

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	SP1M-

回收基金 The Recycling Fund
(企業資助計劃 – 標準項目 - \$100 萬)
(Enterprise Support Programme – Standard Project – \$1M)
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

- 申請企業名稱
Name of Applicant: ABC Company Limited (英文 English)
ABC 有限公司 (中文 Chinese)
- 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
- 通訊地址(若與上述地址不同)
Mailing Address (If different from above): 不適用
- 電話 Telephone Number: (852) 2345 6789
- 傳真 Fax Number: (852) 2345 6780
- 電郵 Email Address: abcrecycling@abcrecycling.com
- 商業登記號碼
Business Registration No: 12345678
- 成立日期(日/月/年)
Date of Establishment (day/month/year): 01/01/2000
- 在香港聘用的僱員數目¹
Number of Employees in Hong Kong: 全職 Full Time: 10 兼職 Part Time: 5

須與「商業登記證」上的地址相同

只須填寫「商業登記證」上的
首 8 位數字

須與「公司註冊處」上的記錄一致

Kong¹:

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.[#]

中文姓名及職
位

English Name
and Title:

CHAN TAI MAN
(Director)

Chinese Name
and Title:

陳大文 先生/女士/小姐[#]
(董事)

流動電話號碼

Mobile Phone

Number:

9876 5432

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.[#]

中文姓名及職
位

English Name
and Title:

不適用

Chinese Name
and Title:

先生/女士/小姐[#]

流動電話號碼

Mobile Phone

Number:

電郵地址

E-mail

Address:

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 :

¹ 聘用的僱員人數應包括積極參與企業回收業務的在職東主、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's recycling business as well as salaried employees of the applicant, including full-time or part-time salaried personnel directly paid by the applicant, both permanent and temporary.

在香港聘用的僱員數目 Number of Employees in Hong Kong:	全職 Full Time:	兼職 Part Time:
合作公司/機構主要業務 Core Business of the Collaborating Company / Organisation :	<hr/>	
負責人姓名及職位 Name & Title of the Responsible Person:	<hr/>	
負責人流動電話號碼 Mobile Phone Number of the Responsible Person:	<hr/>	
負責人電郵地址 E-mail Address of the Responsible Person:	<hr/>	
項目中角色 Role in this project :	<hr/>	

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 :

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> 本地回收物料收集商
Local Collector of Recyclables | <input type="checkbox"/> 本地回收物料加工處理商
Local Reprocessor of Recyclables | <input type="checkbox"/> 本地回收物料再造商
Local Recycler of Recyclables |
| <input checked="" type="checkbox"/> 廢物收集及處理
Waste Collection and Disposal Operator | <input checked="" type="checkbox"/> 廢物管理設施營運商
Waste Management Facilities Operator | <input type="checkbox"/> 製造商 ²
Manufacturer ² |
| <input type="checkbox"/> 回收物料進口商
Importer of Recyclables | <input type="checkbox"/> 回收物料出口商
Exporter of Recyclables | <input type="checkbox"/> 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)(只適用於回收商)

Information on types of recyclables included under the current (in the past 12 months) operation [Applicable to recycler]:

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 ³ Collected Locally ³	本地回收 ⁴ Recycled Locally ⁴	進口 Import	本地出售 Sold Locally	出口 Export	轉口 Re-export
廢紙	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：丁戌回收有限公司 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		
廢塑膠	80	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		請指明來源 Please indicate the source: 回收商舖， 例如：丁戌回收有限公司			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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 有關「製造商」的定義請參考標準項目申請指引第 8.3 段。Please refer to paragraph 8.3 of the Guidance Notes for Applications on “Standard Project” for the meaning of “manufacturer”

³ 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.

⁴ 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. 申請公司的運作資料 (於過去 12 個月) [只適用於製造商]

Information on manufacturing operation of Applicant (in the past 12 months) [Applicable to manufacturer]:

製造產品所需主要 原材料 Key raw materials for producing products	每月大約相關物 料用量(噸) Estimated amount of raw materials used per month (tonnes)	製造工序 Manufacturing process being carried out	塑膠/紙類產 品類型 Type of plastic / paper products	每月大約產品生產量(噸) Estimated quantity of production per month (tonnes)
不適用				

製造產品所需主要原材料的來源(如使用本地回收物料為原材料，請清楚註明。) The source of the key raw materials for producing products (please indicate clearly if the materials used are sourced from local recyclables):

製成產品的主要出路 The major outlets of the plastic / paper products:

製造相關產品的經驗 Experience in manufacturing relevant products:

17. 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
<input checked="" type="checkbox"/>	有限公司 Limited Company*	股權者持有 ≥ 30% Individuals holding ≥ 30% shares
<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>1) Chan Tai Man A123456(7) 2) LEE Siu Ming B987654(3)</p>
<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>		

