



環境保護署
都市固體廢物收費計劃

**ENVIRONMENTAL PROTECTION DEPARTMENT
MUNICIPAL SOLID WASTE CHARGING SCHEME**

授權出售指定袋及指定標籤 — 申請表格
**Application Form for
Authorization for Selling Designated Bags and Designated Labels**

注意：

只有獲環境保護署署長（署長）按《廢物處置條例》（根據《2021年廢物處置（都市固體廢物收費）（修訂）條例》修訂的香港法例第354章）第20S(2)(b)條授權的公司，才可按署長指明的條款及條件出售指定袋或指定標籤。

Note:

In accordance with section 20S(2)(b) of the Waste Disposal Ordinance (Chapter 354 of the Laws of Hong Kong as amended by the Waste Disposal (Charging for Municipal Solid Waste) (Amendment) Ordinance 2021), only the companies with valid authorization granted by the Director of Environmental Protection (Director) are allowed to sell designated bags or designated labels on the terms and conditions specified by the Director.

申請須知 Application Guideline

申請表格的電子檔可從環境保護署的垃圾收費專題網頁下載，網址如下：
The soft copy of the Application Form can be downloaded from the MSW Charging Website:

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

請詳閱《授權出售指定袋及指定標籤－申請指引》，並清晰及簡潔地提供所需資料的詳情。請以中文或英文填寫本申請表格。如有需要，可加頁書寫。

Please read the “Guide to Application – Authorization for Selling Designated Bags (D-Bags) and Designated Label (D-Labels)” carefully and provide all details of the required information in a clear and concise manner. The Application Form may be completed in Chinese or English. Additional pages may be attached to the form if necessary.

申請表格的所有部分均須填寫，並連同所有必需提交的資料及證明文件一併遞交。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 sections of the Application Form should be completed and submitted together with all required information and supporting document(s). For item which is not applicable or the information is not available, please fill in “NA”.

申請表格應以雙面打印或列印。遞交申請時，除申請表格正本外，須另附申請表格的電子檔（「PDF」檔案格式）。

The Application Form should be typed or printed on both sides of the paper. The completed Application Form shall be submitted in both hard and soft copies (in “PDF” format).

填妥的申請表格正本及所有補充或證明文件（連同以「PDF」及「Excel」檔案格式儲存的電子檔），透過以下方式送達環保署：

The original hard copy of the completed Application Form and any supplementary/supporting documents (together with its soft copy in “PDF” and “Excel” formats must be returned 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「出售指定袋及指定標籤授權申請」。

Please mark “Authorization Application for Selling Designated Bags and Designated Labels” on the envelope or as the email title.

若以郵寄方式遞交申請表格，投寄前請確保已付足夠郵資，環保署並不接受郵資不足的郵件。

For applications submitted by mail, please ensure payment of sufficient postage as underpaid mails will not be accepted.

申請公司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公司索取額外資料。

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

申請公司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。

Applicant company is required to provide additional and/or supplementary information in relation to its application upon request by the EPD.

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。申請公司須注意，以欺詐手段取得金錢利益，屬刑事罪行。

Any intentional misrepresentation or omission of information related to this application may result in the application being rejected, and the applicant company may be liable to prosecution for making a false declaration. The applicant company's explicit attention is drawn that obtaining pecuniary advantage by deception is a criminal offence.

如有查詢，請致電 2838 3111 或電郵至 msw_hotline@epd.gov.hk。

For enquiries, please call 2838 3111 or email to msw_hotline@epd.gov.hk.

收集個人資料的聲明 Personal Data Collection Statement

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，是供環境保護署（環保署）及相關政府部門在處理申請時所用。申請公司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 Environmental Protection Department (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 applicant company 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.

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授權出售指定袋及指定標籤零售商名單／目錄，作公開發布。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 Authorized Retailers for selling D-Bags and D-Labels for publication. Where necessary, the particulars submitted may also be provided to other departments/organisations/persons for the purpose of verifying the particulars provided and other purposes related to the application.

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.

本人已閱讀及明白以上內容。

I have read and understood the above information.

