

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	RRSP-

回收基金 The Recycling Fund
(企業資助計劃 - 重置租金資助計劃)
(Enterprise Support Programme – Relocation Rental Support Project)
申請表格 Application Form

甲部：申請企業資料

Section A – Particulars of the Applicant

請在適當的空格內填上「✓」號
Please put a “✓” in the appropriate boxes

申請者須注意重置作業地點的
租賃協議簽訂日期，最早為遞交申請日期前3個月

1. 申請企業名稱
Name of Applicant: ABC Recycling Company Limited (英文 English)

甲乙丙回收有限公司 (中文 Chinese)

2. 公司地址 (與商業登記證地址相同)

Business Address (same as Business Registration address):

香港荃灣甲乙道子丑工業大廈1樓2號

3. 通訊地址(若與上述地址不同)

Mailing Address
(If different from above):

不適用

須與「商業登記證」上的地址相同

4. 電話 Telephone Number:

(852) 2345 6789

5. 傳真 Fax Number:

(852) 2345 6780

6. 電郵 Email Address:

abcrecycling@abcrecycling.com

只須填寫「商業登記證」上的
首8位數字

7. 商業登記號碼

Business Registration No:

12345678

8. 成立日期(日/月/年)

Date of Establishment
(day/month/year):

01/01/2000

須與「公司註冊處」上的記錄一致

9. 在香港聘用的僱員數目

Error! Bookmark not defined.1

Number of Employees in 全職
Hong Kong¹: Full Time:

10

兼職
Part Time: 5

10. 企業網頁(如有)

Website of the Applicant
(if any):

www.abcrecyclingcompany.com

11. 項目統籌人資料 Information of the Project Coordinator:

英文姓名及職
位

Mr./Mrs./Ms.[#]

English Name
and Title:

CHAN TAI MAN
(Director)

流動電話號碼

Mobile Phone

Number:

9876 5432

中文姓名及職
位

Chinese Name
and Title:

陳大文 先生/女士/小姐[#]
(董事)

電郵地址 E-

mail Address:

chantaiman@abcrecycling.com

12. 項目副統籌人資料(如適用)

Information of the Deputy Project Coordinator (If any):

英文姓名及職
位

Mr./Mrs./Ms.[#]

English Name
and Title:

不適用

流動電話號碼

Mobile Phone

Number:

中文姓名及職
位

Chinese Name
and Title:

先生/女士/小姐[#]

電郵地址 E-

mail Address:

¹ 聘用的僱員人數應包括積極參與企業業務的在職東主、合夥人及股東，以及企業的受薪員工，包括由有關企業直接支付薪酬的全職或兼職受薪僱員，其中包括長期或臨時聘用的員工。

The number of employees shall include individual proprietors, partners and shareholders actively engaged in the work of the applicant enterprise as well as salaried employees of the enterprise, including full-time or part-time salaried personnel directly paid by the enterprise, both permanent and temporary.

13. 合作公司/機構（如適用） Collaborating Company / Organisation(s) (If any)

合作公司/機構名稱 不適用 (英文English)

Name of Collaborating Company / Organisation : (中文Chinese)

地址 Address :

電話 Telephone Number : ()

傳真 Fax Number : ()

電郵 Email Address :

商業登記號碼

Business Registration No. :

成立年份 Year of Establishment :

在香港聘用的僱員數目 Number of Employees in Hong Kong:	全職 Full Time:	兼職 Part Time:
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合作公司/機構主要業務 Core Business of the Collaborating Company / Organisation :

負責人姓名及職位 Name & Title of the Responsible Person:

負責人流動電話號碼 Mobile Phone Number of the Responsible Person:

負責人電郵地址 E-mail Address of the Responsible Person:

項目中角色 Role in this project :

請刪去不適用者 Please delete as inappropriate

14. 申請公司的業務類別及性質 Business Sector and Nature of Applicant :

- ☒ 本地回收物料收集商
☒ Local Collector of Recyclables
- ☐ 本地回收物料加工處理商
☐ Local Reprocessor of Recyclables
- ☐ 本地回收物料再造商
☐ Local Recycler of Recyclables
- ☒ 廢物收集及處理
☒ Waste Collection and Disposal Operator
- ☒ 廢物管理設施營運商
☒ Waste Management Facilities Operator
- ☐ 回收物料進口商
☐ Importer of Recyclables
- ☐ 回收物料出口商
☐ Exporter of Recyclables
- ☐ 回收物料轉口商
☐ Re-exporter of Recyclables
- ☐ 其他 Others: _____ (請注明 Please specify)

