

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

申請成為環境保護署登記「廢置食用油」收集商/處理商/出口商
Application for Registration by the Environmental Protection Department as
“Waste Cooking Oils” (WCO) Collector/Processor/Exporter

填寫表格前，請先閱讀本表格第 10-11 頁申請須知

Please read the Application Guidance Notes on page 10-11 of this form before filling in

如本表空格不敷應用，請另用紙張填寫。

Please use separate sheets if space in the form is not sufficient.

本欄不用填寫
For Official Use

編號 File Ref. No.:

如申請人欲登記成為一般收集商，請填寫 A、B 及 G 部份，並提交 F 部列明的文件副本。

If applicant wishes to be registered as a **regular collector**, please give details in **Part A, B & G** and submit copies of supporting documents as stated in **Part F**.

如申請人欲登記成為管理公用隔油池設施的收集商，請填寫 A、C 及 G 部份，並提交 F 部列明的文件副本。

If applicant wishes to be registered as a **collector managing communal grease trap facility(ies)**, please give details in **Part A, C & G** and submit copies of supporting documents as stated in **Part F**.

如申請人欲登記成為處理商，請填寫 A、D 及 G 部份，並提交 F 部列明的文件副本。

If applicant wishes to be registered as a **processor**, please give details in **Part A, D & G** and submit copies of supporting documents as stated in **Part F**.

如申請人欲登記成為出口商，請填寫 A、E 及 G 部份，並提交 F 部列明的文件副本。

If applicant wishes to be registered as an **exporter**, please give details in **Part A, E & G** and submit copies of supporting documents as stated in **Part F**.

如申請人欲同時申請兩項或以上登記，請在本表格一併填寫相關部份，並提交 F 部列明的文件副本。

If applicant wishes to apply for **two or more registrations**, please complete **all relevant parts in this form** and submit copies of supporting documents as stated in **Part F**.

A. 申請人 (除獲《商業登記條例》(第 310 章) 豁免商業登記的機構外，申請人須持有有效商業登記證)
Applicant (Unless satisfies the exemption conditions set out in the Business Registration Ordinance (Cap. 310), applicant should hold a valid Business Registration Certificate)

中文名稱*

Chinese Name* _____

英文名稱*

English Name* _____

地址*

Address* _____

商業登記號碼 (如適用)

Business Registration No. (if applicable) _____

公司註冊證書號碼 (如申請人屬有限公司)

Certificate of Incorporation No. (if applicant is limited company) _____

負責人姓名

Name of Responsible Person _____

負責人香港身分證號碼/護照號碼

HKID Card No. / Passport No. of Responsible Person _____

電話號碼

Tel No. _____

傳真號碼*

Fax No.* _____

電郵*

E-Mail* _____

聯絡人姓名*

Contact Person* _____

聯絡人電話號碼*

Contact Person Tel No.* _____

職位

Capacity _____

員工數目

No. of staff _____

B. 「廢置食用油」收集詳情 (只適用於一般收集商登記)

Details of WCO Collection (Only applicable for regular collector registration)

