



**環境保護署**  
Environmental Protection Department



**垃圾收費**  
MSW CHARGING

環境保護署

都市固體廢物收費(垃圾收費)計劃

**ENVIRONMENTAL PROTECTION DEPARTMENT (EPD)**

**MUNICIPAL SOLID WASTE (MSW) CHARGING SCHEME**

\*\*\*\*\*

**批量採購指定袋及／或指定標籤 — 申請表格**

*(適用於公司、機構或團體批量購買指定袋及／或指定標籤作自用)*

**Bulk Purchase of Designated Bags and/or Designated Labels – Application Form**

*(Applicable for company, institution or organization purchasing designated bags and/or designated labels for self use)*

## 批量採購指定袋及／或指定標籤 — 申請須知

### Bulk Purchase of Designated Bags and/or Designated Labels – Application Guideline

#### 1. 批量採購的安排 Arrangement for bulk purchase

- 1.1 指定袋及指定標籤只可於獲環境保護署署長授權的零售點（包括超級市場、便利店、藥房和網上平台等）出售，以防止冒牌指定袋及指定標籤在市場上出售。

Designated bags (D-bags) and designated labels (D-labels) can only be sold at the sales points as authorized by the Director of Environmental Protection (including supermarkets, convenience stores, pharmacies and online platforms, etc.) so as to avoid the sales of counterfeit D-bags and D-labels in the market.

- 1.2 除於獲授權的零售點採購外，物業管理公司、清潔承辦商、工商業或社會服務機構亦可向環境保護署（環保署）申請批量採購指定袋及／或指定標籤，以應付其日常營運需要。申請人獲批准後可在環保署的網上平台（即智能庫存管理系統）開立帳戶，直接訂購有關指定袋及／或指定標籤。經此申請購入的指定袋及／或指定標籤只可用於申請表格內所載的指定處所，不得轉售予其他人士或使用在其他未經批准的處所。

Apart from purchasing from authorized sales points, property management companies, cleansing contractors, or institutions in commercial, industrial and social service sector may also apply to the Environmental Protection Department (EPD) for bulk purchase of D-bags and/or D-labels for their own operational use. Applicants which were approved for bulk purchase can create an account in the EPD's online platform (i.e., Smart Inventory Management System) for direct placement of order for D-bags and/or D-labels. The concerned D-bags and/or D-labels purchased under this application can only be used in the premises as stated in the application form, and shall not be re-sold to any other parties or used in other premises without approval.

- 1.3 批量採購者在環保署的網上平台每次訂購須 **總計最少訂購 3 箱指定袋及／或指定標籤**<sup>1</sup>。各款容量的指定袋及指定標籤的每箱數量如下：

Bulk purchaser should **place order for at least three boxes of D-bags and/or D-labels in total in each order**<sup>1</sup> via EPD's online platform. The number of D-bags or D-labels in each box is listed as follows:

I. 指定袋 D-bag (DB)				
容量 Capacity	每個售價 (港幣) Price per bag (HKD)	款式 Form	每箱載有指定袋的數量 (批量包裝) Quantity of DBs in each box (Bulk Packaging)	每箱售價 (港幣) Price per box (HKD)
3 公升 3 litre	\$0.3	背心袋 T-shirt	每包 100 個 x 50 包 = 5000 個 100 DBs per pack x 50 packs = 5000 DBs	<b>\$1,500</b>

<sup>1</sup> 每張訂單總計最少訂購 3 箱指定袋及／或指定標籤，可包括不同容量的指定袋及／或指定標籤，例如 1 箱 15 公升指定袋、1 箱 20 公升指定袋及 1 箱指定標籤。

Each order shall include at least three boxes of D-bags and/or D-labels, which may comprise D-bags with different capacities and/or D-labels, e.g., 1 box of 15-litre D-bags, 1 box of 20-litre D-bags and 1 box of D-labels.