15. 現時運作的回收物料種類資料 (於過去 12 個月)

Information on types of recyclables included under the current (in the past 12 months) operation:

主要處理的回收物料 (如紙、塑膠等)/ Key Recyclable Materials (e.g. paper, plastics, etc.)	每月大約回收數量 (噸) Estimated quantity per month (tonne)	本地收集 ² Collected Locally ²	本地回收 ³ Recycled Locally ³	進口 Import	本地出售 Sold Locally	出口 Export	轉口 Re-export
塑膠	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		請指明來源 Please indicate the source: 回收商舖 例如：丁戊回收有限公司 警務署，渠務署			請指明出路 Please indicate the outlet: 下游回收物料加工處理公司 例如：辛壬回收再造有限公司		
五金	20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		請指明來源 Please indicate the source: 回收商舖， 例如：丁戊回收有限公司			請指明出路 Please indicate the outlet: 下游回收物料加工處理公司 例如：辛壬回收再造有限公司		
玻璃	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		請指明來源 Please indicate the source: 建築公司 例如：己庚建築有限公司			請指明出路 Please indicate the outlet: 下游回收物料加工處理公司 例如：辛壬回收再造有限公司		

² 本地收集指提供回收物料收集服務，當中不包括前期處理如打包、分揀等工序。Collected locally refers to carry out collection activities and excluding pre-treatment process such as baling, sorting.

³ 本地回收指提供回收物料回收及/或再造工序，包括前期處理如打包、分揀等工序。Recycled locally refers to recycling activities and including pre-treatment process such as baling, sorting.

16. 企業形式 Form of Business [申請企業填寫 Applicable for applicant]

企業形式 Form of Business			姓名 Name (香港身份證/護照號碼 Hong Kong Identity Card / Passport No.)
<input type="checkbox"/>	獨資企業 Sole Proprietorship	東主 Owner	
<input type="checkbox"/>	合夥企業 Partnership	合夥人 All Partners	1) 2) 3)
<input checked="" type="checkbox"/>	有限公司 Limited Company*	股權者持有 ≥ 30% Individuals holding ≥ 30% shares	1) Chan Tai Man A123456(7) 2) LEE Siu Ming B987654(3)
<p>*如無個別持股量 ≥ 30% 者，請提供董事的姓名及資料。 If there is no individual holding 30% or more shares, please provide the name(s) and relevant information of the director(s).</p> <p>不適用</p>			
<p>如在申請當日或之前一年間公司變更資料 (例如: 股權者的變更等), 請提供相關資料及文件。 If there is any change of company status within one year before the date of application (such as: change of individuals shareholding, etc.), please provide relevant information and the supporting document.</p> <p>不適用</p>			
<p>請列出申請企業的「關聯人士」⁴ Please list any “related person” of the Applicant⁴:</p> <p>不適用</p>			

⁴ 有關「關聯人士」的定義請參考「回收基金」(企業資助計劃)申請指引第 3.1.3 及 3.1.4 段。
Please refer to paragraph 3.1.3 and 3.1.4 of the Guide to Application for the Recycling Fund (Enterprise Support Programme) for the meaning of “related person”.

項目開始日期須為以下的較後者：

(A)申請表格遞交翌日；(B)重置作業地點租賃起始日；或(C)正式搬遷至重置作業地點日。

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 relevant boxes

- 1 項目所需時間(月)⁵
Project Duration (months)⁵:
- 2 開始日期(日/月/年)
Commencement Date (day/month/year)
- 3 完結日期(日/月/年)
Completion Date (day/month/year)
- 4 項目總預算費用⁶
Total Estimated Project Cost⁶:
- 5 申請資助金額⁷
Amount of Funding Sought⁷:
- 6 申請者投入的金額
Amount of Cash Contribution from the Applicant:

48

01/01/2023

31/12/2026

港幣 HK\$3,840,000.00

港幣 HK\$1,680,000.00

港幣 HK\$2,160,000.00

- 7 有關現有作業地址資料（重置前）Information about Existing Operation Sites (Before Relocation)

