

Recycling Fund

Good Practice Guide for Record Management

Introduction

1. In order to assist the recycling industry in meeting the relevant requirements of the Recycling Fund, this set of good practice guide features a manual, templates forms and illustrative samples on record management and retention for recycling operations. Intended to be followed closely as reference, the guide package is designed to facilitate proper and effective documentation and record keeping in the daily operation of Recyclers and thereby assuring the compliance of the funded operations with the relevant requirements on Recyclable Quantity Audit. This document shall be read in conjunction with the Requirements for Recyclable Quantity Achievements and the Notes for Grantees.
2. The Secretariat of Recycling Fund (the Secretariat) and the Environmental Protection Department (or the authorized parties) may amend this Manual as and when appropriate. The most updated version shall be available at the website of the Recycling Fund (www.recyclingfund.hk).

Good Practice on Record Management

3. Recyclers shall properly retain and store all records and reports related to the Recycling Fund projects, including (but not limited to) collection and delivery records, material balance summaries, processing / production records, purchase and sales documents and payroll records during the entire duration of the projects under the funding agreement and for at least seven (7) years after the completion of projects or the expiry of the funding agreement.
4. The Project Coordinator and/or Deputy Project Coordinator deputed for the Recycling Fund projects shall be responsible for the monitoring and operation of the projects. In this regard, the grantees shall assign the Project Coordinator and / or Deputy Project Coordinator to monitor the record management of the projects in order to ensure the compliance of the Requirements on Recyclable Quantity Achievements.
5. During the implementation of the Recycling Fund projects, the staff responsible for record management shall exercise adequate awareness and competence. As such, the Project Coordinator and/or Deputy Project Coordinator shall provide briefing / training to the staff responsible for record management and ensure their understanding and competence to carry out the assigned job duties under the funded projects, including completing the forms and filing the records. In the event that the responsible staff is absent or has resigned, the Project Coordinator and/or Deputy Project Coordinator shall also ensure that there is other competent staff to take up the job.
6. Recyclers without an established record management system may consider using the template forms (**Annexes 1 to 5**) appended to this Manual. The template forms can be adapted to electronic means to record the operation for efficiency and accuracy of information and inspection by the Secretariat upon request. To avoid time-consuming and repetitive manual inputting, recycler may also input its company name and other associated information in relevant electronic template forms before usage.
7. The Project coordinators and / or Deputy Project Coordinators shall conduct internal checking regularly to ensure that the assigned staff properly records the relevant operations and the quantities of recyclables and retain the documents in accordance with all relevant requirements.

Recyclable Collection, Processing and Sales

Records for Recyclable Collection

8. To record properly the quantity and / or quality of additional recyclables supported under the Recycling Fund, recyclers shall retain records of the whole range of recycling operation including recyclable collection, processing, flow, sales and delivery and the associated quantities, etc. In general, recyclables are usually collected from corporates or individuals. Subject to specific operational need, Recyclers may make use of their existing documents / systems to record the transaction of each collection, provided that such relevant documents must contain but not limited to all the information below:
 - Receipt number;
 - Name and contact number of recyclable supplier;
 - Type, quantity, sources (please specify the origins for non-local recyclables and the ratios for the mixed recyclables of non-local to local sources), collection location and transaction / purchase amount; and
 - Date of collection.
9. Recyclers who currently do not have documentation of transaction record are advised to refer to **Annex 1A and 1B**. **Annex 1A** is a template form designed for recording the collection of the recyclables from corporate suppliers, while **Annex 1B** is a template form designed for recording the collection of recyclables from individuals.
10. The employee of the Recycler is required to fill in the Recyclable Collection Record (**Annex 1A**) with the corporate supplier during the collection of recyclables. Part A and Part B of Annex 1A shall be filled in by the employee of the Recycler while Part A of Annex 1A shall be completed by corporate supplier.
11. Corporate supplier shall fill in the company name, the transaction location, the contact number (if applicable), the name (if applicable) and signature of the employee (if applicable) in Part A of **Annex 1A**. The employee of the Recycler may fill in his/her name and sign (if applicable) in Part A of **Annex 1A** and provide the type, quantity, source and transaction / buying amount of the collected recyclables in **Part B** and fill in the collection date at the top of the template.

Reference Number: _____

Record reference no. should be unique and traceable.

Notes:

1. Should the recycler have the relevant records such as the receipt issued by the corporate supplier containing the information covered in this form, it is not necessary to fill in this form.
2. The recycler can fill in the appropriate recyclable types or revise this form in accordance with its operation and the approved Recycling Fund project.

| | | |
|---|---|---|
| Collection Date (DD/MM/YY): _____ | | |
| A. Recyclable Supplier Information | | |
| I (Staff of the Recycling Company) confirm that the recyclables as described in part B are received, and the information in the part A and B is true and correct. | | |
| Name of Corporate Supplier: _____ | | |
| Collection Location: _____ | Tel. no. (If Applicable) _____ | |
| Name of Staff of Corporate Supplier (If Applicable): _____ | Signature of the staff of Corporate Supplier (If Applicable): _____ | |
| Name of Staff of Recycling company (If Applicable): _____ | Signature of Staff of Recycling company (If Applicable): _____ | |
| B. Recyclable Information | | |
| (I) Recyclables Type | (II) Collection Quantity | (III) Transaction/ Buying Amount (HK dollars) |
| 1. _____ | (KG/Tonnes/Liters) | _____ |
| 2. _____ | (KG/Tonnes/Liters) | _____ |
| 3. _____ | (KG/Tonnes/Liters) | _____ |
| 4. _____ | (KG/Tonnes/Liters) | _____ |
| (IV) Recyclable Sources | | |
| Recyclable Sources (such as name of the housing estates): _____ | | |
| Please fill in the information clearly in the space and tick the appropriate box <input type="checkbox"/> . | | |
| <input type="checkbox"/> Local(Hong Kong) <input type="checkbox"/> Non-local (Please specify location): _____ | | |
| (If the recyclables consist of local and non-local sources, please specify the ratio of the mixed recyclables: _____) | | |

To be completed by corporate supplier

Recycler should fill in the collection date and other information based on the collection transaction.