須與 NAR1 或者 BRx 上的記錄一致

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/購置/安裝設備所需時間(月)⁵
Project / Procurement / Installation Duration (months)⁵: 12
- 2 開始日期(日/月/年)
Commencement Date (day/month/year) 01/01/2025 (TBC)
- 3 完結日期(日/月/年)
Completion Date (day/month/year) 31/12/2025 (TBC)
- 4 項目/購置/安裝設備總預算費用⁶
Total Estimated Project / Procurement / Installation Cost⁶: 港幣 HK\$1,390,000
- 5 申請資助金額⁷
Amount of Funding Sought⁷: 港幣 HK\$695,000
- 6 申請者投入的金額
Amount of Cash Contribution from the Applicant: 港幣 HK\$695,000
- 7 項目實施/使用設備地址及地點，如適用(請提供地段類型及地段號碼，如適用)
Address(es) and Location(s) for Implementing the Project / using the prescribed items, if applicable
(Please Provide the Lot Type(s) and Lot Number(s) of the Whole Site, if applicable).
元朗流浮山 DD 123 LOT 987
- 8 項目選址(如適用)面積(平方米)
Areas of the Project site (if applicable) (m²): 200
- 9 項目選址租賃類別(如適用) Tenancy Type of the Project Site (if applicable):
 私人土地 Self-owned 私人土地租賃 Rent from private landowners 政府長期租約 Government – long term lease
 政府短期租約(租約編號 _____) Government – short-term tenancy (Tenancy No.: _____)
- 10 租約生效日期(如適用)
Start date of the current tenancy contract (if applicable): 01/01/2024
- 11 租約到期日(如適用)
Expiry date of the current tenancy contract (if applicable): 31/12/2026

如申請人已於遞交表格後購買有關設備，項目開始日期最早可為遞交申請表格後翌日，而有關日期需於簽署承諾書前與秘書處確認，並以承諾書日期為準。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 13 項」的金額一致

請提供租約。企業需確保項目實施地址適合用於回收作業用途，秘書處也會分別向「地政總署」及「規劃署」查詢該地址是否適合用於回收作業

⁵項目的所需時間須與乙部第 15 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 15 of Section B.

⁶項目總預算費用須與乙部第 13 節內的项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 13 of Section B

⁷申請資助金額須與乙部第 13 節內申請資助金額一致。

Amount of funding sought needs to coincide with the total funding sought in item 13 of Section B.

12 標準項目 - \$100 萬項目詳情 Standard Project - \$1M Project Details

請留意:

1. 如申請人遞交申請表後即購買有關設備、器械或服務，申請人需承擔申請有機會被否決或核准資助金額減少的風險。
2. 為減低風險，建議申請人在申請獲批及項目展開前切勿購買價格較高的設備、器械或服務，例如壓縮車/缸車、造膠粒機、分選機等。
3. 除保留一切購買設備、器械或服務有關的文件外(包括報價、收據等)，申請人需於設備或器械送抵後即時拍照以作記錄。如未能適時提供有關照片，有機會影響審批或款項回撥。

Reminder:

1. If applicants would like to purchase the equipment, machinery or service after the date of submission of application, applicants shall bear the risk that the application may be rejected or the approved funding amount may be deducted.
2. To minimise the risk, applicants are highly recommended NOT to procure equipment, machinery or service with high cost, such as compactor trucks / side loaders / tankers, pelletizers, separators, etc. before the application is approved and commenced.
3. In addition to keeping all relevant documents related to the purchase of the equipment, machinery or service (including quotations, receipts, etc.), applicants should take photos of the purchased equipment or machinery upon delivery for records. If applicants cannot provide the photo records timely, the vetting results of the applications or the funding reimbursement may be affected.

12.1 項目類別(a) Project type (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

培訓課程名稱 Name of training course: _____

主辦機構 Organising institution: _____

課堂數目 Number of classes: _____

課堂日期 Date of classes: _____

每個課程費用 Cost per course: _____

參加課程的員工數目 Number of employees attending the course: _____

總預算開支(港幣) Total estimated expenditure (HK\$): _____

備註: 請將課程資料附於申請內。 Remark: Please attach the course information to the application.

12.2 項目類別(b) Project type (b)

參加認證/註冊計劃以提升企業的作業能力、處理量、效率或技術

Join accreditation / registration schemes to enhance the capability, capacity, efficiency or skills of enterprises

計劃名稱 Name of scheme: _____

主辦/頒授機構 Organising / awarding institution: _____

計劃描述 Description of the scheme: _____

總預算開支(港幣) Total estimated expenditure (HK\$): _____

備註: 請將認證/註冊計劃資料附於申請內。 Remark: Please attach the information of the scheme to the application.

12.3 項目類別(c) Project type (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 conducting environmental audit to assess the compliance with relevant requirement or environmental performance

顧問或安全及健康主任的名稱(如已知)

Name of consultant / safety and health officer (if known): _____

所需時間 Duration: _____ 顧問費用 Consultancy fee: 港幣 HK\$ _____

將安裝的硬件/器材 ^{^(1)} Hardware / equipment to be installed ^{^(1)}	數量 Quantity	單價(港幣) Unit cost (HK\$)	預算開支(港幣) ^{^(2)} Estimated Expenditure (HK\$) ^{^(2)}
總計 Total			

如有需要，請擴充表格。Please extend the table if necessary

驗證安裝硬件/器材的顧問費用 Consultancy fee for verifying the installation of the hardware:

港幣 HK\$ _____

總預算開支(港幣) Total estimated expenditure (HK\$): _____

備註: 請將該顧問的資歷(如有)及其他相關資料附於申請內。Remark: Please attach the qualifications of the consultant (if available) and other relevant information available to the application.

