heavy metals, spent acid, spent alkaline solution, spent mineral oil, spent lubrication oil, residue containing heavy metals, spent halogenated solvent, spent non-halogenated solvent, etc. |
| Leather and leather products | Spent halogenated solvent, sludge containing halogenated solvent, spent alkaline slurry, spent acid, spent solution containing chromium, sludge containing chromium, surplus lacquer, surplus paint, chromium containing tannery offcuts, etc. |
| Printing | Spent alkaline solution, spent acidic solution, spent developer, spent etchant, spent halogenated solvent, spent non-halogenated solvent, etc. |
| Chemicals and chemical products | Mixing residue containing acid, mixing residue containing alkali, mixing residue containing halogenated solvent, mixing residue containing non-halogenated solvent, mixing residue containing pesticides, mixing residue containing heavy metals, mixing residue containing cyanide, spent alkali, unreacted monomer, spent halogenated solvent, spent non-halogenated solvent, etc. |
| Fabricated metal products | Spent acid, spent alkaline solution, spent solution containing cyanide, spent halogenated solvent, spent non-halogenated solvent, etc. |
| Electronic parts and components | Spent alkaline solution, spent acid, spent halogenated solvent, spent non-halogenated solvent, spent copper etchant, spent solution containing heavy metals, spent mineral oil, surplus paint, etc. |
| Transport Equipment | Spent acid, asbestos waste, spent solution containing cyanide, spent mineral oil, spent lubricating oil, spent halogenated solvent, spent non-halogenated solvent, spent acidic electrolyte, spent battery parts containing heavy metals, etc. |
| Manufacturing industries | Mixing residue containing heavy metals, spent solution containing heavy metals, spent solution containing cyanide, spent acid, spent halogenated solvent, spent non-halogenated solvent, surplus paint, spent etchant containing heavy metals, spent mineral oil, etc. |
| Repair services | Spent battery containing heavy metals, spent acidic electrolyte, etc. |

Note: This table only lists the more common types of processes or activities and chemical wastes arising from them. If the waste is generated from a process or activity which is not included in this table, you should make reference to “A Guide to the Registration of Chemical Waste Producers” published by the Environmental Protection Department to determine whether you are a chemical waste producer.

常見工商業產生的化學廢物

| 工商業類別 | 廢物類別 |
|------------|--|
| 化學測試 | 廢酸、廢鹼、廢鹵化溶劑、廢非鹵化溶劑、含重金屬的廢溶液等等 |
| 保養 | 含重金屬的廢濾芯、重金屬、廢酸、鹼性廢溶液、廢礦物油、廢潤滑油、含重金屬的剝除物、廢鹵化溶劑、廢非鹵化溶劑等等 |
| 皮革及皮革物品製造業 | 廢鹵化溶劑、含鹵化溶劑的淤渣、廢鹼性淤渣、廢酸、含鉻的廢溶液、含鉻的淤渣、剩餘光漆、剩餘漆油、含鉻的皮革碎料等等 |
| 印刷 | 鹼性廢溶液、酸性廢溶液、廢顯影劑、廢浸蝕劑、廢鹵化溶劑、廢非鹵化溶劑等等 |
| 化學品及化學產品 | 含酸的混合殘餘物、含鹼的混合殘餘物、含鹵化溶劑的混合殘餘物、含非鹵化溶劑的混合殘餘物、含除蟲劑的混合殘餘物、含重金屬的混合殘餘物、含氰化物的混合殘餘物、廢鹼、未聚合的單體、廢鹵化溶劑、廢非鹵化溶劑等等 |
| 金屬製品 | 廢酸、鹼性廢溶液、含氰化物的廢溶液、廢鹵化溶劑、廢非鹵化溶劑等等 |
| 電子零件製造 | 鹼性廢溶液、廢酸、廢鹵化溶劑、廢非鹵化溶劑、廢銅浸蝕劑、含重金屬的廢溶液、廢礦物油、剩餘漆油等等 |
| 運輸工具製造 | 廢酸、石棉廢料、含氰化物的廢溶液、廢礦物油、廢潤滑油、廢鹵化溶劑、廢非鹵化溶劑、廢酸性電解液、含重金屬的廢電池配件等等 |
| 產品製造 | 含重金屬的混合殘餘物、含重金屬的廢溶液、含氰化物的廢溶液、廢酸、廢鹵化溶劑、廢非鹵化溶劑、剩餘漆油、含重金屬的廢浸蝕劑、廢礦物油等等 |
| 維修服務 | 含重金屬的廢電池、廢酸性電解液等等 |

注意：表內只列出一些比較常見的工序或活動及其產生的化學廢物。若有關的廢物是由一項不在表內的工序或活動所產生，你則應參考環境保護署出版的「化學廢物產生者登記指引」，決定你是否為化學廢物產生者。

**Environmental Protection Department
Offices for Licence and Permit Applications**

Application services are now available at the following Customer Service Counters:

| Branch Office | Control Districts | Address | Tel./ Fax |
|-------------------------|---|--|-------------------------|
| Revenue Tower Office | - | 33/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong | 2824 3773/ 2872 8040 |
| Regional Office | Control Districts | Address | Tel./ Fax |
| Regional Office (East) | Kwun Tong, Wong Tai Sin, Sai Kung & Kowloon City | 5/F., Nan Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay, Kowloon. | 2755 5518/ 2756 8588 |
| | Yau Tsim Mong | 8/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon. | 2402 5200/ 2402 8275 |
| Regional Office (South) | Hong Kong Island & Islands | 2/F., Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay, Hong Kong. | 2516 1718/ 2960 1760 |
| Regional Office (West) | Tuen Mun, Tsuen Wan, Kwai Tsing & Sham Shui Po | 8/F., Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, New Territories. | 2417 6116/ 2411 3073 |
| Regional Office (North) | Yuen Long, Shatin, Tai Po & North | 10/F., Shatin Government Offices, No.1 Sheung Wo Che Road, Shatin, New Territories. | 2158 5757/ 2685 1133 |

環境保護署
牌照申請服務辦事處地址

市民可往下列顧客服務台申請牌照及許可證。

| 分區辦事處 | 管轄地區 | 地址 | 電話/傳真 |
|-----------|---------------|-----------------------------|-------------------------|
| 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/ 2827 8040 |
| 區域辦事處 | 管轄地區 | 地址 | 電話/傳真 |
| 區域辦事處 (東) | 觀塘、黃大仙、西貢和九龍城 | 九龍九龍灣臨樂街 19 號 南豐商業中心 5 樓 | 2755 5518/ 2756 8588 |
| | 油尖旺 | 九龍長沙灣道 303 號 長沙灣政府合署 8 樓 | 2402 5200/ 2402 8275 |
| 區域辦事處 (南) | 香港島和離島 | 香港鰂魚涌海灣街 1 號 華懋交易廣場 2 樓 | 2516 1718/ 2960 1760 |
| 區域辦事處 (西) | 屯門、荃灣、葵青和深水埗 | 新界荃灣西樓角路 38 號 荃灣政府合署 8 樓 | 2417 6116/ 2411 3073 |
| 區域辦事處 (北) | 元朗、沙田、大埔和北區 | 新界沙田上禾輦路 1 號 沙田政府合署 10 樓 | 2158 5757/ 2685 1133 |