

此申請書範本內容純屬虛構，
只為申請者填寫時作參考

秘書處專用 (Official Use Only)	
收到日期 Date of Receipt	
申請編號 Application No	RSB-

回收基金 The Recycling Fund

行業支援計劃 Industry Support Programme (ISP)

特邀項目—支援住宅樓宇採用智能回收箱技術以收集及回收廚餘

Solicitation Theme on Supporting Residential Buildings in Adopting Smart Bins Technology in Food Waste Collection and Recycling (RSB)

申請表格 Application Form

甲部：申請者資料¹

Section A – Particulars of the Applicant¹

- 申請者名稱 (如由物業管理公司代表居民組織申請，請填寫物業管理公司名稱)
Name of the Applicant (Please fill in the name of the property management company if PMC is applying on behalf of the residents' organisation) :
ABC Property Management Services Limited (英文 English)
甲乙丙物業管理服務有限公司 (中文 Chinese)
- 住宅樓宇/屋苑名稱
Name of Residential Building/Housing Estate:
Ten Yen Gardens (唐人花園)
- 住宅樓宇/屋苑地址
Address of Residential Building/Housing Estate:
香港西環唐人街1號唐人花園

申請者可以提供 貴屋苑的公契或居民組織的會議記錄，以證明其非利潤分配性質。

¹ 申請者必須是非分配利潤組織，同時是法定機構或根據香港特別行政區的法例下註冊的組織。請提供機構註冊證明文件副本。如物業管理公司代表屋苑居民團體提出申請，請提供居民團體授權及承諾書正本及有關的居民團體會議記錄。

The Applicant must be a non-profit-distributing organisation, and must be either a statutory organisation or an organisation registered under the laws of the Hong Kong Special Administrative Region. Please provide a copy of the registration document of the organisation. If property management company applies on behalf of the residents' organisation of the estate, please provide the original copy of the Authorisation and Undertaking Letter from the residents' organisation and a copy of the relevant minutes of meeting of the residents' organisation.

4. 申請者地址
Applicant Address: 香港九龍灣運財道 10 號 運財商業大廈 7 樓全層
5. 通訊地址 (若與上述地址不同)
Mailing Address (If different from above): 不適用
6. 電話 Telephone Number : (852) 2345 6789
7. 傳真 Fax Number : (852) 2345 6780
8. 電郵 Email Address : tgardens@abcpms.com.hk
9. 申請組織成立或註冊的條例 (如申請者是業主立案法團或物業管理公司)
Ordinance under which the Applicant is Established or Registered (if the Applicant is the Incorporated Owners, Owners' Corporation or property management company): 建築物管理條例/ 商業登記條例#
Building Management Ordinance/ Business Registration Ordinance#
10. 登記號碼 (如適用)
Registration No (if applicable): 87654321

須與「商業登記證」上的地址相同

不適用

(852) 2345 6789

(852) 2345 6780

tgardens@abcpms.com.hk

建築物管理條例/ 商業登記條例#

Building Management Ordinance/ Business Registration

Ordinance#

87654321

只須填寫「商業登記證」上的首 8 位數字

#請刪去不適用者 Please delete as inappropriate

12. 申請者的相關活動經驗及記錄

Experience and record of the applicant in organising related activities

Project Title 項目名稱：	Project Descriptions * 項目詳情*：	Project Duration 項目推行期：	Project Amount 項目金額： (港幣 HK\$)
盤菜兜回收重用計劃	與環保團體合作，收集住戶清洗乾淨的盤菜容器。捐贈社區餐廳、動物保護中心重用，或回收。	2/2021	\$0
“回收有賞”活動	與政府的社區回收承辦商合作，連續4個周末在屋苑平台擺放有獎賞的回收站，鼓勵住戶“八式回收”。	6-7/2022	\$0

若申請組織非項目的主辦機構，請註明申請組織在該項目的角色。If the applicant organisation was not the major organiser, please indicate the roles of the applicant organisation.

如空間不足，請於表內插入更多行列。Please insert more rows to the table if the space provided is not sufficient.