12.4 項目類別(d) Project type (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

	設備及器械編號及名稱 ⁸ Equipment and machinery no. & name ⁸	設備及器械的規格 ^{^(1)} Specification ^{^(1)}	數量 Quantity	單價 (港幣) Unit cost (HK\$)	預算開支(港幣) ^{^(2)} Estimated Expenditure (HK\$) ^{^(2)}
1.					
2.					
總計 Total					

⁸設備及器械詳情可參考附件三。 Please refer to annex 3 for the details of equipment and machinery.

12.5 項目類別(e) Project type (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

請留意：除非有充分理由，否則申請人在兩年內再次購買先前獲批 SP-\$1M 項目(e)相同的設備，該申請將不予考慮。

Reminder: The application for purchasing the same items as the previously approved SP-\$1M project Type (e) within two years will not be considered unless with strong justifications.

1.	E1. 打包機	20 噸	1	40,000	40,000
2.	E2. 金屬籠及相關配件	54"x37"x60"	10	3,000	30,000
3.	E5. 貨車加裝設備	9噸車安裝車斗、尾板及安全四寶：不鏽鋼雙手掣蜂鳴器\歐洲有綫閃燈\防夾腳門桿	1	120,000	120,000
4.	E8. 叉車	2.5 噸	1	200,000	200,000
總計 Total					390,000

請提供預計收集本地回收物料的渠道 ⁽³⁾ ： Please provide the planned collection sources of the local recyclables ⁽³⁾ :	荃灣的工商大廈 例如：興業工商大廈	以月/年計的預計收集量(噸) ⁽³⁾ ： Monthly / yearly estimated collection amount (tonne) ⁽³⁾ :	廢紙：40 噸/月
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1. 如申請者於遞交申請表後已購買有關設備，請同時提交足夠報價、收據及送貨單(如有)以供秘書處審批。
2. 關於參考報價，請留意下面備注 (2) 和 (5)。

12.6 項目類別(f) Project type (f)

提升回收商收集、運送及處理本地回收物料的能力或使用本地回收物料製作再造產品

Upgrade the capability of recyclers in collecting, transporting and processing local recyclables or in manufacturing recycled products from local recyclables

i) 處理廢紙及廢塑膠的相關設備 Processing equipment for waste papers and waste plastics

	設備及器械編號及名稱 ⁸ Equipment and machinery no. & name ⁸	處理回收物料種類 Types of recyclables to be handled	設備及器械的規格包括每日處理量 ⁽¹⁾ Specification of the equipment / machinery including daily processing capacity ⁽¹⁾	數量 Quantity	單價(港幣) Unit cost (HK\$)	預算開支(港幣) ⁽²⁾ Estimated Expenditure (HK\$) ⁽²⁾
1.	<input checked="" type="checkbox"/> 回收壓縮車 Compactor trucks	廢塑膠	車輛總重量: 24 噸 Gross vehicle weight: 壓縮斗容量: 19 立方米 Compactor capacity: 壓縮率(按體積計): 5 : 1 Compaction ratio (by volume): 壓縮車引擎的排放標準: 歐盟六型 Emission standard of truck engine: 其他相關功能: Other associated feature:	1	1,000,000	1,000,000
2.						
總計 Total:						1,000,000

請提供預計收集本地回收物料的渠道 ⁽³⁾ : Please provide the planned collection sources of the local recyclables ⁽³⁾ :	本地私人屋苑及社區中心	以月/年計的預計收集量(噸) ⁽³⁾ : Monthly / yearly estimated collection amount (tonne) ⁽³⁾ :	廢塑膠: 100 噸/月
請提供預計再造產品的銷售渠道 ⁽⁴⁾ : Please provide the planned outlet of recycled the product ⁽⁴⁾ :	不適用	以月/年計的預計生產量(噸) ⁽⁴⁾ : Monthly / yearly estimated production amount (tonne) ⁽⁴⁾ :	不適用

ii) 處理廢金屬的相關設備 Processing equipment for waste metals

	設備及器械編號及名稱 ⁸ Equipment and machinery no. & name ⁸	處理回收物 料種類 Types of recyclables to be handled	設備及器械的規格包 括每日處理量 ⁽¹⁾ Specification of the equipment / machinery including daily processing capacity ⁽¹⁾	數量 Quantity	單價 (港幣) Unit cost (HK\$)	預算開支(港 幣) ⁽²⁾ Estimated Expenditure (HK\$) ⁽²⁾
1.						
2.						
總計 Total:						

請提供預計收集本地回收物料 的渠道 ⁽³⁾ : Please provide the planned collection sources of the local recyclables ⁽³⁾ :		以月/年計的預計收集量 (噸) ⁽³⁾ : Monthly / yearly estimated collection amount (tonne) ⁽³⁾ :	
請提供預計再造產品的銷售渠 道 ⁽⁴⁾ : Please provide the planned outlet of recycled the product ⁽⁴⁾ :		以月/年計的預計生產量 (噸) ⁽⁴⁾ : Monthly / yearly estimated production amount (tonne) ⁽⁴⁾ :	

iii) 處理廚餘及油脂污泥⁹的相關設備 Processing equipment for food waste and concentrated fat waste sludge¹⁰

	設備及器械編號及名稱 ⁸ Equipment and machinery no. & name ⁸	處理回收物 料種類 Types of recyclables to be handled	設備及器械的規格包括 每日處理量 ⁽¹⁾ Specification of the equipment / machinery including daily processing capacity ⁽¹⁾	數量 Quantity	單價 (港幣) Unit cost (HK\$)	預算開支(港幣) Estimated ⁽²⁾ Expenditure (HK\$) ⁽²⁾
1.	<input type="checkbox"/> 缸車 Side loader / tanker		車輛總重量: Gross vehicle weight: 容量: capacity: 車輛高度: Height of the truck: 引擎的排放標準: Emission standard of truck engine:			

⁹ 申請人需將有關回收物送到回收設施。Applicant is required to send the recyclables to recycling facilities.

