# **The Recycling Fund (Enterprise Support Programme) – Checklist of Supporting Documents Required for Application**

Please put a “🗹” in the appropriate boxes to indicate that copies of the relevant documents will be submitted together with this Application to the Recycling Fund Secretariat.

Copy of the Business Registration Certificate of the Applicant (if applicable)

Copy of documentary proof, other than Business Registration Certificate, of being registered under the laws of Hong Kong (if applicable)

Copy of the documentary proof of the owners/shareholders of the Applicant

Copy of the documentary proof of substantive business operations in Hong Kong and recycling related activities as stated in Items 10 to 11 under Section A of this Application Form

Copy of the documentary proof of the financial information

Copy of the documentary proof of the annual turnover last year

Curriculum Vitae of the project coordinator, deputy project coordinator, key management and technical staff of the project team

Copy of the Applicant’s past record of applications (if applicable)

Copy of the documentary proof in support of the stated baseline quantity of recyclables currently processed (if applicable)

Copy of the documentary proof in support of the budget plan (such as quotations for the proposed project)

Others: