



香港環境衛生業界大聯盟

Environmental Services Contractors Alliance (Hong Kong)

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周威廉
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黃詩傑

法律顧問：

簡家驄律師

檔案編號：EC2312011

致：各大物業管理公司

各大物業管理公司負責人：

有關：批量採購指定袋向私人住宅住戶分發申請已延至 2023 年 12 月 31 日

立法會已於 2021 年 8 月通過《2018 年廢物處置（都市固體廢物收費）（修訂）條例草案》，並於 2023 年 7 月 14 日通過實施日期為 2024 年 4 月 1 日。為協助私人住宅處所的住戶養成使用指定袋棄置垃圾的新習慣，環保署鼓勵物業管理公司在獲相關居民組織的同意後，代表住戶向環保署申請批量採購指定袋並在其管理的私人住宅處所派發予住戶使用。

物業管理公司可向各住戶提供每兩個月一包 40 個的指定袋，每 6 個月不能提供多於三包共 120 個的指定袋，並以此設為購買上限。假設屋苑有 100 個單位，申請人每半年最多可代表該屋苑購買 300 包即 12,000 個指定袋。

而環保署會為申請人提供法定售價 3% 的服務費回贈，以彌補其額外營運開支。申請人如欲於 2024 年 3 月內收到指定袋，請及早申請。環保署已將申請日期延長一個月，請於 2023 年 12 月 31 日或之前向環保署遞交「批量採購指定袋向私人住宅住戶分發-申請表格」。此外，凡於 2024 年 1 月 31 日或之前完成訂購並於 2024 年 2 月 29 日或之前完成取貨，更可獲一次性服務費回贈 4% 的早鳥優惠。

詳情請參閱附件的「批量採購指定袋向私人住宅住戶分發-申請表格」或環保署垃圾收費專頁 (<https://www.mswcharging.gov.hk/>)。

多謝垂注。

二零二三年十二月一日

附件：環保署「批量採購指定袋向私人住宅住戶分發-申請表格」

香港環境衛生業界大聯盟
召集人



甄瑞嫻 謹啟



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

MUNICIPAL SOLID WASTE (MSW) CHARGING SCHEME

批量採購指定袋向私人住宅住戶分發 — 申請表格

(適用於：

私人住宅處所的居民組織、物業管理公司、保安公司及清潔服務公司購買指定袋並分發給住戶)

**Bulk Purchase of Designated Bags for Distribution to Residents of
Private Residential Premises - Application Form**

(Applicable for:

*Resident Organisations, Property Management Companies, Security Companies
and Cleansing Services Companies of private residential premises purchasing
designated bags for distribution to residents)*

申請須知

Application Guideline

1 私人住宅處所批量採購指定袋作分發的安排 Arrangement for bulk purchase of designated bags for distribution in private residential premises

- 1.1 為協助住戶養成使用指定袋棄置垃圾的新習慣，從而提高循規率，並減少前線員工因處理違規棄置垃圾或居民投訴而與居民產生紛爭的機會，私人住宅處所的居民組織可向環境保護署(環保署)申請批量採購指定袋並派發予住戶使用。

To facilitate residents to develop a new habit of using designated bags (D-bags) for waste disposal, which in turn enhances compliance rate and reduces the possible confrontation between frontline staff and residents in case of non-compliance or complaints from residents, residents' organisations of private residential premises may apply to Environmental Protection Department (EPD) for bulk purchase of D-bags for distribution to residents for use.

- 1.2 除居民組織外，私人住宅處所的物業管理公司(物管公司)、保安公司及清潔服務公司(清潔公司)亦可在獲相關居民組織的同意後，代表住戶向環保署申請批量採購指定袋並在其管理的私人住宅處所派發予住戶使用。

Apart from residents' organisations, Property Management Companies (PMCs), Security Companies and Cleansing Services Companies (CSCs) of private residential premises, with the consent of the relevant residents' organisations, may also apply to the EPD for bulk purchase of D-bags on behalf of residents and distribute to residents for use.

- 1.3 申請人獲批准後須在環保署的網上平台(即智能庫存管理系統)直接訂購有關以零售包裝的指定袋。經此申請購入的指定袋只可用於向申請表格乙部內所載的指定處所的住戶分發，不得轉售／分發予其他人士或使用在其他用途(例如處理公用地方違規垃圾)。

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. The concerned D-bags purchased under the application shall only be used for distribution to the households in the premises as stated in Section B of the application form, and shall not be re-sold/distribute to any other parties or used for other purposes (e.g. disposal of non-compliance waste found in common areas).