	設備及器械編號及名稱 ⁸ Equipment and machinery no. & name ⁸	處理回收物料種類 Types of recyclables to be handled	設備及器械的規格包括每日處理量 ⁽¹⁾ Specification of the equipment / machinery including daily processing capacity ⁽¹⁾	數量 Quantity	單價(港幣) Unit cost (HK\$)	預算開支(港幣) Estimated ⁽²⁾ Expenditure (HK\$) ⁽²⁾
			其他相關功能: Other associated feature:			
2.						
總計 Total:						

請提供預計收集本地回收物料的渠道 ⁽³⁾ Please provide the planned collection sources of the local recyclables ⁽³⁾ ^:		以月/年計的預計收集量(噸) ⁽³⁾ : Monthly / yearly estimated collection amount (tonne) ⁽³⁾ :	
請提供預計再造產品的銷售渠道(如有) ⁽⁴⁾ : Please provide the planned outlet of recycled the product (if any) ⁽⁴⁾ :		以月/年計的預計生產量(噸) ⁽⁴⁾ : Monthly / yearly estimated production amount (tonne) ⁽⁴⁾ :	

iv) 處理廢木的相關設備 Processing equipment for wood waste

	設備及器械編號及名稱 ⁸ Equipment and machinery no. & name ⁸	處理回收物料種類 Types of recyclables to be handled	設備及器械的規格包括每日處理量 ⁽¹⁾ Specification of the equipment / machinery including daily processing capacity ⁽¹⁾	數量 Quantity	單價(港幣) Unit cost (HK\$)	預算開支(港幣) Estimated ⁽²⁾ Expenditure (HK\$) ⁽²⁾
1.						
2.						
總計 Total:						

請提供預計收集本地回收物料的渠道 ⁽³⁾ : Please provide the planned collection sources of the local recyclables ⁽³⁾ ^:		以月/年計的預計收集量(噸) ⁽³⁾ : Monthly / yearly estimated collection amount (tonne) ⁽³⁾ :	
請提供預計再造產品的銷售渠道(如有) ⁽⁴⁾ : Please provide the planned outlet of recycled the product (if any) ⁽⁴⁾ :		以月/年計的預計生產量(噸) ⁽⁴⁾ : Monthly / yearly estimated production amount (tonne) ⁽⁴⁾ :	

^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。

Specifications should include the types, purpose and capacities of the equipment / machinery being purchased.

- (2) 於提交申請時，申請人須就項目預計採購的設備、器械或服務提交參考報價以供評審。如單項的預算開支超過 5,000 港元但不多於 80 萬港元，申請人須提交至少一份報價；如單項預算開支超過 80 萬港元，申請人須提交至少五份報價。申請人應同時參考「回收基金」申請指引(企業資助計劃)第 4.5 項以了解更詳細的採購程序。為減低風險，建議申請人在申請獲批及項目展開前切勿購買價格較高的設備、器械或服務，例如壓縮車/缸車、造膠粒機、分選機等。

During application submission, applicants are required to submit reference quotations for the equipment, machinery or service that will be purchased in the project for assessment. For any single items with estimated expenditure over HK\$5,000 but not exceeding HK\$800,000, the applicant shall submit at least one quotation. For any single item with estimated expenditure over HK\$800,000, the applicant shall submit at least 5 quotations. Applicants should refer to paragraph 4.5 of “Guide to Application for the Recycling Fund (Enterprise Support Programme)” for more detailed procurement procedure. To minimise the risk, applicants are highly recommended NOT to procure equipment, machinery or service with high cost, such as compactor trucks / side loaders / tankers, pelletizers, separators, etc. before the application is approved and the project is commenced.

- (3) 若申請由本地製造商提交，請於空格填上合作回收商預計收集本地回收物料的渠道及相關月/年計的收集量。

For applications made by local manufacturers, please provide the planned collection sources of the local recyclables and the estimated monthly / yearly collection amount of the collaborating recycling enterprise in the blank space.

- (4) 企業須保留所有購買本地回收物料，及/或賣出其再造製產品的相關文件，以便秘書處能進行隨機檢查。

Applicant shall keep all the transaction records of the sources of recyclables, and/or sales of recycled products / processed recyclables and submit or make available all such supporting documents to the Secretariat upon request.

- (5) **申請人請留意:**

(a) 申請人應盡量直接向供應商獲取報價，以確保報價的真確性;

(b) 如在無可避免的情況下，申請人經中間人獲取報價，該中間人不能為其中一間提供報價的供應商。申請人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;

(c) 無論如何獲取報價，申請人亦有責任確保所有報價文件的真確性。

Applicants are reminded on the followings:

(a) Applicants should obtain quotations directly from suppliers as far as possible to ensure the authenticity of the quotations;

(b) If, under unavoidable circumstances, the applicant obtains quotation through an agent, such agent cannot be one of the suppliers. The applicant should also ensure that the agent has no interest in any supplier that provides the quotation;

(c) Regardless of how quotations are obtained, applicants are also responsible for ensuring the authenticity of all quotation documents.

13 項目預算開支摘要 Summary of total estimated project cost:

項目類別 Project type	項目預算開支(港幣) Estimated Cost for the Item (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 conducting environmental audit to assess the compliance with relevant requirement 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	390,000
(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	1,000,000
項目總預算開支: Total estimated project cost:	1,390,000
申請者投入的金額 Amount of cash contribution from the applicant:	695,000
申請資助金額 Amount of Funding Sought:	695,000

備註 Remark: 申請企業如符合條件，可以在項目進行期間申請一次以回撥形式發放的中期撥款。詳情請參閱「標準項目申請指引」。The applicant could seek interim fund disbursement on a reimbursement basis once during the project period subject to satisfaction of the conditions. For detailed requirements and procedure, please refer to “Guidance Notes for Applications on Standard Project”.

14 向關聯人士進行採購 Procurement from an related person

申請企業應盡可能避免向與申請企業的關聯人士¹⁰或公司採購貨品或服務。

但若申請企業需要與申請企業有任何關聯的供應商採購貨品或服務，請提供資料及理據供委員會考慮及批准。

Please note that procurement from related person¹⁰ should be avoided where possible.

¹⁰ 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4.1.3及4.1.4段。

If the Applicant would like to procure any goods or services from a related person, please provide the following information and justification for RFAC's consideration and approval.

關聯人士名稱 Name of related person	與申請企業的關係 Relationship with the Applicant	需要採購貨品或服務 Goods or services to be procured	理據 Justifications
不適用			

15 實施計劃¹² Implementation Plan¹¹

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
1/1/2025	31/12/2025	購買及安裝設備

16 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:

17 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:

18 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 refer to paragraph 4.1.3 and 4.1.4 of the Guide to Application for the Recycling Fund (Enterprise Support Programme) for the meaning of “related person”.

¹¹ 項目應在十二個月內完成，項目為期應包括採購以及成功安裝設備及器械的所需時間。

Each SP should be completed within 12 months, the project period should cover the procurement as well as the successful installation of the procured machinery / equipment.

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

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\$):
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

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

19 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 關聯人士名稱 Name of related person: _____

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	

否 No

20 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.

- 21 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: _____

- 22 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

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

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

本人謹代表 ABC 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 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「標準項目申請指引」、「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 Standard 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

ABC有限公司

申請企業名稱
Name of Applicant

董事

職位
Post Title

30/12/2024

日期Date

致：回收基金秘書處

回收基金
企業資助計劃 - 標準項目 - \$100 萬

確認書

我們已閱讀及明白下列條款：

(i) 政府保留權利以本機構曾經參與、正在參與或有理由相信本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，取消本機構的是次申請，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，而有必要剔除本機構日後申請回收基金的資格。

(ii) 即使有關申請已獲批准，如果出現下列任何一種情況，政府可立即撤回或取消有關批准：

- 本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；
- 繼續委約本機構或繼續推行該回收基金項目將不利於國家安全；或
- 政府合理地相信上述任何一種情況將會發生。

我們謹此確認，我們同意及承諾遵守上述條款。

項目名稱：標準項目 - \$100 萬

申請者名稱：ABC 有限公司

簽署人姓名：Chan Tai Man

職位：董事

申請者印章：



授權人士簽署：

Chan T.M.

日期：30/12/2024

NB: Please submit one confirmation for each application.

Annex 1

To: Recycling Fund Secretariat

**Recycling Fund
Application for Enterprise Support Programme – Standard Project – \$1M**

Agreement

We have read and understood the following clauses:

(i) the Government reserves the right to disqualify our application on the grounds that our 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 of our organisation from future Recycling Fund applications 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) even after the application is approved, the Government may immediately withdraw or cancel the relevant approval upon the occurrence of any of the following events:

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

We hereby confirm we agree and undertake to comply with the above clauses.

Project Title: Standard Project – \$1M

Name of Applicant: ABC Company Limited

Name of Signatory: Chan Tai Man

Post Title: Director

Company Chop:



Authorised Signature: Chan T.M.

Date: 30/12/2024

附件二:

購買回收壓縮車/缸車的標準項目需符合以下要求:

