

The Government of the Hong Kong Special Administrative Region
香港特別行政區政府

Waste Disposal Ordinance (Chapter 354)
廢物處置條例(第 354 章)

Declaration Form for Re-export of Waste Paper
轉口廢紙申報表

For Official Use
Reference No.:

Notes 須知：

- Each waste paper shipment must be covered by a declaration form. 每一廢紙裝運均需提交一份申報表。
- Please submit the declaration at least 10 working days before each waste paper shipment leaves the place of export. 請於廢紙裝運離開出口地前最少 10 個工作天作出申報。
- Please submit a copy of Bill of Lading or equivalent document covering both places of export and import. 請提交同時涵蓋出口地及進口地的船務提單或同等文件副本。
- Please tick (✓) the appropriate box(es) (□). 請在適當的格 (□) 內, 填上「✓」號。

Part A: Information of Re-exporter

甲部：轉口商資料

Name of Company

公司名稱： _____

Business Registration Certificate (BRC) No.

商業登記證編號： _____

Address of Registered Office/Business Address on BRC

商業登記證所示註冊辦事處地址或業務地址： _____

Correspondence Address

通訊地址： _____

Name of Contact Person (Full Name)

聯絡人姓名 (全名)： _____

Mr. 先生

Ms. 女士

Capacity

職銜： _____

Tel No.

電話號碼： _____

Fax No.

傳真機號碼： _____

Email

電郵： _____

Part B: Information of Waste Paper Intended to be Re-exported

乙部：擬轉口廢紙資料

Type of waste paper

廢紙種類：

Newspaper, Books and Magazines 報紙書刊

Office Paper 辦公室用紙

Cardboard (Corrugated Fiberboard) 紙皮 (瓦通紙)

Others, please specify type

其他, 請列明種類： _____

Intended Quantity (tonnes)

擬轉口量 (公噸)： _____

Place of Generation

廢紙產生地點： _____

Waste Paper Generator(s)

廢紙產生者：

Address(es)

地址：

Waste Paper Generator(s)

廢紙產生者：

Address(es)

地址：

Purpose of Re-export

轉口目的： Reprocessing 再加工 Recycling 循環再造 Recovery Operation 回收

Reuse 再使用 Others (Please specify) 其他 (請列明)：_____

Part C: Shipment Information

丙部：貨運資料

Means of Transport

運送方式： Sea 海運 Air 空運 Land 陸運

Vessel/Flight/Vehicle No.

航運 / 航班 / 車輛編號：_____

Bill of Lading or Equivalent Document No.

船務提單或同等文件編號：_____

No. of Container (if applicable)

貨櫃數目 (如適用)：

Unit

個

Size of Container (if applicable)

貨櫃尺寸 (如適用)：

20 ft

40 ft

40 HQ

Others 其他：_____

Serial No. of Container(s)

貨櫃編號：_____

Place of Export

出口地：

(Country/Area (City))

(國家 / 地區 (城市))

Projected Departure Date

預計出發日期：

(dd/mm/yyyy)

First Transit

途經地 (一)：

(Country/Area (City))

(國家 / 地區 (城市))

Projected Arrival Date

預計抵達日期：

(dd/mm/yyyy)

Second Transit

途經地 (二)：

(Country/Area (City))

(國家 / 地區 (城市))

Projected Arrival Date

預計抵達日期：

(dd/mm/yyyy)

Third Transit

途經地 (三)：

(Country/Area (City))

(國家 / 地區 (城市))

Projected Arrival Date

預計抵達日期：

(dd/mm/yyyy)

If there are more than 3 places of transit, please provide their locations and projected arrival dates in the space below:

如多於 3 個轉口地，請於以下空位填寫地點及預計抵達日期：

Place of Import

進口地：

(Country/Area (City))

(國家 / 地區 (城市))

Projected Arrival Date

預計抵達日期：

(dd/mm/yyyy)

Import Consent Obtained? 已獲得進口許可?

