| Official Use Only 秘書處專用Date of Receipt 收到日期:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Handled by 處理人: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| --- |

# 回收基金 (企業資助計劃 - 標準項目 – $100萬) The Recycling Fund (Enterprise Support Programme - Standard Project – $1M)獲批項目款項申報表 Claim Form of Approved Project

## **第一部份 Part I: 項目詳情 Project Details**

**(請參考項目開展確認信以填寫下列資料 Please refer to commencement letter for filling out below information)**

|  |  |  |  |
| --- | --- | --- | --- |
| **申請編號****Application No.** | SP1M- | **獲資助企業名稱****Name of the Grantee** |  |
| **獲批項目總額 Approved Project Sum** | HK$ | **獲批資助金額 Approved Funding Amount** | HK$ |
| **項目開始及完成日期 Project Commencement and Completion Date****(日/月/年—日/月/年) (DD/MM/YYYY – DD/MM/YYYY)** |  |
| **發放撥款選項 Fund Disbursement Option** | [ ]  **中期撥款1 Interim Payment****[[1]](#footnote-1)** [ ]  **終期撥款 Final Payment** |

1. **參加培訓課程資料及開支 Information and expenses of the training courses attended**

| **課程名稱****Name of course** | **主辦機構 Organising institution** | **參加培訓時期****Training course period** | **課程成本（港幣）****Cost per course****(HK$)****(A)** | **參加課程員工數目** **No. of employees attending the course****(B)** | **總開支（港幣）****Total cost****(HK$)****(A) x (B)** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **小計Sub-total:** |  |

1. **參加認證／註冊計劃資料及開支 Information and expenses of the accreditation/registration schemes joined**

| **計劃名稱****Name of scheme** | **主辦/頒授機構** **Organising/Awarding institution** | **邀請報價數目****No. of quotations invited** | **總開支（港幣）****Total cost****(HK$)** |
| --- | --- | --- | --- |
|  |  |  |  |
| **小計Sub-total:** |  |

1. **(i) 實施職業安全及健康審核，或環境審計資料及開支 Information and expenses of occupational safety and health audits or environmental audit conducted**

| **顧問或安全及健康主任名稱****Name of consultant or health & safety officer** | **執行時間****Duration** | **邀請報價數目****No. of quotations invited** | **總開支（港幣）****Total cost****(HK$)** |
| --- | --- | --- | --- |
|  |  |  |  |
| **小計Sub-total:** |  |

 **(ii) 審核後所需安裝的硬件/器材資料及開支\* Information and expenses of hardware/equipment installed after audit\***

| **收據日期****Date of Receipt** | **購買的硬件及器材****Hardware/ Equipment purchased** | **性質/用途****Nature/Function** | **邀請報價數目****No. of quotations invited** | **供應商名稱****Name of the sourcing company** | **單價（港幣）****Unit cost****(HK$)****(A)** | **數量****Quantity****(B)** | **總開支（港幣）****Total cost****(HK$)****(A) x (B)** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
| **小計Sub-total:** |  |

1. **及 (e) 購買／安裝指定清單內設備或器械的資料及開支\* Information and expenses of procurement/installation of prescribed equipment or machinery\***

| **收據日期****Date of Receipt**  | **設備名稱****Name of equipment** | **邀請報價數目****No. of quotations invited** | **供應商名稱****Name of the sourcing company** | **單價（港幣）****Unit cost****(HK$)****(A)** | **數量****Quantity****(B)** | **總開支（港幣）****Total cost****(HK$)****(A) x (B)** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **小計Sub-total:** |  |

1. **購買用以提升回收商收集、運送及處理本地回收物料能力或使用本地回收物料製作再造產品的設備及器械\*
To purchase equipment and machinery for upgrading the capability of recyclers in collecting, transporting and processing local recyclables or manufacturing recycled products from local recyclables\***

| **收據日期****Date of receipt**  | **設備名稱****Name of equipment** | **邀請報價數目****No. of quotations invited** | **供應公司名稱****Name of the sourcing company** | **單位成本（港幣）****Unit cost****(HK$)****(A)** | **數量****Quantity****(B)** | **總開支（港幣）****Total cost****(HK$)****(A) x (B)** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **小計Sub-total:** |  |

\*本表格同時作為項目的「設備登記冊」。The table is also served as the “Equipment Register”.