現有作業地點的資料如下 Information about Existing Operation Sites as follows:

地點（請提供地段類型及地段號碼，如適用） Location (Please Provide the Lot Type(s) and Lot Number(s) of the Whole Site, if applicable)	面積 Areas of the site (m ²):	租賃類別 Tenancy Type (如：私人土地、私人土地租賃、政府長期租約、政府短期租約[請提供租約編號]) (Eg. Self-owned; Rent from private landowners; Government – long-term lease and Government – short-term tenancy [Please also provide Tenancy No.:])	租賃期 Rental Period (日/月/年) (DD/MM/YY)
DD 123 LOT 987	100	私人土地租賃	01/01/2020 – 31/12/2022

須與「乙部：第8項」的金額一致

此「乙部：第6項」金額 HK\$2,160,000 =
「乙部：第4項 HK\$3,840,000 減：第5項 HK\$1,680,000」

申請企業須在「現有回收作業地點」營運1年或以上

須與「乙部：第10項」的金額一致

⁵ 推行項目的所需時間須與乙部第12節內實施計劃提供的項目推行時間表吻合。

Project duration needs to align with the project implementation plan in item 12 of Section B.

⁶ 項目總預算費用須與乙部第8節內的項目總預算費用計算的金額一致。

Total estimated project cost needs to coincide with the total estimated expenditure in item 8 of Section B.

⁷ 申請資助金額須與乙部第10節內申請資助金額一致。

Amount of funding sought needs to coincide with the total funding sought in item 10 of Section B.

「每月租金」須與已加蓋印花稅的租賃協議上所載的金額一致

8 重置租金資助計劃詳情 Relocation Rental Support Project Details

重置作業地點的資料如下 Information about Relocation of Operation Sites as follows:

地點 (請提供地段類型及地段號碼, 如適用) Location (Please Provide the Lot Type(s) and Lot Number(s) of the Whole Site, if applicable)	面積 Areas of the site (m ²):	租賃類別 Tenancy Type (請參閱乙部第 7 節 Please make reference to item 7 of Section B)	租賃期 Rental Period (日/月/年) (DD/MMM/YYYY)	每月租金 (港幣) Monthly Rental Expense (HK\$)^	預算開支 (港幣) Estimated Expenditure (HK\$)
荃灣甲乙道子丑工業大廈 1 樓 2 號室	120	私人土地租賃	01/01/2023 – 31/12/2026	80,000.00	\$3,840,000 (\$80,000 x 48 個月)
<p>每月資助金額： (根據差餉物業估價署 2022/23 的最新應課差餉租值： (HK\$840,000.00) / 12 個月 x 50% = HK\$35,000.00 (每月)</p> <p>全期資助金額： (根據差餉物業估價署 2022/23 的最新應課差餉租值： HK\$35,000.00 (每月) x 48 個月) = HK\$1,680,000.00</p>					
項目總預算費用(港幣) Total Estimated Expenditure (HK\$)					3,840,000.00

[^]備註 Remarks:

請提供每個重置作業地點差餉物業估價署最新評估的應課差餉租值⁸、租賃參考比較或其他參考資料予秘書處作參考。

Please provide the latest market rent⁸ as assessed by Rating and Valuation Department (“RVD”), comparable rental reference or other relevant supporting document to the Secretariat for reference.

此金額 HK\$1,680,000 須與「乙部：第 5 項」及「乙部：第 10 項」的金額一致

須與「乙部：第 4 項」的金額一致

⁸ 請參閱差餉物業估價署網站有關應課差餉租值的詳細信息。

For details information of the market rent, please refer to the RVD website.

9 申請此計劃的原因 Justification for application of this project:

(如: 減低對附近居民的滋擾、增加現時回收作業用地面積從而增加回收處理量及回收作業能力等)
(Eg. To minimize public nuisance and disturbance, increase the processing quantities and operation capacities by extending the areas of the existing operation, etc.)