Figure 1: Key information required in the Recyclable Collection Record (Annex 1A)

12. **Annex 1B** is a template form for recording the collection of recyclables provided by individual suppliers. Recyclers may also receive recyclables from individual suppliers at their recycling premises (such as scavengers, cleansing workers, or individual residents providing recyclables to street corner shops). While the number of transactions may be huge, yet such transactions only involve relatively few quantity of recyclables and little transaction value. In this regards, Recyclers are recommended to adopt the “Daily Simplified Recyclable Collection Record” in **Annex 1B**. Recyclers shall fill in the quantities of respective recyclables collected by each transaction for the date on record, and complete by adding up the total quantities and transaction values for all respective recyclables collected to minimise the later on administrative burden arising from documentation. Recyclers may accordingly fill in the suitable types of recyclable or modify as appropriate the content of Annex 1B (e.g. including the amount of each transaction or the unit purchase price of the different recyclables) to suit their recycling operations and the approved Recycling Fund projects. For those transactions involving relatively large quantity of recyclables and high transaction values and the recyclables are not collected at their premises, Annex 1A is

however still recommended as a more suitable tool to record such transactions.

XX Company
Daily Simplified Recyclable Collection Record

Date:

| Transaction | Type of Recyclables (kg) | | | | | |
|--|--------------------------|----------------|----------|-----------------------------|----------|--------|
| | Paper | Ferrous Metals | Plastics | Small Electrical Appliances | Textiles | Others |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| Total | | | | | | |
| Total Transaction/ Buying Amount (HK\$) | | | | | | |

Each row should be filled in with the information involved in one transaction.

Recycler can amend the form according to the types of recyclable collected in its operation.

Recycler should sum up the quantities of recyclables collected from individual suppliers and the transactions involved on that day

Figure 2: Key information required in the Daily Simplified Recyclable Collection Record (Annex 1B)

Records for Sales of Recyclables Throughput

13. Subject to their operation needs, Recyclers may make use of the existing sales receipts for recyclable throughput as documentation to record down the information of each sales transaction, provided that such receipts must contain but not limited to all the information below:

- Receipt number;
- Name and contact details of the recyclable buyers;
- Delivery location;
- Type, quantity and selling price of the recyclables; and
- Delivery date.

Recyclers who currently do not have documentation and receipts for the sale of recyclables may refer to **Annex 2** “Record for Sales of Recycled Products / Processed Recyclables”. For recording the delivery of the processed recyclables, the downstream buyer who receives the recyclable should fill in the company name and contact number (if applicable), the delivery location, the name (if applicable) and signature (if applicable) of the relevant employee of the downstream buyer in Part A of **Annex 2**. The employee of the recycler may fill in his/her name and sign (if applicable), and fill in the type, quantity and transaction / selling price of the processed recyclables in Part B and

provide the date of delivery at the top of the form.

Reference Number: _____

Record reference no. should be unique and traceable.

Notes:

1. Should the recycler have the relevant records such as the receipt issued by the downstream buyers and contains the information covered in this form, it is not necessary to fill in this form.
2. The recycler can fill in the appropriate recyclable types or revise this form in accordance with its operation and the approved Recycling Fund project.

| | | |
|---|---|--|
| Delivery Date (DD/MM/YY): | | |
| A. Information on Downstream Buyer Receiving Recyclable Throughputs | | |
| I (Recycler Staff) have confirmed that the recyclable products written in part B have been handed over to following collector; and the information in part A and B is true and correct. | | |
| Collector Name : _____ | | |
| Collector Address : _____ | | Tel : _____ |
| Collector Staff Name: (if Applicable) | Collector Staff Signature (if Applicable): _____ | |
| Recycler Staff Name: | Recycler Staff Signature: _____ | |
| B. Information on Recyclable Throughputs | | |
| (I) Type of Recyclable Throughput | (II) Delivery Quantity | (III) Transaction/ Selling Price (HK dollars) |
| 1. | (KG/Tonnes/Liters) | |
| 2. | KG/Tonnes/Liters) | |
| 3. | (KG/Tonnes/Liters) | |
| 4. | (KG/Tonnes/Liters) | |
| 5. Others (please specify): | (KG/Tonnes/Liters) | |

To be completed by downstream buyer

Recycler should fill in the delivery date and information according to the sales of recyclables

Figure 3: Key information required in the Record for Sales of Recycled Products / Processed Recyclables (Annex 2)

Traceability of Recyclables

14. For the collection and production of each recyclable type, Recyclers may use the existing collection, processing and delivery summary to record the implementation of the funded project. The summary shall contain but not limited to the following information and distinguish the information of recyclables covered under the Recycling Fund project.

For inputs:

- Reference number of supplier documentation (where applicable);
- Quantities collected and kept in stock (by weight); and
- Recyclable types and, if applicable, percentage by weight.

For outputs:

- Reference number of sales documentation (where applicable);
- Quantities sold and kept in stock (by weight);
- Residues disposed of or sold and kept in stock (by weight);
- Recyclable types and, if applicable, percentage by weight; and

- Information of recyclables throughput under the Recycling Fund project indicated in the sales documents.