- 1.4 環保署會為申請人提供相等於每個指定袋法定售價 3%的服務費，以彌補其額外營運開支。服務費會每月透過環保署開具的發票以回扣方式向申請人回贈。

EPD will offer a service fee equivalent to 3% of the prescribed price for each D-bag to applicants in order to cover the additional operating costs. The service fee will be returned to the applicants by means of rebate through the monthly invoice issued by EPD.

- 1.5 申請人在環保署的網上平台每次訂購須總計最少訂購 5 箱指定袋。供應予申請人採購以分發予住戶的指定袋容量為 20 公升或以下。各款容量指定袋的每箱數量及售價如下：

Applicants shall **place order for at least five boxes of D-bags in total in each order** via EPD's online platform. The capacity of D-bags supplied for purchasing by applicants for distribution to residents are 20L or below. The quantity of D-bag in and price for each box is listed as follows:

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 (零售包裝) Quantity of DBs in each box (Retail Packing)	每箱售價 (港幣) Price per box (HKD)
3 公升 3-litre	\$0.3	背心袋 T-shirt	每包 40 個 x 48 包 = 1,920 個 40 DBs per pack x 48 packs = 1,920 DBs	\$576
5 公升 5-litre	\$0.6		每包 40 個 x 48 包 = 1,920 個 40 DBs per pack x 48 packs = 1,920 DBs	\$1,152
10 公升 10-litre	\$1.1		每包 40 個 x 36 包 = 1,440 個 40 DBs per pack x 36 packs = 1,440 DBs	\$1,584
15 公升 15-litre	\$1.7		每包 40 個 x 36 包 = 1,440 個 40 DBs per pack x 36 packs = 1,440 DBs	\$2,448
20 公升 20-litre	\$2.2	平口袋 Flat-Top	每包 40 個 x 24 包 = 960 個 40 DBs per pack x 24 pack = 960 DBs	\$2,112

- 1.6 為鼓勵減廢，供應予申請人採購以分發的指定袋會以每半年計設有上限，指定袋數量上限為每住戶每兩個月 1 包(每包 40 個指定袋)。申請人**每半年**可購買作分發給住戶的指定袋數量上限為：

To encourage waste reduction, there is a maximum quantity of D-bags supplied for purchasing by applicants for distribution every 6 months. The maximum quantity of D-bag will be 1 pack (40 D-bags per pack) per dwelling unit every 2 months. The maximum order quantity of D-bags **every 6 months** by the applicant for distribution to residents is:

處所住宅單位數目	× 3	包	× 40	個
Number of dwelling units in the premises		pack		bags

假設一處所有 1,000 個住宅單位，申請人**每半年**最多可代表住戶購買 3,000 包即 120,000 個指定袋。

Assuming that there are 1,000 dwelling units in a premises, the maximum order quantity of D-bags by the applicant is 3,000 packs (i.e., 120,000 D-bags) **every 6 months**.

此上限在有需要時會作檢視。如住戶需要額外指定袋，可於獲環保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)自行購買。

The maximum limit is subject to review on need basis. If the residents need additional D-bags, they can purchase the D-bags at the sales points as authorised by Director of Environmental Protection (including supermarkets, convenience stores, pharmacies and online platforms, etc.).

- 1.7 申請人需透過環保署的網上平台直接訂購指定袋，可選擇自行取貨或安排附加額外收費的送貨服務。申請人可選擇以電郵或平郵方式收取訂購指定袋的發票(申請表格甲部第 I 項)，申請人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。如申請人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。申請人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) 通知環保署。

Applicant shall place order for D-bags via EPD's online platform directly, and choose for either self pick-up or delivery service with additional charges. The applicant may choose to receive the invoice for ordering D-bags by email or ordinary mail (Item I of Section A of the application form). The applicant 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 applicant 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 applicant, please inform EPD by email (mswcharging@epd.gov.hk) as soon as possible.

- 1.8 申請人亦可另外申請批量採購指定袋及／或指定標籤作廢物收集服務使用(請使用另一表格「**批量採購指定袋及／或指定標籤 — 申請表格**」)，獲批准後將於環保署的網上平台開立兩個不同的帳戶。只有批量採購指定袋作分發給住戶的帳戶會以回扣方式回贈服務費及設有購買指定袋的種類和數量限額。

Applicant may also separately apply for bulk purchase of D-bags and/or designated labels for use of waste collection services (please use the form “**Bulk Purchase of Designated Bags and/or Designated Labels – Application Form**”). Upon approval, two separate accounts would be created in EPD's online platform. Only the account for bulk purchase of D-bags for distribution to residents will be returned with service fee by means of rebate and subject to a quota on the type and quantity of D-bag purchase.