類型* Type*	隔油池廢物 及 從其隔取的油脂 Grease Trap Waste (GTW) and oil and grease separated from GTW	其他廢置食用油 Other WCO
來源 Source(s) (可選擇多項如適用) (please select more than one item if applicable)	<input type="checkbox"/> 本地食肆 Local restaurants <input type="checkbox"/> 食物製造廠 Food factories <input type="checkbox"/> 商場商廈公用隔油池設施 Communal grease trap facilities in commercial premises <input type="checkbox"/> 進口商 [^] Importers [^] <input type="checkbox"/> 其他收集商 Other collectors <input type="checkbox"/> 處理商 Processors <input type="checkbox"/> 其他 (請註明) Others (please specify): _____	<input type="checkbox"/> 本地食肆 Local restaurants <input type="checkbox"/> 食物製造廠 Food factories <input type="checkbox"/> 進口商 Importers <input type="checkbox"/> 其他收集商 Other collectors <input type="checkbox"/> 其他 (請註明) Others (please specify): _____
平均每月收集量 Average Monthly Collection Quantity	公噸 tonne / 公斤 kg / 公升 litre (刪去不適用者 Delete as appropriate)	公噸 tonne / 公斤 kg / 公升 litre (刪去不適用者 Delete as appropriate)
庫存安排 Warehouse Storage Arrangement(s) (可選擇多項如適用) (please select more than one item if applicable)	儲存方法 Storage method(s): <input type="checkbox"/> 固定儲存缸 Fixed storage tank <input type="checkbox"/> 油桶 Drum <input type="checkbox"/> 其他 (請註明) Others (please specify): _____	儲存方法 Storage method(s): <input type="checkbox"/> 固定儲存缸 Fixed storage tank <input type="checkbox"/> 油桶 Drum <input type="checkbox"/> 其他 (請註明) Others (please specify): _____
	倉庫地址 Warehouse address(es):	倉庫地址 Warehouse address(es):
出路 Outlet(s) (可選擇多項如適用) (please select more than one item if applicable)	<input type="checkbox"/> 西九龍廢物轉運站內的隔油池廢物處理設施 # Grease Trap Waste Treatment Facility at West Kowloon Transfer Station # <input type="checkbox"/> 其他處理商 Other processors <input type="checkbox"/> 其他收集商 Other collectors <input type="checkbox"/> 出口商 [^] Exporters [^] (申請人如欲在收集「廢置食用油」後進行加工/處理, 例如透過加熱、機械或化學程序促進油水分隔以隔取油脂, 則須同時向環保署申請登記成為「廢置食用油」處理商 If applicant wishes to carry out processing/treatment on WCO after the collection, such as undertaking oil-water separation through heating, mechanical or chemical processes to extract oil and grease, the applicant should also apply for registration by EPD as WCO processor at the same time.)	<input type="checkbox"/> 其他處理商 Other processors <input type="checkbox"/> 其他收集商 Other collectors <input type="checkbox"/> 出口商 Exporters (申請人如欲在收集「廢置食用油」後進行加工/處理, 例如透過加熱、機械或化學程序促進油水分隔以隔取油脂, 則須同時向環保署申請登記成為「廢置食用油」處理商 If applicant wishes to carry out processing/treatment on WCO after the collection, such as undertaking oil-water separation through heating, mechanical or chemical processes to extract oil and grease, the applicant should also apply for registration by EPD as WCO processor at the same time.)

[^] 任何人進出口隔油池廢物均須事先申領《廢物處置條例》(第 354 章) 的廢物進/出口許可證 (詳情請瀏覽環保署網頁)
Any person importing/exporting GTW shall secure a waste import/export permit issued under Waste Disposal Ordinance (Cap. 354) before shipment (please find details on EPD's website)

申請人需另行向西九龍廢物轉運站申請油脂車輛帳戶 (詳情請瀏覽環保署網頁)
Applicant should separately register an account at West Kowloon Transfer Station for GTW vehicle(s) (please find details on EPD's website)

B. (續上頁)「廢置食用油」收集詳情 (只適用於一般收集商登記)
(Cont'd) Details of WCO Collection (Only applicable for regular collector registration)

類型* Type*	隔油池廢物 及 從其隔取的油脂 Grease Trap Waste (GTW) and oil and grease separated from GTW	其他廢置食用油 Other WCO
收集及運輸方法* Method(s) of Collection and Transportation* (可選擇多項如適用) (please select more than one item if applicable)	<input type="checkbox"/> 缸車 Road tanker (數目 No.:) <input type="checkbox"/> 貨車 Lorry (數目 No.:) <input type="checkbox"/> 其他 (如船隻、手推車等, 請註明收集及運輸工具及數目) Others (e.g. vessel, trolley etc., please specify the collection and transportation tool(s) and number(s)): _____	<input type="checkbox"/> 客貨車 Van (數目 No.:) <input type="checkbox"/> 貨車 Lorry (數目 No.:) <input type="checkbox"/> 其他 (如船隻、手推車等, 請註明收集及運輸工具及數目) Others (e.g. vessel, trolley etc., please specify the collection and transportation tool(s) and number(s)): _____
本地服務區域* Local Service Area(s) * (可選擇多項如適用) (please select more than one item if applicable)	<input type="checkbox"/> 香港島 HK Island <input type="checkbox"/> 中西區 Central & Western District <input type="checkbox"/> 東區 Eastern District <input type="checkbox"/> 九龍 Kowloon <input type="checkbox"/> 九龍城區 Kowloon City District <input type="checkbox"/> 黃大仙區 Wong Tai Sin District <input type="checkbox"/> 觀塘區 Kwun Tong District <input type="checkbox"/> 新界 New Territories <input type="checkbox"/> 荃灣區 Tsuen Wan District <input type="checkbox"/> 葵青區 Kwai Tsing District <input type="checkbox"/> 西貢區 Sai Kung District <input type="checkbox"/> 沙田區 Shatin District <input type="checkbox"/> 離島 Outlying Islands (請詳細註明) (Please specify): _____	<input type="checkbox"/> 香港島 HK Island <input type="checkbox"/> 中西區 Central & Western District <input type="checkbox"/> 東區 Eastern District <input type="checkbox"/> 九龍 Kowloon <input type="checkbox"/> 九龍城區 Kowloon City District <input type="checkbox"/> 黃大仙區 Wong Tai Sin District <input type="checkbox"/> 觀塘區 Kwun Tong District <input type="checkbox"/> 新界 New Territories <input type="checkbox"/> 荃灣區 Tsuen Wan District <input type="checkbox"/> 葵青區 Kwai Tsing District <input type="checkbox"/> 西貢區 Sai Kung District <input type="checkbox"/> 沙田區 Shatin District <input type="checkbox"/> 離島 Outlying Islands (請詳細註明) (Please specify): _____
「廢置食用油」交收及庫存記錄及摘要存放地址 Address of keeping records and summaries of WCO transaction and storage _____		