壓縮車:	缸車:
<ol style="list-style-type: none">1. 壓縮車該為全密封式及配備金屬車斗尾蓋及污水收集缸。2. 壓縮車須配備插入式輔助電源功能，通過使用電力運行壓縮斗，以避免在停車狀態下運行引擎。	<ol style="list-style-type: none">1. 缸車的運作須符合所有相關法例，包括環保（如清潔水的排放、運作時產生的噪音）；運輸（汽車牌照）；環境衛生（如氣味、污水排放）；公眾潔淨及防止妨擾規例；及職業安全及健康條例（如個人防護裝備、安全訓練）2. 高度限制為 4.5 米
<p>壓縮車及缸車均需達到的要求:</p> <ol style="list-style-type: none">1. 申請人不得使用壓縮車/缸車來收集回收物料之外的其他材料（即壓縮車/缸車不得用於收集一般垃圾）。2. 申請人須提供合適及有人員看守的泊車位以停泊/存放壓縮車/缸車，以妥善保管該壓縮車/缸車及確保其不會對附近環境造成滋擾。3. 申請人尤應考慮採用配備最新排放標準的引擎的壓縮車/缸車。在「淘汰歐盟四期以前柴油商業車輛」的計劃下的壓縮車/缸車將不予考慮。4. 壓縮車/缸車須在車尾安裝適當警示/信號燈、標誌及逆向反光輔助裝置。當在道路上收集廢物時，必須啟動警示/信號燈號，以提示其他道路使用者，防止交通意外發生。5. 壓縮車/缸車應安裝安全裝置，以協助倒車。（例如：視像裝置、感應器及倒車響號裝置）。	

申請人申請購買壓縮車/缸車時，需要提供以下資料:

1. 車輛總重量 (G.V.W.) (例如，汽車：24 噸，16 噸等)
2. 壓縮斗/缸車的容量 (例如：12 噸、7 噸、隔間數量及尺寸，及其他相關資料(如有))
3. 壓縮率 (按體積計) (只適用於壓縮車)
4. 車輛高度 (只適用於缸車)
5. 車輛引擎的排放標準
6. 其他
 - i. 減低對環境滋擾的相關設備/裝置 (例如：防止滲濾污水洩漏和控制氣味)
 - ii. 其他相關功能 (如有) 有助於收集回收物料/廚餘 (例如：多個間隔、安裝的移動稱重設備等)

Annex 2:

Standard Project to purchase compactor truck / side loader / tanker under SP-\$1M shall fulfil the following requirements:

Compactor truck:	Side loader / tanker:
<ol style="list-style-type: none">1. The compactor trucks should be fully-enclosed and equipped with metal tailgate cover and waste water tank/sump tank.2. The compactor trucks must be equipped with a plug-in auxiliary power feature by using electricity power to avoid running the engine for operation of the compactor while at stop status.	<ol style="list-style-type: none">1. The collection operation with side loaders / tankers shall comply with all requirements under relevant Environmental (e.g. discharge of cleansing water, operation noise); Transport (vehicle license); Environmental Hygiene (e.g. odour emission, leakage of leachate); Public Cleansing and Prevention of Nuisances Regulation; and Occupational Safety & Health (e.g. PPE, safety training) ordinances and regulations.2. Maximum height: 4.5m
<p>Requirements apply to both compactor truck and side loader / tanker:</p> <ol style="list-style-type: none">1. The applicant must not operate the compactor truck / side loader / tanker to collect materials other than separated recyclables (i.e. the compactor truck / side loader / tanker should not be used for collecting general refuse).2. The applicant shall identify guarded parking spaces for parking the compactor truck / side loader / tanker so as to ensure its safe custody and avoid causing any disturbance to the surrounding.3. Applicants are encouraged to adopt compactor truck / side loaders / tanker equipped with engines of the latest emission standards. Those side loaders covered under the programme of “Phasing Out Pre-Euro IV Diesel Commercial Vehicles” will not be considered.4. Appropriate warning / signal lights, signs and retro-reflective aids shall be installed at the rear of the compactor truck / side loader / tanker. When the compactor truck/side loader is in the course of collecting recyclables, its warning / signal lights shall be switched on to remind other passerby about its collection operation.5. The compactor truck / side loader / tanker should be equipped with safety devices for assisting its reversing (e.g. reversing camera and video system, reversing sensors and alarming systems).	

Applicant is required to provide the following technical specifications of proposed compactor truck / side loader / tanker:

1. Gross vehicle weight of the truck (e.g. G.V.W.: 24 tonnes, 16 tonnes, etc.)
2. Capacity of the compactor / side loader / tanker (e.g. 12 tonnes, 7 tonnes, number and size of compartments, and other relevant information (if any), etc.)
3. Compaction ratio (by volume) (*for compactor truck only*)
4. Height of the truck (*for side loader / tanker only*)
5. Emission standard of the truck engine
6. Others
 - i. The associated equipment/installation to mitigate environmental nuisance (e.g. for preventing leachate leakage and controlling odour)
 - ii. Other associated feature, if any, facilitating the collection of recyclables/food waste (e.g. multiple compartments, installed mobile weighting system, etc.)

附件三 Annex 3:

促進良好回收作業及減低滋擾的設備或器械指定清單 (標準項目- \$100 萬 類別(d))

Prescribed equipment or machineries for fostering good practices and reducing nuisances (SP – \$1M Type (d))

- D1. 防塵屏障 Dust screens for air quality control
- D2. 隔音屏障或防護罩 Acoustic screens or shields for reducing noise level
- D3. 安裝層架/間隔或吊裝設備 Installation of racks / partitions or lifting equipment for maximizing storage capacity
- D4. 安裝除臭設備 Installation of deodorization units
- D5. 貨車車身改善工程 (例如加裝設備以全面覆蓋及圍封貨物、貨車職安健設備等) Truck body works (e.g. additional installation for providing full cover and containment of goods or devices related to OSH, etc.)