簽署 Signature

申請人姓名#

Name of Person-in-charge#: ()

日期：

Date: _____

公司印章：

Official Chop: _____

申請人必須是申請公司的主管或副主管。

The person-in-charge should be the Head or Deputy Head of the applicant company.

甲 部 – 申請公司資料
Section A – Applicant Company Particulars

申請公司 Applicant Company

申請公司名稱： Name of Applicant Company:	(中文 Chinese) _____ (英文 English) _____
商業登記號碼： Business Registration Number:	_____
通訊地址： Mailing Address:	_____
申請人姓名*： Name of Person-in-charge*:	(中文 Chinese) _____ (先生／女士／小姐 [^]) (英文 English) _____ (Mr / Ms / Miss [^])
職位： Position Held:	(中文 Chinese) _____ (英文 English) _____
公司電話號碼： Tel. No. of Company:	_____
傳真號碼： Fax No.:	_____
其他聯絡電話號碼： Other Contact Tel. No.:	_____
電郵地址： Email Address:	_____

請選擇以下一種方式收取訂購指定袋及／或指定標籤的發票[#]：
Please choose one of the following methods to receive the invoice of D-Bags and/or D-Labels 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.

* 申請人必須是申請公司的主管或副主管。
The person-in-charge should be the Head or Deputy Head of the Applicant Company.

[^] 請刪去不適用者。
Please delete as appropriate.

本人擬為以下公司／零售品牌申請授權出售指定袋及指定標籤：

I intend to apply for the Authorization for Selling D-Bags and D-Labels for the following Company(ies)/Retail Brand(s):

業務 Business Nature		公司／零售品牌 Company(ies)/Retail Brand(s)	商業登記號碼 Business Registration No.
<input type="checkbox"/>	超級市場 Supermarket	1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____
<input type="checkbox"/>	便利店 Convenience Store	1. _____ 2. _____	1. _____ 2. _____
<input type="checkbox"/>	專賣店 Specialty Store	1. _____ 2. _____	1. _____ 2. _____
<input type="checkbox"/>	雜貨店 Grocery	1. _____ 2. _____	1. _____ 2. _____
<input type="checkbox"/>	健康護理產品店 Health Care Products Store	1. _____ 2. _____	1. _____ 2. _____
<input type="checkbox"/>	百貨公司 Department Store	1. _____ 2. _____	1. _____ 2. _____
<input type="checkbox"/>	藥店 Pharmacy	1. _____ 2. _____	1. _____ 2. _____
<input type="checkbox"/>	網上平台 On-line Platform	1. _____ 2. _____	1. _____ 2. _____
<input type="checkbox"/>	其他 (_____) Others (_____)	1. _____ 2. _____	1. _____ 2. _____

如有需要，請以相同格式另頁繼續。

Continue on a separate sheet in the same format if necessary.

* 如你為多於一間公司／零售品牌提出申請，請分別為每間公司／零售品牌提名一位代表及為各公司／零售品牌分別填寫表格的乙至己部。

If you are submitting this application for more than one Company/Retail Brand, please nominate a representative from each Company/Retail Brand and complete Section B – F for each Company/Retail Brand separately.

聲明 Declaration

本人謹此證明 *I declare that* –

1. 據本公司所知，上述填報的資料均正確無訛；
the information provided above is correct to the best of our knowledge;
2. 本公司在過去連續三年沒有售賣冒牌產品或侵犯版權的定罪記錄；以及
we have no conviction record on the sales of counterfeit product or no copyright infringement in the past three (3) consecutive years; and
3. 本公司明白並同意遵守《授權出售指定袋及指定標籤－申請指引》所載列的條款及條件；如獲環保署授權出售指定袋及指定標籤，本公司會遵守授權協議中所列的各項規定。
we understand and agree to abide by the terms and conditions as set out in the “Guide to Application - Authorization for Selling Designated Bags and Designated Labels” and will comply with all the requirements laid down in the Authorization Agreement should our company be granted with such authorization.

本人謹此承諾 *I undertake* –

4. 本公司在任何時間(不論在申請授權過程或已獲授權後)均不得使用、披露、公布或複製，及須促使及確保獲授任何保密條款及條件的每名人士不得使用、披露、公布或複製任何有關授權出售指定袋及指定標籤的條款及條件予第三方。
not to use, disclose, publish or reproduce, at any time whether during the assessment of this Application or after the approval of this Application, and shall procure and ensure each person who may be imparted with any confidential terms and conditions shall not use, disclose, publish or reproduce the information related to the Authorization for Selling D-Bags and D-Labels to any third party.