C. 公用隔油池設施詳情 (只適用於管理公用隔油池設施的收集商登記)
Details of Communal Grease Trap Facility(ies) (Only applicable for registration of collector managing communal grease trap facility(ies))

公用隔油池設施地址* Address of Communal Grease Trap Facility*	隔油池容量 Grease Trap Capacity (請註明單位) (Please specify unit)	平均每月清潔次數 Average Monthly Cleansing Frequency
隔油池廢物交付記錄及摘要存放地址 Address of keeping records and summaries of grease trap waste transaction _____		

* 資料會被顯示到環境保護署網頁 Information will be shown on the Environmental Protection Department's website

D. 「廢置食用油」處理設施及處理詳情 (只適用於處理商登記)
WCO Processing Facility and Processing Details (Only applicable for processor registration)

(如多於一個地點,請另用紙張填寫。 Use separate sheets if more than one location.)

設施中文名稱*
 Chinese Name of Facility* _____

設施英文名稱*
 English Name of Facility* _____

設施地址*
 Address of Facility* _____

設施商業登記號碼
 Business Registration No. of Facility _____

設施經理姓名
 Name of Facility Manager _____

設施電話號碼*
 Tel No. of Facility* _____

設施傳真號碼*
 Fax No. of Facility* _____

類型* Type*	隔油池廢物 及 從其隔取的油脂 Grease Trap Waste (GTW) and oil and grease separated from GTW	其他廢置食用油 Other WCO
來源 Source(s) (可選擇多項如適用) (please select more than one item if applicable)	<input type="checkbox"/> 收集商 Collectors <input type="checkbox"/> 進口商^ Importers^ <input type="checkbox"/> 其他 (請註明) Others (please specify): _____	<input type="checkbox"/> 收集商 Collectors <input type="checkbox"/> 進口商 Importers <input type="checkbox"/> 其他 (請註明) Others (please specify): _____
平均每日處理量 Average Daily Processing Quantity	公噸 tonne / 公斤 kg / 公升 litre (刪去不適用者 Delete as appropriate)	公噸 tonne / 公斤 kg / 公升 litre (刪去不適用者 Delete as appropriate)
每日最大處理量 Maximum Daily Processing Quantity	公噸 tonne / 公斤 kg / 公升 litre (刪去不適用者 Delete as appropriate)	公噸 tonne / 公斤 kg / 公升 litre (刪去不適用者 Delete as appropriate)
庫存安排 Warehouse Storage Arrangement(s) (可選擇多項如適用) (please select more than one item if applicable)	儲存方法 Storage method(s): <input type="checkbox"/> 固定儲存缸 Fixed storage tank <input type="checkbox"/> 油桶 Drum <input type="checkbox"/> 其他 (請註明) Others (please specify): _____	儲存方法 Storage method(s): <input type="checkbox"/> 固定儲存缸 Fixed storage tank <input type="checkbox"/> 油桶 Drum <input type="checkbox"/> 其他 (請註明) Others (please specify): _____
	倉庫地址 Warehouse address(es):	倉庫地址 Warehouse address(es):

^ 任何人進出口隔油池廢物均須事先申領《廢物處置條例》(第 354 章) 的廢物進/出口許可證 (詳情請瀏覽環保署網頁)
 Any person importing/exporting GTW shall secure a waste import/export permit issued under Waste Disposal Ordinance (Cap. 354) before shipment (please find details on EPD's website)

D. (續上頁) 「廢置食用油」處理設施及處理詳情 (只適用於處理商登記)
(Cont'd) WCO Processing Facility and Processing Details (Only applicable for processor registration)