「原有作業地點」為「綠化帶」地域。根據「規劃署」的意見，該地點並不適合從事回收業務。故此，特此申請是次計劃，重置業務到合適的工業大廈，繼續合規地從事回收業務。

秘書處將會分別向「地政總署」及「規劃署」查詢
「原有作業地點」及擬議「重置作業地點」是否適合用於回收作業用途

請說明於重置作業地點預期的作業流程 Please description of the expected operation process in the relocate sites	
派遣貨車，由上游回收商收集回收物料至本企業，進行分揀、破碎、再出售至下游回收公司進行回收再造業務。	
請說明預計在重置作業地點安裝的機器和設備 Please illustrate the machinery and equipment expected to be installed in the relocate sites	
鏟車 x 1 貨車 x 1 破碎機 x 1	
請提供預計於項目期間本地回收物料收集量(噸): Please provide the estimated collection quantity (in tonne) during the project period:	塑膠 40 噸 (每月) 五金 30 噸 (每月) 玻璃 20 噸 (每月)
請提供預計於項目期間本地回收物料生產量(噸): Please provide the estimated production quantity (in tonne) during the project period:	塑膠 35 噸 (每月) 五金 25 噸 (每月) 玻璃 15 噸 (每月)

須與「乙部：第5項」的金額一致

10 建議資助計劃款項發放時間表 Proposed plan for fund disbursement:

	金額(港幣) Amount (HK\$)
第一次中期撥款 1 st Interim payment	420,000.00
第二次中期撥款 2 nd Interim payment *	420,000.00
第三次中期撥款 3 rd Interim payment *	420,000.00
終期撥款 Final payment	420,000.00
申請資助金額合計 Total Amount of Funding Sought	1,680,000.00

*備註: 申請企業如有需要, 可申請每 6 或 12 個月以回撥的方式發放中期撥款 (如適用)。詳情請參閱「重置租金資助計劃申請指引」第 8.2 及 8.3 段。

Remark: The applicant could seek for interim fund disbursements every 6 or 12 months on a reimbursement basis (if applicable) during the project period. For detailed requirements and procedure, please refer to paragraphs 8.2 and 8.3 of "Guidance Notes for Applications on Relocation Rental Support Project".

11 向關聯人士進行交易 Transactions with a related person

申請企業應盡可能避免向與申請企業的關聯人士⁹或公司進行與項目有關的關聯方交易。

但若申請企業需要與申請企業有任何關聯人士或公司進行交易, 請提供資料及理據供委員會考慮及批准。

Please note that transactions with related person⁹ under the project should be avoided where possible. If the Applicant would like to make transaction with a related person, please provide the following information and justification for RFAC's consideration and approval.

特此聲明:

(A) 本申請企業「(ABC Recycling Company Limited 甲乙丙回收有限公司) 商業登記證號碼: 12345678」及其股權持有者「Chan Tai Man 香港身份證號碼: A123456(7)」及「LEE Siu Ming 香港身份證號碼: B987654(3)」, 分別與: (B) 重置作業地點的業主「(DEF Landlord Company Limited) 商業登記證號碼: 98765432」及其股權持有者均並非「關聯人士」。

關聯人士名稱 Name of related person	與申請企業的關係 Relationship with the Applicant	涉及的關聯方交易 Related Party Transaction Involved	理據 Justifications
不適用			

申請企業須作此聲明, 敬請留意

⁹ 有關「關聯人士」的定義請參考「回收基金」(企業資助計劃)申請指引第 3.1.3 及 3.1.4 段。

Please refer to paragraph 3.1.3 and 3.1.4 of the Guide to Application for the Recycling Fund (Enterprise Support Programme) for the meaning of "related person".

12 實施計劃¹⁰ Implementation Plan¹⁰

開始日期 (月/年) Commencement date (month/year)	完結日期(月/年) Completion date (month/year)	主要措施或活動 Major measures or activities
01/2023	12/2026	搬遷至重置作業地點及開展回收作業活動

- 13 請申報任何涉及與負責回收基金的政府人員、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:

- 14 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:

¹⁰ 項目應在二十四個月內完成，項目涵蓋期間亦應包括協商和簽訂租約所需的時間。

Each project should be completed within 24 months, the project period should cover the negotiation and conclusion of the tenancy agreements.

15 申請企業是否有其他項目曾經/現正申請「回收基金」的資助？

Please indicate whether you have applied / are applying for funding support under the Recycling Fund for other project(s).