Recyclers who currently do not use any material balance summary table may refer to "Monthly Recycling Operation Summary" at Annex 3. Each summary table is recommended to be used for one specific inventory location. If there is more than one inventory warehouse, Recyclers shall list out all other inventory locations in the summary table. Recycler shall be well-versed at the stock levels of recyclables by periodic stock-taking, if necessary. It starts by indicating the 'opening stock' on collected recyclables and processed recyclables (they should be the quantities of the respective 'closing stock' carried forward from preceding period) in the first row of the "Monthly Recycling Operation Summary" before recording the recycling operation of the current period. Subsequently, Recyclers shall regularly sum up the quantities and transaction values of various recyclables received, quantity of various recyclables processed / produced, quantity of recyclables sold, associated transaction value and the quantity of the residual waste on each day based on the collection and delivery records (including **Annex 1A - "Recyclable Collection Record"**, **Annex 1B - "Daily Simplified Recyclable Collection Record"** and **Annex 2 - "Record for Sales of Recycled Products / Processed Recyclables"**) and provide the reference number of the respective collection or delivery record in the blank space at the last column. Recyclers shall stock-take the recyclables to be carried forward to next period and provide 'closing stock' for various recyclables processed and produced in the last few rows of the summary table. In addition, Recyclers may include the additional information as necessary such as the loss of weight or quantities during the course of the production process or the receipt number for the vehicle disposing of the residual waste in the remark column. Please refer to the illustrative sample of **Annex 3** when filling in the "Monthly Recycling Operation Summary".

The standard weight unit shall be used.

Month for Record (MM/YY):

| Date | Daily Total (Please choose the weight unit used in the summary table, kg / tonne/ Others:_____) | | | | | | | | | | Remarks |
|--|---|---------------------|----------------------------------|---|-------------------------|---------------------|-------------------|-----------------------------------|--------------------------------|-------------------------|--|
| | Collection | | | | Production/ Delivery | | | | | | |
| | Recyclable Type | Collection Quantity | Transaction/ Buying Amount (HKS) | Recyclable Collection Ref. No. (Appendix 1A & 1B) | Recyclable Product Type | Production Quantity | Delivery Quantity | Transaction/ Selling Amount (HKS) | Delivery Ref. No. (Appdenix 2) | Residual Waste Quantity | |
| Opening Stock | | | | | | | | | | | Recyclable inventory carried forward from preceding period shall be included in this area |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | Recyclers shall regularly summarise its daily operation, including the quantities and transaction value of recyclables collected, the quantity of recyclables processed / produced, the quantity and transaction value of recyclables sold, and the total quantity of the residual waste |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Total Collection, Production and Delivery Quantity in this month | | | | | | | | | | | |
| Closing stock | | | | | | | | | | | |

The quantities of recyclables involved in collection, production and sales and the associated transaction values in the period shall be filled in in these rows. The opening inventory quantity should be incorporated into the quantity of the recyclables produced and delivered and reflected in the associated transaction value in the period.

Recycler shall stock-take the recyclable inventory to be carried forward to next period

Figure 4: Key information required in the Monthly Recycling Operation Summary (Annex 3)

Records for Project Management and Implementation

15. Recyclers shall retain and provide relevant receipts and documents upon request to demonstrate that the Fund granted is used solely and exclusively for the recycling operations specified in the approved fund application. The funded project shall hire employees and/or procure machinery and equipment based on the approved project scopes to enhance its recycling operation in order to meet the committed recyclable throughput as in the approved application form. Recyclers may, based on their operational needs, record their recycling operations using their existing forms and documents and should clearly distinguish the parts supported by the Recycling Fund. Recycler who does not have relevant documentation may refer to the following suggestions and Annexes.

A. *Staff recruitment:*

Recyclers shall complete the payroll records for all employees hired in the Funded Project. The payroll record shall contain such salient information as the name and signature of the employee, the work month, work status as full-time or part-time, number of working hours, salary amount, disbursement method, and the signature of the staff, company chop and the name and signature of the project coordinator. Each payroll record shall only at a time cater for one employee for the sake of personal privacy. Please refer to the sample as provided in **Annex 4** when filling in the payroll record. Recyclers shall also keep the relevant bank statement, salary pay slip, the recruitment advertisements and the original or copy of the staff contract.

Employee Payroll Record

Note: Should the recycler have the relevant records containing the information covered in this form, it is not necessary to fill in this form.

For the sake of personal privacy, employer shall establish a separate payroll record for each employee.

I, on behalf of _____, based on the approved recycling fund project (Ref. No. : _____), employed the following staff and paid the corresponding salary to assist the implementation of this project:

Name of Employee: _____

| Work Month (MM/YY) | Full time/ Part time | Working Hours | Salary Amount | Salary Disbursement Method | Date of salary Disbursement | Employee Signature | Remark |
|---|-------------------------|---------------|---------------|-------------------------------|--------------------------------|-----------------------|--------|
| | | | | | | | |
| Information related to salary disbursement in each month shall be provided in each row and it shall be signed by employee for acknowledgement | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Company Chop: _____ Date: _____

Name of Project Coordinator: _____ Signature of Project Coordinator: _____

Figure 5 : Employee Payroll Record (Annex 4)

B. *Procurement of equipment / service:*

Recyclers shall establish and fill in the procurement summary for the Recycling Fund projects. Recyclers without relevant documentation may refer to the “Summary Table for Procured Equipment / Services” (**Annex 5**). The summary table should provide the description of the

procured equipment / service, the quotations received, the name of the supplier selected, the date of equipment / service delivery, unit price, quantity and the record period. Please refer to the sample in **Annex 5** when filling in the Summary Table for Procured Equipment / Services. In addition, Recyclers shall retain other documents related to the procurement of equipment or services including but not limited to purchase / service orders, receipts / invoices, delivery notes, etc.

XX Recycling Company Limited
Summary Table for Procured Equipment / Service

Record Period: _____

According to recycling fund project (Project No.: _____) , purchased items as following:

| | Equipment / Scope of Services | Name of Supplier (Quotation No.) | Date of Equipment / Service Delivery | Unit Price (HK\$) | Quantity | Subtotal (HK\$) | Other Quotation Received (Including Company Name, Price Offered and Quotation Number (If Applicable)) |
|----------------------|----------------------------------|-------------------------------------|---|----------------------|----------|--------------------|---|
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |
| 5. | | | | | | | |
| TOTAL (HK\$): | | | | | | | |

Fill in the information on the purchase of the equipment and retain the relevant documents.

Figure 6 : Summary Table for Procured Equipment / Services (Annex 5)

C. Purchase and maintenance of equipment:

When purchasing equipment under the Recycling Fund projects, Recyclers shall fill in the purchase orders and obtain the technical specifications of the equipment from supplier and retain them for future inspection. Recyclers shall also maintain all relevant documents on purchasing and repairing and maintenance of equipment, including but not limited to, maintenance records, equipment purchase orders, receipts / invoices, delivery notes, etc.

Retention and submission of the full recyclable collection and delivery records

16. The Project Coordinator and / or Deputy Project Coordinator shall inspect all the relevant records regularly or at least once a month during the implementation of the Recycling Fund project for ensuring the completeness and accuracy of the information in the records in order to report the progress to the Secretariat or to facilitate Auditors to conduct the quantity audit by the end of the project or as necessary. All records and reports (including electronic version) related to the project and the backup copy shall be retained properly and separated from other records out of the project scopes.
17. Upon request, Recyclers shall submit the above records and relevant information to the Secretariat and the Environmental Protection Department (or the authorized parties) as soon as possible for reporting the progress of the Recycling Fund Project.
18. For enquiries on the Recycling Fund - Good Practice Guide for Record Management, please address to –

Address : 3/F, HKPC Building, 78 Tat Chee Avenue, Kowloon, Hong Kong

Phone : (852) 2788 5658

Fax : (852) 3187 4559

E-mail : enquiry@recyclingfund.hk

Website : www.recyclingfund.hk

XX Company Limited
Recyclable Collection Record
(Applicable for collecting recyclables from Corporate Supplier)

Address: _____ TEL: _____

Reference Number: _____

Notes:

1. Should the recycler have the relevant records such as the receipt issued by the corporate supplier containing the information covered in this form, it is not necessary to fill in this form.
2. The recycler can fill in the appropriate recyclable types or revise this form in accordance with its operation and the approved Recycling Fund project.

| | | |
|--|---------------------------------|--|
| Collection Date (DD/MM/YY): _____ | | |
| A. Recyclable Supplier Information | | |
| I (Staff of the Recycling Company) confirm that the recyclables as described in part B are received, and the information in the part A and B is true and correct. Name of Corporate Supplier: _____ Collection Location: _____ Tel. no. (If Applicable) _____ Name of Staff of Corporate Supplier (If Applicable) : _____ Signature of the staff of Corporate Supplier _____ Name of Staff of Recycling company (If Applicable) : _____ (If Applicable): _____ Signature of Staff of Recycling company (If Applicable) :: _____ | | |
| B. Recyclable Information | | |
| (I) Recyclables Type | (II) Collection Quantity | (III) Transaction/ Buying Amount (HK dollars) |
| 1. | (KG/Tonnes/Liters) | |
| 2. | (KG/Tonnes/Liters) | |
| 3. | (KG/Tonnes/Liters) | |
| 4. | (KG/Tonnes/Liters) | |
| (IV) Recyclable Sources | | |
| Recyclable Sources (such as name of the housing estates): _____ Please fill in the information clearly in the space and tick the appropriate box <input type="checkbox"/> . <input type="checkbox"/> Local(Hong Kong) <input type="checkbox"/> Non-local (Please specify location): _____ (If the recyclables consist of local and non-local sources, please specify the ratio of the mixed recyclables: _____) | | |

XX Company Limited
Recyclable Collection Record

SAMPLE

(Applicable for collecting recyclables from Corporate Supplier)

Address: G/F, 40 Castle Peak Road, Cheung Sha Wan, Kowloon, HK TEL: 24232761

Reference Number: BC1703009

Notes:

1. Should the recycler have the relevant records such as the receipt issued by the corporate supplier containing the information covered in this form, it is not necessary to fill in this form.
2. The recycler can fill in the appropriate recyclable types or revise this form in accordance with its operation and the approved Recycling Fund project.

| | | | |
|--|--|---|-----------|
| Collection Date (DD/MM/YY): <u>10-03-2017</u> | | | |
| A. Recyclable Supplier Information | | | |
| I (Staff of the Recycling Company) confirm that the recyclables as described in part B are received, and the information in the part A and B is true and correct. | | | |
| Name of Corporate Supplier: | Cheung Sha Wan Tsing Yip Court Property Management Limited | | |
| Collection Location: | Cheung Sha Wan Tsing Yip Court | Tel. no. (If Applicable) | 2111 2212 |
| Name of Staff of Corporate Supplier (If Applicable) : | Chan Siu Man | Signature of the staff of Corporate Supplier | Chan |
| Name of Staff of Recycling company (If Applicable) : | Lui Tak Chiu | (If Applicable): Signature of Staff of Recycling company (If Applicable) :: | Lui |
| B. Recyclable Information | | | |
| (I) Recyclables Type | (II) Collection Quantity | (III) Transaction/ Buying Amount (HK dollars) | |
| 1. Paper | 700 (KG/Tonnes/Liters) | 560 | |
| 2. Aluminum Can | 60 (KG/Tonnes/Liters) | 510 | |
| 3. Ferrous Metals | 400 (KG/Tonnes/Liters) | 320 | |
| 4. Electrical Appliances | 430 (KG/Tonnes/Liters) | 2,795 | |
| (IV) Recyclable Sources | | | |
| Recyclable Sources (such as name of the housing estates): <u>Cheung Sha Wan Tsing Yip Court</u> | | | |
| Please fill in the information clearly in the space and tick the appropriate box <input type="checkbox"/> . | | | |
| <input checked="" type="checkbox"/> Local(Hong Kong) <input type="checkbox"/> Non-local (Please specify location): _____ | | | |
| (If the recyclables consist of local and non-local sources, please specify the ratio of the mixed recyclables: _____) | | | |

