# **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: