|  |  |  |
| --- | --- | --- |
| (Official Use Only) | | |
| Date of Receipt |  |  |
| Application No. | ESP- |  |

# The Recycling Fund (Enterprise Support Programme) Application Form

## Section A – Particulars of the Applicant

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Please put a “” in the appropriate boxes or fill them with black colour | | | | | | 1. | Name of the Applicant : |  | | (English) | |  |  |  | | (Chinese) | | 2. | Project Title : |  | | | | 3. | Project Summary (within 200 words) : |  | | | |  |  |  | | | |  |  |  | | | |  |  |  | | | | 4. | Registered Address (in the Company Registry): |  | | | |  |  | | | |  |  |  | | | | 5. | Mailing Address  (If different from above): |  | | | |  |  |  | | | | 6. | Telephone Number: | ( ) | | | | 7. | Email Address: |  | | | | 8. | Business Registration No  (if applicable): |  | | | | 9. | Website of the Applicant (if any) : |  |  | | |

10. Overview of Applicant Enterprise:

|  |  |
| --- | --- |
| Please briefly describe the background of the enterprise including its business nature, vision & mission, company size, major products/ services, customers/ markets, business performance in the past, etc. Copies of the supporting document to show the business operation such as business contract, transaction records, etc. should be enclosed during submission of the Application. | |
| Date of Establishment:  Number of Employees in Hong Kong: Full Time: Part Time:  Annual Turnover of Last Year: Period: Annual Turnover (HK$/year) :  Background of the enterprise including the business nature (Recycling and /or waste management sector – (please specify the business sector that your enterprise is involved in by placing a“”in the relevant box. Applicants may choose more than one box.)):   |  |  |  |  | | --- | --- | --- | --- | | Local Collector of Recyclables (refers to collection and/or pre-treatment process such as baling, sorting etc. only) | Local Recycler of Recyclables  (refers to processing activities such as dismantling, shredding, pelletising, etc.). | Trader of Recyclables (refers to company without collection/pre-treatment of recyclables and processing of recyclables) | Others:\_\_\_\_\_\_\_\_\_\_  Please specify (e.g. Waste Collection and Disposal Operator, Waste Management Facilities Operator, Property Management Company (PMC), Owners’ Corporation (OC)): |   Operation in the recycling chain such as recyclables collection, sorting, baling, etc. and the type of product/services provided:  Location(s) and address(es) of the enterprise’s operation:  Existing Customers/Markets (If any, please indicate the particular customers and/or the specific region(s)):  Existing partnership(s) or collaboration (if any):  Information on past business performance of at least 1 year prior to the date of application (e.g. net profit, gross profit, market share, etc.):  Other relevant information (e.g. export license, patent, award, certification, qualification, etc.): | |
| 11. | Recyclable Source and Baseline (please specify the waste source, types and quantity of recyclables currently (in the past 3 months) collected and/ or processed and/ or recycled for your recycling operations) (if the project is to be approved, audit by qualified third party auditor to validate the figures would be required): |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | Key Recyclable Materials (e.g. paper, plastics, etc.) | Estimated quantity per month (tonne) | Collected Locally[[1]](#footnote-2) | Recycled Locally[[2]](#footnote-3) | Import | Sold Locally | Export | Re-export | | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  | | Please indicate the source:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Please indicate the outlet:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  |  |  |  |  |  |  |  | | Please indicate the source:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Please indicate the outlet:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  |  |  |  |  |  |  |  | | Please indicate the source:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Please indicate the outlet:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

12. Form of Business：

| Form of Business | | | Name | Hong Kong Identity Card / Passport No. |
| --- | --- | --- | --- | --- |
|  | Sole Proprietorship | Owner |  |  |
|  | Partnership | All Partners | 1) | 1) |
| 2) | 2) |
| 3) | 3) |
|  | Limited Company\* | Individuals holding  30% shares | 1) | 1) |
| 2) | 2) |
| 3) | 3) |
| \*If there is no individual holding 30% or more shares, please provide the name(s) and relevant information of the director(s).  1) | | | | |
| Please list any “related person” of the applicant[[3]](#footnote-4) : | | | | |

13. Key Members of the Project Team (Please enclose the curriculum vitae of the project coordinator, deputy project coordinator and key management of the applicant enterprise according to the format at the appendix):

|  |  |  |  |
| --- | --- | --- | --- |
| (i) Project Coordinator | | (ii) Deputy Project Coordinator | |
| Name (English): | (Mr/Ms/Prof/Dr)# | Name (English): | (Mr/Ms/Prof/Dr)# |
| Name (Chinese): |  | Name (Chinese): |  |
| Position: |  | Position: |  |
|  |  |  |  |
| Tel No.: |  | Tel No.: |  |
| Mobile Phone No.: |  | Mobile Phone No.: |  |
|  |  |  |  |
| Email Address: |  | Email Address: |  |

*#Please delete if not applicable*

14. Guarantor\* for the project (Applicable only if the applicant would seek an upfront payment up to 30% of the total approved funding)

|  |  |
| --- | --- |
| Name (English) : |  |
| Name (Chinese) : |  |
| Position: |  |
| Relationship with Applicant : |  |
| Address : |  |
| Tel No.: |  |
|  |  |
| Email Address: |  |
|  | I would like to provide a bank guarantee instead of a guarantor after project approval. |

*\*The guarantor should be a natural person and major shareholder of the applicant enterprise to personally guarantee the initial payment of the Government funds and he/ she will be required to sign a separate personal guarantee agreement. Alternatively, the applicant may provide a bank guarantee instead of a guarantor for the project. However, the Recycling Fund will not cover the associated cost for arranging the bank guarantee.*

| 15. Please fill in the following table and provide additional information if needed: | | |
| --- | --- | --- |
| 1. Whether you have applied/ are applying for funding support under the Recycling Fund for other project(s) | Yes  No | If yes, please provide details (such as Application number, date of submission, vetting result, etc.)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Whether any of your “related person” have applied / are applying for funding support under the Recycling Fund for other project(s) | Yes  No | If yes, please provide details (such as name of “related person”, Application number, date of submission, vetting result, etc.)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Whether this Application is a re-submission of a previously rejected application under the Recycling Fund | Yes  No | If yes, please provide details (such as Application number, date of submission, vetting result, etc.)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Whether you have applied / are applying for the other sources of funding support provided by the HKSAR Government for carrying out the same proposed project / same specific measures in the proposed plan | Yes  No | If yes, please provide details (such as Application number, date of submission, vetting result, etc.)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## Section B – Project Details

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please put a “” in the relevant boxes or fill them with black colour (if applicable) | | | | | | | | | |
| 1. Project Duration (months)[[4]](#footnote-5) : | | | | | |  | | | |
| 1. Commencement Date (dd/mm/yy): | | | | | |  | | | |
| 1. Completion Date (dd/mm/yy): | | | | | |  | | | |
| 1. Total Estimated Project Cost[[5]](#footnote-6) : | | | | | |  | | | (HK$) |
| 1. Amount of Funding Sought[[6]](#footnote-7) : | | | | | |  | | | (HK$) |
| 1. Amount of Cash Contribution from the Applicant: | | | | | |  | | | (HK$) |
| 1. Address(s) and Location(s) for Implementing the Project (Please Provide the Lot Type(s) and Lot Number(s) of the Whole Site, if applicable): | | | | | | | | | |
|  |  | | | | | | | | |
| 1. Areas of the Project site (m2) : | | | | | | | | | |
| 1. Tenancy Type of the Project Site (if applicable): | | | | | | | | | |
|  | Self-owned |  | Rent from private landowners | |  | Government – long-term lease | | | |
|  | Government – short-term tenancy (Tenancy No.): | | | | | | | | |
| 1. Start date of the current tenancy contract (if applicable): | | | | | |  | | | |
| 1. Expiry date of the current tenancy contract (if applicable): | | | | | |  | | | |

1. Project Plan :

|  |
| --- |
| Please provide the following information of the project in details with reference to the Guide to Application. |
| 1. Objectives of the project :  | Objective of the project (may choose more than 1 option) | | --- | | To enhance the collection operation for more recyclables | | To enhance the efficiency of the treatment operation for more recyclables | | To upgrade the treatment operation for higher quality of recycled products | | To expand the treatment operation for producing new recycled product(s) | | To expand the operation to recycle new type(s) of recyclables | | Others |  1. Effectiveness & Implementation plan   Please describe in details the methodology and the business & publicity plan which could achieve the objectives and provide the information regarding to the recycling chain from collection of the recyclables to recycling and outlet, including information on source of recyclables, types and capacity of new facilities, if applicable.  Please also list all the assumptions in formulating the plan, and ensure the plan is clear and cost-effective in achieving the project objective (e.g. cost per tonnage). The plan should be feasible, clear, concrete and with quantifiable deliverables / milestones and a reasonable schedule:  Please provide information for showing the financial ability and provide the required cash contribution to undertake the project proposal (e.g. information including the annual gross revenue of the applicant, average annual expenses of the project, the estimated cash flow for the project, other source of funding, in-kind contribution, etc. The supporting documents such as audited account, bank statement should be available upon request);  Please demonstrate how the project can be self-sustainable without further funding support after the project period (e.g. business plan in coming few years for securing sources of recyclables and outlets);  Please provide information on the A) technical and operational and B) management capability and commitment to undertake the project as demonstrated by the applicant enterprise (Please provide details on technical and operational capability such as track record, relevant past experience, relevant qualification of staff, etc. and that on management capability and commitment to undertake the project such as project governance, resources and manpower to deliver the project. The curriculum vitae of relevant project staff should be enclosed during submission of the application.);  **(Please attach additional sheet if required**):   1. Break-even analysis of the project:   Please provide the budget plan with the realistically estimated income for break-even analysis. Please provide necessary assumption if any.   |  |  | 1st Year | 2nd Year | 3rd Year | 4th Year | 5th Year | | --- | --- | --- | --- | --- | --- | --- | | Income | Volume of Sales (Tonne) |  |  |  |  |  | |  | Sales Amount (HK$/Tonne) |  |  |  |  |  | |  | Cost of Sales |  |  |  |  |  | |  | Gross Profit |  |  |  |  |  | | Expenses | Equipment investment |  |  |  |  |  | |  | Salary of employees |  |  |  |  |  | |  | Administration Fee (Not fundable under the Funding Scheme) |  |  |  |  |  | |  | Transportation fee |  |  |  |  |  | |  | Consumables |  |  |  |  |  | |  | Audit expenses |  |  |  |  |  | |  | Promotion expenses |  |  |  |  |  | |  | Subsidy from recycling fund |  |  |  |  | Not Applicable | |  | Net Profit |  |  |  |  |  | |  | Accumulative net profit |  |  |  |  |  | |

1. The increase of quantity of recyclables treated is used as Key Performance Indicators (KPIs) of the project, the disbursement of payments are generally linked to the KPIs, the applicant must fill in the following table:

Input Recyclable:

| Recyclable Materials | Recycling operation  (collection, sorting, etc) | Baseline quantity  (tonne/  year) | Interim period | | | Project completion | Potential sources for the additional recyclables |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Cumulative** collection/ processing/ recycling quantity of recyclable  (tonne)  (please specify the period) | | | |  |
| Phase 1 | Phase 2 | Phase 3 | Last Phase |  |
| *e.g. Plastic bottles* | *Collection* | *500* | *600*  *(Apr2016 – Mar2017)* | *1300*  *(Apr2016 - Mar2018)* | *2100*  *(Apr2016-Mar2019)* | *3000*  *(Apr2016-Mar2020)* | *70% from 10 housing estates and the remaining 30% from 15 industrial buildings.* |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

*Please insert more rows / columns to the table if the space provided is not sufficient*

Output treated recyclable / recycled product:

| Processed recyclables / recycled products | Recycling operation  (processing, sales, exporting, etc.) | Baseline quantity  (tonne/year) | Interim period | | | Project completion | Target downstream outlets |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Cumulative** collection/ processing/ recycling quantity of recyclable  (tonne)  (please specify the period) | | | |  |
| Phase 1 | Phase 2 | Phase 3 | Last Phase |  |
| *e.g. Plastic Pellets* | *Processed into plastic pellets, sales and export* | *450\**  *(10% residual waste among the collected recyclable)* | *540*  *(Apr2016-Mar2017)* | *1170*  *(Apr2016-Mar2018)* | *1890*  *(Apr2016-Mar2019)* | *2700*  *(Apr2016-Mar2020)* | *100% export to China* |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

*Please insert more rows / columns to the table if the space provided is not sufficient*

1. Summary of the Implementation Plan (milestones other than recyclables quantity achievement, if any).

Please specify the proposed milestone(s) in clear, specific and measurable terms (examples include installation of new equipment, reports and / or data analysis, etc.) and the measures / activities required to implement the plan as well as the timetable involved. The milestones should be related to the achievement / expected benefits of the project.