XX Company
Daily Simplified Recyclable Collection Record

Date:

Notes:

1. This form is applicable for recording the collections / buying of recyclables from individual / walk-in-suppliers (such as scavengers, cleansing workers, or individual residents providing recyclables to street corner shops). Recycler can fill in the appropriate recyclable types or revise this form in accordance with its operation and approved recycling fund project.
2. If recyclers collect/buy large amount of the recyclables from individual / walk-in suppliers everyday, the recycler may consider to fill in this form and sum up the recyclables collected and the associated transaction amount everyday.
3. Please fill in the weight (kg) of each type of recyclable collected in the form. The recycler can expand the form if necessary.

| Transaction | Type of Recyclables (kg) | | | | | |
|---|--------------------------|----------------|----------|-----------------------------|----------|--------|
| | Paper | Ferrous Metals | Plastics | Small Electrical Appliances | Textiles | Others |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
| 16 | | | | | | |
| 17 | | | | | | |
| 18 | | | | | | |
| 19 | | | | | | |
| 20 | | | | | | |
| Total | | | | | | |
| Total Transaction/ Buying Amount (HK\$) | | | | | | |

XX Company
Daily Simplified Recyclable Collection Record

SAMPLE

Date: 18/3/2017

Reference number: BW1703012

Notes:

1. This form is applicable for recording the collections / buying of recyclables from individual / walk-in-suppliers (such as scavengers, cleansing workers, or individual residents providing recyclables to street corner shops). Recycler can fill in the appropriate recyclable types or revise this form in accordance with its operation and approved recycling fund project.
2. If recyclers collect/buy large amount of the recyclables from individual / walk-in suppliers everyday, the recycler may consider to fill in this form and sum up the recyclables collected and the associated transaction amount everyday.
3. Please fill in the weight (kg) of each type of recyclable collected in the form. The recycler can expand the form if necessary.

| Transaction | Type of Recyclables (kg) | | | | | |
|---|--------------------------|----------------|----------|-----------------------------|----------|--------|
| | Paper | Ferrous Metals | Plastics | Small Electrical Appliances | Textiles | Others |
| 1 | | | | 5 | 15 | |
| 2 | | | | 13 | 15 | |
| 3 | | | | 12 | 27 | |
| 4 | | | | 10 | 33 | |
| 5 | | | | 25 | 5 | |
| 6 | | | | 25 | 5 | |
| 7 | | | | 35 | 77 | |
| 8 | | | | 5 | 42 | |
| 9 | | | | 20 | 10 | |
| 10 | | | | 5 | 21 | |
| 11 | | | | 15 | | |
| 12 | | | | 328 | | |
| 13 | | | | 102 | | |
| 14 | | | | | | |
| 15 | | | | | | |
| 16 | | | | | | |
| 17 | | | | | | |
| 18 | | | | | | |
| 19 | | | | | | |
| 20 | | | | | | |
| Total | | | | 600 | 250 | |
| Total Transaction/ Buying Amount (HK\$) | | | | 3900 | 2125 | |

XX Company

Record for Sales of Recycled Products / Processed Recyclable

Address: _____ Telephone number: _____

Reference Number: _____

Notes:

1. Should the recycler have the relevant records such as the receipt issued by the downstream buyers and contains the information covered in this form, it is not necessary to fill in this form.
2. The recycler can fill in the appropriate recyclable types or revise this form in accordance with its operation and the approved Recycling Fund project.

| | | |
|---|---|--|
| Delivery Date (DD/MM/YY): _____ | | |
| A. Information on Downstream Buyer Receiving Recyclable Throughputs | | |
| I (Recycler Staff) have confirmed that the recyclable products written in part B have been handed over to following collector, and the information in part A and B is true and correct. | | |
| Collector Name : _____ | | |
| Collector Address : _____ Tel : _____ | | |
| Collector Staff Name: (if Applicable) _____ | Collector Staff Signature (if Applicable): _____ | |
| Recycler Staff Name: _____ | Recycler Staff Signature: _____ | |
| B. Information on Recyclable Throughputs | | |
| (I) Type of Recyclable Throughput | (II) Delivery Quantity | (III) Transaction/ Selling Price (HK dollars) |
| 1. | (KG/Tonnes/Liters) | |
| 2. | KG/Tonnes/Liters) | |
| 3. | (KG/Tonnes/Liters) | |
| 4. | (KG/Tonnes/Liters) | |
| 5. | (KG/Tonnes/Liters) | |
| 6. Others (please specify): | (KG/Tonnes/Liters) | |

XX Company

Record for Sales of Recycled Products / Processed Recyclable

Address: G/F, 40 Castle Peak Road, Cheung Sha Wan, Kowloon, HK

Telephone number: 24232761

SAMPLE

Reference Number: SC1703003

Notes:

1. Should the recycler have the relevant records such as the receipt issued by the downstream buyers and contains the information covered in this form, it is not necessary to fill in this form.
2. The recycler can fill in the appropriate recyclable types or revise this form in accordance with its operation and the approved Recycling Fund project.

| | | |
|--|---|--|
| Delivery Date (DD/MM/YY): 13-3-2017 | | |
| A. Information on Downstream Buyer Receiving Recyclable Throughputs | | |
| I (Recycler Staff) have confirmed that the recyclable products written in part B have been handed over to following collector, and the information in part A and B is true and correct. | | |
| Collector Name : | Sunshine Metal Company Limited | |
| Collector Address : | 6 Wang Chiu Road, Kowloon Bay, Kowloon, Hong Kong | Tel : 22262843 |
| Collector Staff Name: (if Applicable) | Wong Tin Choi | Collector Staff Signature (if Applicable): Wong |
| Recycler Staff Name: | Lui Tak Chiu | Recycler Staff Signature: Lui |
| B. Information on Recyclable Throughputs | | |
| (I) Type of Recyclable Throughput | (II) Delivery Quantity | (III) Transaction/ Selling Price (HK dollars) |
| 1. Compacted Aluminum Cans | 1,200 (KG/Tonnes/Liters) | 14,400 |
| 2. Baled Steel Bar | 2,500 (KG/Tonnes/Liters) | 2,500 |
| 3. Bronze | 330 (KG/Tonnes/Liters) | 10,560 |
| 4. Copper | 220 (KG/Tonnes/Liters) | 9,460 |
| 5. Antimony | 330 (KG/Tonnes/Liters) | 3,630 |
| 6. Ferrous Metals & Steel | 920 (KG/Tonnes/Liters) | 5,520 |

Notes:

1. Recycler can revise this form and expand the table based on its operation and the approved Recycling Fund project.
2. Recycler shall indicate the 'opening stock' carried forward from the preceding period at the beginning of each month and provide the 'closing stock' by the end of each month. The 'closing stock' will then be the 'opening stock' for the next period.
3. Recycler shall fill in its daily operation by each type of recyclable or recycled product in each row. (Please refer to the sample.)
4. Please use standard weight unit (eg. kg, tonne) to complete the form.

Month for Record (MM/YY) :

[illegible]

- Remarks : 1. The recycler can revise this form in accordance with its operation and approved recycling fund project.
2. Recyclers may fill in a month's inventory at the beginning of each month and settle at the end of each month to complete the balance.
This has also become the starting stock for the next month.
3. Recyclers may fill in the operating records of the same day on each line according to each type of recyclable or recycled product (please refer to the sample)
4. Please complete the form with same weight units , eg. Kg/ Tonnes

SAMPLE

Record Month (MM/YY) : Mar-17

| Date | Daily Total (Please circle the weight units that used, Kg / Tonne/ Others:) | | | | | | | | | | Remarks |
|-----------------|---|---------------------|--------------------------------------|--|----------------------------|-----------------------------|-------------------|---|-------------------------------------|------------------|---------|
| | Collection | | | | Production/ Delivery | | | | | | |
| | Type of Recyclables | Collection Quantity | Transaction/ Buy Amount (HK dollars) | Recyclable Collection Record Number (Appendix 1A & 1B) | Type of Recyclable Product | Production Capacity/ Yield? | Delivery Quantity | Transaction/ Selling Price (HK dollars) | Delivery Record Number (Appdenix 2) | Residue Quantity | |
| Starting Stocks | | | | | Baled Paper | 300 | | | | | |
| | | | | | Ferrous Metals | 170 | | | | | |
| | | | | | Aluminum Cans | 0 | | | | | |
| | | | | | Bronze | 0 | | | | | |
| | | | | | Copper | 0 | | | | | |
| | | | | | Antimony | 0 | | | | | |
| | | | | | Electrical Appliances | 270 | | | | | |
| 1/3/2017 | Ferrous Metals | 150 | 120 | BC1703001 | | | | | | | |
| 2/3/2017 | Electrical Applian | 40 | 260 | BC1703002 | | | | | | | |
| | Paper | 300 | 240 | BW1703001 | | | | | | | |
| 3/3/2017 | Aluminum Cans | 150 | 1275 | BW1703002 | | | | | | | |
| | Paper | 270 | 216 | BW1703003 | | | | | | | |
| | Ferrous Metals | 500 | 400 | BC1703003 | | | | | | | |
| | Antimony | 75 | 525 | BC1703003 | | | | | | | |
| 4/3/2017 | Paper | 500 | 400 | BW1703004 | Baled Paper | 1370 | 1370 | 1370 | SC1703001 | | |
| 7/3/2017 | Antimony | 75 | 525 | BC1703004 | | | | | | | |
| | Aluminum Cans | 200 | 1700 | BC1703004 | | | | | | | |
| | Paper | 130 | 104 | BW1703005 | | | | | | | |
| | | | | | | | | | | | |

XX Recycle Company Limited
Monthly Recycling Operation Record

| Date | Daily Total (Please circle the weight units that used, Kg / Tonne/ Others:) | | | | | | | | | | Remarks |
|-----------|---|---------------------|--------------------------------------|--|----------------------------|-----------------------------|-------------------|---|-------------------------------------|------------------|---------|
| | Collection | | | | Production/ Delivery | | | | | | |
| | Type of Recyclables | Collection Quantity | Transaction/ Buy Amount (HK dollars) | Recyclable Collection Record Number (Appendix 1A & 1B) | Type of Recyclable Product | Production Capacity/ Yield? | Delivery Quantity | Transaction/ Selling Price (HK dollars) | Delivery Record Number (Appdenix 2) | Residue Quantity | |
| 8/3/2017 | Ferrous Metals | 1200 | 960 | BC1703005 | | | | | | | |
| | Paper | 510 | 408 | BW1703005 | | | | | | | |
| | Electrical Appliances | 330 | 2145 | BC1703006 | | | | | | | |
| | Bronze | 150 | 3750 | BC1703006 | | | | | | | |
| | Copper | 50 | 1750 | BC1703006 | | | | | | | |
| | Antimony | 40 | 280 | BC1703006 | | | | | | | |
| | Aluminum Cans | 380 | 3230 | BC1703006 | | | | | | | |
| 9/3/2017 | Aluminum Cans | 410 | 3485 | BW1703006 | | | | | | | |
| | Ferrous Metals | 80 | 64 | BC1703007 | | | | | | | |
| | Paper | 195 | 156 | BW1703006 | | | | | | | |
| | Electrical Appliances | 230 | 1495 | BC1703008 | | | | | | | |
| | Bronze | 80 | 2000 | BC1703008 | | | | | | | |
| | Copper | 10 | 350 | BC1703008 | | | | | | | |
| | Antimony | 25 | 175 | BC1703008 | | | | | | | |
| | | | | | | | | | | | |
| 10/3/2017 | Aluminum Cans | 60 | 510 | BW1703009 | | | | | | | |
| | Ferrous Metals | 400 | 320 | BC1703009 | | | | | | | |
| | Paper | 700 | 560 | BW1703010 | Baled Paper | 1535 | 1535 | 1535 | SC1703002 | | |
| | Electrical Appliances | 430 | 2795 | BC1703009 | | | | | | | |
| | Bronze | 70 | 1750 | BC1703010 | | | | | | | |
| | Copper | 140 | 4900 | BC1703010 | | | | | | | |
| | Antimony | 85 | 595 | BC1703010 | | | | | | | |
| 13/3/2017 | Paper | 750 | 600 | BW1703007 | | | | | | | |
| | | | | | Compacted Aluminum Cans | 1200 | 1200 | 14400 | SC1703003 | | |