☒ 是 Yes

☐ 否 No

如有，請提供相關申請項目的詳細資料

If yes, please provide details of the relevant project application(s)

申請編號 Application No.	審批結果 Vetting Result:	申請/獲批資助金額(港幣) Amount of Funding Sought/ Approved Funding Amount (HK\$):
ORIAS-2021-19-999	<input checked="" 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	120,000.00
ORSS-2021-19-999	<input checked="" 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	375,000.00
SP1M-2223-27-999	<input checked="" 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	500,000.00

16 申請企業的「關聯人士」是否有其他項目曾經/現正申請「回收基金」的資助？

Please indicate whether any of your “related person” have applied / are applying for funding support under the Recycling Fund for other project(s).

☐ 是 Yes

☒ 否 No

如「是」，請提供相關申請項目的詳細資料

If yes, please provide details of the relevant project application(s)

「關聯人士」名稱

Name of the “related person”:

商業登記號碼

Business Registration No.:

項目名稱

Project Title:

申請資助金額 (港幣)

Amount of Funding Sought (HK\$):

申請編號

Application No:

提交日期

Date of Submission:

審批結果

Vetting Result:

☐

獲批資助
Approved

☐

不獲批資助
Rejected

☐

審批中
Still under process

獲批資助金額 (港幣)

Approved Funding Amount (HK\$):

17 請表明此申請是否另一申請項目的延伸

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

☐ 是 Yes ☒ 否 No

如「是」，請提供相關申請項目的詳細資料

If yes, please provide details of the relevant application(s).

該次申請編號

Application No. of the
previous application: _____

請說明新項目與原本項目的協同效應和從原本項目獲得的經驗。

Please highlight the synergetic effect of the new project with the original project and experience gained from the original project.

18 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 ☒ 否 No

如「是」，請提供相關申請項目的詳細資料

If yes, please provide details of the relevant application(s).

該次申請編號

Application No. of the
previous application: _____

- 19 申請企業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

☒ 否 No

如「是」，請提供相關申請項目的詳細資料

If yes, please provide details of the relevant application(s).

項目名稱

Project Title:

政府資助計劃名稱

Name of the Government

Funding Scheme/Source:

申請資助金額

Amount of Funding

Sought (HK\$):

申請編號

Application No.:

提交日期

Submission Date:

審批結果

Vetting result:

☐

獲批資助

Approved

☐

不獲批資助

Rejected

☐

審批中

Still under process

獲批資助金額 (港幣)

Approved Funding Amount (HK\$):

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.

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

本人謹代表甲乙丙回收有限公司，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；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 Recycling Company 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，本人須遵守「重置租金資助計劃申請指引」、「回收基金申請指引（企業資助計劃）」以及秘書處或政府對項目或本計劃不時所作出的指引及函件。

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 comply with “Guidance Notes for Applications on Relocation Rental Support Project” and “Guide to Application for the Recycling Fund (Enterprise Support Programme)” and the instructions and correspondences issued by the Secretariat or the Government from time to time in respect of the project or the Programme.

Chan T.M.

授權人士簽署及企業印章
Authorised signature with Company chop

Chan Tai Man

簽署人姓名
Name of signatory

甲乙丙回收有限公司

申請企業名稱
Name of Applicant

董事

職位
Post title

31/12/2022

日期Date

(企業資助計劃 – 重置租金資助計劃)
(Enterprise Support Programme – Relocation Rental Support Project)