類型* Type*	隔油池廢物 及 從其隔取的油脂 Grease Trap Waste (GTW) and oil and grease separated from GTW	其他廢置食用油 Other WCO
處理方法 Processing Method(s)		
處理製成品名稱* Name(s) of Final Product(s)*		
處理製成品出路* Outlet(s) of Final Product(s)*		
「廢置食用油」接收、庫存、處理、產品銷售及廢物記錄及摘要存放地址 Address of keeping records and summaries of WCO transaction, storage, processing, sales of final product(s) and waste(s) generated		

E. 「廢置食用油」出口詳情 (只適用於出口商登記)
Details of WCO Export (Only applicable for exporter registration)

類型* Type*	隔油池廢物 及 從其隔取的油脂 [^] Grease Trap Waste (GTW) and oil and grease separated from GTW [^]	其他廢置食用油 Other WCO
來源 Source(s) (可選擇多項如適用) (please select more than one item if applicable)	<input type="checkbox"/> 收集商 Collectors <input type="checkbox"/> 進口商 [^] Importers [^] <input type="checkbox"/> 其他 (請註明) Others (please specify): (申請人如欲自行於本港收集「廢置食用油」, 須同時向環保署申請登記成為「廢置食用油」收集商 If applicant wishes to collect WCO in Hong Kong, the applicant should also apply for registration by EPD as WCO collector at the same time)	<input type="checkbox"/> 收集商 Collectors <input type="checkbox"/> 進口商 Importers <input type="checkbox"/> 其他 (請註明) Others (please specify): (申請人如欲自行於本港收集「廢置食用油」, 須同時向環保署申請登記成為「廢置食用油」收集商 If applicant wishes to collect WCO in Hong Kong, the applicant should also apply for registration by EPD as WCO collector at the same time)
庫存安排 Warehouse Storage Arrangement(s) (可選擇多項如適用) (please select more than one item if applicable)	儲存方法 Storage method(s): <input type="checkbox"/> 固定儲存缸 Fixed storage tank <input type="checkbox"/> 油桶 Drum <input type="checkbox"/> 其他 (請註明) Others (please specify): _____	儲存方法 Storage method(s): <input type="checkbox"/> 固定儲存缸 Fixed storage tank <input type="checkbox"/> 油桶 Drum <input type="checkbox"/> 其他 (請註明) Others (please specify): _____

[^] 任何人進出口隔油池廢物均須事先申領《廢物處置條例》(第 354 章) 的廢物進/出口許可證 (詳情請瀏覽環保署網頁)
 Any person importing/exporting GTW shall secure a waste import/export permit issued under Waste Disposal Ordinance (Cap. 354) before shipment (please find details on EPD's website)

E. (續上頁)「廢置食用油」出口詳情 (只適用於出口商登記)

(Cont'd) Details of WCO Export (Only applicable for exporter registration)

類型* Type*	隔油池廢物 及 從其隔取的油脂^ Grease Trap Waste (GTW) and oil and grease separated from GTW ^	其他廢置食用油 Other WCO
庫存安排 Warehouse Storage Arrangement(s)	倉庫地址 Warehouse address(es):	倉庫地址 Warehouse address(es):
平均每月出口數量 (公噸) Average Monthly Export Quantity (in Tonnes)		
出口運輸工具 Export Transportation (可選擇多項如適用) (please select more than one item if applicable)	<input type="checkbox"/> 缸車 Road tanker (數目 No.:) <input type="checkbox"/> 貨車 Lorry (數目 No.:) <input type="checkbox"/> 貨櫃車 Container truck (數目 No.:) <input type="checkbox"/> 其他 (如船隻等, 請註明運輸工具及數目) Others (e.g. vessel etc., please specify the transportation tool(s) and number(s)): _____	<input type="checkbox"/> 客貨車 Van (數目 No.:) <input type="checkbox"/> 貨車 Lorry (數目 No.:) <input type="checkbox"/> 貨櫃車 Container truck (數目 No.:) <input type="checkbox"/> 其他 (如船隻等, 請註明運輸工具及數目) Others (e.g. vessel etc., please specify the transportation tool(s) and number(s)): _____
出口地區 /國家名稱* Regions/Countries of Export*		
出口用途* Purpose(s) of Export*		

「廢置食用油」接收、庫存及出口記錄及摘要存放地址
Address of keeping records and summaries of WCO transaction, storage & export _____

^ 任何人進出口隔油池廢物均須事先申領《廢物處置條例》(第 354 章) 的廢物進/出口許可證 (詳情請瀏覽環保署網頁)
Any person importing/exporting GTW shall secure a waste import/export permit issued under Waste Disposal Ordinance (Cap. 354) before shipment (please find details on EPD's website).