XX Recycle Company Limited
Monthly Recycling Operation Record

| Date | Daily Total (Please cicle the weight units that used, Kg / Tonne/ Others:) | | | | | | | | | | Remarks |
|-----------|--|---------------------|--------------------------------------|--|--------------------------------|-----------------------------|-------------------|---|-------------------------------------|------------------|---------------------------------|
| | Collection | | | | Production/ Delivery | | | | | | |
| | Type of Recyclables | Collection Quantity | Transaction/ Buy Amount (HK dollars) | Recyclable Collection Record Number (Appendix 1A & 1B) | Type of Recyclable Product | Production Capacity/ Yield? | Delivery Quantity | Transaction/ Selling Price (HK dollars) | Delivery Record Number (Appdenix 2) | Residue Quantity | |
| | | | | | Steel Bar | 2500 | 2500 | 2500 | SC1703003 | | |
| | | | | | Ferrous metal 、 wire and steel | 920 | 920 | 5520 | SC1703003 | 300 | From Electrical Appliances |
| | | | | | Bronze | 330 | 330 | 10560 | SC1703003 | | 30kg from Electrical Appliances |
| | | | | | Copper | 220 | 220 | 9460 | SC1703003 | | 20kg from Electrical Appliances |
| | | | | | Antimony | 330 | 330 | 3630 | SC1703003 | | 30kg from Electrical Appliances |
| 14/3/2017 | Antimony | 25 | 175 | BC1703011 | | | | | | | |
| | Paper | 200 | 160 | BW1703008 | | | | | | | |
| | Ferrous Metals | 300 | 240 | BW1703008 | | | | | | | |
| 15/3/2017 | Paper | 500 | 400 | BW1703009 | | | | | | | |
| | Antimony | 80 | 560 | BC1703012 | | | | | | | |
| 16/3/2017 | Paper | 450 | 360 | BW1703010 | | | | | | | |
| | Antimony | 20 | 140 | BC1703013 | | | | | | | |
| | Ferrous Metals | 600 | 480 | BC1703014 | | | | | | | |
| | Electrical Appliances | 650 | 4225 | BW1703016 | | | | | | | |
| | Bronze | 40 | 2000 | BC1703015 | | | | | | | |
| | Copper | 80 | 2800 | BC1703015 | | | | | | | |
| | Aluminum Cans | 155 | 1317 | BC1703015 | | | | | | | |
| 17/3/2017 | Paper | 700 | 560 | BW1703011 | | | | | | | |
| 18/3/2017 | Electrical Appliances | 600 | 3900 | BW1703012 | | | | | | | |
| | Aluminum Cans | 250 | 2125 | BW1703012 | | | | | | | |
| 20/3/2017 | Paper | 900 | 720 | BW1703013 | | | | | | | |
| | Aluminium Cans | 350 | 2975 | BW1703013 | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

XX Recycle Company Limited
Monthly Recycling Operation Record

| Date | Daily Total (Please cicle the weight units that used, Kg, Tonne/ Others:) | | | | | | | | | | Remarks |
|---|--|---------------------|--------------------------------------|--|----------------------------|-----------------------------|-------------------|---|-------------------------------------|------------------|-----------------------------------|
| | Collection | | | | Production/ Delivery | | | | | | |
| | Type of Recyclables | Collection Quantity | Transaction/ Buy Amount (HK dollars) | Recyclable Collection Record Number (Appendix 1A & 1B) | Type of Recyclable Product | Production Capacity/ Yield? | Delivery Quantity | Transaction/ Selling Price (HK dollars) | Delivery Record Number (Appdenix 2) | Residue Quantity | |
| 22/3/2017 | Ferrous Metals | 280 | 224 | BW1703014 | | | | | | | |
| | Paper | 330 | 264 | BW1703014 | | | | | | | |
| 23/3/2017 | Ferrous Metals | 500 | 400 | BW1703015 | | | | | | | |
| | Paper | 300 | 240 | BW1703015 | | | | | | | |
| 24/3/2017 | Ferrous Metals | 500 | 400 | BW1703016 | | | | | | | |
| | Paper | 600 | 480 | BW1703016 | | | | | | | |
| 27/3/2017 | Aluminum Cans | 600 | 5100 | BW1703017 | | | | | | | |
| | Paper | 2500 | 2000 | BW1703017 | | | | | | | |
| 28/3/2017 | Antimony | 350 | 2450 | BC1703016 | | | | | | | |
| | Paper | 2700 | 2160 | BW1703018 | | | | | | | |
| 31/3/2017 | Aluminum Cans | 370 | 3145 | BW1703019 | Compacted Aluminum Cans | 1355 | 1355 | 16260 | SC1703004 | | |
| | | | | | Antimony | 475 | 475 | 5225 | SC1703004 | | |
| | | | | | Baled Paper | 9930 | 9930 | 9930 | SC1703005 | | |
| Monthly collection, production and delivery Total | Paper | 12535 | 10028 | | Baled Paper | 12535 | 12835 | 12835 | | | |
| | Aluminum Cans | 2925 | 24862 | | Aluminum Cans | 2925 | 2555 | 30660 | | | |
| | Ferrous Metals | 4510 | 3608 | | Steel Bar | 4680 | 2500 | 2500 | | | |
| | Electrical Applicances | 2280 | 14820 | | Ferrous Metals & Steel | 2170 | 920 | 5520 | | 300 | From Electrical Applicances |
| | Bronze | 340 | 9500 | | Bronze | 370 | 330 | 10560 | | | 30 KG from Electrical Applicances |
| | Copper | 280 | 9800 | | Copper | 300 | 220 | 9460 | | | 20 KG from Electrical Applicances |
| | Antimony | 775 | 5425 | | Antimony | 805 | 805 | 8855 | | | 30 KG from Electrical Applicances |