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、乙部(包括 I、II 及 III 項)及聲明中所有部分均須填寫，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 A, B (including Items I, II and III) and Declaration 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”.

- 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向私人住宅住戶分發」。
Please mark “**Application for Bulk Purchase of Designated Bags for Distribution to Residents of Private Residential Premises**” 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 4 月 1 日實施。申請人如欲於 2024 年 3 月內收到指定袋，請於 2023 年 12 月 31 日或之前向環保署遞交「批量採購指定袋向私人住宅住戶分發 - 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，並會於 2023 年 12 月中起陸續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)。已獲批的申請人可於 2023 年 12 月下旬起在環保署的網上平台直接訂購，如能於 2024 年 2 月 29 日或之前完成訂購，有關指定袋可於 2024 年 3 月備妥供申請人安排自行取貨或送達指定地點。

關鍵日期	申請人需要完成的事項
2023 年 12 月 31 日或之前	向環保署遞交申請表格
2023 年 12 月下旬至 2024 年 2 月 29 日	在環保署的網上平台直接訂購指定袋
2024 年 3 月	安排到自行取貨點取貨，或在指定地點收貨

MSW charging will be implemented with effect from 1 April 2024. If the applicant wishes to have the D-bags ready by March 2024, please submit the “Bulk Purchase of Designated Bags for Distribution to Residents of Private Residential Premises – Application Form” to EPD on or before 31 December 2023 for assessment. Creation of an account in the EPD’s Smart Inventory Management System for direct placement of order for the concerned D-bags will be made for the applicant who is approved for bulk purchase. EPD will notify the applicant of the application results, and the account details (only applicable to those approved applicants) from mid-December 2023 onwards. The approved applicants can start placing order via EPD’s online platform from late-December 2023 onwards. If the order is placed on or before 29 February 2024, the D-bags will be available for self pick-up or delivered to the designated premises within March 2024.

Critical Dates	Action to be taken by applicants
On or before 31 December 2023	Submit application form to EPD
From late-December 2023 to 29 February 2024	Place order for D-bags at EPD’s online platform
March 2024	Go to self pick point to collect D-bags or receive D-bags at the designated premises

- 2.8 為鼓勵盡早訂購指定袋以分發給住戶，如已獲批的申請人能於 2024 年 1 月 31 日或之前完成訂購；並於 2024 年 2 月 29 日或之前自取或完成送貨，該些訂單可獲得早鳥優惠，該些訂單回贈的服務費會由相等於每個指定袋法定售價 3% 提高至 4%。

To encourage early purchasing of D-bags for distribution to residents, if the approved applicants could place the order(s) on or before 31 January 2024; and the D-bags are self picked-up or delivered on or before 29 February 2024, an early-bird discount, in which the service-fee rebate of that order(s) would raise from 3% to 4% of the prescribed price for each D-bag, will be provided.

- 2.9 申請人如欲更改申請表格上的登記資料，如送貨地址、服務合約年期(如續約)等，須以電郵或郵寄方式通知本署，並須列明生效日期及遞交有關證明文件(如適用)，以便辦理。有關本署電郵及郵寄地址，請參閱以上 2.4 段。

If applicants want to change any information stated in the Application Form, e.g. delivery address of the premises, services contract period, etc., they must notify the EPD by email or post, and also state the effective date and attach relevant supporting documents (if appropriate). Please refer to the email address and postal address of EPD as stated in paragraphs 2.4 above.

- 2.10 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.

- 2.11 申請以每個處所為單位，該處所的居民組織、物管公司、保安公司或清潔公司只可為該處所向環保署作出一次批量採購作分發給住戶的申請，重覆的申請會被拒絕。環保署會保留所有權利，包括撤銷任何已獲批的批量採購申請或已在環保署的網上平台開立的帳戶的權利。

Applications are made on a per premises basis. Residents' organisations, PMCs, Security Companies or CSCs of the premises can only make one application of bulk purchase for distribution to residents to EPD for the premises. Repeated applications will be rejected. The EPD reserves all rights, including the right to revoke the approval of bulk purchase or any accounts already created in EPD's online platform.