I. 指定袋 D-bag (DB)				
容量 Capacity	每個售價 (港幣) Price per bag (HKD)	款式 Form	每箱載有指定袋的數量 (批量包裝) Quantity of DBs in each box (Bulk Packaging)	每箱售價 (港幣) Price per box (HKD)
5 公升 5 litre	\$0.6	背心袋 T-shirt	每包 100 個 x 40 包=4000 個 100 DBs per pack x 40 packs = 4000 DBs	<b>\$2,400</b>
10 公升 10 litre	\$1.1		每包 100 個 x 22 包=2200 個 100 DBs per pack x 22 packs = 2200 DBs	<b>\$2,420</b>
15 公升 15 litre	\$1.7		每包 100 個 x 14 包=1400 個 100 DBs per pack x 14 packs = 1400 DBs	<b>\$2,380</b>
20 公升 20 litre	\$2.2	平口袋 Flat-Top	每包 100 個 x 12 包= 1200 個 100 DBs per pack x 12 packs = 1200 DBs	<b>\$2,640</b>
35 公升 35 litre	\$3.9		每包 100 個 x 9 包= 900 個 100 DBs per pack x 9 packs = 900 DBs	<b>\$3,510</b>
50 公升 50 litre	\$5.5		每包 100 個 x 6 包= 600 個 100 DBs per pack x 6 packs = 600 DBs	<b>\$3,300</b>
75 公升 75 litre	\$8.5		每包 100 個 x 4 包=400 個 100 DBs per pack x 4 packs = 100 DBs	<b>\$3,400</b>
100 公升 100 litre	\$11		每包 100 個 x 2 包=200 個 100 DBs per pack x 2 packs = 200 DBs	<b>\$2,200</b>
II. 指定標籤 D-label (DL)				
容量 Capacity	每張售價 (港幣) Price per label (HKD)	款式 Form	每箱載有指定標籤的數量 (批量包裝) Quantity of DLs in each box (Bulk Packaging)	每箱售價 (港幣) Price per box (HKD)
-	<b>\$11</b>	-	每包 50 個 x 10 包= 500 個 50 DLs per pack x 10 packs = 500 DLs	<b>\$5,500</b>

- 1.4 指定袋另有 240 公升和 660 公升容量，主要售賣予設有垃圾槽的住宅處所。此安排旨在讓前線清潔員工可一次過將違規垃圾<sup>2</sup>經垃圾槽口直接運送到已套上 240 公升或 660 公升指定袋的垃圾桶並包妥才交予食環署／私營收集商的垃圾車，而毋須不必要地先把垃圾槽底沒有用指定袋包妥的垃圾逐一放入指定袋後，再作棄置。至於其他機構或工商業處所的申請，環保署會因應其特別營運需要作出考慮。每次訂購 總計最少訂購一包，每包數量如下：

D-bags are also available in 240-litre and 660-litre in capacity, they are mainly sold for use by residential premises with refuse chutes. It is intended to facilitate frontline cleansing workers to put non-compliant waste (NCW)<sup>2</sup> through the refuse chutes into garbage bins lined with 240-litre or 660-litre D-bags in one go for handing it over to the refuse collection vehicles of FEHD / private waste collectors. Hence, they would not have to unnecessarily put the NCW collected at the bottom of the chutes into D-bags for further disposal. For other organizations or commercial and industrial premises, the EPD will consider the application based on its special operational need. Bulk purchaser should **place order for at least one pack in each order**. The number of D-bags in each pack is listed as follows:

<sup>2</sup> 違規廢物是指既沒有用指定袋包妥，亦無附有指定標籤的都市固體廢物。

Non-compliant waste means MSW that is neither wrapped in a designated bag nor has a designated label attached to it.

容量 Capacity	每個售價 (港幣) Price per bag (HKD)	款式 Form	每包載有指定袋的數量 Quantity of D-bags in each pack	每包售價(港幣) Price per pack (HKD)
240 公升 240 litre	\$26	平口袋 Flat-Top	每包 50 個 50 D-bags per pack	<b>\$1,300</b>
660 公升 660 litre	\$73		每包 50 個 50 D-bags per pack	<b>\$3,650</b>

- 1.5 批量採購者需透過環保署的網上平台直接訂購指定袋及／或指定標籤，可選擇自行取貨或安排附加額外收費的送貨服務。批量採購者可選擇以電郵或平郵方式收取訂購指定袋及／或指定標籤的發票(申請表格甲部第 I 項)。批量採購者必須於發票開具日起 30 日內透過電子銀行轉賬(包括轉數快)、現金或支票等方式存入政府指定的銀行帳戶以作付款。如批量採購者未有在最後繳款通知書列明的限期前繳款，環保署將會暫時停止接受該帳戶訂購，直至該帳戶已全數繳清所欠費用為止。批量採購者提供的電郵地址或通訊地址如有更改，請盡快以電郵 ([mswcharging@epd.gov.hk](mailto:mswcharging@epd.gov.hk)) 通知環保署。

Bulk purchaser shall place order for D-bags and/or D-labels via EPD's online platform direct, and choose for either self pick-up or delivery service with additional charges. Bulk purchaser may choose to receive the invoice for ordering D-bags and/or D-labels by email or ordinary mail (Item I of Section A of the application form). The bulk purchaser shall settle the payment by electronic bank transfer (including Faster Payment System), bank-in of cash or cheques etc. to the Government's designated bank account within 30 days from the invoice issue date. If the bulk purchaser fails to settle the payment by the deadline as set out in the final notice, EPD will suspend the concerned account for making order until all outstanding charges have been settled. If there is any change of the email address or mailing address provided by the bulk purchaser, please inform EPD by email ([mswcharging@epd.gov.hk](mailto:mswcharging@epd.gov.hk)) as soon as practicable.

## 2. 申請手續 Application procedures

- 2.1 申請表格可從環保署的垃圾收費專題網頁下載，網址如下：

The Application Form can be downloaded from the MSW Charging Website of the EPD:

- <https://www.mswcharging.gov.hk/>

- 2.2 請詳閱本申請須知，並清晰及簡潔地提供所需資料的詳情。申請表格應雙面打印或列印，並以中文或英文填寫。如有需要，可加頁書寫。

Please read this application guide carefully and provide all details of the required information in a clear and concise manner. The Application Form should be typed or printed on both sides of the paper and may be completed in Chinese or English. Additional pages may be attached to the form if necessary.

- 2.3 申請表格的甲部第 I 項所有部分均須填寫，第 II 項只適用於申請購買 100 公升或以下容量的指定袋及／或指定標籤，請連同所有必需提交的資料及證明文件一併遞交。擬購買 240 公升及／或 660 公升指定袋的申請人必須同時填寫乙部(包括 I 及 II 項)。如有關項目為不適用或未能提供有關資料，請填上「不適用」。

All parts under Item I of Section A of the Application Form should be completed. Item II is only applicable for intended purchase of D-bags with capacity of 100 litre or below, and/or D-labels. Please submit the completed application together with all required information and supporting document(s). Applicants intending to purchase 240-litre and/or 660-litre D-bags should also complete Section B (including Items I and II). For item which is not applicable or the information is not available, please fill in “NA”.

2.4 填妥的申請表格及所有補充或證明文件可透過以下方式送達環保署：

The completed Application Form and supplementary or supporting documents can be returned to the EPD by the following means:

- 親身或郵寄

In person or by post :

香港北角電氣道 183 號友邦廣場 8 字樓 801-804 室  
環境保護署  
廢物收集及徵費組

Waste Collection and Charging Group  
Environmental Protection Department  
Room 801-804, 8/F, AIA Tower, 183 Electric Road, North Point, Hong Kong

- 電郵（電郵地址：mswcharging@epd.gov.hk）  
By email (Email address: mswcharging@epd.gov.hk)

信封面或電郵標題請註明「申請批量採購指定袋及／或指定標籤」。  
Please mark “Application for Bulk Purchase of Designated Bags and/or Designated Labels” on the envelope or as the email title.

2.5 申請人須確保遞交申請時填報的資料詳盡確實，環保署並無責任向申請人索取額外資料。

Applicants should provide the best and fullest information in their applications, and the EPD is not obligated to request additional information from applicants.

2.6 申請人必須應環保署的要求，提供任何有關申請所需的額外及／或補充資料，否則環保署將未能處理其申請。

Applicants are required to provide additional and/or supplementary information in relation to their applications upon request by the EPD. Otherwise, the EPD will not be able to process the application.

2.7 垃圾收費將於 2024 年 8 月 1 日實施。申請人如欲於 2024 年 7 月內收到指定袋及／或指定標籤，請於 2024 年 4 月 30 日或之前向環保署遞交「批量採購指定袋及／或指定標籤 - 申請表格」，以供審批。環保署會為獲批的申請人在環保署的網上平台開立帳戶以直接訂購有關指定袋及／或指定標籤，並通知申請人有關申請結果，以及帳戶詳情(只適用於已獲批的申請人)。已獲批的申請人如能於 2024 年 6 月 15 日或之前在環保署的網上平台完成訂購，有關指定袋及／或指定

標籤可於 2024 年 7 月內備妥供批量採購者安排自行取貨或送達指定地點。

關鍵日期	事項
2024 年 4 月 30 日或之前	向環保署遞交申請表格
2024 年 6 月 15 日或之前	在環保署的網上平台直接訂購指定袋及／或指定標籤
2024 年 7 月內	環保署的倉存及物流管理承辦商備妥指定袋及／或指定標籤，供批量採購者安排自行取貨或送達指定地點

MSW charging will be implemented with effect from 1 August 2024. If the applicant wishes to have the D-bags and/or D-labels ready by July 2024, please submit the “Bulk Purchase of D-bags and/or D-labels – Application Form” to EPD on or before 30 April 2024 for assessment. Creation of an account in the EPD’s online platform for direct placement of order for the concerned D-bags and/or D-labels will be made for the applicant who is approved for bulk purchase. EPD will notify the applicants of the application results, and the account details (only applicable to those approved applicants). If the approved applicants place order via EPD’s online platform on or before 15 June 2024, the D-bags and/or D-labels will be available for self pick-up or delivered to the designated premises within July 2024.

Critical Dates	Action
On or before 30 April 2024	Submit application form to EPD
On or before 15 June 2024	Place order for D-bags and/or D-labels at EPD’s online platform
Within July 2024	D-bags and/or D-labels ready for self pick-up or delivery to the designated premises by EPD’s warehouse and logistics contractor

- 2.8 凡故意在本申請中作失實陳述或漏報資料，有關申請可被拒絕，而申請公司虛報資料，亦可遭檢控。

Any intentional misrepresentation or omission of information related to this application may result in the application being rejected, and the applicant may be liable to prosecution for making a false declaration.

- 2.9 如有查詢，請致電 2838 3111 或電郵至 [maw\\_hotline@epd.gov.hk](mailto:maw_hotline@epd.gov.hk)。

For enquiries, please call 2838 3111 or email to [maw\\_hotline@epd.gov.hk](mailto:maw_hotline@epd.gov.hk).

### 3. 收集個人資料的聲明 **Personal Data Collection Statement**

#### 3.1 收集的目的 **Purpose of Collection**

在申請表格內所提供的個人資料和其他有關的資料，是供環保署及相關政府部門在處理申請時所用。申請人可自行決定是否在申請表格內提供個人資料及其他有關的資料，亦可向環保署申請把部分資料保密，不予公開。不過，如沒有提供足夠及正確的資料，申請可能不獲處理。

The personal data and other related information provided in the Application Form will be used by the EPD and relevant government departments for the purpose of processing the application. The provision of personal data and other related information in the Application Form is voluntary. The applicants may apply to the EPD to withhold some data from release to the public. However, if adequate and accurate data are not provided, the application may not be able to be processed.