| Milestone(s) (including project deliverables) | Measures / activities to achieve the milestones / deliverables | Commencement Date (month/year)  to  Completion  Date  (month/year) |
| --- | --- | --- |
| *E.g. Baler installation* | *Baler purchased and installed* | *11/2021 – 4/2022* |
| *E.g. Hiring of new staff* | *The two full time workers handling balers and forklifters are recruited and have reported duty* | *12/2021 – 6/2022* |
| 1) |  |  |
| 2) |  |  |
| 3) |  |  |
| 4) |  |  |

1. (a) Budget Plan (please refer to the Guide to Application for details on the fund disbursement arrangement)

| **Expenditure Category** | **Expenditure Item[[7]](#footnote-8)** | **Unit Cost (HK$)** | **Quantity** | **First Year** | **Second Year** | **Third Year** | **Fourth Year** | **Estimated Cost for the Item (HK$)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| (A) Cost for Recruiting Additional Manpower and its extra expenses[[8]](#footnote-9) | *Example: Part-time staff* | *$50/hr x 5 hr/day x 27 days x 2 staff* | *24 months* | *162,000* | *162,000* |  |  | *324,000* |
| (1) |  |  |  |  |  |  |  |
| (2) |  |  |  |  |  |  |  |
| (3) MPF |  |  |  |  |  |  |  |
| **Sub-total (A) (HK$)** | **-** | **-** |  |  |  |  |  |
| (B) Cost for Procuring / Leasing Additional Machinery / Equipment and its Incidental expenses [[9]](#footnote-10),[[10]](#footnote-11) | *Example: Metal cage* | *2,700* | *15* | *40,500* | *0* |  |  | *40,500* |
| (1) |  |  |  |  |  |  |  |
| (2) |  |  |  |  |  |  |  |
| (3) |  |  |  |  |  |  |  |
| **Sub-total (B) (HK$)** | **-** | **-** |  |  |  |  |  |
| (C) Other direct cost **[[11]](#footnote-12)** | (1) |  |  |  |  |  |  |  |
| (2) |  |  |  |  |  |  |  |
| (3) |  |  |  |  |  |  |  |
| **Sub-total (C) (HK$)** | **-** | **-** |  |  |  |  |  |
| **Total Estimated Project Cost (A) + (B) + (C) (HK$)** | **-** | **-** |  |  |  |  |  |
| **If any goods or services will be procured from a person or company / organisation with whom the applicant is related[[12]](#footnote-13), please state the item and specify the relationship with the applicant and provide justification for doing so for RFAC’s consideration and approval (please note that procurement from a person or company with whom the applicant is associated should be avoided where possible):** | | | | | | | | |

*Please insert more rows / columns to the table if the space provided is not sufficient.*

*Applicants are reminded on the followings:*

1. *Applicants should obtain quotations directly from suppliers as far as possible to ensure the authenticity of the quotations;*
2. *If, under unavoidable circumstances, the applicant obtains quotation through an agent, such agent cannot be one of the suppliers. The applicant should also ensure that the agent has no interest in any supplier that provides the quotation;*
3. *Regardless of how quotations are obtained, applicants are also responsible for ensuring the authenticity of all quotation documents.*

(b) Justifications and cost breakdown of the expenditure

(Please provide below full justifications and cost breakdown for each item in the above table of expenditure.)

1. Additional Manpower

(Please list out the main duties of each additional manpower.)

1. Additional Equipment

(Please specify the purpose and direct relationship of each additional equipment with the milestone(s) of the project.)

1. Other Direct Costs

(Please specify the purpose and direct relationship of each other direct cost with the milestone(s) of the project.)

1. Proposed plan for disbursement of interim payments

*Please refer to Clause 3.2 and 4.2 of the Guide to Application)*

|  | Amount (HK$) | Percentage  (%) |
| --- | --- | --- |
| Upfront payment |  |  |
| 1st Interim payment |  |  |
| 2nd Interim payment |  |  |
| 3rd Interim payment |  |  |
| Final payment |  |  |
| **Total** |  |  |

1. Other information in support of this Application

|  |
| --- |
|  |

1. Please disclose any personal interests, direct or indirect, pecuniary or otherwise, with any Government personnel of the Recycling Fund, members of the RFAC and / or members of the Secretariat that may give rise to any actual or perceived conflict of interests in connection with this application.

I am not aware of any personal interests, direct or indirect, pecuniary or otherwise, in connection with this application.