加強回收能力、處理量、效率及技術的設備及器械指定清單 (標準項目- \$100 萬 類別(e)) Prescribed small-scale equipment/ hardware/ machineries for enhancement of capability, capacity, efficiency and skills (SP – \$1M Type (e))

- E1. 打包機 Balers
- E2. 金屬籠及相關配件 Metal cages and related parts
- E3. 起重鏈 Chain lifts
- E4. 磅 Weight scales
- E5. 貨車加裝起重設備 (如油壓式裝卸貨物裝置(尾板)、吊臂等) Equipment installed on the trucks (e.g. hydraulic goods loaders (tail lift), cranes etc)
- E6. 輸送帶 Conveyor belts
- E7. 壓碎機或破碎機 Crushers or shredders
- E8. 叉車 / 剷車 / 集裝箱正面起重機 Forklift trucks / reach stackers
- E9. 搬土機 Loaders
- E10. 人手搬運工具 (如手推車、啤吟車等) Equipment for manual handling (e.g. hand trucks, platform trolleys etc.)
- E11. 人手操作工具 (如鋸、螺絲批等) Hand tools (e.g. saws, screw drivers etc.)
- E12. 唧車 Pallet trucks
- E13. 消磁機 / 硬碟資料抹除機 Degaussers / hard disk erasers
- E14. 開線機 Electric wire debarker
- E15. 可重用收集袋 (以收集、貯存及運送回收物料) Reusable collection bags (for collecting, keeping and transferring recyclables)
- E16. 回收物料收集桶 (不包括一般回收分類桶) Collection bins for recyclables (other than standard waste separation bins)
- E17. 物料搬運配件 (如起重吊運裝置的鏈連抓斗、挖掘機專用的抓斗等) Material handling tools (e.g. grapplers with chains equipped with hoisting facilities, grapplers of excavators, etc.)

提升回收商處理本地回收物料的能力或使用本地回收物料製作再造產品 (標準項目 – \$100 萬 類別 (f)) Upgrading the capability of recyclers in collecting, transporting and processing local recyclables or manufacturing recycled products from local recyclables (SP - \$1M – Type (f))

處理廢紙及廢塑膠的相關設備 Processing equipment for papers and plastics:

- F1.1. 壓縮車 (請參考附件二有關購買壓縮車須符合的要求) Compactor trucks (Please refer to Annex 2 for the requirements for purchasing compactor trucks)
- F1.2. 塑膠或廢紙分揀機 Sorters for waste plastics / papers
- F1.3. 標籤及蓋去除機 Label and cap removers
- F1.4. 清洗機 Washers
- F1.5. 烘乾機 Dryers
- F1.6. 造膠粒機 Pelletizers
- F1.7. 壓碎機或破碎機 Crushers or shredders
- F1.8. PET 拉絲機 PET yarn machines
- F1.9. 發泡膠紙(EPS)熱溶機 / 冷壓機及空氣過濾設備 Hot-melting machines / cold compactor and air filtering equipment for processing expanded polystyrene
- F1.10. 擠塑 / 塑膠袋製造機 Extrusion / plastic bag making machines
- F1.11. 模塑機 (如吹塑製模、注塑製模、熱成型等模塑機) Molding machines (e.g. blow molding, injection molding, thermoforming, etc.)
- F1.12. 紙漿鑄模機 Pulp molding machines for making paper products
- F1.13. 製作塑膠或紙產品的模具 Molds for producing plastic or paper products
- F1.14. 其他製造再造塑膠/紙產品的相關所需設備/設施 (需與指定清單的機器相關，或用作符合相關環保法例要求) Necessary equipment / facilities associated with the prescribed items for facilitating the production process of recycled plastic / paper products or meeting relevant environmental legislation

處理廢金屬的相關設備 Processing equipment for metals:

- F2.1. 破碎機 (如：破碎機、粉碎機及切割機等) Crushers (e.g. crusher, grinder, cutter, etc.)
- F2.2. 分選機 (如：磁選機/除鐵系統、渦電流分選機、振動式篩網系統、銅米機等) Separators (e.g. magnetic separator, eddy current separator, vibratory separator/screener, cable granulator, etc.)
- F2.3. 除塵機 (如：除塵機、空氣淨化器、袋式除塵機等) Dust Collectors (e.g. dust collector, air purifier, bag filter, etc.)
- F2.4. 脫水機 (如：脫水機、烘乾機等) Dewatering machines (e.g. dewatering machine, dryer, etc.)
- F2.5. 輸送帶 Conveyors
- F2.6. 熔爐機組 Furnace
- F2.7. 裝櫃機 Container Loader
- F2.8. 其他與回收金屬物料工序相關的設備 (須與指定清單的機器相關，或用作符合相關環保法例要求) (如：風機、關風機、消音器、運作監控系統、設備控制系統、刀具打磨系統、

升降台、空氣壓縮機及氣缸等) Others necessary equipment associated with the prescribed items for facilitating the production process of recycled metal products or meeting relevant environmental legislation (e.g. blower, damper, silencer/noise enclosure, operation monitoring system, control panel, blade sharpeners, air-compressor and air-cylinder, etc.)