#### 3.2 公開資料 **Disclosure of Information**

環保署可能會把申請表格和證明文件存檔，亦可能會把申請表格內所提供的個人資料及其他有關資料編入獲准批量採購指定袋及／或指定標籤的名單／目錄，供公眾查閱。如有需要，所遞交的資料亦可能交予其他部門／機構／人士，以便予以核實或作其他與申請有關的用途。

The EPD may keep the Application Form and the supporting documents and may include the personal data and other related information provided in the Application Form in a register/catalogue of applicants which are approved for bulk purchase of D-bags and/or D-labels, which will be made available for public inspection. Where necessary, the particulars submitted may also be provided to other departments/organizations/persons for the purpose of verifying the particulars provided and other purposes related to the application.

#### 3.3 查閱個人資料 **Access to Personal Data**

根據《個人資料（私隱）條例》（第486章）的規定，你有權要求查閱及更改你所提供的個人及其他有關資料。有關要求應以書面向環保署提出。

You have a right to request access to, and to request the correction of, the personal data and other related information you supplied in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486). Such requests should be made in writing to the EPD.

甲 部 – 申請人 (公司／機構／團體) 資料  
Section A – Applicant Particulars (Company／Institution／Organization)

I. 申請人 (公司／機構／團體) Applicant (Company／Institution／Organization)

- 申請人類別：  
Type of applicant:
- 物業管理公司 Property Management Company
  - 清潔承辦商 Cleansing Contractor
  - 業主立案法團／業主委員會 Owners' Corporation / Owners' Committee
  - 以下處所的主管機構 Institution in charge of the following premises
    - 醫院 Hospital
    - 學校 School
    - 院舍 Residential care home
    - 長者住屋 Residences for elderly
    - 餐飲業處所 Catering premises
    - 一般工商業樓宇 (例如辦公樓宇及多層工業大廈)  
General commercial and industrial building (e.g. office building or multi-storey industrial building)
    - 商場 Shopping mall
    - 酒店 Hotel
    - 其他 Others (請註明 Please specify: \_\_\_\_\_)

申請人(公司／機構／團體)名稱：  
Name of Applicant (Company / Institution / Organization):

(中文 Chinese) \_\_\_\_\_

(英文 English) \_\_\_\_\_

商業登記號碼(如適用)：  
Business Registration Number (if applicable):

通訊地址\*：  
Mailing Address\*:

\_\_\_\_\_

電郵地址\*：  
Email Address\*:

\_\_\_\_\_

請選擇以下哪一種方式收取訂購指定袋及／或指定標籤的發票\*：  
Please choose either one of the following methods to receive the invoice of D-bag and/or D-label order\*:

- 電郵 Email                       平郵 Ordinary mail

\* 注意：如上述電郵地址或通訊地址有更改，請盡快以電郵(mswcharging@epd.gov.hk)通知環保署。  
*Note: If there is any change of the above email address or mailing address, please inform EPD by email (mswcharging@epd.gov.hk) as soon as practicable.*

負責人姓名：  
Name of Person-in-charge:

(中文 Chinese) \_\_\_\_\_ (先生／女士／小姐^)

(英文 English) \_\_\_\_\_ (Mr / Ms / Miss ^)

^ 請刪去不適用者 Please delete as appropriate



職位： Position Held:	(中文 Chinese) _____
	(英文 English) _____
電話號碼： Tel. No.:	傳真號碼： Fax No.:
其他聯絡電話號碼： Other Contact Tel. No.:	_____

**II. 每月擬購買指定袋及／或指定標籤的數量**  
(只適用於申請購買 100 公升或以下容量的指定袋及／或指定標籤)

**Intended quantity of D-bags and/or D-labels to be purchased per month**  
(only applicable for intended purchase of D-bags with capacity of 100 litre or below, and/or D-labels)