申請者須知 Notes for Applicant

1. 「回收基金」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五年，但需視乎基金資助餘額及定期檢討結果而定。
The Recycling Fund is open to application starting from 6 October 2015. The Recycling Fund will be open for application for five years subject to funding balance and periodic review.
2. 回收基金旨在提供項目撥款，以協助回收行業的企業提升及擴充其在本港的回收作業，從而減少堆填區的棄置量及提高回收業的整體作業能力、處理量、效率和技術。
The Recycling Fund aims to provide funding support to projects to assist enterprises of the recycling industry to upgrade and expand their waste recycling operations in Hong Kong in order to divert waste from being disposed of at landfills, as well as to enhance their capability, capacity, efficiency and skills.
3. 任何企業（包括但不限於獨資經營者、合夥企業、私營公司和上市公司）在香港法例下成立及註冊，或在其成立所在地成立，並根據商業登記條例第 310 章持有有效商業登記證，（除非根據以上條例，該企業能夠免除相關要求而申請商業登記（如適用）），以在香港經營業務，並於香港有持續實質業務，及在提交回收基金的申請前擁有至少 1 年參與回收相關運作的經驗（申請者需提供企業在香港有實質業務運作活動的證明文件），均符合資格申請「回收基金（企業資助計劃 – 重置租金資助計劃）」。
An enterprise (including but not limited to sole proprietor, partnership, private company and public company) duly established, incorporated and registered under the laws of Hong Kong or its place of incorporation with a valid business registration certificate issued under the Business Registration Ordinance (Cap 310 of the Laws of Hong Kong) for carrying on a business in Hong Kong (unless it is exempted from the requirement to apply for a business certificate under such Ordinance (where applicable)) and have substantive business operations in Hong Kong and has been involved in recycling related operation with a proven track record for at least 1 year before submitting an application to the Recycling Fund (the applicant must provide documentary evidence proving its substantive business operations at the time of application) are eligible to apply for the Recycling Fund (Enterprise Support Programme – Relocation Rental Support Project).
4. 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.
5. 申請者可根據《個人資料(私隱)》條例（第 486 章），以書面形式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 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.
6. 在填寫申請表格前，請仔細閱讀「重置租金資助計劃申請指引」及回收基金（企業資助計劃）申請指引。
Please study the “Guidance Notes for Applications on Relocation Rental Support Project” and “Guide to Application for the Recycling Fund (Enterprise Support Programme)” carefully before completing the application form.

7. 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.
8. 有意提交「回收基金(企業資助計劃 – 重置租金資助計劃)」申請的企業須準備以下文件：
Enterprises interested in applying for funding support under the Recycling Fund (Enterprise Support Programme – Relocation Rental Support Project) should prepare the following documents:
- 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
 - 申請表格丁部所列的文件副本
Photocopies of the documents listed out in Section D 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(下簡稱「秘書處」)(即香港生產力促進局)。
Please submit the above documents to the Recycling Fund Secretariat (the Secretariat) (i.e. the Hong Kong Productivity Council) in person or by post.
- 地址：九龍達之路 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，會向申請者發出確認函。

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. The Guide to Application and Application Form can be downloaded from the Recycling Fund website. 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

9. 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。委員會就是否通過審批、獲批金額、資助的條款及細則等作出建議，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.

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

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 Recycling Fund website.

11. 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.

- ☒ 申請企業之商業登記證副本
Copy of the Business Registration Certificate of the Applicant
- ☒ 申請企業當前及前一年度股東資料的證明文件副本 (如：周年申報表或商業登記冊資料電子摘錄等)
Copy of current and preceding year documentary proof of shareholders of the Applicant (such as Annual Return or Electronic extract of information on the Business Register, etc.)
- ☒ 顯示列於甲部第 14 至 16 項申請企業在香港實質業務運作、與回收相關活動及變更公司資料的證明文件副本
Copy of the documentary proof of substantive business operations in Hong Kong, recycling related activities and changes of company status as stated in Items 14 to 16 under Section A of this Application Form
- ☒ 申請企業過去申請記錄副本(如適用)
Copy of the Applicant's past record of applications (if applicable)
- ☒ 顯示列於乙部第 7 項申請企業現有作業地點的租約副本
Copy of the Applicant's existing operation sites tenancy agreement as stated in Item 7 under Section B of this Application Form
- ☒ 顯示列於乙部第 8 項申請企業每個重置作業地點差餉物業估價署最新評估的應課差餉租值、租賃參考比較或其他參考資料
Market rent as assessed by Rating and Valuation Department (“RVD”), comparable rental reference or other relevant supporting document of each relocation site as stated in Item 8 under Section B of this Application Form
- ☒ 處理本地回收物料 / 利用本地回收物料製成再造產品的證明
Copy of the proof of the handling local recyclables / producing recycled products with local recyclables
- ☐ 其他：Others: _____

申請企業須提交過去 1 年，每月 1–2 張，載有申請企業名稱及/或作業地點的，與回收業務相關的「上游」及「下游」單據

申請企業可於以下網站查詢及獲取：差餉物業估價處 – 物業資料網：「查詢應課差餉租值」
https://www.rvdpi.gov.hk/epayment/public/pihHome.do?req_locale=zh_TW