- 2.12 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.

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批准批量採購指定袋作分發給住戶的名單／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 to purchase D-bags for distribution to residents, which will be made available for public inspection. 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.

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
 清潔服務公司 Cleansing Services Company
 保安公司 Security Company
 業主立案法團／業主委員會 Owners' Corporation / Owners' Committee
 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的發票*：
 Please choose either one of the following methods to receive the invoice of D-bag *:

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 ^)

職位：
 Position Held:

(中文 Chinese) _____
 (英文 English) _____

^ 請刪去不適用者 Please delete as appropriate

電話號碼：
 Tel. No. : _____

傳真號碼：
 Fax No. : _____

其他聯絡電話號碼：
 Other Contact Tel. No. : _____

乙 部 – 擬購買指定袋作分發給住戶的詳情

Section B – Details of Intended Purchase of D-bags for Distribution to Residents

注意: 如擬為多於一個私人住宅處所申請購買指定袋作分發給住戶，請分別為每一個私人住宅處所填寫表格乙部。

Note: If you intend to purchase D-bags for distribution to residents of more than one private residential premises, please complete Section B for each private residential premises separately.

I	請註明申請的私人住宅處所詳情 Please indicate details of the private residential premises	
(i)	處所名稱 Name of the premises	
(ii)	處所地址(如與甲部地址不同) Premises address (If different from above)	_____ _____ _____
(iii)	處所住宅單位數目 Number of dwelling units in the premises	處所共 _____ 個住宅單位* Total of _____ dwelling units in the premises*
(iv)	提供物業管理/保安/清潔服務合約年期(如適用) Contract period for providing property management/security/cleansing services (if applicable)	由 _____ (月/年) 至 _____ (月/年)* From _____ (Month/Year) to _____ (Month/Year)*
(v)	處所內的大型垃圾擬採用的垃圾收費模式(請參閱附件一有關適用的垃圾收費模式的簡介) Proposed waste charging mode for oversized waste on premises (Please refer to Appendix 1 regarding the introduction of applicable waste charging modes)	<input type="checkbox"/> 使用指定標籤 By designated labels <input type="checkbox"/> 按重收取入閘費 By “gate-fee” based on its weight <input type="checkbox"/> 其他方式 (請註明: _____ _____ _____) Other modes (Please specify: _____ _____)

* 請提交相關證明文件 (例如:大廈公契副本、物業管理/保安/清潔服務合約副本)。
Please provide relevant supporting documents (e.g. copy of Deed of Mutual Covenant, copy of property management/security/cleansing services contract).

II. 每半年擬購買指定袋的數量*
(只適用於申請購買 20 公升或以下容量的零售包裝指定袋)

Intended quantity of D-bags (DB) to be purchased in 6 months*
(only applicable for intended purchase of retail packing D-bags with capacity of 20 litre or below)

容量 Capacity	款式 Form	每箱載有指定袋的數量 (零售包裝) Quantity of DBs in each box (Retail packing)	每箱售價 (港幣) Price per box (HKD)	每半年擬訂購量 Intended order every 6 months
3 公升 3 litre	背心袋 T-shirt	每包 40 個 x 48 包 = 1,920 個 40 DBs per pack x 48 packs = 1,920 DBs	\$576	箱 box
5 公升 5 litre		每包 40 個 x 48 包 = 1,920 個 40 DBs per pack x 48 packs = 1,920 DBs	\$1,152	箱 box
10 公升 10 litre		每包 40 個 x 36 包 = 1,440 個 40 DBs per pack x 36 packs = 1,440 DBs	\$1,584	箱 box
15 公升 15 litre		每包 40 個 x 36 包 = 1,440 個 40 DBs per pack x 36 packs = 1,440 DBs	\$2,448	箱 box
20 公升 20 litre	平口袋 Flat-Top	每包 40 個 x 24 包 = 960 個 40 DBs per pack x 24 packs = 960 DBs	\$2,112	箱 box

* 請留意申請須知第1.6項對購買指定袋上限的說明。

Please refer to item 1.6 of the Application Guideline on the maximum procurement quantity of D-bags

III	居民組織的同意 Residents' organisation's consent
<input type="checkbox"/>	請確認已將附件二「居民組織須知」向所屬處所的居民組織傳閱，並已獲居民組織的同意進行上述申請 Please confirm that the Appendix 2 “Notes to Residents' Organisation” has been circulated to the residents' organisation of relevant premises and the consent from the residents' organisations for the above application has been obtained

聲明 Declaration

本人已詳細閱讀「批量採購指定袋向私人住宅住戶分發 — 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只會分發予申請表格內所載的指定處所的住戶。

I have read items 1 to 3 of the “Bulk Purchase of Designated Bags for Distribution to Residents of Private Residential Premises – 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 D-bags purchased under this application will only be distributed to residents in the premises as stated in the application form.

