



環境保護署
都市固體廢物收費計劃

ENVIRONMENTAL PROTECTION DEPARTMENT
MUNICIPAL SOLID WASTE CHARGING SCHEME

批發指定袋及指定標籤 — 申請表格
Application Form for the Provision of
Wholesale Services of 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 authorisation 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《批發指定袋及指定標籤－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 – Provision of Wholesale Services of 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「申請批發指定袋及指定標籤」。

Please mark “Application for the Provision of Wholesale Services of 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 companies should provide the best and fullest information in their applications, and the EPD is not obligated to request additional information from Applicant Companies.

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 companies are required to provide additional and/or supplementary information in relation to their applications 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指定袋及指定標籤批發商名單／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 Wholesalers for the provision of wholesale services of 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：	(中文 Chinese)	_____
Name of Applicant Company:	(英文 English)	_____
商業登記號碼：		_____
Business Registration Number:		_____
通訊地址：		_____
Mailing Address:		_____
申請人姓名*：	(中文 Chinese)	_____ (先生／女士／小姐 [^])
Name of Person-in-charge*:	(英文 English)	_____ (Mr / Ms / Miss [^])
職位：	(中文 Chinese)	_____
Position Held:	(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／帳戶數據輸入聯絡人資料
Contact Details of I.T. Support / Account Data Processing

資訊科技支援／帳戶數據輸入聯絡人姓名：	(中文 Chinese)	_____ (先生／女士／小姐 [^])
Name of I.T. Support / Account Data Processing:	(英文 English)	_____ (Mr / Ms / Miss [^])
職位：	(中文 Chinese)	_____
Position Held:	(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:		_____

* 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.*

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. 本公司明白並同意遵守《批發指定袋及指定標籤－申請指引》所載列的條款及條件；如獲環保署批准提供批發指定袋及指定標籤服務，本公司會遵守批發商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 – Provision of Wholesale Services of Designated Bags and Designated Labels” and will comply with all the requirements laid down in the Wholesaler’s Agreement should our company be granted with such approval.

本人謹此承諾 *I undertake* –

3. 本公司在任何時間（不論在申請過程或已批准後）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批發指定袋及指定標籤服務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 provision of wholesale services of 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 – 指定袋及指定標籤的批發服務
Section B – Wholesale Services of D-Bags and D-Labels

請 貴公司指出計劃為指定袋及／或指定標籤提供批發服務的類型：

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

- | | | |
|------------------------------------------------|------------------------------------------------|--------------------------------------------------|
| <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 |
| <input type="checkbox"/> 指定標籤
D-Labels | | |

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)

請指出願意接受由 貴公司提名成為獲授權零售商以銷售指定袋及／或指定標籤的（下稱已招募零售商）數目：

Please indicate the number of retailers that are willing to be nominated by your company as the Authorised Retailers for selling D-Bags and/or D-Labels (hereafter referred to as recruited retailers):

請指出已招募零售商當中，位於鄉村／墟鎮[^]、離島、大嶼山南部或邊境禁區*的零售商數目：

Please indicate the number of recruited retailers that are located at the Village/ Market Town[^], Islands, South Lantau or Frontier Closed Areas*:

請指出支持在垃圾收費實施時於收銀處出售指定袋以達致「一袋兩用」的已招募零售商數目：

Please indicate the number of recruited retailers that are willing to offer the sales of D-Bags at the cashier for achieving “one bag for dual-use” upon the commencement of MSW charging:

請於附件一（已招募零售商詳情列表）列出已招募零售商的詳細資料，包括名稱、地址及聯絡電話，並列出該已招募零售商計劃出售的指定袋及／或指定標籤的類型，及將提供宣傳服務的位置。

Please list out the details of the recruited retailers in Annex I (List of details of recruited retailers), including name, address and contact number. Please also indicate the types of D-Bags and/or D-Labels to be sold at each recruited retailer and the spots available for the provision of promotional services.

[^] 鄉村／墟鎮的區域可參考由民政事務總署發佈的分界地圖（https://www.had.gov.hk/rre/chi/rural_representative_elections/village_map/index.htm?year=23-26）。

[^] Areas of Village / Market Town can be referred to the Boundary Map published by the Home Affairs Department

(https://www.had.gov.hk/rre/eng/rural_representative_elections/village_map/index.htm?year=23-26).

*邊境禁區指沙頭角、打鼓嶺及落馬洲，並需持有由香港警務處發出的禁區許可証才能進入的區域。

*Frontier Closed Areas refer to Sha Tau Kok, Ta Kwu Ling and Lok Ma Chau, and the possession of Closed Area Permit issued by the Hong Kong Police Force is required for entering these areas.