簽署 Signature

申請人姓名

Name of Person-in-charge:

()

日期：

Date:

公司印章：

Official Chop:

乙 部 - 公司／零售品牌資料
Section B - Information of Company/Retail Brand

公司／零售品牌資料 (如與甲部不同)
Information of Company/Retail Brand (if different from Section A)

品牌名稱： (中文 Chinese) _____

Name of Retail Brand:

(英文 English) _____

通訊地址： _____

Mailing Address: _____

業務聯絡人資料 (如與甲部不同)

Contact Details for General Business Information (if different from Section A)

負責人姓名： _____

Name of

(中文 Chinese)

(先生／女士／小姐[^])

Representative: _____

(英文 English)

(Mr / Ms / Miss[^])

職位： _____

Position Held:

(中文 Chinese)

(英文 English)

公司電話號碼： _____

Tel. No. of Company:

傳真號碼： _____

Fax No.:

其他聯絡電話號碼： _____

Other Contact Tel. No.:

電郵地址： _____

Email Address: _____

資訊科技支援聯絡人資料

Contact Details of I.T. Support

資訊科技支援聯絡人
姓名： _____

(中文 Chinese)

(先生／女士／小姐[^])

Name of I.T. Support: _____

(英文 English)

(Mr / Ms / Miss[^])

職位： _____

Position Held:

(中文 Chinese)

(英文 English)

公司電話號碼： _____

Tel. No. of Company:

傳真號碼： _____

Fax No.:

其他聯絡電話號碼： _____

Other Contact Tel. No.:

電郵地址： _____

Email Address: _____

[^] 請刪去不適用者。

Please delete as appropriate.

公司／零售品牌詳情**Details of Company/Retail Brand**

請指出該公司／零售品牌的實體店舖數目：

Please indicate the number of physical stores of the Company/Retail Brand:

請提供網上平台的網址（如適用）：

Please provide the On-line Platform website (if applicable):

請指出網上平台的會員數目（如適用）：

Please indicate the number of members of the On-line Platform (if applicable):

請指出該公司／零售品牌有沒有銷售垃圾袋或家居清潔用品經驗：

Please indicate whether the Company/Retail Brand has any experience in selling garbage bags or household cleaning products:

 有
Yes 沒有
No

如有，請列出現時出售垃圾袋的資料。如有需要，請以相同格式另頁繼續。

If Yes, please list out the details of the garbage bags currently sold. Continue on a separate sheet in the same format if necessary.

垃圾袋牌子 Brand of Garbage Bag	垃圾袋容量（公升） Volume of Garbage Bag(L)	每包裝內附垃圾袋的數目 No. of bags per pack	每月平均銷售量（包） Average Monthly Sales Volume (Pack)

丙 部 – 指定袋及指定標籤的零售服務
Section C – Retail Sales Services of D-Bags and D-Labels

本人擬於以下途徑提供指定袋及指定標籤的零售服務：

I intend to provide the retail sales services of D-Bags and D-Labels through:

- 實體店舖 Physical Store
 網上平台 On-line Platform

請分別於附件I及II填寫相關資料。

Please fill in the details in Annex I and II, respectively.

請 貴公司／零售品牌指出計劃為指定袋及／或指定標籤提供零售服務的類型：

Please indicate the types of D-Bags and/or D-Labels which your Company/Retail Brand intends to carry:

實體店舖 Physical Store

- | | | |
|--|--|--|
| <input type="checkbox"/> 3公升指定袋
3L D-Bags | <input type="checkbox"/> 5公升指定袋
5L D-Bags | <input type="checkbox"/> 10公升指定袋
10L D-Bags |
| <input type="checkbox"/> 15公升指定袋
15L D-Bags | <input type="checkbox"/> 20公升指定袋
20L D-Bags | <input type="checkbox"/> 35公升指定袋
35L D-Bags |
| <input type="checkbox"/> 50公升指定袋
50L D-Bags | <input type="checkbox"/> 75公升指定袋
75L D-Bags | <input type="checkbox"/> 100公升指定袋
100L D-Bags |