F. 遞交文件 Submit Documents

請隨申請表提交以下文件的副本及於空格內加上“✓”號以作註明。若申請人未能提供所有所需資料及文件副本的申請，本署未必可以處理你的申請。

Please submit copies of the following documents with this application form and put a “✓” against each of the boxes for indication. **If applicant does not provide all required information and copies of documents, we may not be able to process the application.**

適用於所有申請人

Applicable for **all applicants**

- 有效商業登記證 (獲《商業登記條例》(第 310 章) 豁免商業登記的機構除外)
Valid Business Registration Certificate (unless the applicant satisfies the exemption conditions set out in the “Business Registration Ordinance” (Cap. 310))
- 公司註冊證書 (如申請人屬有限公司)
Certificate of Incorporation (if the applicant is limited company)
- 負責人香港身份證/護照
HKID card/passport of responsible person
- 每個儲存「廢置食用油」倉庫的內部及外部相片 (如申請人庫存「廢置食用油」)
Photographs taken inside and outside each WCO warehouse (if the applicant stores WCO in warehouse(s))
- 相關地址證明 (如最近三個月的電費單、水費/排污費單等)
Relevant address proof(s) (e.g. electricity bill, water/sewage charge receipt in recent 3 months etc.)
- 與環境管理相關的認證證書 (如有) *
Accreditation certificate(s) of related environmental management schemes (if any) *

以及:

And:

只適用於一般收集商登記

Only applicable for **regular collector** registration

- 每輛收集「廢置食用油」車輛的有效車輛登記文件 或 車輛租借協議/文件 (如適用)
Valid vehicle registration document or hire agreement(s) or document(s) of each WCO collection vehicle (if applicable)

只適用於管理公用隔油池設施的收集商登記

Only applicable for registration of **collector managing communal grease trap facility(ies)**

- 每個公用隔油池設施的地址
Address of each communal grease trap facility
- 連接每個公用隔油池設施的所有食肆、工廠食堂、食物製造廠及烘製麵包餅食店的名單
Full list of restaurants, factory canteens, food factories, and bakeries connecting with each communal grease trap facility

F. (續上頁) 遞交文件 (Cont'd) Submit Documents

只適用於**處理商**登記

Only applicable for **processor** registration

- 所有根據香港法例發出並適用於申請表所註明的處理設施的有效營運牌照及許可證
All applicable valid licence(s) and permit(s) issued under legislations of Hong Kong for operating the processing facility(ies) specified in the application form
- 處理設施的圖則
Layout plan(s) of the processing facility(ies)
- 各項處理工序流程圖 (須註明處理「廢置食用油」的類型、處理製成品及廢物)
Flow diagram(s) of various processing process(es) (with indication of the type(s) of WCO to be processed, final product(s) and waste(s) generated)
- 申請人就處理設施可能產生的空氣及水污染物的排放、廢物、噪音污染所採取的管制及監測措施，以及環境影響評估安排
Pollution control and monitoring measures adopted by the applicant in respect of potential air and water pollutants, wastes and noise generated in the processing facility(ies), and environmental impacts assessment arrangements
- 處理設施的安全設備及措施
Safety equipment and measures of the processing facilities

只適用於**出口商**登記

Only applicable for **exporter** registration

- 在未來六個月內有效的所有申請人與外地進口商簽訂「廢置食用油」交易的合約協議/文件，有關合約協議/文件須註明: (1) 出口的「廢置食用油」只可用作非供人食用的合法工業用途；及 (2) 外地處理有關「廢置食用油」設施/機構的資料包括地址、聯絡方法(如：電話/傳真號碼、電郵地址)及處理程序(如:用作製造生物柴油)等。
All contractual agreement(s)/document(s) between the applicant and overseas importer(s) on export of WCO which shall be valid at least for the coming 6 months [The agreement(s)/document(s) should: (1) specify the WCO exported will only be used for legitimate industrial uses and not for human consumption; and (2) provide detailed information including address(es), contact information (e.g. telephone/fax number, email address) of the overseas processing facility(ies)/organization(s) which will process the WCO concerned as well as the associated processing process(es) (e.g. used for biodiesel production) etc.]