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/Association/Organisation 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:

<input type="checkbox"/>	填妥的申請表格 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"/>	貴公司獲授權為申請表中所列的處所提供物業管理/清潔/保安服務的證明文件副本(例如聘用信、授權書、合約等)(如適用) 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"/>	就處所住宅單位數目提交的相關證明文件(例如：大廈公契副本) Supporting documents on the number of dwelling units of the premises (e.g. copy of Deed of Mutual Covenant)
<input type="checkbox"/>	就每一個申請表內所列的處所單獨填妥的表格乙部(如多於一個處所) Separate duly completed Section B for each premises as stated in the application form (if more than one premises)
<input type="checkbox"/>	補充資料頁(如適用) Supplementary sheet for information (<i>if applicable</i>)

批量採購指定袋向私人住宅住戶分發 — 適用的垃圾收費模式簡介

Bulk Purchase of Designated Bags for Distribution to Residents of Private Residential Premises – Introduction of Applicable Waste Charging Modes

1.1 垃圾收費會按兩種模式徵收，分別為：

- (i) 按預繳式指定垃圾袋／指定標籤收費 – 所謂「預繳」，是指政府在處置垃圾前透過銷售專用垃圾袋／標籤收取費用，當中垃圾袋的價格與其容量掛鈎（亦即與垃圾量掛鈎）；及
- (ii) 按垃圾重量於廢物轉運站及堆填區收取「入閘費」。

MSW charging is levied in two modes, namely:

- (i) charging by pre-paid designated garbage bags/designated labels ("charging by designated bags") – "pre-paid" means the government charges fees through the sale of designated bags/labels before waste disposal. The price of a designated bag is linked to its capacity (i.e., also linked to the quantity of waste); and
- (ii) charging by weight-based "gate-fee" at refuse transfer stations or landfills.

1.2 垃圾收費適用的收費模式視乎垃圾產生者使用何種垃圾收集服務而定，詳情請參閱表格一。

The applicable charging mode depends on the waste collection services used by the waste producers. Details please refer to **Table 1**.

<p>採用的 垃圾收集服務</p> <p>Adopted Waste Collection Services</p>	<p>食物環境衛生署（食環署）收集服務</p> <p>Food and Environmental Hygiene Department (FEHD)'s collection services</p>		<p>私營廢物收集商收集服務</p> <p>Private waste collectors (PWCs)' collection services</p>	
	<p>食環署及其承辦商的垃圾車 (不論是否使用壓縮型垃圾車)</p> <p>FEHD's refuse collection vehicles (RCVs) (whether or not RCVs with rear compactors are used)</p>	<p>食環署垃圾收集站 / 垃圾桶站</p> <p>FEHD's refuse collection points (RCPs) and bin sites</p>	<p>私營廢物收集商 – 壓縮型垃圾車</p> <p>RCVs with rear compactors</p>	<p>私營廢物收集商 – 非壓縮型垃圾車</p> <p>RCVs without rear compactors</p>
<p>適用的 垃圾收費模式</p> <p>The Applicable Charging Modes</p>	<p>按袋收費</p> <p>按「指定袋」/ 按「指定標籤」</p> <p>Charging by designated bags / designated labels</p>		<p>按重收費</p> <p>按重收取「入閘費」</p> <p>Charging by weight through "gate-fee"</p>	

表格一：不同垃圾收集安排下適用的垃圾收費模式

Table 1. The applicable municipal solid waste charging modes for different waste collection arrangements

批量採購指定袋向私人住宅住戶分發 — 居民組織須知

Bulk Purchase of Designated Bags for Distribution to Residents of Private Residential Premises - Notes to Residents' Organisation

- 1.1 垃圾收費將於 2024 年 4 月 1 日實施。為協助住戶養成使用指定袋棄置垃圾的新習慣，私人住宅處所的居民組織可向環境保護署(環保署)申請批量採購指定袋並派發予住戶使用。除居民組織外，私人住宅處所的物業管理公司(物管公司)、保安公司及清潔服務公司(清潔公司)亦可在獲相關居民組織的同意後，代表住戶向環保署申請批量採購指定袋並在其管理的私人住宅處所派發予住戶使用。