請在適合格內加✓
(可選多於一項)

Please insert ✓ in the appropriate box(es).
(may choose more than one option)

- 指定標籤
D-Labels

網上平台 On-line Platform

- | | | |
|--|--|--|
| <input type="checkbox"/> 3公升指定袋
3L D-Bags | <input type="checkbox"/> 5公升指定袋
5L D-Bags | <input type="checkbox"/> 10公升指定袋
10L D-Bags |
| <input type="checkbox"/> 15公升指定袋
15L D-Bags | <input type="checkbox"/> 20公升指定袋
20L D-Bags | <input type="checkbox"/> 35公升指定袋
35L D-Bags |
| <input type="checkbox"/> 50公升指定袋
50L D-Bags | <input type="checkbox"/> 75公升指定袋
75L D-Bags | <input type="checkbox"/> 100公升指定袋
100L D-Bags |

請在適合格內加✓
(可選多於一項)

Please insert ✓ in the appropriate box(es). (may choose more than one option)

- 指定標籤
D-Labels 不適用
Not Applicable

請指出是否支持在垃圾收費實施時於收銀處出售單個指定袋作「一袋兩用」：

Please indicate whether the sales of individual D-Bags at the cashier at the commencement of MSW charging is supported to achieve the purpose of “one-bag for dual-uses”:

- 是 Yes 否 No

如支持，請選擇於收銀處將提供的指定袋類型：

If Yes, please select the type of D-Bags to be offered at the cashier:

- 5公升 5L 15公升 15L

丁 部 – 中央倉庫及物流服務資料
Section D – Information on Warehouse and Logistic Services

請指出該公司／零售品牌是否設有中央倉庫提供送貨服務到零售點：
 Please indicate whether the Company/Retail Brand has its own central warehouse to provide delivery services to retail outlets:

- 是 否 (請跳至戊部)
 Yes No (Please skip to Section E)

如是，請提供中央倉庫的地址。如有需要，請以相同格式於另頁繼續。
 If Yes, please provide the address of central warehouses. Continue on a separate sheet in the same format if necessary.

地址： Address:	_____
-----------------	-------

請指出現時垃圾袋於中央倉庫的最低庫存水平（如預留的包／箱／卡板／立方米數量）：
 Please indicate the existing Minimum Running Stock Level of garbage bags in the central warehouse(s) (e.g. no. of packs/boxes/pallets/CBM reserved):

請指出中央倉庫是否配備電腦化庫存管理系統：
 Please indicate whether the central warehouse equips with Computerized Inventory System:

是 否
 Yes No

請指出由中央倉庫送貨至實體店舖的頻率（例如：每天一次）：
 Please indicate the frequency of stock delivery from the central warehouse(s) to Physical Store(s) (e.g. once per day):

請指出實體店舖銷售數據上載至電腦化庫存管理系統或銷售管理系統的頻率（例如：每天一次）：
 Please indicate the frequency of uploading the Sales Records of a Physical Store to the Computerized Inventory System or Sales Management System (e.g. once per day):

請指出實體店舖盤點的頻率（例如：每週一次）：
 Please indicate the frequency of stock taking of a Physical Store (e.g. once per week):

請指出該公司／零售品牌是否擁有自設車隊：
 Please indicate whether the Company/Retail Brand has its own vehicle fleet:

是 否
 Yes No

如是，請提供符合以下排放標準車輛的數目：
 If Yes, please provide the number of vehicles for each of the following Emission Standard:

歐盟五期 Euro V		歐盟六期 Euro VI		電動車輛 Electric Vehicle	
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請指出 貴公司／零售品牌是否為顧客提供配送服務：
 Please indicate whether your Company/Retail Brand provides delivery service to customers:

是 否 (請跳至戊部)
 Yes No (Please skip to Section E)

如是，請指出可提供的配送服務（可選多於一項）：
 If Yes, please indicate the delivery method offered to customers (may choose more than one option):

送貨上門 智能櫃自取 提貨點自取（實體店舖或提貨點）
 Home Delivery Locker-pick-up Self-pick-up (at Physical Stores or pick-up points)

戊 部 – 宣傳服務

Section E – Promotional Services

請指出 貴公司／零售品牌是否「正版正貨承諾」計劃的會員：

Please indicate whether your Company/Retail Brand is a member of the “No Fakes Pledge” Scheme.

是
Yes

否
No

請指出 貴公司／零售品牌能否透過以下方式協助宣傳垃圾收費：

Please indicate whether your Company/Retail Brand can help promote the MSW charging by:

在實體店舖的貨架上展示輔助銷售品
Displaying the point-of-sales materials at the shelves of Physical Stores

在實體店舖的適當位置（如收銀處、貨架及告示板）展示宣傳品（可選多於一項）：
Displaying the publicity materials at the appropriate physical space (such as cashiers, shelves and notice board(s)) of Physical Stores (may choose more than one option):

收銀處 貨架 告示板 其他 (_____)
Cashiers Shelves Notice Board(s) Others (_____)

在網上平台的適當虛擬空間展示宣傳品
Displaying the publicity materials at the appropriate virtual space of the On-line Platforms

公司／零售品牌在提出建議服務費用前應考慮以下因素：

- 1). 參與出售指定袋及指定標籤以支持實施垃圾收費能有助提升公司／零售品牌環境、社會及管治的評級；
- 2). 指定袋及指定標籤訂明售價的大部分收費是棄置垃圾的徵費，而非指定袋及指定標籤本身的價值；
- 3). 指定袋及指定標籤的訂明售價遠高於現時市面上垃圾袋的價錢，公司／零售品牌不應將現時慣常收取的零售佣金率直接套用至出售指定袋及指定標籤的建議服務費用*；
- 4). 市民對不同類型的指定袋將有不同的需求；及
- 5). 環保署不一定接受所有建議服務費用。環保署保留與該公司／零售品牌就服務費用進一步商討的權利。

根據《競爭條例》（第 619 章）（條例）第 6(1)條列明的「第一行為守則」，訂明禁止合謀行為以妨礙、限制或扭曲在香港的競爭的安排。公司／零售品牌必須確保在擬備申請表格的過程並無涉及與任何其他人士就服務費用，作任何協議、安排、溝通、諒解、許諾或承諾。如任何公司／零售品牌違反此條例，環保署保留將該公司／零售品牌者提交的申請表格作廢的權利。

Company/Retail Brand should consider the followings before proposing the Service Fee:

- 1). The participation in the sales of D-Bags and D-Labels for supporting the implementation of MSW charging could help improve the Environmental, Social, and Governance rating of Company/Retail Brand;
- 2). Large portion of the prescribed price of D-Bags and D-Labels is the levy charge for waste disposal but not the aggregate values of D-Bags and D-Labels;
- 3). The prescribed price of D-Bags and D-Labels is much higher than the price of garbage bags currently sold. Company/Retail Brand should not directly apply the current commission rate as the rate of service fee for selling D-Bags and D-Labels*;
- 4). Demands for various sizes of D-Bags should be different; and
- 5). The Service Fee proposed below may not be fully accepted by the EPD. The EPD reserves the right to further negotiate the Service Fee with the Company/Retail Brand.

In accordance with the First Conduct Rule set out in section 6(1) of the Competition Ordinance (Cap. 619) (Ordinance), cartels are prohibited to prevent, restrict or distort competition in Hong Kong. Company/Retail Brand must ensure that the Application Form is prepared without any agreement, arrangement, communication, understanding, promise or undertaking with any other person regarding the Service Fee. In the event of any breach of this Ordinance by any Company/Retail Brand, the EPD reserves the right to invalidate the application submitted by that Company/Retail Brand.