處理廚餘及油脂污泥的相關設備 Processing equipment for food waste and concentrated fat waste sludge:

- F3.1. 缸車 (5-7 公噸; 具有密封容器的車輛; 高度限制為 4.5 米) Side Loaders / tankers (vehicle with sealed containers, 5-7 tonnes, max. height 4.5m)
- F3.2. 便利缸車運作的廚餘收集桶 Food waste collection bins for facilitating operation of side loader / tanker
- F3.3. 可移動式稱重設備以記錄廚餘收集桶的重量 Mobile scales to record weight of food waste collection bin
- F3.4. 電子汽車稱重裝置 Electronic vehicle weighing systems

處理廢木的相關設備 Processing equipment for wood:

- F4.1. 破碎機 (如: 木屑機、破碎機或粉碎機 (木材專用)) Shredders (e.g. Sawdust machine, shredder or grinder (especially to reduce the wood sizes))
 - F4.2. 壓塊機 (如: 機器將廢木屑壓成立方體用作燃料) Briquettes presses
 - F4.3. 生物炭機 (如: 機器將廢木轉化成生物炭用作土壤改良劑) 及其相關設備 (如: 用於熱解後加速生物質冷卻過程的冷卻裝置) Biochar makers (converting wasted wood into biochar for soil conditioner) and its associated equipment (such as the cooling unit to speed up the cooling process of biomass after pyrolysis)
 - F4.4. 帶鋸 (如: 大型帶鋸將大樹幹切成木塊以便加工, 或臥式帶鋸機) Band Saws (e.g. large band saw to cut large tree trunk into pieces of wood for further processing, or horizontal band saw)
 - F4.5. 鏈鋸 (便攜式機械鋸用於切割樹幹/枝) Chainsaws (portable mechanic saw for cutting tree trunk/branches)
 - F4.6. 企頭鋸 (大鋸可以有效地將樹幹一次性切成多塊木材) Giant Saws (large saw that would efficiently cut tree trunk into several pieces in one go)
 - F4.7. 木材乾燥箱 Dry Wood Cabinet
 - F4.8. 其他與回收木材物料工序相關的設備 (須與指定清單的機器相關, 或用作符合相關環保法例要求) Necessary equipment / facilities associated with the prescribed items for facilitating the production process of recycled wood products or meeting relevant environmental legislation
-

(企業資助計劃 – 標準項目- \$100 萬)

(Enterprise Support Programme – Standard Project – \$1M)

申請者須知 Notes for Applicant

1. 在填寫申請表之前，請詳細閱讀「回收基金(企業資助計劃)」及「企業資助計劃 – 標準項目- \$100 萬」申請指引(以下簡稱「申請指引」)。 Please study the “Guide to Application for the Recycling Fund (Enterprise Support Programme)” and “Guidance Notes for Enterprise Support Programme – Standard Project – \$1M” (the Guide to Application) carefully before completing the application form.
2. 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.
3. 有意提交「企業資助計劃 – 標準項目- \$100 萬」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 – Standard Project – \$1M) 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. “所需提交的文件” 所列的文件副本 Photocopies of the documents listed out in the “Checklist of Supporting Documents Required for Application”.

請將以上文件親身、郵遞送交至「回收基金」秘書處(下簡稱「秘書處」)(即香港生產力促進局) 或透過網上申請。 Please submit the above documents to the Recycling Fund Secretariat (the Secretariat) (i.e. the Hong Kong Productivity Council) in person, by post or by online application submission system.

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

地址： 九龍達之路 78 號生產力大樓
電話： (852) [2788-5658]
電郵： enquiry@recyclingfund.hk
網頁： www.recyclingfund.hk

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

4. 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.

5. 回收基金秘書處、環境保護署及香港生產力促進局擬使用您所提供的個人資料向您推介回收基金的最新發展、活動和培訓課程。如閣下不同意上述安排，請在下面適當的方格內填上「✓」號。Recycling Fund, Environmental Protection Department and Hong Kong Productivity Council intend to use the personal data that you have provided to promote the latest development, events and training courses, etc. of Recycling Fund. If you do not agree on such use of your personal data, please indicate your objection by ticking the box below.

- 本人**不同意**回收基金秘書處、環境保護署及香港生產力促進局使用本人的個人資料於任何有關宣傳及推廣回收基金的用途。I **do not agree** Recycling Fund, Environmental Protection Department and Hong Kong Productivity Council to use my personal data in any promotion and marketing activities of Recycling Fund.

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.

- 附件一 – 維護國家安全確認書 (請參閱「標準項目申請指引」第 2 部分。)
Annex 1 – Agreement on safeguarding national security (Please refer to section 2 of Guidance Notes for Applications on “Standard Project”)
- 申請企業之商業登記證副本
Copy of the Business Registration Certificate of the Applicant
- 申請企業股東資料的證明文件副本
Copy of the documentary proof of the shareholders of the Applicant
- 顯示列於甲部第 14 至 16 項申請企業在香港有實質業務運作及與回收相關活動的證明文件副本
Copy of the documentary proof of substantive business operations in Hong Kong and recycling related activities 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)
- 項目預計採購的設備、器械或服務的報價 (如單項預算開支超過 80 萬港元，申請人須提交至少 5 份報價。)
Quotation of the equipment, machinery or service that will be purchased in the project (For any single item with estimated expenditure over HK\$800,000, the applicant shall submit at least 5 quotations)
- 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 (如適用)
Copy of the proof of the handling local recyclables / producing recycled products with local recyclables (if applicable)
- 其他：Others: _____