I would like to declare the following interests:

|  |
| --- |

1. Is the Applicant owned and/or controlled by a current HKPC Council Member or his/her associate or associated person at the time of filing application?.

The Applicant is **NOT** owned and/or controlled by a current HKPC Council Member or his/her associate or associated person at the time of filing application.

The Applicant is owned and/or controlled by a current HKPC Council Member or his/her associate or associated person at the time of filing application. Please write the full name of such HKPC Council Member below:

|  |
| --- |

1. Please declare whether you and your major shareholder(s) are subject to any bankruptcy order or proceeding.

I am not subject to any bankruptcy order or proceeding at the time of application.

I would like to declare the following information about bankruptcy.

|  |
| --- |

The major shareholder(s) of the applicant is not subject to any bankruptcy order or proceeding at the time of application.

The major shareholder(s) of the applicant would like to declare the following information about bankruptcy.

|  |
| --- |

## Section C – Declaration by the Applicant

I, on behalf of, , declare that

1. all factual information provided in this application as well as the accompanying information are true and accurate and reflect the status of affairs as at the date of submission. I undertake to inform the Secretariat immediately if there are any subsequent changes to the above information (in particular, subsequent approval of funds by other public funding sources after this application is submitted); and
2. the ideas of the proposed Project do not constitute any act or potential act of infringement of the intellectual property rights of other individuals and/or organisations; and
3. the Applicant will indemnify the Government against all losses, liabilities and claims that it may suffer, incur or subject to in relation to this application or the Project.

I understand that any false declaration would lead to termination of the funding agreement, refund of any funds given, and the possibility of criminal charges.

I authorise the Government and the Secretariat to handle the personal data/information provided in this form in accordance with the *“Guide to Application for the Recycling Fund”* if applicable. I understand that the Secretariat may keep my application in the Recycling Fund Registry and may include the personal data and other related information provided in the application form in a register / catalogue.

I shall, upon request, allow and facilitate the Government and / or Secretariat to conduct on-site inspections and / or meetings to verify the information provided in this application form and shall cooperate with the Secretariat for the proper arrangement of such inspections and / or meetings and make available all documents / records and provide explanation on any matters thereof.

I authorise the Secretariat / the Government, where necessary, to approach and communicate with other departments / organisations / persons / parties and / or provide the particulars submitted by me to these parties for the purpose of verifying the information contained in the particulars or for other purposes related to my application.

I understand that if my application is approved, I will be required to sign an agreement with the Government containingthe terms and conditions of the grant.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Authorized signature with company chop |  | Name of signatory |
|  |  |  |
| Name of Applicant |  | Position |
|  |  |  |
| Date |  |  |

**Appendix**

## Curriculum Vitae of Key Members of the Project Team (Project Coordinator, Deputy Project Coordinator, Key Management Personnel, Relevant Staff of the Project)

The information provided will be used for processing your application under the Enterprise Support Programme of the Recycling Fund (the Programme). It may be disclosed to assessors, members of the RFAC or relevant Government bureaux/departments for the purpose of vetting your application. You have the rights of access to or correction of your personal data provided in this form. If you wish to exercise such rights, please contact the Recycling Fund Secretariat.

**Project Coordinator / Deputy Project Coordinator / Key Management Personnel / Relevant Staff of the Project**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Personal Particulars | | | | | | | | |
| Name (English) : | | (Mr/Ms/Prof/Dr)# | | | | | | |
|  | | # Please delete as appropriate (First Name/Last Name) | | | | | | |
| Name (Chinese) : | |  | | | | | | |
|  | |  | | | | | | |
| Position held in Company/Organisation : | | | |  | | | |
| Company/Organisation : | | | |  | | | | |
| Office Address : | | | |  | | | | |
| Nature of Business : | | | |  | | | | |
| Tel No. : |  | |  | |  | Email Address : |  | |

Academic/Professional Qualification (in chronological order) :

Relevant Working Qualification (in chronological order) :

(Project management experience, if any, should be included)

## The Recycling Fund (Enterprise Support Programme) Notes for Applicant

1. Please study the “Guide to Application for the Recycling Fund (Enterprise Support Programme)” (the Guide to Application) carefully before completing the application form.
2. Some information provided in this application will be made available for public information at the website of the Recycling Fund after the funding approval is given.
3. Enterprises interested in applying for funding support under the Recycling Fund (Enterprise Support Programme) should prepare the following documents:
   1. Completed Application Form in one hard copy and one soft copy (preferably in MS Word format); and
   2. Photocopies of the documents listed out in the **“Checklist of Supporting Documents Required for Application”**.