*例子說明產品價錢對服務費用的影響：

***Examples illustrating the impact of product prices on service fee:**

容量 (公升) Size (L)	現時垃圾袋的價錢 Current Prices of Garbage Bags	零售佣金 Retail Commission (30%)	指定袋訂明售價 Prescribed Price of D-Bags	環保署建議的服務費用 Service Fee Recommended by the EPD (3%)
3	\$0.13 - \$0.24	\$0.04 - \$0.07	\$0.30	\$0.01
5	\$0.20 - \$0.21	\$0.06 - \$0.07	\$0.60	\$0.02
10	\$0.22 - \$0.80	\$0.07 - \$0.24	\$1.10	\$0.03
15	\$0.22 - \$0.63	\$0.07 - \$0.19	\$1.70	\$0.05
20	\$0.52 - \$0.85	\$0.16 - \$0.26	\$2.20	\$0.06
35	\$0.28 - \$1.40	\$0.08 - \$0.42	\$3.90	\$0.11
50	\$0.55 - \$1.35	\$0.17 - \$0.41	\$5.50	\$0.16
75	\$1.50 - \$2.39	\$0.45 - \$0.72	\$8.50	\$0.25
100	\$0.60 - \$2.59	\$0.18 - \$0.78	\$11.00	\$0.33

請建議出售指定袋及指定標籤的服務費用比率：

Please propose the requested rate of Service Fee for selling D-Bags and D-Labels:

3 – 10 公升指定袋 3 – 10L D-Bags	%	15 – 35 公升指定袋 15 – 35L D-Bags	%
50 – 100 公升指定袋 50 – 100L D-Bags	%	指定標籤 D-Labels	%

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:

<input type="checkbox"/>	完整申請表格正本。 Original of the completed Application Form.
<input type="checkbox"/>	申請公司過去連續三年的商業登記證明文件和財務報表。 Documentary proofs of the business registration and Financial Statements of Applicant Company in the past 3 consecutive years.
<input type="checkbox"/>	商業登記證副本。 Copy of Business Registration Certificate.
<input type="checkbox"/>	通訊地址證明文件。 Proof of correspondence address.
<input type="checkbox"/>	過去三年經核數的財務報表(適用於法人團體),或過去三年未經核數的管理帳目(適用於非法團業務)。 The latest 3 years' audited financial statements (for Incorporated Companies) or the latest 3 years' unaudited/management accounts (for Unincorporated Businesses).
<input type="checkbox"/>	申請日期前不足三個月未經核數的管理帳目。 Unaudited/management accounts with period end not more than 3 months before the application date.
<input type="checkbox"/>	過去三個月的銀行月結單核證副本以確認其主要銀行戶口的戶口結餘。 The latest 3 months' bank statements (certified true copies) confirming balances of its major bank accounts.
<input type="checkbox"/>	由申請公司的附屬公司或聯營公司經營之零售品牌於過去連續三年的商業登記證明文件(如適用)。 Documentary proofs of the business registration of Retail Brand(s) of the Subsidiaries or Associated Companies of Applicant Company in the past 3 consecutive years (if applicable).
<input type="checkbox"/>	申請公司與附屬公司及/或聯營公司關係的證明文件(如適用)。 Documentary proofs of the relationship between the Applicant Company and Subsidiaries and/or Associated Companies (if applicable).
<input type="checkbox"/>	過去一年於本地連續經營的其中兩間實體零售店舖的證明文件。 Documentary proofs of two of the physical Retail Stores that have been operating in Hong Kong in the past year.
<input type="checkbox"/>	過去一年垃圾袋或家居清潔用品的銷售證明。 Documentary proof of experience in selling garbage bags and/or household cleaning products in the past year.
<input type="checkbox"/>	中央倉庫地址證明。 Documentary proofs of the address of central warehouses.
<input type="checkbox"/>	自設車隊證明。 Documentary proof of own vehicle fleet.
<input type="checkbox"/>	「正版正貨承諾」計劃成員證明(如適用)。 Documentary proof of the membership of "No Fakes Pledge" Scheme (if applicable).
<input type="checkbox"/>	填妥的本申請表格附件 I (「Excel」檔案格式)。 Completed Annex I (in Excel format) of this Application Form.
<input type="checkbox"/>	填妥的本申請表格附件 II (「Excel」檔案格式)。 Completed Annex II (in Excel format) of this Application Form.
<input type="checkbox"/>	本申請表格(「PDF」檔案格式)及所有遞交文件的電子檔。 Soft copies of this Application Form (in PDF format) and all the documents submitted.
<input type="checkbox"/>	補充資料頁(如適用)。 Supplementary Sheet for Information (if applicable).