13. 執行項目的主要成員 Key Members of the Project Team

(請提交項目統籌人、副項目統籌人、主要管理成員及技術人員的簡歷)

(Please enclose the curriculum vitae of the project coordinator, deputy project coordinator and key management and technical staff of the applicant organisation)

(A) 項目統籌人 Project Coordinator		(B) 副項目統籌人 Deputy Project Coordinator	
姓名(英文) Name (English) :	(Mr/Ms/Prof/Dr) [#] CHAN Tai Man	姓名(英文) Name (English) :	(Mr/Ms/Prof/Dr) [#] WONG Siu Mei
姓名(中文) Name (Chinese) :	陳大文 (先生/女士/教授/博士) [#]	姓名(中文) Name (Chinese) :	黃小美 (先生/女士/教授/博士) [#]
公司/機構 Company/ Organisation :	甲乙丙物業管理服務有限公司	公司/機構 Company/ Organisation :	甲乙丙物業管理服務有限公司
職位 Post Title :	經理	職位 Post Title :	高級主任
電話 Tel No. :	23456777	電話 Tel No. :	23456788
手提電話 Mobile Phone No. :	61234567	手提電話 Mobile Phone No. :	91234568
傳真 Fax No. :	23456780	傳真 Fax No. :	23456780
電郵 Email Address :	tm.chan@abcpms.com. hk	電郵 Email Address :	chris.wong@abcpms.com. hk

[#] 請刪去不適用者 Please delete as inappropriate

乙部：項目內容 Section B – Project Details

請在適當的空格內填上「☑」號

Please put a “☑” in the appropriate boxes

- 項目為期 (月)² 48
Project Duration (months)² :
- 開始日期(日/月/年) 01/01/2023 (TBC)
Commencement Date (dd/mm/yyyy) :
- 完結日期(日/月/年) 31/12/2026 (TBC)
Completion Date (dd/mm/yyyy) :
- 申請資助金額³ 694,700.00 (港幣 HK\$)
Amount of Funding Sought³ :
- 項目計劃 Project Plan

請知悉項目開始日期應為項目獲批後，協議書的簽約日為準。在申請期間，申請表內的項目執行期只屬參考，並加上 (TBC) 以資識別。

須與「乙部：第9項」及預算計劃的金額一致

請根據「回收基金特選項目—支援住宅樓宇採用智能回收箱技術以收集及回收廚餘申請指引」及「行業支援計劃申請指引」提供下列詳細資料

Please provide the following information of the project in details with reference to the Guide to Application for the Recycling Fund (Industry Support Programme) and the Guidance Notes: A Theme-based Scheme on Supporting Residential Buildings in Adopting Smart Bins Technology in Food Waste Collection and Recycling.

(a) 物業管理公司 (物管公司) 名稱 Name of Property Management Company (PMC)	甲乙丙物業管理服務有限公司
(b) 住宅樓宇總座數 Total number of blocks in the residential building complex / housing estate	10
(c) 住戶/單位總數 Total number of households / flats	1200

² The minimum duration of a project is 24 months (including 6 months of preparation works), and the maximum is 48 months.

³ 申請資助金額須與乙部第9節內提供的項目總開支計算的金額一致。Amount of funding sought needs to coincide with the total project cost in item 9 of Section B.

<p>(d) 預計參與住戶數目（必須為每一個智能回收箱提供至少 200 伙參與住戶的支持證明）–請同時按附錄 1 的格式提交已表示有意參與的住戶名單</p> <p>Anticipated number of participating households (minimum 200 households per smart bin) – Please also submit, using the form in Appendix 1 as a template, a list of households which have expressed interest in participating in this project</p>	<p><input checked="" type="checkbox"/> 已提供住戶名單 List of households Provided</p> <p>參與住戶數目 Number of participating households : <u> 400 </u></p> <p>購買家用廚餘器皿 : <u> 400 </u> 個</p> <p>Purchase Household Food waste container: <u> 400 </u> pcs</p>
<p>(e) 建議安裝智能回收箱數量</p> <p>Proposed number of smart bin(s)</p>	<p>2</p>
<p>(f) 智能回收箱安裝位置–請同時提供相片及顯示智能回收箱建議擺放位置的屋苑佈局圖，並標示必要的基礎設施（例如電源位置、臨時存儲位置等）</p> <p>Location(s) of smart bin(s) to be installed – Please also provide photo(s) and layout plan(s) showing location(s) of the smart bin(s) with indication of essential infrastructure support (e.g. power source, temporary storage, etc.)</p>	<p><input checked="" type="checkbox"/> 已提供相片及屋苑佈局圖 Photos and layout plan provided</p>
<p>(g) 建議使用標準 120L 回收箱數量（俗稱“紫色桶”，每個尺寸為 550mm 長 × 480mm 寬 × 940mm 高）</p> <p>Proposed number of standard 120L bins (also known as “purple bins”, each with dimensions 550mm (L) × 480mm (W) × 940mm (H))</p>	<p>8</p>
<p>(h) 紫色桶臨時存放位置–請同時提供相片及在屋苑佈局圖標示其位置</p> <p>Temporary storage for purple bins – Please also provide photo(s) and indicate the location(s) in the layout plan(s)</p>	<p><input checked="" type="checkbox"/> 已提供相片及屋苑佈局圖 Photos and layout plan provided</p>
<p>(i) 廚餘處理方面，請確認是否需要政府運送廚餘至 O·PARK1 作妥善處理，以及提供車輛到達收集廚餘的位置。否則請提供關於廚餘將如何得到妥善處理的資料。</p> <p>For food waste treatment, please confirm whether food waste collection by the Government to O·PARK1 for proper treatment is required, and provide the location for food waste collection by the vehicles. Otherwise, please provide information on how the collected food waste will be treated properly.</p>	<p><input checked="" type="checkbox"/> 由政府運送 Collection by the Government</p> <p><input type="checkbox"/> 自行安排，請提供詳情 Collection arranged by the Residential Estate, please provide the details : _____</p>