Yes 是

No 否

Not Applicable 不適用

Company Name of Intended Carrier

預定運輸者公司名稱： _____

Address of Registered Office/Business Address of Intended Carrier

預定運輸者公司註冊辦事處地址或業務地址： _____

Correspondence Address of Intended Carrier

預定運輸者公司通訊地址： _____

(if there is more than one carrier, please specify 如多於一名運輸者，請列明)

Other Information (e.g. information about transfer operation at Public Cargo Working Area)

其他資料 (例：在公眾貨物裝卸區的移運操作資料)：

Part D: Information of Recycling Facility at the Place of Import

丁部：入口地循環再造設施資料

Name of Recycling Facility

循環再造設施名稱： _____

Facility Address

循環再造設施地址： _____

Waste Processing Technique

廢物處理技術：

Conversion into Pulp 轉化成紙漿 Production of New Paper Products 製造新的紙製產品

De-inking 脫墨 Others (Please specify) 其他 (請列明)： _____

Treatment Capacity (tonnes per month)

處理量 (公噸 / 每月)： _____

End Product

成品 Pulp 紙漿 Recycled Paper 再造紙 Others (Please specify) 其他 (請列明)： _____

Outlet of End Product (e.g. the Mainland China)

成品出路 (例：中國大陸)： _____

Part E: Declaration by Declarant

戊部：申報人聲明

I hereby certify that the particulars given above and documents submitted are correct and true to the best of my knowledge and belief.

If I have any updates to the information declared or documents submitted, I would inform the Environmental Protection Department as early as possible.

I also notice that use of false instrument or contravention of 'Waste Disposal Ordinance' is subject to criminal liability.

據本人所知及所信，上文所開列的資料及提交的所有文件，全屬真實無訛，此證。

如以上所申報資料或提交的文件有任何更改，我會盡速通知環境保護署有關更改。

此外，本人亦明白使用虛假文書或違反《廢物處置條例》需負上刑事責任。

_____ Signature 簽署	_____ Full Name in Block Letters 正楷姓名	_____ Capacity 職銜
On behalf of 代表	_____ Company Name and Stamp 公司名稱及印章	_____ Date 日期

Part F: Checklist for Documents

己部：文件清單

- 1. Completed Declaration Form for re-export of waste paper (this form)
已填妥的轉口廢紙申報表（本表格）
- 2. Copy of Business Registration Certificate
商業登記證副本
- 3. Copy of Bill of Lading or equivalent document covering both places of export and import
同時涵蓋出口地及進口地的船務提單或同等文件副本
- 4. Copy of packing list or equivalent document
裝箱單或同等文件副本
- 5. Information on the place of origin
來源地資料
- 6. Information on the type of waste paper and its photos
廢紙類別資料及照片
- 7. Copy of import permit or consent from the place of import
進口地的進口許可證副本或同意書副本
- 8. Information on the recycling facility in the place of import (including information of recycling processes, site photos and list of equipment, etc.)
進口地循環再造設施的資料（包括運作工序資料、場地照片及回收設備列表等）
- 9. Copy of the contract documents with the recycling facility in the place of import
與進口地循環再造設施簽訂的合約副本
- 10. Other documents required by the concerned overseas Competent Authorities (if any)
其他有關海外主管當局要求的文件（如有）
- 11. Copy of waste paper inspection report (if any)
廢紙檢驗報告副本（如有）

Notice to Declarant

1. Please use separate page(s) where the space provided in the form is not sufficient.
2. Each waste paper shipment must be covered by a declaration form.
3. Please submit the declaration at least 10 working days* before each waste paper shipment leaves the place of export.
4. Please provide a copy of Bill of Lading or equivalent document covering both places of export and import.
5. Please submit this form and relevant documents as listed in Part F of this form. Please refer to 'Guidelines on Import and Export 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



6. After the Environmental Protection Department receives this form and all required documents, a reference number will generally be issued within 5 working days*. 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 import, export and transit) on waste import and export. Besides, the Environmental Protection Department will pass the declaration form and relevant documents to the place of import and other relevant overseas Competent Authorities for follow-up.
7. Completed Declaration Form and relevant documents shall be submitted to the Environmental Protection Department in person, by post, fax, email or e-submission. Please also state 'Declaration of Waste Paper Re-export' 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

8. If you have any enquiries, please contact our staff at (852) 2835 2311.

* 'working days' means Mondays to Fridays except Public Holidays of Hong Kong.

申報人須知

1. 如表格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. 請於廢紙裝運離開出口地前最少 10 個工作天*作出申報。
4. 請提供同時涵蓋出口地及進口地的船務提單或同等文件副本。
5. 請提交本申報表及本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



6. 在環境保護署收到填妥的申報表及其他所需文件後，一般情況下會於 5 個工作天*內提供參考編號。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、出口地及轉口地）法例的責任。環境保護署亦會把收到的申報文件交予進口地及其他有關海外主管當局跟進。
7. 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」。

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

8. 如有查詢，可致電(852) 2835 2311 與環境保護署職員聯絡。

*「工作天」即星期一至五，不包括香港公眾假期。

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; and
 - e. 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.

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；以及
 - e. 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)