MSW charging will be implemented with effect from 1 April 2024. To facilitate residents to develop a new habit of using designated bags (D-bags) for waste disposal, residents' organisations of private residential premises may apply to Environmental Protection Department (EPD) for bulk purchase of D-bags for distribution to residents for use. Apart from residents' organisations, Property Management Companies (PMCs), Security Companies and Cleansing Services Companies (CSCs) of private residential premises, with the consent of the relevant residents' organisations, may also apply to the EPD for bulk purchase of D-bags on behalf of residents and distribute to residents for use.

- 1.2 環保署會為申請人提供相等於每個指定袋法定售價 3%的服務費，以彌補其額外營運開支。

EPD will offer a service fee equivalent to 3% of the prescribed price for each D-bag to applicants in order to cover the additional operating costs.

- 1.3 為鼓勵減廢，供應予申請人採購以分發的指定袋會以每半年計設有上限，此上限在有需要時會作檢視。指定袋數量上限為每住戶每兩個月 1 包(每包 40 個指定袋)。如住戶需要額外指定袋，可於獲環保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)自行購買。

To encourage waste reduction, there is a maximum quantity of D-bags supplied for purchasing by applicants for distribution every 6 months which is subject to review on need basis. The maximum quantity of D-bag will be 1 pack (40 D-bags per pack) per dwelling unit every 2 months. If the residents need additional D-bags, they can purchase the D-bags at the sales points as authorised by Director of Environmental Protection (including supermarkets, convenience stores, pharmacies and online platforms, etc.).

- 1.4 申請人如欲於 2024 年 3 月內收到指定袋，請於 2023 年 12 月 31 日或之前向環保署遞交「批量採購指定袋向私人住宅住戶分發 - 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，並會於 2023 年 12 月中起陸續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)。已獲批的申請人可於 2023 年 12 月下旬起在環保署的網上平台直接訂購，如能於 2024 年 2 月 29 日或之前完成訂購，有關指定袋可於 2024 年 3 月備妥供申請人安排自行取貨或送達指定地點。

關鍵日期	申請人需要完成的事項
2023 年 12 月 31 日或之前	向環保署遞交申請表格
2023 年 12 月下旬至 2024 年 2 月 29 日	在環保署的網上平台直接訂購指定袋
2024 年 3 月	安排到自行取貨點取貨，或在指定地點收貨

If the applicant wishes to have the D-bags ready by March 2024, please submit the “Bulk Purchase of Designated Bags for Distribution to Residents of Private Residential Premises – Application Form” to EPD on or before 31 December 2023 for assessment. Creation of an account in the EPD’s Smart Inventory Management System for direct placement of order for the concerned D-bags will be made for the applicant who is approved for bulk purchase. EPD will notify the applicant of the application results, and the account details (only applicable to those approved applicants) from mid-December 2023 onwards. The approved applicants can start placing order via EPD’s online platform from late-December 2023 onwards. If the order is placed on or before 29 February 2024, the D-bags will be available for self pick-up or delivered to the designated premises within March 2024.

Critical Dates	Action to be taken by applicants
On or before 31 December 2023	Submit application form to EPD
From late-December 2023 to 29 February 2024	Place order for D-bags at EPD’s online platform
March 2024	Go to self pick point to collect D-bags or receive D-bags at the designated premises

- 1.5 為鼓勵盡早訂購指定袋以分發給住戶，如已獲批的申請人能於 2024 年 1 月 31 日或之前完成訂購；並於 2024 年 2 月 29 日或之前自取或完成送貨，該些訂單可獲得早鳥優惠，該些訂單回贈的服務費會由相等於每個指定袋法定售價 3%提高至 4%。

To encourage early purchasing of D-bags for distribution to residents, if the approved applicants could place the order(s) on or before 31 January 2024; and the D-bags are self picked-up or delivered on or before 29 February 2024, an early-bird discount, in which the service-fee rebate of that order(s) would raise from 3% to 4% of the prescribed price for each D-bag, will be provided.

- 1.6 如欲了解進一步詳情，請參閱「批量採購指定袋向私人住宅住戶分發 — 申請須知」。

For further details, please refer to the “Bulk Purchase of Designated Bags for Distribution to Residents of Private Residential Premises – Application Guideline”.