| Date | Daily Total (Please cicle the weight units that used, Kg / Tonne/ Others:) | | | | | | | | | | Remarks |
|---------------|--|---------------------|--------------------------------------|--|----------------------------|-----------------------------|-------------------|---|-------------------------------------|------------------|---------|
| | Collection | | | | Production/ Delivery | | | | | | |
| | Type of Recyclables | Collection Quantity | Transaction/ Buy Amount (HK dollars) | Recyclable Collection Record Number (Appendix 1A & 1B) | Type of Recyclable Product | Production Capacity/ Yield? | Delivery Quantity | Transaction/ Selling Price (HK dollars) | Delivery Record Number (Appdenix 2) | Residue Quantity | |
| Stock Balance | | | | | Baled Paper | 0 | | | | | |
| | | | | | Aluminum Cans | 370 | | | | | |
| | | | | | Ferrous Metals | 2180 | | | | | |
| | | | | | Electrical Appliances | 1250 | | | | | |
| | | | | | Bronze | 40 | | | | | |
| | | | | | Copper | 80 | | | | | |
| | | | | | Antimony | 0 | | | | | |

Employee Payroll Record

Note: Should the recycler have the relevant records containing the information covered in this form, it is not necessary to fill in this form.

For the sake of personal privacy, employer shall establish a separate payroll record for each employee.

I, on behalf of _____, based on the approved recycling fund project (Ref. No. : _____), employed the following staff and paid the corresponding salary to assist the implementation of this project:

Name of Employee: _____

| Work Month (MM/YY) | Full time/ Part time | Working Hours | Salary Amount | Salary Disbursement Method | Date of salary Disbursement | Employee Signature | Remark |
|-----------------------|-------------------------|---------------|---------------|-------------------------------|--------------------------------|-----------------------|--------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Company Chop: _____ Date: _____

Name of Project Coordinator: _____ Signature of Project Coordinator: _____

Employee Payroll Record

SAMPLE

Note: Should the recycler have the relevant records containing the information covered in this form, it is not necessary to fill in this form.

For the sake of personal privacy, employer shall establish a separate payroll record for each employee.

I, on behalf of, XX recycle Company limited, based on the approved recycling fund project (Ref. No. :ESP-1617-011), employed the following staff and paid the corresponding salary to assist the implementation of this project:

Name of Employee: Lui Tak Chiu

| Work Month (MM/YY) | Full time/ Part time | Working Hours | Salary Amount | Salary Disbursement Method | Date of salary Disbursement | Employee Signature | Remark |
|-----------------------|-------------------------|---------------|---------------|-------------------------------|--------------------------------|-----------------------|--------|
| 01/2017 | Full time | 45 hour/ week | \$12,000 | Cheque | 27/1/2017 | Lui | NA |
| 02/2017 | Full time | 45 hour/ week | \$12,000 | Cheque | 28/1/2017 | Lui | NA |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Company Chop: XX Recycle Company limited

Date: 2-3-2017

Name of Project Coordinator: Chan Ming Tak

Signature of Project Coordinator: Chan

XX Recycling Company Limited
Summary Table for Procured Equipment / Service

Record Period: _____

According to recycling fund project (Project No.: _____) , purchased items as following:

| | Equipment / Scope of Services | Name of Supplier (Quotation No.) | Date of Equipment / Service Delivery | Unit Price (HK\$) | Quantity | Subtotal (HK\$) | Other Quotation Received (Including Company Name, Price Offered and Quotation Number (If Applicable)) |
|----------------------|----------------------------------|-------------------------------------|---|----------------------|----------|--------------------|---|
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |
| 5. | | | | | | | |
| TOTAL (HK\$): | | | | | | | |

XX Recycling Company Limited
Summary Table for Procured Equipment / Service

SAMPLE

Record Period: 02/2016 – 02/2017

According to recycling fund project (Project No.: ESP-1617-011), purchased items as following:

| | Equipment / Scope of Services | Name of Supplier (Quotation No.) | Date of Equipment / Service Delivery | Unit Price (HK\$) | Quantity | Subtotal (HK\$) | Other Quotation Received (Including Company Name, Price Offered and Quotation Number (If Applicable)) |
|----------------------|----------------------------------|---|---|----------------------|----------|--------------------|---|
| 1. | weighbridge | Toshima Limited (S1-01) | 02/03/2016 | \$190,000 | 1 | \$190,000 | 1. Machine A Co. Ltd. (S1-02) Quoted Price: \$195,000 2. Machine B Co. Ltd (S1-03) Quoted Price: \$210,000 |
| 2. | Metal Cages | Kwun Kee Company Limited (S2-01) | 05/04/2016 | \$1,000 | 5 | \$5,000 | 1. Chan Kee Company Limited (S2-02) Quoted Price: \$6,000 |
| 3. | Crusher | Pixman Limited (S3-01) | 06/03/2016 | \$80,000 | 1 | \$80,000 | 1. Machine C Co. Ltd. (S3-02) Quoted Price: \$90,000 2. Machine C Co. Ltd. (S3-03) Quoted Price: \$85,000 |
| 4. | | | | | | | |
| 5. | | | | | | | |
| TOTAL (HK\$): | | | | | | 275,000 | |