

Waste Reduction and Recycling Charter - Application Form

(Applicable for Private Residential Estates/Buildings)

Section A - Applicant Particulars (Company / Institution / Organisation)

I Applicant (Company / Institution / Organisation)	
(i) Type of Applicant	<input type="checkbox"/> Property Management Company <input type="checkbox"/> Owners' Corporation / Owners' Committee <input type="checkbox"/> Cleansing Services Company <input type="checkbox"/> Non-governmental Organisation <input type="checkbox"/> Others (Please specify: _____)
(ii) Name of Applicant (Company / Institution / Organisation)	(Chinese) _____ (English) _____
(iii) Business Registration Number (if applicable)	
(iv) Mailing Address	
(v) Contact Information	Email: _____ Tel. No.: _____
(vi) Name of Person-in-charge	_____ (Mr / Ms^) Position Held: _____

^Please delete as appropriate

Section B - Waste Reduction and Recycling Measures, Recyclables Collection and Handling Implemented at the Premises

Note: If applying for more than one premises, please complete Section B for each premises separately.

I Please indicate details of the private residential premises	
(i) Name of the premises	
(ii) Type of the premises	<input type="checkbox"/> Private Residential Estates/Buildings <input type="checkbox"/> Transitional Housing Projects <input type="checkbox"/> Tenant Purchase Scheme Estates <input type="checkbox"/> Other Subsidised Housing Projects <input type="checkbox"/> Other Housing Types (Please specify: _____)
(iii) Premises Address [Note1]	
(iv) Number of Residential Blocks in the Premises [Note2]	
(v) Number of all Residential Units in the Premises	
(vi) Application Number for Bulk Purchase of Designated Bags for Distribution to Residents of Private Residential Premises (if applicable)	PRP - _____

[Note1: If different from the address in Section A

Note2: If a single building is divided into A/B blocks, it will be counted as 2 blocks]

II		Recycling Facility and Collection of Recyclables at the Premises		
		Existing Types of Recycling Facilities (Please ✓)	Qty	Information of Recyclers
Specified Recyclables	<input type="checkbox"/>	Traditional Three-colour Recycling Bin (Paper) @		
	<input type="checkbox"/>	Traditional Three-colour Recycling Bin (Metal) @		
	<input type="checkbox"/>	Traditional Three-colour Recycling Bin (Plastics) @		
	<input type="checkbox"/>	Smart Recycling Bins (Paper/Metal/Plastics)@		
	<input type="checkbox"/>	Glass Container Recycling Bins@		
	<input type="checkbox"/>	Beverage Carton Recycling Bins@		
	<input type="checkbox"/>	Traditional Food Waste Recycling Bins@#		
	<input type="checkbox"/>	Smart Food Waste Recycling Bins@#		
Other Recyclables	<input type="checkbox"/>	Small Electrical Appliances Temporary Collection Point@		
	<input type="checkbox"/>	Fluorescent Lamps and Tubes Recycling Bins @		
	<input type="checkbox"/>	Rechargeable Battery Recycling Bins@		
	<input type="checkbox"/>	WEEE Temporary Collection Point@		

@ Please provide supporting documents, such as photos or location maps of the recycling facilities. If sufficient recycling facilities are not yet available, the case will be referred to the Green Outreach Team for follow-up.

For single-block buildings in which installation of food waste recycling bins is not feasible due to limited common area, the management can arrange to collect other five specified recyclables (i.e., paper, metal, plastic, glass containers, and beverage cartons) only.

III	Applicant's Commitment to the Charter (Applicant must commit to all conditions in order to participate in the Charter)		
<input type="checkbox"/>	Provide, as far as practicable, at least one set of recycling bins for each residential building, which should be placed near the entrance or other convenient locations for residents to participate in recycling		
<input type="checkbox"/>	Arrange regular collection of recyclable materials for recycling by recyclers		
<input type="checkbox"/>	Obtain and retain collection and transportation records from recyclers after each collection and submit quarterly reports to the Environmental Protection Department (EPD)		
<input type="checkbox"/>	Encourage residents to practise source separation of waste and clean recycling through publicity and education		
<input type="checkbox"/>	Regularly announce quarterly recycling data to residents in common areas of the estate or building		

Declaration

I have read the “Waste Reduction and Recycling Charter – Application Guidelines” and understood the above information. I confirm that the consent from the residents’ organisations for the above application has been obtained. I choose:

- To arrange to collect free designated bags from the warehouse of the EPD’s logistics contractor.

- To use the EPD's logistics contractor to arrange for the transport of the free designated bags and will pay the relevant transport cost in full.

- Not to collect free designated bags.

I also declare that the information provided in the above application form is correct to the best of our knowledge.

Signature

Name of Person-in-charge: ()

Position: ()

Company/Institution/Organisation Chop:

Date:

Checklist of Required Documents

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

<input type="checkbox"/>	Duly completed Application Form
<input type="checkbox"/>	Photos or location maps of the recycling facilities and the application number / documentary proof for application of EPD’s Domestic Food Waste Recycling Schemes
<input type="checkbox"/>	Copy of valid Business Registration Certificate <i>(If applicable)</i>
<input type="checkbox"/>	Copy of the Certificate of Registration of Owners’ Corporations by the Land Registrar <i>(If applicable)</i>
<input type="checkbox"/>	Documentary proof showing that the company is authorized to provide property management / cleansing / security service to the premises as stated in the application form (e.g. copy of letter of appointment, letter of authorization, contract, etc.) <i>(If applicable)</i>
<input type="checkbox"/>	Supporting documents on the number of dwelling units of the premises (e.g. copy of Deed of Mutual Covenant)
<input type="checkbox"/>	Separate duly completed Section B for each premises as stated in the application form (if more than one premises)
<input type="checkbox"/>	Supplementary sheet for information <i>(if applicable)</i>