Please submit the above documents to the Secretariat (the Secretariat) of the Recycling Fund (i.e. the Hong Kong Productivity Council) in person or by post.

For details about application, please refer to the Guide to Application. The Guide to Application and Application Form can be downloaded from the website of the Recycling Fund. Enquiries can be directed to the Secretariat by phone, by email or in person.

Address： HKPC Building, 78 Tat Chee Avenue, Kowloon  
Telephone： (852) [2788-5658]  
E-mail： enquiry@recyclingfund.hk <mailto:>  
Website： [www.recyclingfund.hk](http://www.recyclingfund.hk)

1. Requirements of all applications, agreements and projects:
2. notwithstanding anything to the contrary in the agreement signed between the applicant organisation and the Government in respect of the project, the Government reserves the right to disqualify an application on the grounds that the applicant organisation has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.
3. the Government may immediately terminate the agreement upon the occurrence of any of the following events:

* the recipient organisation has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
* the continued engagement of the applicant organisation or the continued implementation of the project is contrary to the interest of national security; or
* the Government reasonably believes that any of the events mentioned above is about to occur.

1. Recycling Fund, Environmental Protection Department and Hong Kong Productivity Council intend to use the personal data that you have provided to promote the latest development, events and training courses, etc. of Recycling Fund. If you do not agree on such use of your personal data, please indicate your objection by ticking the box below.

I **do not agree** Recycling Fund, Environmental Protection Department and Hong Kong Productivity

Council to use my personal data in any promotion and marketing activities of Recycling Fund.

1. Collected locally refers to carry out collection activities and/or including pre-treatment process such as baling, sorting etc. [↑](#footnote-ref-2)
2. Recycled locally refers to recycling processing activities such as dismantling, shredding, pelletizing etc. [↑](#footnote-ref-3)
3. Please refer to Clause 3.1.3 and 3.1.4 of the Guide to Application for the meaning of “related person.” [↑](#footnote-ref-4)
4. Project duration needs to align with the project implementation plan in item 14 of Section B. [↑](#footnote-ref-5)
5. Total estimated project cost needs to tally with the total project cost in item 15 of Section B. [↑](#footnote-ref-6)
6. Amount of funding sought needs to tally with the total funding sought in item 15 of Section B. [↑](#footnote-ref-7)
7. All expenditure items, with detailed breakdown, must be incurred between the commencement and completion dates of the Project. The Applicant may suggest the period covered under each phase according to the implementation schedule of the project. [↑](#footnote-ref-8)
8. This includes salary of employees, extra expenses for employing additional staff (e.g. MPF to be paid by employer, advertisement for recruitment, etc.) Only the salary (includes MPF paid by employer) of employee(s) newly recruited for new post(s) established for the purpose of the project would be funded. Please state clearly on the numbers of additional manpower, working hours or months per person, position, hourly/monthly salary, and total salary per person. [↑](#footnote-ref-9)
9. Only the cost of procuring or leasing of additional equipment for implementing the project can be charged to the funding support. Equipment proposed to be purchased or leased must be essential to or specifically required by the project. The applicant is encouraged to use their existing equipment as far as possible. [↑](#footnote-ref-10)
10. This includes cost for procuring / leasing additional Machinery / Equipment, Incidental expenses for procuring / leasing Machinery / Equipment (e.g., debug, updates, installation, and cost of additional maintenance during project implementation, etc.). [↑](#footnote-ref-11)
11. This includes all other costs, directly incurred for the project, with the exception of overheads and other unallowable cost items set out in the Guide to Application. Expenditure items that may be funded include **consumables, external consultancy fees, production and promotion cost of project deliverables (such as printing of leaflets, production of CD-ROMs, advertising and the organisation of seminars), travelling expenses, direct expenses associated with organising and/ or supporting study missions, rental expenses external audit fees, patent registration fees**, etc. Please refer to the Guide to Application for details about the budget caps for individual items. Procurement of the required products/services must adhere to the procurement procedures set out in the Guide to Application. [↑](#footnote-ref-12)
12. Please refer to Clause 3.5.3 of the Guide to Application for the meaning of “related.” [↑](#footnote-ref-13)