**項目實際開支摘要Summary of Actual Project Expenditures**

| **項目類別****Project Type** | **項目實際開支（港幣）****Actual Expenditures (HK$)** |
| --- | --- |
| (a) 參加培訓課程以提升僱員的技能及**／**或加強企業的安全及健康水平及生產力Attend training courses to upgrade the skills of employees and/or enhance the safety and health standards and productivity of enterprises |  |
| (b) 參加認證**／**註冊計劃以提升作業能力、處理量、效率或技術Join accreditation/registration schemes to enhance the capability, capacity, efficiency or skills of enterprises |  |
| (c) 實施職業安全及健康審核或推行安全及健康審核內指明的措施以提升企業的職業安全及健康水平; 或實施環境審計以評估是否已符合相關要求或達到環境績效Conduct occupational safety and health audits or carry out measure(s) as specified in the safety and health audit of enterprises to improve occupational safety and health (OSH) standards**;** or conduct environmental audit to assess the compliance with relevant requirements or environmental performance |  |
| (d) 購買**／**安裝指定清單內促進良好回收作業及減低滋擾的設備或器械Procurement/installation of prescribed equipment or machineries for fostering good practices and reducing nuisances |  |
| (e) 購買**／**安裝指定清單內加強回收能力、處理量、效率及技術的小型設備**／**硬件**／**器械Procurement/installation of prescribed small-scale equipment/hardware/machineries for enhancement of capability, capacity, efficiency and skills |  |
| (f) 購買用以提升回收商收集、運送及處理本地回收物料能力或使用本地回收物料製作再造產品的設備及器械To purchase equipment and machinery for upgrading the capability of recyclers in collecting, transporting and processing local recyclables or manufacturing recycled products from local recyclables |  |
| **項目總實際開支:****Total project expenditure:** |  |
| **獲資助企業投入的金額:****Amount of cash contribution from the Grantee:** |  |
| **已發放中期撥款金額 (如適用):****Amount of interim payment disbursed (If applicable):**  |  |
| **申請回撥資助金額:****Amount of reimbursement sought:** |  |

## **第二部份 Part II: 聲明 Declaration**

1. 本公司確認已遵照《回收基金（企業資助計劃)申請指引》**／**《標準項目申請指引》所列的程序及指引採購項目的設備、貨品或服務(如有的話)。

We confirm that we complied with the procedures and guidelines of the “Guide to Application for the Recycling Fund (Enterprise Support Programme)”/Recycling Fund – Enterprise Support Programme Guidance Notes for Applications on “Standard Project” (if applicable) in the procurement of equipment, goods or services for the project, if any.

1. 本公司確認已獲回收基金資助的項目，並沒有或將獲政府或其他資助或任何渠道的贊助。
We confirm that for the project that received funding support from the Recycling Fund, they had not received/would not receive other sources of funding support provided by the Government, or other sources of sponsorships/donations.
2. 本公司確認已完成資助項目，並明白尚未完成的獲批項目（即未有採購的設備、貨品或服務)將不會獲得資助。（不適用於申請中期撥款）

We confirm that the project has been completed, and understand that the funding of any unfinished but approved items (include equipment, goods or services that have not been procured for the project) would be forfeited. (Not applicable to applications for interim payment)

1. 本公司承諾在項目完結後兩年內 (如項目只購買／安裝指定設備，即指完成購買／安裝指定設備後的時期)，須繼續使用該政府資助購買的機器設備進行符合此回收基金標準項目目的之回收運作，並須在回收基金秘書處("秘書處")要求時，展示該等機器設備以供核查。
We commit and continue to use the equipment for carrying out recycling operations in accordance with the objectives of the Standard Project of the Recycling Fund at least for two years after the completion of the project (for sole procurement/installation of prescribed items, it refers to the period after the completion of procurement/ installation of the prescribed items) and shall make such equipment (including prescribed items) available for inspection by the Secretariat upon its request.
2. 本公司確認所有提交之報價單於項目採購期間仍然有效。

We confirm that all submitted quotations are still valid during the procurement of project item(s).

1. 獲資助企業請留意: Grantees are reminded on the followings:
	1. 獲資助企業應盡量直接向供應商獲取報價，以確保報價的真確性;
	Grantees should obtain quotations directly from suppliers as far as possible to ensure the authenticity of the quotations;
	2. 如在無可避免的情況下，獲資助企業經中間人獲取報價，該中間人不能為其中一間提供報價的供應商。獲資助企業亦要確保中間人與任何一間提供報價的供應商沒有利益往來;
	If, under unavoidable circumstances, the Grantee obtains quotation through an agent, such agent cannot be one of the suppliers. The Grantee should also ensure that the agent has no interest in any supplier that provides the quotation;
	3. 無論如何獲取報價，獲資助企業亦有責任確保所有報價文件的真確性。
	Regardless of how quotations are obtained, Grantees are also responsible for ensuring the authenticity of all quotation documents.