G. 聲明 Declaration

本人謹此聲明，本人已詳細閱讀及清楚明白本表格第 10-12 頁申請須知及個人資料收集聲明的內容，並盡本人所知及所信填寫此表格，表格內填報的資料均為正確無訛，本人/本公司亦同意於環保署網站公開標有 * 號的資料。本人/本公司在此承諾在登記後，會切實遵守環保署《登記「廢置食用油」收集商/處理商/出口商良好作業守則》列出的要求(詳情可瀏覽環保署網站 http://www.epd.gov.hk/epd/tc_chi/environmentinhk/waste/prob_solutions/waste-cooking-oils.html)，向環保署遞交所有環保署要求的文件及配合環保署(或其授權機構)實地巡查本人/本公司運作，並表示清楚明白及接受倘若登記後違反上述守則的要求或未能向環保署提供相關文件，環保署會採取適當的跟進行動(例如:吊銷本人/本公司的登記等)。如有需要，環保署可修訂登記要求或登記商的登記期限。

I hereby certify that I have read and fully understood the Application Guidance Notes and Personal Information Collection Statement on page 10-12 of this form. The particulars given above are correct and true to the best of my knowledge and belief. I/this company agree(s) to disclose the information marked with * at EPD's website. I/this company commit(s) to fully comply with the requirements stipulated in EPD's "Good Practice Guides for Registered WCO Collectors/Processors/Exporters" (please find details on EPD's website: http://www.epd.gov.hk/epd/english/environmentinhk/waste/prob_solutions/waste-cooking-oils.html), submit all documents as requested to EPD and cooperate with EPD (or organization(s) authorized by EPD) to conduct surveillance monitoring of my/this company's operation after registration. I/this company understand(s) and accept(s) that EPD will take necessary follow up actions (e.g. revoking my / this company's registration, etc.) if I/this company violate(s) the requirements stipulated in the above Guides or cannot provide relevant documents to EPD after registration. EPD may amend registration requirements or registration period of registered parties if it is considered necessary.

(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) (如適用)
(Company Name) (if applicable)

(印章 Chop)

(日期 Date)

申請須知

「廢置食用油」的定義

「廢置食用油」是指從任何煮食供人食用的過程中扔棄的食用油，包括隔油池廢物，經使用的煮食油及未經使用但因各種原因例如品質變壞而需要棄置的食用油，不論這些食用油是否曾用作原本用途，但不包括來自家居的食用油。

什麼人需要申請？

任何經營「廢置食用油」收集/處理/出口業務而符合以下資格的商戶，均可向環境保護署(環保署)申請登記成為「廢置食用油」收集商/處理商/出口商。登記資格為期兩年(於2018年4月20日或之後作出首次一般收集商登記申請的申請人除外¹)。登記商戶如欲保留登記資格，必須在到期日兩個月之前作出保留登記申請，環保署會考慮登記商戶過往的表現而決定是否批准保留其登記。

申請資格

- 所有申請人須為持有按香港法例第 310 章《商業登記條例》申領的商業登記證書 (獲《商業登記條例》豁免商業登記的機構除外)；
- 登記一般收集商的申請人須具備適當的工具收集及運輸「廢置食用油」；
- 登記為管理公用隔油池設施的收集商的申請人須為設有公用隔油池設施的商場/商廈/工廠大廈的物業管理者(包括物業管理公司或業主等)。
- 登記處理商的申請人須先為其申請表所註明的「廢置食用油」處理設施按所有相關的香港法例申領有效的牌照、許可證等批文；
- 登記出口商的申請人須能提供在未來六個月內有效的所有申請人與外地進口商簽訂「廢置食用油」交易的合約協議/文件，有關合約協議/文件須註明: (1) 出口的「廢置食用油」只可用作非供人食用的合法工業用途; 及 (2) 外地處理有關「廢置食用油」設施/機構的資料包括地址、聯絡方法(如:電話/傳真號碼、電郵地址)及處理程序(如:用作製造生物柴油)等。

登記費用及要求

- 登記屬自願性質，費用全免；
- 申請人須填寫環保署指定的申請表格，並提交表格 F 部列明的文件副本；
- 申請人須在申請表格上簽名，及蓋上公司印章(如適用)，承諾在獲登記後，切實遵守環保署的《登記「廢置食用油」收集商/處理商/出口商良好作業守則》的要求、向環保署遞交所有環保署要求的文件及配合環保署(或其授權機構)實地巡查申請人運作，並表示清楚明白及接受倘若登記後違反上述守則的要求或未能向環保署提供相關文件，環保署會採取適當的跟進行動(例如:吊銷申請人的登記等)。

提交申請

申請表可從環保署的網頁下載。填妥申請表後可連同申請表 F 部列載的文件副本郵寄至或親身交回下列地址: 香港九龍九龍灣常悅道 11 號新明大廈 5 樓環保署減廢及回收課(4)。

審核申請

本署收到申請後，本署或本署授權機構會檢查申請人所提交的資料是否齊全。如有需要，本署或本署的授權機構會要求申請人提供補充資料或作出澄清。根據申請人提交的資料，本署或本署授權的機構可能會要求申請人安排本署或本署的授權機構的職員實地視察其操作，以審核申請人是否合乎登記資格及有足夠能力妥善處理「廢置食用油」。審核申請所需的時間取決於申請人有否提交所有所需的資料及文件，並配合本署或本署的授權機構的實地視察審核工作。

公佈結果

一般申請結果會於有關實地視察審核工作完成後的一至兩個月內整批公佈。成功登記的申請人將獲發環保署的登記證書²及登記編號。另外，獲登記商戶的資料(註:在申請表格打上*號的資料)將會被上載到環保署網站的登記名錄。環保署亦會另行發信通知登記失敗的申請人及其原因。如有任何查詢，請致電 3690 7762。

¹如申請人於 2018 年 4 月 20 日或之後作出首次一般收集商登記申請，並符合申請資格，環保署會向該申請人作出三個月的臨時登記。申請人須於獲登記後首三個月內向環保署提供最少一份申請人收集及交付「廢置食用油」的證明文件，例如:與「廢置食用油」來源商及接收商簽訂收集及交付「廢置食用油」的單據記錄等。環保署收到有關文件後，會評估申請人是否能遵守登記要求。如是，環保署會向該申請人發出一張新的登記證書，登記有效期將由首次獲得臨時登記日期起計，為期兩年。若申請人未能向環保署提供有關文件，及/或於臨時登記期間未能符合登記要求，其臨時登記將會於獲登記三個月後自動終止。

² 登記證書會顯示登記商的登記名稱、商業登記號碼(如適用)、「廢置食用油」業務性質、環保署登記編號及登記有效日期，供登記商及提供或接收「廢置食用油」的商戶參考。

Application Guidance Notes

Definition of “Waste Cooking Oils” (WCO)

WCO are defined as “oils” abandoned from any cooking process for human consumption other than those from household, including grease trap waste, used cooking oil and unused cooking oil abandoned for reasons such as spoilage, regardless whether they have been used for their original purposes.

Who Should Apply?

Any person who wishes to conduct WCO collection/processing/export businesses and fulfills the eligibility criteria below can apply to be an Environmental Protection Department (EPD) registered WCO collector/processor/exporter. Registration will be valid for 2 years (except for applicants making first application of registration as regular collector on or after 20 April 2018¹). If registered parties wish to maintain their registrations, they should make an application for registration renewal 2 months in advance of the expiry date. Past performance of the registered party will be taken into account by EPD in considering the renewal application.

Eligibility Criteria

- **All applicants** should hold a Business Registration Certificate issued under the “Business Registration Ordinance” (Cap. 310) (unless the applicant satisfies the exemption conditions set out in the “Business Registration Ordinance”);
- Applicants of registration as **regular collector** should possess proper tools for WCO collection and transportation.;
- Applicants of registration as a **collector managing communal grease trap facility(ies)** should be the property managers(including property management companies or owners etc.) of shopping malls/commercial premises/industrial buildings installed with communal grease trap facilities;
- Applicants of **processor** registration should have already secured all valid licence(s) and permit(s) issued under legislations of Hong Kong for operating the processing facility(ies) specified in the application form;
- Applicants of **exporter** registration should provide all contractual agreement(s)/document(s) between the applicant and overseas importer(s) on export of WCO which shall be valid at least for the coming 6 months [The agreement(s)/document(s) should: (1) specify the WCO exported will only be used for legitimate industrial uses and not for human consumption; and (2) provide detailed information including address(es), contact information (e.g. telephone/fax number, email address) of the overseas processing facility(ies)/organization(s) which will process the WCO concerned as well as the associated processing process(es) (e.g. used for biodiesel production) etc.]

Registration Fees & Requirements

- The registration is voluntary and free of charge;
- Applicant should fill in the specified application form from EPD and submit copies of supporting documents as stated in Section F of the form;
- Applicant should sign and affix the company chop (if applicable) on the application form and commit to fully comply with the requirements stipulated in EPD’s “Good Practice Guides for Registered WCO Collectors/Processors/Exporters”, submit all documents as requested to EPD and cooperate with EPD (or organization(s) authorized by EPD) to conduct surveillance monitoring of applicant’s operation after registration. Applicant should also understand and accept that EPD will take necessary follow up actions (e.g. revoking applicant’s registration, etc.) if the applicant violates the requirements stipulated in the above Guides or cannot provide relevant documents to EPD after registration.