丙 部 – 中央倉庫及物流服務資料**Section C – Information on Warehouse and Logistic Services**

請提供中央倉庫地址。如有需要，請以相同格式於另頁繼續。：

Please provide the address of central warehouse. 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 (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

請指出每月送貨至零售商的平均頻率（例如：每兩星期一次）：

Please indicate the average frequency of stock delivery to retailers (e.g. once per two weeks):

請指出把零售商訂單資料上載至電腦化庫存管理系統或銷售管理系統的時間：

Please indicate the time of uploading the details of orders from retailers to the Computerized Inventory System or Sales Management System:

即時上載 於日終時上載 其他（_____）
Instant Upload Upload in day end Others（_____）

請指出中央倉庫盤點的頻率（例如：每週一次）：

Please indicate the frequency of stock taking of the central warehouse (e.g. once per week):

請指出 貴公司是否擁有自設車隊：

Please indicate whether your Company has own vehicle fleet:

是 否
Yes No

如是，請提供自設車隊的車輛數目：

If Yes, please provide the number of vehicles of own vehicle fleet:

丁 部 – 宣傳服務**Section D – Promotional Services**

請指出在已招募零售商當中為「正版正貨承諾」計劃會員的零售商數目：

Please indicate the number of recruited retailers that are the member of the “No Fakes Pledge” Scheme:

請指出在已招募零售商當中願意於兩個或以上地方（如收銀處、貨架及正門）展示垃圾收費宣傳品的零售商數目：

Please indicate the number of recruited retailers that are willing to display the publicity materials for MSW charging at two or more spots (such as cashiers, shelves or front entrance):

申請公司在提出建議服務費用前應考慮以下因素：

- 1). 參與指定袋及指定標籤批發服務以支持實施垃圾收費能有助提升申請公司環境、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，申請公司不應將現時慣常收取的服務費用直接套用至批發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；
- 5). 申請公司建議的服務費用應包括獲授權零售商收取的服務費用；及
- 6). 環保署不一定接受所有建議服務費用。環保署保留與申請公司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。申請公司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。如任何申請公司違反此條例，環保署保留將該申請公司提交的申請表格作廢的權利。

Applicant Company should consider the followings before proposing the Service Fee:

- 1). The participation in the wholesale services of D-Bags and D-Labels for supporting the implementation of MSW charging could help improve the Environmental, Social, and Governance rating of Applicant Company;
- 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. Applicant Company should not directly apply the current service fee as that for wholesaling D-Bags and D-Labels*;
- 4). Demands for various sizes of D-Bags should be different;
- 5). The Service Fee proposed by the Applicant should include the Service Fee to be received by the Authorised Retailers; and
- 6). 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 Applicant Company.

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. Applicant Company 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 Applicant Company, the EPD

reserves the right to invalidate the application submitted by that Applicant Company.

*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	批發垃圾袋的服 務費用 Service Fee for Wholesaling Garbage Bags (15%)	指定袋訂明售價 Prescribed Price of D-Bags	環保署建議的批發商服 務費用 Service Fee for Wholesalers as recommended by the EPD (3%)
3	\$0.08 - \$0.14	\$0.01 - \$0.02	\$0.30	\$0.01
5	\$0.12 - \$0.13	\$0.01 - \$0.02	\$0.60	\$0.02
10	\$0.13 - \$0.48	\$0.02 - \$0.07	\$1.10	\$0.03
15	\$0.13 - \$0.38	\$0.02 - \$0.06	\$1.70	\$0.05
20	\$0.31 - \$0.51	\$0.05 - \$0.08	\$2.20	\$0.07
35	\$0.17 - \$0.84	\$0.03 - \$0.13	\$3.90	\$0.12
50	\$0.33 - \$0.81	\$0.05 - \$0.12	\$5.50	\$0.17
75	\$0.90 - \$1.43	\$0.14 - \$0.22	\$8.50	\$0.26
100	\$0.36 - \$1.50	\$0.05 - \$0.23	\$11.00	\$0.33

請建議批發指定袋及指定標籤的服務費用比率：

Please propose the requested rate of Service Fee for wholesaling 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"/>	過去一年垃圾袋/家居清潔用品的批發證明。 Documentary proof of experience in wholesaling garbage bags / household cleansing products in the past year.
<input type="checkbox"/>	中央倉庫地址證明。 Documentary proofs of the address of central warehouse.
<input type="checkbox"/>	填妥的本申請表格附件一(已招募零售商詳情列表)(「Excel」檔案格式)。 Completed Annex I (List of details of recruited retailers) (in Excel format) of this Application Form.
<input type="checkbox"/>	填妥的本申請表格附件二(聲明書)。 Completed Annex II (Declaration) of this Application Form.
<input type="checkbox"/>	已招募零售商的「正版正貨承諾」計劃會員證明(如適用)。 Documentary proof of the membership of "No Fakes Pledge" Scheme of recruited retailers (if applicable).
<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).