**1. 指定袋 D-bag (DB)**

容量 Capacity	款式 Form	每箱載有指定袋的數量 (批量包裝) Quantity of DBs in each box (Bulk Packaging)	每箱售價 (港幣) Price per box (HKD)	每月擬訂購量 Intended order per month
3 公升 3 litre	背心袋 T-shirt	每包 100 個 x 50 包 = 5000 個 100 DBs per pack x 50 packs = 5000 DBs	<b>\$1,500</b>	箱 box
5 公升 5 litre		每包 100 個 x 40 包 = 4000 個 100 DBs per pack x 40 packs = 4000 DBs	<b>\$2,400</b>	箱 box
10 公升 10 litre		每包 100 個 x 22 包 = 2200 個 100 DBs per pack x 22 packs = 2200 DBs	<b>\$2,420</b>	箱 box
15 公升 15 litre		每包 100 個 x 14 包 = 1400 個 100 DBs per pack x 14 packs = 1400 DBs	<b>\$2,380</b>	箱 box
20 公升 20 litre	平口袋 Flat-Top	每包 100 個 x 12 包 = 1200 個 100 DBs per pack x 12 packs = 1200 DBs	<b>\$2,640</b>	箱 box
35 公升 35 litre		每包 100 個 x 9 包 = 900 個 100 DBs per pack x 9 packs = 900 DBs	<b>\$3,510</b>	箱 box
50 公升 50 litre		每包 100 個 x 6 包 = 600 個 100 DBs per pack x 6 packs = 600 DBs	<b>\$3,300</b>	箱 box
75 公升 75 litre		每包 100 個 x 4 包 = 400 個 100 DBs per pack x 4 packs = 400 DBs	<b>\$3,400</b>	箱 box
100 公升 100 litre		每包 100 個 x 2 包 = 200 個 100 DBs per pack x 2 packs = 200 DBs	<b>\$2,200</b>	箱 box

**2. 指定標籤 D-label (DL)**

容量 Capacity	款式 Form	每箱載有指定標籤的數量 (批量包裝) Quantity of DLs in each box (Bulk Packaging)	每箱售價 (港幣) Price per box (HKD)	每月擬訂購量 Intended order per month
-		每包 50 個 x 10 包 = 500 個 50 DLs per pack x 10 packs = 500 DLs	<b>\$5,500</b>	箱 box

**乙 部 – 擬購買 240 公升及／或 660 公升指定袋的詳情**  
**Section B – Intended Details of Purchase of 240-litre and/or 660-litre D-bags**

**注意：**如擬為多於一個處所申請購買 240 公升及／或 660 公升指定袋，請分別為每一個處所填寫表格乙部。

**Note:** If you intend to purchase 240-litre and/or 660-litre D-bags for more than one premises, please complete Section B for each premises separately.

I.	請註明由貴公司／機構／團體管理的處所詳情 Please indicate details of the premises under the management of the Company／Institution／Organization	
<input type="checkbox"/>	住宅處所 Residential premises	<input type="checkbox"/> 處所設有／沒有 # 垃圾槽 Refuse chute is / is not # available inside the premises (# 請刪去不適用者 Please delete as appropriate)  <input type="checkbox"/> 處所共 _____ 座樓宇 Total of _____ buildings in the premises  <input type="checkbox"/> 處所名稱及地址 Name and address of the premises:  _____ _____ _____
<input type="checkbox"/>	非住宅處所 Non-residential premises	<input type="checkbox"/> 醫院 Hospital <input type="checkbox"/> 學校 School  <input type="checkbox"/> 院舍 Residential care home  <input type="checkbox"/> 長者住屋 Residences for elderly  <input type="checkbox"/> 餐飲業處所 Catering premises  <input type="checkbox"/> 一般工商業樓宇（例如辦公樓宇及多層工業大廈） General commercial and industrial building (e.g. office building or multi-storey industrial building)  <input type="checkbox"/> 商場 Shopping mall  <input type="checkbox"/> 酒店 Hotel  <input type="checkbox"/> 政府處所 Government premises  <input type="checkbox"/> 其他處所（請註明：_____） Other premises (Please specify: _____)

		處所共 _____ 座樓宇 Total of _____ buildings in the premises  處所名稱及地址： Name and address of the premises:  _____ _____ _____  闡述購買240公升及／或660公升指定袋的特別營運需要： Elaboration of the special operational need for purchasing 240-litre and/or 660-litre D-bags  _____ _____ _____ _____ _____ _____ _____ _____ _____
--	--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>II.</b>	<b>擬為上述處所每月購買 240 公升及／或 660 公升指定袋的數量</b> <b>Intended quantity of 240-litre and/or 660-litre D-bags to be purchased per month</b>
<input type="checkbox"/>	240 公升指定袋：_____包[每包 50 個，售價：\$1,300] 240-litre D-bags: _____ packs [50 bags per pack, price: \$1,300]
<input type="checkbox"/>	660 公升指定袋：_____包[每包 50 個，售價：\$3,650] 660-litre D-bags: _____ packs [50 bags per pack, price: \$3,650]