Submission of Application

Application form can be downloaded from EPD’s website. The duly completed application form, together with copies of the documents as required in Section F of the form can be submitted either by post or in person to the following address: Waste Reduction and Recycling Section (4), Environmental Protection Department, 5/F, Centre Parc, 11 Sheung Yuet Road, Kowloon Bay, Kowloon, Hong Kong.

Application Assessment

Upon receipt of an application, EPD or the organization(s) authorized by EPD will check if the applicant submits all the necessary information. EPD or the organization(s) authorized by EPD may request the applicant to provide supplementary information or make clarification as necessary. Based on the information provided by the applicant, EPD or the organization(s) authorized by EPD may request the applicant to arrange a site visit for staff of EPD or the organization(s) authorized by EPD to observe applicant’s actual operations. The objective is to assess whether the applicant fulfills registration requirements and has adequate capability to handle WCO properly. The time for application assessment depends on whether the applicant can supply all the required information and documents and cooperate with EPD or the organization(s) authorized by EPD in the site assessment.

Announcement of Application Result

In general, application results will be announced in batches within 1-2 months after the site assessment has been completed. EPD will issue a registration certificate² with a registration number to each successful applicant. Besides, successful applicants’ information (remarks: information marked with * in the application form) will be uploaded to Registration Lists on EPD’s website. EPD will also inform unsuccessful applicants of the outcome with justification(s) by letters. If applicant has any enquiries, please call 3690 7762.

¹ If applicant makes first application of registration as regular collector on or after 20 April 2018 and fulfills eligibility criteria, EPD will grant a 3-month provisional registration to the applicant. The applicant should submit at least one documentary proof of WCO collection and delivery to EPD in the first 3 months after registration e.g. WCO collection and delivery records signed between applicant and WCO supplier(s) and recipient(s) etc. Upon receipt of the relevant documents, EPD will assess whether the applicant can fulfill registration requirements. If yes, EPD will issue a new registration certificate to the applicant. The registration will be valid for two years from the first date of the provisional registration. If the applicant is unable to provide the relevant documents to EPD and/or fulfill registration requirements during provisional registration period, the applicant’s provisional registration will be automatically lapsed after 3 months.

² The registration certificate will display registrant’s registered name, business registration no. (if applicable), WCO business nature, EPD registration no. and validity period for reference by registrant, WCO suppliers and recipients.

個人資料收集聲明

收集個人資料的目的

1. 環境保護署會使用本表格所提供的個人資料作下列一項或多項用途:
- (a) 辦理與審批你在表格中所提出的申請有關的事務;
 - (b) 供內部使用，包括但不限於作研究與統計之用;
 - (c) 方便環境保護署與你聯絡;及
 - (d) 辦理有關廢物管理的事務。

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請。

可獲移轉資料者的類別

3. 環境保護署可能會為上文第 1 段所提及的目的而向環境保護署授權機構或其他政府決策局、部門或按有關法例獲准的其他人士披露你所提供的個人資料。

查閱個人資料

4. 根據《個人資料(私隱)條例》(第 486 章)第 18 條、第 22 條及附表 1 第 6 原則的規定，你有權查閱和改正你的個人資料。查閱的權利包括有權取得你所提供的個人資料的副本。

查詢

5. 如對本表格所收集的個人資料有任何查詢，包括查閱和改正個人資料，可去信：

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)

電話：2838 3111 傳真：2838 3111

有關環境保護署私隱政策聲明可在環境保護署網站http://www.epd.gov.hk/epd/tc_chi/environmentinhk/notices/privacypolicy.html查閱。

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided in this form will be used by Environmental Protection Department for one or more of the following purposes:

- (a) activities relating to the processing of the application given in this form;
- (b) for internal uses, including but not limited to research and statistical purposes;
- (c) communication between Environmental Protection Department and the applicant; and
- (d) handling activities relating to waste management matters.

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 application.

Classes of Transferees

3. The personal data you provided by means of this form may be disclosed to organization(s) authorized by the Environmental Protection Department or other Government bureaux, departments for the purposes mentioned in paragraph 1 above or other persons as permitted by the relevant legislation.

Access to Personal Data

4. You have the right of access and correction with respect to personal data as provided for in sections 18 and 22 and principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap. 486). 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 correction, should be addressed to:

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

Tel: 2838 3111 Fax: 2838 3111

The Privacy Policy Statement of Environmental Protection Department can be found at <http://www.epd.gov.hk/epd/english/environmentinhk/notices/privacypolicy.html>.