回收基金為每 200 個參與住戶的支持提供 1 部智能廚餘回收箱

建議將智能回收箱放在人流較多、自然通風、半露天的地點。

一般建議每部智能回收箱配四個 120L 回收箱

屋苑應優先考慮由政府運送

<p>(j) 居民收集廚餘的細節安排（如廚餘車收集點數量（請同時提供相片及顯示收集點建議位置的屋苑佈局圖）、收集時間等；如需政府安排廚餘車運走居民收集到的廚餘，申請者須與政府磋商以確定廚餘車每天之收集時間）</p> <p>Details of food waste collection arrangement for residents (such as no. of Collection Point(s) by food waste collection truck (please provide photo(s) and indicate the location(s) in the layout plan(s)), collection hours, etc.; if food waste collection by the Government vehicles is required, the applicant will have to make further arrangements with the Government to confirm the daily collection schedule)</p>	<p>廚餘車收集點數量 No. of Collection Point(s) by food waste collection truck : _____1_____</p> <p><input checked="" type="checkbox"/> 已提供相片及屋苑佈局圖 Photos and layout plan were provided</p> <p>居民廚餘收集時間 Residents' food waste collection time : _____24 hours_____</p>
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(k) 推廣計劃（教育和招募參與住戶）

Promotion plan (to educate and recruit participating households)

Date/Period 日期／時期	Activity Name and Content 活動名稱及內容	Venue 地點	Expected Number of Households 預計參加戶數
每年一次	向所有住戶發放宣傳單張，鼓勵住戶使用智能回收箱	各座	1200
每年一次	舉辦周末宣傳教育攤位，教育住戶正確回收廚餘及注意事項	屋苑平台 (近正門)	1200

如空間不足，請於表內插入更多行列。Please insert more rows to the table if the space provided is not sufficient.

- (l) 從項目獲得的好處如何在項目結束後延續？（請描述該項目長期的影響，如與各方建立的合作關係）
Continuity of the benefits derived from the project after the project period? (Please describe the long lasting effect of the project such as established collaborations with various parties)

本項目期望推動住戶養成廚餘回收習慣，同時灌輸惜食減廢概念及提高住戶對於回收的責任感。

6. 項目團隊能力 Project Team Capabilities

- (a) 有關承接項目的技術和運作能力的資料（請提供技術和運作能力的詳情/記錄，如過去的相關經驗及工作人員的相關資歷、物業管理經驗、與住戶關係、廢物回收或廚餘回收相關工作等）

Information on the technical and operational capability to undertake the project (Please provide details on technical and operational capability such as track record, relevant past experience, relevant qualification of the staff, property management experience, relationship with residents, work related to waste recycling or food waste recycling, etc.)

甲乙丙物業管理服務有限公司團隊為唐人花園提供物業管理服務超過 20 年，自 2005 年起陸續為住戶提供紙張、塑膠、金屬、玻璃樽、舊衣、充電池等回收服務，多年來深受住戶及業主委員會支持。近年舉辦的回收及升級再造等活動亦得到住戶踴躍參與。

團隊期望將回收服務擴展至廚餘回收亦能得到居民熱烈支持。

- (b) 對項目的管理能力和承諾的資料（請提供有關管理能力的詳細資料，如項目管理、資源和人手、ISO 認證等）

Information on the management capability and commitment to undertake the project (Please provide details on management capability such as project governance, resources and manpower to deliver the project, ISO certification, etc.)

甲乙丙物業管理服務有限公司獲得 ISO 14001 及 ISO 9001 國際認證。

項目正、副統籌人在屋苑服務多年，熟悉屋苑運作。

詳情請參閱附件。

- (c) 財務狀況和承接項目的能力的資料（請提供資料，包括項目估計的現金流、預留的項目開支及其他資金來源及金額、實物資助等開支。申請者需要提供本年度/上年度最新的經審計帳目/財務報表及銀行賬單，及本年度最近一個月/一季未經審計帳目/財務報表等）

Information on the financial status and ability to undertake the project (Please provide information including the estimated cash flow for the project, the amount reserved to deliver the project, other source of funding, in-kind contribution, etc. The Applicant have to provide the current-year/last-year audited accounts/financial statements, bank statements, and the latest month/quarter unaudited accounts/financial statements, etc.)

請參閱屋苑的最新年度經審計帳目及銀行月結單。

7. 實施計劃 Implementation Plan

主要措施或活動 Major measures or activities	開始日期 Commencement date	完結日期 Completion date
前期工作 (第 1 至 3 個月) Preparation work (Months 1 - 3)	01/01/2023 (TBC)	31/03/2023 (TBC)
推廣活動 (教育和招募參與住戶) (第 1 至 48 個月) Promotion activities (to educate and recruit participating households) (Months 1 - 48) 招募參與住戶數目: 400 戶 Number of Households Recruited:	01/01/2023 (TBC)	31/12/2026 (TBC)
廚餘回收活動 (第 4 至 48 個月) Food waste recovery activities (Month 4 - 48) 每日廚餘收集重量: 0.8 公斤 x 400 參與住戶 = 320 公斤 Weight of Food Waste Collected (daily): 0.8kg x 400 participating households = 320 kg	01/04/2023 (TBC)	31/12/2026 (TBC)

進行項目時須符合的要求

1. 申請者在租賃智能回收箱前，應事先徵得秘書處/環保署對智能回收箱型號的同意。
2. 智能回收箱應採用「綠綠賞」智能卡或「綠綠賞」手機應用程式進行用戶識別。
3. 申請人應保持智能回收箱的衛生，並盡量減少停機時間。
4. 申請者應預留合理的時間讓秘書處在所有宣傳材料出版之前作出審批。
5. 任何其他類型的宣傳活動，包括宣傳攤位和比賽活動，應經回收基金諮詢委員會或秘書處事先同意。
6. 智能回收箱（如果有顯示屏）應宣傳正確廚餘回收的信息。
7. 申請者須於進行宣傳活動前獲得回收基金諮詢委員會或秘書處同意。
8. 申請者應確保智能回收箱的外觀設計符合「智能廚餘回收箱外觀設計規格（只提供英文版本）」（可於回收基金網頁下載）的有關要求，並於印刷生產前獲秘書處/環保署的同意。

Requirements for conducting the project:

1. The applicant should obtain prior consent from the Secretariat/EPD on the smart bin model before renting the smart bins.
2. The Smart Bin should adopt GREEN\$ Smart Cards or GREEN\$ Mobile Applications for user identification.
3. The applicant shall keep the smart bins in a hygienic manner and minimise the downtime of the smart bins.

4. The applicant shall allow reasonable time for the Secretariat to review all promotion materials before publication.
 5. Any other types of promotion including promotion booths and competition shall be agreed upon by the RFAC or the Recycling Fund Secretariat.
 6. The smart bins shall promote the message of proper food waste recycling (if there is any display screen).
 7. The applicant should ensure the outlook design of smart bins fulfil the " Food Waste Smart Bins Surface Graphic Design Specification" (available for download on the Recycling Fund website) and obtain approval from the Secretariat/EPD before production.
8. 預算計劃 Budget Plan (請填寫及提交預算計劃 excel 表格，表格可於回收基金網頁下載 Please also fill in budget table of the excel form, the form could be downloaded in Recycling Fund website)

[^]備註 Remarks:

- (1) 設備及器械的規格應包括購買設備/器械種類、用途、處理量等資料。申請者亦須提供智能回收箱的規格 (例如：品牌和型號、容量、外部尺寸、耗電量等)。
Specifications should include the types, purpose and capacities of the equipment / machinery being purchased. Applicants should also provide proper specifications for smart bins (e.g. make and model, capacity, outside dimensions, utilities utility requirements, etc.).
- (2) 如該設備、器械或服務的預計費用超過 5,000 港幣，請提供一張報價予秘書處作參考。申請人應同時參考「回收基金」申請指引(行業支援計劃)第 3.5 項以了解更詳細的採購程序。
For the items with estimated expenditure of more than HK\$5,000, please provide one quotation to the Secretariat for reference. Applicants should refer to paragraph 3.5 of "Guide to Application for the Recycling Fund (Industry Support Programme)" for more detailed procurement procedure.
- (3) 企業須保留所有廚餘運送至回收設施的相關文件，以便秘書處能進行隨機檢查。
Applicant shall keep all the transaction records for delivery of food waste to recycling facilities and submit or make available all such supporting documents to the Secretariat upon request.
- (4) 申報「額外員工」、「推廣及教育活動」和「行政費用」開支時，需要提交相關證明文件，包括但不限於已具名工資單 (由收款人簽名)、收據、交貨單、聲明書等。文件副本須與進度報告或完工報告一起遞交，以作項目實際支出的證明。留意不許雙重索賠，即，已申報為「推廣及教育活動」的員工薪金不能再申報為「行政費用」，反之亦然。
Supplementary documents will be required when claiming expenses on "Additional workers", "Promotion and education activities" and on "Administrative overheads", including but not limited to named salary slips (signed by recipients), receipts, delivery notes, declaration forms, etc. Copies of such documents have to be submitted along with the progress reports or completion report in order to substantiate actual project expenditure. Please be reminded that double claims is not allowed, i.e. a staff member's salary expense claimed for "Administrative overheads" cannot be claimed again for "Promotion and education activities", and vice versa.
- (5) 每個智能回收箱系統的電費大概每月港幣 120 元，僅供參考。
Reference utilities cost per smart bin system is HK\$120/ month.

如該預算費用超過 5,000 港幣，請提供一張報價予秘書處作參考。

如申請者打算使用現有清潔承辦商去負責處理清潔事宜，請提供現時合約或向承辦商索取參考報價文件。

如申請者打算使用現有員工處理項目行政事宜，請 貴機構/屋苑提供現時員工薪金證明。

9. 建議款項發放時間表 Proposed plan for disbursement of payments
(請參閱行業支援計劃申請指引第 3.2 段及 4.2 段
Please refer to Clauses 3.2 and 4.2 of the Guide to Application (ISP))

須與「乙部：第 4 項」及
預算計劃的金額一致

	金額(港幣) Amount (HK\$)	百分比 (%)
首期撥款 (最高可達預計總核准資助金額的30%) Upfront payment (up to 30% of the estimated grant)	208,410	30%
第一次中期撥款 (將會根據接納的進度報告、年度審計帳目報表，在項目開展後每12個月發放中期撥款予申請者；中期撥款的上限為預計總核准資助金額的65%) 1 st Interim payment (up to 65% of the estimated grant, to be disbursed every 12 months after project commencement, and subject to the acceptance of the progress reports and the yearly audited account statements)	152,834	22%
第二次中期撥款 2 nd Interim payment	152,834	22%
第三次中期撥款 3 rd Interim payment	145,887	21%
終期撥款 Final payment	34,735	5%
總金額 Total	694,700	100%

如需更多次數的中期撥款，請擴充表格。Please extend the table if more number of interim payments are required.

10. 支持相關項目申請的其他資料(如有)
Other information in support of this Application (if any)

不適用

11. 請表明此申請是否另一獲批申請項目的延伸

Please indicate whether this Application is an extension of another approved project under the Recycling Fund

是 Yes

申請編號 Application No	審批結果 Vetting Result :	獲批資助金額(港幣) Approved Funding Amount (HK\$):
	<input type="checkbox"/> 獲批資助 Approved <input type="checkbox"/> 不獲批資助 Rejected <input type="checkbox"/> 審批中 Still under process	

如多於一個項目，請以附件提供相關資料。

Please provide project information as an attachment if more than 1 project.

否 No

12. 請確認此次是否重新提交先前向「回收基金」申請資助而被拒的申請？
Please confirm whether this Application is a re-submission of a previously rejected application under the Recycling Fund.

是 Yes

申請編號 Application No.	請說明本申請與該次申請的主要差異，並解釋這些差異如何回應回收基金諮詢委員會及/或政府在先前評審該次申請時所提的意見和關注 Please highlight the major differences between this Application and the previous one, and explain how the differences have addressed the comments made by the Advisory Committee on Recycling Fund and/or the Government in previous vetting

如多於一個項目，請以附件提供相關資料。

Please provide project information as an attachment if more than 1 project.

否 No

13. 申請組織就本申請項目或申請項目內的某些特定措施是否曾經/正在申請香港特區政府其他資助計劃的資助？

Please indicate 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?

是 Yes

申請編號 Application No	政府資助計劃名稱 Name of the Government Funding Scheme/Source:	審批結果 Vetting Result :	獲批資助金額(港幣) Approved Funding Amount (HK\$):
		<input type="checkbox"/> 獲批資助 Approved <input type="checkbox"/> 不獲批資助 Rejected <input type="checkbox"/> 審批中 Still under process	

如多於一個項目，請以附件提供相關資料。

Please provide project information as an attachment if more than 1 project.

否 No

14. 請申報任何涉及與負責回收基金的政府人員、回收基金諮詢委員會委員及/或秘書處成員的個人利益，包括直接或間接，涉及金錢或其他形式的利益，無論是否與本申請有實際上或觀感上產生利益衝突。

Please disclose any personal interests, direct or indirect, pecuniary or otherwise, with any officers of the government involved in the Recycling Fund, members of the Advisory Committee on Recycling Fund and / or members of the Secretariat that may give rise to any actual or perceived conflict of interests in connection with this application.

我沒有涉及任何與此申請有抵觸，直接或間接，涉及金錢或其他形式的個人利益。
I am not aware of any personal interests, direct or indirect, pecuniary or otherwise, in connection with this application.

我想申報以下個人利益
I would like to declare the following interests:

15. 申請企業在提交申請時，是否由現任香港生產力促進局理事會成員、或聯繫人士所擁有及/或控制？
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?

申請企業在提交申請時，**不是**由現任香港生產力促進局理事會成員、或聯繫人士所擁有及/或控制 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.

申請企業在提交申請時，由現任香港生產力促進局理事會成員、或聯繫人士所擁有及/或控制，請在下面填寫該香港生產力促進局理事會成員的全名 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:

丙部：申請者聲明 Section C – Declaration by the Applicant

本人謹代表 _____ 甲乙丙物業管理服務有限公司 _____，作出以下聲明：

- (一) 確認以上所申報及連同本申請書提交的所有資料，均屬真實及正確，並反映了截至提交申請書當日的真實情況。如果對上述資料有任何更改（尤其是提交申請後獲得其他來源的資助），我承諾立即通知秘書處；及
- (二) 擬推行的項目的意念不會對其他個人及／或團體的知識產權構成實質或潛在的侵權行為；及
- (三) 申請者須向政府賠償因該申請或項目而招致的一切損失、法律責任及申索。

I, on behalf of _____ ABC Property Management Services Limited _____, declare that

- (A) 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
- (B) 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
- (C) 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.

本人明白，倘有任何虛假聲明，可能會導致終止資助協議、退還已收取的基金撥款及面對刑事檢控。

本人授權政府和秘書處按照「回收基金申請指引」處理該申請提供的個人數據/資料（如適用）。我明白秘書處會保留本申請於回收基金的登記冊，並可能於登記冊/名錄內保留個人資料及於申請表內的其他資料。

本人必須根據要求，允許及配合政府和/或秘書處進行現場檢查和/或會議以確認本申請表所提供的資料，並須配合秘書處進行檢查和/或會議及提供所有文件/記錄以解釋任何事宜。

本人授權秘書處/政府在必要時，與其他部門/機構/人士/團體聯絡和溝通或提供本人提交的資料予他們，以確認申請的資料。

我明白如果本人申請獲得批准，會被要求與政府簽署包括條款及條件的協議。

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 containing the terms and conditions of the grant.

請簽署及蓋印：

如申請人是物業管理公司，請使用總公司的蓋章
如申請人是居民組織，請使用居民組織的蓋章。

Chan T.M.



陳大文

授權人士簽署及申請者印章
Authorised signature with organisation chop

簽署人姓名
Name of signatory

甲乙丙物業管理服務有限公司

經理

申請者名稱
Name of Applicant

職位
Post Title

15/12/2022

日期
Date

參與的住戶登記表 Participating Households Sign-up Sheet

住宅樓宇/屋苑名稱

Name of Residential Building/Housing Estate: _____

#	座 / 樓 / 室 Block / Floor / Flat	參與住戶名 (姓) Participating Household (Surname)	簽名 Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

貴機構/屋苑可以使用本登記表收集住戶的座/樓/室、姓名、簽名等，並作為申請表的附件提交。

如空間不足，請於表內插入更多行列。Please insert more rows to the table if the space provided is not sufficient

敬啟者：

授權及承諾書 (只提供中文版本)

回收基金「特邀項目—支援住宅樓宇採用智能回收箱技術以收集及回收廚餘」

本 ~~業主立案法團／業主委員會／業主組織／其他居民組織~~* (簡稱：居民組織)，(居民組織名稱) 唐人花園業主委員會，現授權(物業管理公司名稱) 甲乙丙物業管理服務有限公司 代表本居民組織及 (住宅樓宇/屋苑名稱*) 唐人花園 向回收基金申請「行業支援計劃的特邀項目—支援住宅樓宇採用智能回收箱技術以收集及回收廚餘」。本居民組織並且承諾，當申請獲批而項目一旦開展，在物業管理公司無法完成項目的情況下，本居民組織將會繼續進行該項目直至完成。

yy Li



請在簽署及蓋上居民組織的蓋章

居民組織主席簽署及

居民組織印章

居民組織主席姓名 (正楷) 李有容

日期 01/11/2022

*請刪除不適用者

(行業支援計劃 Industry Support Programme)

申請者須知 Notes for Applicant

1. 「回收基金(行業支援計劃)」(以下簡稱「行業支援計劃」)於二零一五年十月六日起開始接受申請。公開申請期初步訂為七年，但需視乎基金資助餘額及定期檢討結果而定。
The Industry Support Programme (ISP) of the Recycling Fund is open to application starting from 6 October 2015. The Recycling Fund will be open for application for seven years subject to funding balance and periodic review.
2. 回收基金為在香港註冊的非分配利潤組織、支援機構、專業團體或研究機構提供資助，協助它們推行非牟利項目以提升回收行業整體的操作能力和水平。The Recycling Fund provides funding support for Non-profit-distributing Organisations (NPOs), industrial support organisations and professional bodies or research institutes registered in Hong Kong to undertake non-profit making projects for enhancing the operational standards and productivity of the recycling industry.
3. 非分配利潤組織包括支援機構、工商組織、專業團體或研究機構，而該機構必須是法定機構或根據香港特別行政區法律成立或註冊的組織，皆有資格申請「回收基金(行業支援計劃)」。Any Non-profit-distributing Organisation operating as support organisations, trade and industrial organisations, professional bodies or research institutes, which shall either be statutory organisations or organisations registered under the laws of the Hong Kong Special Administrative Region, are eligible to apply for the Recycling Fund (Industry Support Programme).
4. 申請者應提供項目建議書，以協助提高香港回收行業的操作能力、處理量、效率、技能及回收行業的市場資訊。該項目建議書應提升回收行業整體的操作水平和生產力，有利於整個行業。Applicants should provide proposals to assist the recycling industry of Hong Kong in upgrading the overall capability, capacity, efficiency and skills as well as market information of the recycling industry. The proposal should lead to enhancement of the operational standards and productivity of the recycling industry and should benefit the industry as a whole.
5. 申請撥款獲批後，申請表格內部份資料將有機會被上載到回收基金網站，供公眾參閱。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.
6. 申請者可根據《個人資料(私隱)》條例 (第 486 章)，以書面形式向秘書處提出讀取及更改其於申請時提交的個人資料及其他相關資料。
Applicants have a right to request access to, and to request the correction of, the personal data and other related information the applicants supplied in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486). Such requests should be made in writing to the Secretariat.

7. 填寫申請表格前，請仔細閱讀「回收基金(行業支援計劃)」及「回收基金特邀項目—支援住宅樓宇採用智能回收箱技術以收集及回收廚餘」之申請指引(以下簡稱「申請指引」)。Please study the “Guide to Application for the Recycling Fund (Industry Support Programme) (the Guide to Application) and Guidance Notes: A Theme-based Scheme on Supporting Residential Buildings in Adopting Smart Bins Technology in Food Waste Collection and Recycling (Guidance Notes) carefully before completing the application form.
8. 如填寫特定資料的位置不足夠，請以附件提供相關資料。
Please use attachments if the space provided for a particular item is insufficient.
9. 有意提交「行業支援計劃」申請的組織須準備以下文件：
Organisations interested in applying for funding support under the Recycling Fund (Industry Support Programme) should prepare the following documents:
- (i) 已填妥的印刷本申請表格一份及一份電子複本(資料適宜以微軟 Word 格式儲存)；及 Completed Application Form in one hard copy and one soft copy (preferably in MS Word format); and
 - (ii) 申請表格「申請所需提交的文件」所列的文件副本。
Photocopies of the documents listed out in “Checklist of Supporting Documents Required for Application” of the Application Form.

請將以上文件郵寄或親身送交至回收基金秘書處(以下簡稱「秘書處」)(即香港生產力促進局)。

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.

地址：九龍塘達之路 78 號生產力大樓地下接待處

Address: Reception, G/F, HKPC Building, 78 Tat Chee Avenue, Kowloon, Hong Kong.

秘書處收到申請後，會向申請者發出認收通知。

Acknowledgement will be sent to the applicant upon receipt of an application by the Secretariat.

申請詳情可參閱「申請指引」，有關指引及申請表格可在「回收基金」的網頁下載。查詢可致電或電郵秘書處或親身到秘書處查詢。

For details about application, please refer to the Guide to Application and Guidance Notes. The Guide to Application, Guidance Notes 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.

地址 Address : 九龍達之路 78 號生產力大樓
HKPC Building, 78 Tat Chee Avenue, Kowloon, Hong Kong.
電話 Telephone : (852) 2788-5658
傳真 Fax : (852) 3187-4559
電郵 E-mail : enquiry@recyclingfund.hk
網頁 Website : www.recyclingfund.hk

10. 由非官方人士擔任主席及各個與促進減廢和回收有關的業界人士組成的回收基金諮詢委員會(以下簡稱「委員會」)，將參考秘書處的初步評審結果進行審批。委員會將提出是否通過審批的建議、獲批金額、資助的條款及細則等，以供政府考慮。

The Advisory Committee on Recycling Fund (RFAC) is chaired by a non-official and comprising non-official members drawn from different sectors relevant to the promotion of waste reduction and recycling, will further assess all applications having regard to the results of the initial assessment by the Secretariat. The RFAC will formulate its recommendations on the approval or otherwise of the applications, the amount to be supported and the terms and conditions for approving the funding, for consideration by the Government.

11. 委員會一般會召開會議以評審申請。秘書處將以書面通知申請者申請結果及將有關資料在回收基金網站上發布。

The RFAC will usually meet for assessing the applications. The Secretariat will inform the applicants of the outcome in writing and post successful applications onto the dedicated website.

12. 對所有申請、協議及項目的要求 Requirements of all applications, agreements and projects:

- (i) 即使申請機構與政府就項目簽訂的協議文件中有任何相反的規定，政府保留權利以申請機構曾經參與、正在參與或有理由相信申請機構曾經或正在參與可能導致或構成發生危害國家安全罪行的行為或活動為由，又或為維護國家安全，或為保障香港的公眾利益、公共道德、公共秩序或公共安全，剔除有關申請機構的申請資格。

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.

- (ii) 如果出現下列任何一種情況，政府可立即終止協議 the Government may immediately terminate the agreement upon the occurrence of any of the following events:

- 獲資助機構曾經參與或正在參與可能會構成或導致發生危害國家安全罪行或不利於國家安全的行為或活動;

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;

- 繼續委約申請機構或繼續推行項目將不利於國家安全；或

the continued engagement of the applicant organisation or the continued implementation of the project is contrary to the interest of national security; or

- 政府合理地相信上述任何一種情況將會發生。

the Government reasonably believes that any of the events mentioned above is about to occur.

申請所需提交的文件

Checklist of Supporting Documents Required for Application

請在以下適當的空格內填上「☑」，以確認文件副本將連同申請書一併向「回收基金秘書處」遞交。

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.

- 申請者之商業登記證副本(如適用)
Copy of the Business Registration Certificate of the Applicant (if applicable)
- 居民組織授權及承諾書
Authorization and undertaking letter from residents' organisation
- 公司註冊證書及公司章程副本（如申請者是業主立案法團）
Copy of the Certificate of Incorporation and Articles of Association (if the Applicant is the Incorporated Owners or Owners' Corporation)
- 項目統籌人、副統籌人、主要管理成員和技術人員的簡歷
Curriculum Vitae of the project coordinator, deputy project coordinator, key management and technical staff of the project team
- 申請者、業主委員會、業主組織或居民組織財務狀況的證明文件(包括而不限於：本年度/上年度最新的經審計帳目/財務報表及銀行賬單等)
Supporting documents of the financial status of the Applicant, Owners' Committee, Owners' organisation or residents' organization (including but not limited to: current-year/last-year audited accounts/financial statements, bank statements, and the latest month/quarter unaudited accounts/financial statements, etc.)
- 屋苑已購買的公眾責任保險文件
Public Liabilities Insurance documents bought for the housing estate
- 智能回收箱的技術規格/商品目錄
Technical Specifications / Product catalogue of smart bins
- 顯示智能回收箱、收集點及「紫色桶」建議擺放位置的照片及屋苑佈局圖，並標示所需的基礎設施（例如電源位置、臨時存儲位置等）
Photo(s) and layout plan(s) showing locations of the smart bins, collection point(s) and “purple bins” with indication of essential infrastructure support (e.g. power source, temporary storage, etc.)
- 已經登記的參與住戶名單
List of participating households
- 預算計劃的證明文件副本，如智能回收箱的報價等。
Copy of the documentary proof in support of the budget plan, such as quotation for the smart bins, etc.
- 其他 Others : _____