## 聲明 Declaration

本人已詳細閱讀「批量採購指定袋及／或指定標籤 — 申請須知」第 1 至 3 項並明白有關內容。本人謹此聲明-

- (i) 據本公司／機構／團體所知，在上述申請表格內填報的資料均正確無訛；及
- (ii) 本公司／機構／團體經此申請購買的指定袋及／或指定標籤只會用於申請表格內所載的指定處所，不會轉售予其他人士或使用在其他未經批准的處所。

I have read items 1 to 3 of the “Bulk Purchase of Designated Bags and/or Designated Labels - Application Guideline” and understood the above information. I also declare that -

- (i) the information provided in the above application form is correct to the best of our knowledge; and
- (ii) the designated bags and/or designated labels purchased under this application will only be used in the premises as stated in the application form, and will not be re-sold to any other parties or used in other premises without approval.

---

簽署 Signature

負責人姓名：  
Name of Person-in-charge： ( )

職位：  
Position： ( )

公司／機構／團體印章：  
Company／Institution  
Organization Chop： \_\_\_\_\_

日期：  
Date： \_\_\_\_\_

## 所需文件清單 Checklist of Required Documents

如已在申請中夾附以下所需文件，請在空格內填上「✓」號：

Please tick the appropriate box to check if the following required documents are included for submission:

適用於所有申請人：

**For all applicants:**

<input type="checkbox"/>	完整申請表格 Duly completed Application Form
<input type="checkbox"/>	有效的商業登記證副本(如適用) Copy of valid Business Registration Certificate ( <i>If applicable</i> )
<input type="checkbox"/>	由土地註冊處處長發出業主立案法團註冊證書副本(如適用) Copy of the Certificate of Registration of Owners' Corporations by the Land Registrar ( <i>If applicable</i> )
<input type="checkbox"/>	根據香港法例第 151 章《社團條例》下註冊的社團註冊證明書副本(如適用) Copy of Certificate of Registration of a Society under Societies Ordinance (Cap. 151) ( <i>If applicable</i> )
<input type="checkbox"/>	由稅務局發出慈善機構或慈善信託的相關免稅文件副本(如適用) Copy of documents issued by Inland Revenue Department on registration as charitable institution or trust of a public character on tax exemption ( <i>If applicable</i> )
<input type="checkbox"/>	有效的行業牌照副本(如適用) Copy of Trade License(s) for operating the concerned business issued by relevant authorities ( <i>If applicable</i> )

下列額外項目只適用於購買 240 公升及／或 660 公升指定袋的申請人：

**The following additional items are only applicable to applicants applying for purchase of 240-litre and/or 660-litre D-bags:**

<input type="checkbox"/>	(只適用於物業管理公司 <i>Only applicable to Property Management Company</i> ) 貴公司獲授權管理申請表中所列的處所的證明文件副本(例如聘用信、授權書、合約等) Documentary proof showing that the company is authorized to provide management service to the premises as stated in the application form (e.g., copy of letter of appointment, letter of authorization, contract, etc.)
<input type="checkbox"/>	(只適用於清潔承辦商 <i>Only applicable to Cleansing Contractor</i> ) 貴公司獲授權向申請表中所列的處所提供清潔服務的證明文件副本(例如聘用信、授權書、合約等) Documentary proof showing that the company is authorized to provide cleansing service to the premises as stated in the application form (e.g., copy of letter of appointment, letter of authorization, contract, etc.)
<input type="checkbox"/>	就每一個申請表內所列的處所(如多於一個)單獨填妥的表格乙部 Separate duly completed Section B for each premises as stated in the application form (if more than one premises)