**簽署Signature**

**報告由以下人士擬備 Prepared by:**

| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| --- | --- | --- |
| 項目統籌人簽署 Signature of Project Coordinator |  | 項目統籌人姓名(以正楷填寫)Name of Project Coordinator (in Block Letters) |

**報告由以下人士認可 Endorsed by:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| 公司蓋章Company Chop of the Grantee |  | 授權人簽署Authorised Signature of the Grantee簽署人姓名(以正楷填寫):Name of Signatory (in Block Letters):Position 職位: |

日期 Date:

## **第三部份 Part III: 證明文件參考清單 Reference checklist of Supporting Documents Required**

請提交以下項目所需之證明文件或其他相關文件，以顯示項目的工作及目標已完成。

Please hand in the following supporting documents or other relevant documents demonstrating the completion of the tasks and deliverables of each project.

1. **參加培訓課程 Training courses attended/to be attended**

| [ ]  課程資料 Course information  | [ ]  出席課程員工資料及相關文件以證明參加者為獲資助企業的員工Information of employee(s) who attended the course and relevant document(s) to show the participant is the staff of the Grantee |
| --- | --- |
| [ ]  單據Receipt | [ ]  課程證書Course certificate |

1. **參加認證／註冊計劃 Accreditation/Registration schemes joined**

| [ ]  認證及註冊資料（如非已獲審批名單內)Certification scheme information (if not in the approved list) | [ ]  認證**／**註冊計劃證書 Certificate of the certification/registration scheme |
| --- | --- |
| [ ]  報價文件 Quotation | [ ]  單據Receipt |

1. **實施職業安全及健康審核或環境審計 Occupational safety and health audits or environmental audits conducted**

| [ ]  顧問或安全及健康主任資料 Information of the consultant or health & safety officer | [ ] 報價文件 Quotation |
| --- | --- |
| [ ]  職安健審核報告 OSH audit report | [ ]  單據Receipt |
| [ ]  已安裝器材的證明文件 (如相片) Supporting documents of installation of equipment (e.g. photos) |

1. **& (e) 購買／安裝指定清單內的設備或器械 Procurement/installation of prescribed equipment or machinery**

| [ ]  報價文件 Quotation | [ ]  單據Receipt |
| --- | --- |
| [ ]  已安裝器材的證明文件(如相片)Supporting documents of equipment installed (e.g. photos) | [ ]  其他相關文件 (如加裝設備貨車的車輛證明文件等) (如適用)Other relevant documents (e.g. Vehicle Registration Document for trucks with equipment installed) (If applicable) |
| [ ]  使用**／**放置購買指定的設備及器械的地點及安排 (如金屬籠放置的地方及數量) (如適用)Locations and arrangement of using/placing the procured equipment and machinery (e.g. locations and number of metal cages to be placed) (if applicable) |

1. **購買用以提升回收商收集、運送及處理本地回收物料能力或使用本地回收物料製作再造產品的設備及器械To purchase equipment and machinery for upgrading the capability of recyclers in collecting, transporting and processing local recyclables or manufacturing recycled products from local recyclables**

| [ ]  報價及招標文件 Quotation (including quotation/tender invitation document and quotation/tender document received)  | [ ]  單據Receipt | [ ]  車輛登記文件Vehicle Registration Document |
| --- | --- | --- |
| [ ]  已安裝器材的證明文件(如相片)Supporting documents of equipment installed (e.g. photos) | [ ]  已購買設備的技術規格文件(如單據**／**報價未附上的相關資料) Technical specifications of the procured equipment (if such information is not available in the receipt/quotation) |

獲資助企業須保留以下文件以確保秘書處能進行抽查：

Grantees shall keep the following documents to make available to the Secretariat upon request:

| 1. 處理本地回收物料或使用本地回收物料以製造再造產品的證明文件（如與本地回收商**／**屋苑簽訂的合作協議、購買**／**收集本地回收物料的收據等)Supporting documents of handling local recyclables or using local recyclables for producing recycled products (e.g. collaboration agreement with local recyclers/housing estates, receipts for purchasing/collecting local recyclable materials, etc.)
 |
| --- |
| 1. 銷售由本地回收物料製造的再造産品的證明文件（如銷售單據、銷售合約等) Supporting documents of sales of recycled products made of local recyclable materials (e.g. sales receipts, sales agreement, etc.)
 |

1. 有關中期撥款的發放條件，請參考「標準項目申請指引」條文第8.5項。Please refer to the clause 8.5 of “Guidance Notes for Applications on “Standard Project” ” for the requirement of interim fund disbursement. [↑](#footnote-ref-1)