

**Subcommittee on  
Product Eco-responsibility (Plastic Shopping Bags) Regulation**

**The Administration's Response to the Follow-up Actions  
Arising from the Meeting on 19 February 2009**

**Quantity of plastic bags**

The Administration has long adopted green management in office practices. In particular, all bureaux and departments have been advised to reduce the use of plastic bags as far as possible. Being the Administration's main agent for providing public street cleansing and domestic waste collection service, the Food and Environmental Hygiene Department (FEHD) has taken the initiative to require its frontline staff and contractors to economise on the use of plastic refuse bags. As a result, the use of plastic refuse bags was reduced from 5.31 million in 2006 to 4.27 million in 2008, of which, some 2.68 million plastic refuse bags were used by FEHD's contractors. Aside from reduction at source, the FEHD has recently completed the trial use of plastic refuse bags made of more environment-friendly materials. The trial results are satisfactory, and the FEHD would adopt plastic refuse bags with at least 70% of recycled content on a full-scale basis from mid- 2009 onwards.

2. All bureaux and departments will continue to take various measures to reduce the use of plastic bags, which include requiring office cleansing contractors to minimize the use of plastic refuse bags, and to replace those bags only when they are fully filled, damaged or when necessary. Office colleagues are also regularly reminded of using less plastic bags and of other green management practices through internal guidelines and by departmental green managers.

**Review of the environmental levy scheme**

3. The Administration has undertaken to review the effectiveness of the environmental levy scheme after one year of implementation. The review would particularly assess the reduction of plastic shopping bags after the implementation of the environmental levy scheme through landfill surveys as well as quarterly returns from registered retailers.

As part of the review, public opinion surveys would also be conducted to assess the change of public attitude and behaviour, including the use of alternative carriers and garbage bags.

### **Publicity Programme**

4. The Administration has a publicity programme in place, including i) the production of new Announcements for Public Interests (API's) dedicated for the launch of the environmental levy scheme; (b) broadcasting of the new API's at TV, radio and mass transport; (c) special logo design pertaining to the levy scheme; (d) production and distribution of publicity materials such as posters and stickers for registered retailers; and (e) publicity campaigns organized by green groups or other non-profit organization. The publicity programme would be intensified in the run-up to the launch of the environmental levy scheme. The Administration has also been encouraging the retail trade to launch complementary publicity campaigns. In this regard, we are pleased to note that the Hong Kong Retail Management Association has recently launched an "Every Day No Plastic Bag" campaign to encourage members of the public to bring their own bags. We also understand that the Association is considering seeking the funding support of the Environment and Conservation Fund to organize activities to further promote the reduction in the use of plastic shopping bags.

5. The Administration has agreed to provide a dedicated hotline to handle public enquiries. The dedicated hotline would operate seven days a week for extended hours in the first three month upon the launch of the environmental levy scheme.

### **Specified Forms and Practice Guidelines**

6. The drafts of the specified forms and the practice guidelines are at **Annex A** and **Annex B** respectively. The drafts are subject to further revisions and refinement in consultation with the retail trade.

Environmental Protection Department  
March 2009



香港特別行政區政府  
The Government of the  
Hong Kong Special Administrative Region  
環境保護署 Environmental Protection Department

Official Use

Code No.

/ /

產品環保責任（塑膠購物袋）規例  
PRODUCT ECO-RESPONSIBILITY (PLASTIC SHOPPING BAGS) REGULATION

\*登記零售商/登記零售店的登記申請  
Application for Registration as \*Registered Retailer/ Registered Retail Outlet

請以正楷填寫各項資料 Please complete all items in BLOCK LETTERS

|                               |                                                                                                                                                                |                    |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <b>A1 段</b><br><b>Part A1</b> | <b>零售商資料 - 法人團體申請（如屬個人或合夥申請則無需填寫）</b><br><b>Particulars of retailer - Body corporate application (not applicable to individual or partnership application)</b> |                    |
|                               | 業務名稱 (中文或英文)<br>Name of Business (in Chinese or English)                                                                                                       |                    |
| 附註 1<br>Note 1                | 商業登記號碼<br>Business Registration Number                                                                                                                         |                    |
|                               | 註冊辦事處地址<br>Address of Registered Office                                                                                                                        |                    |
| 附註 2<br>Note 2                | 塑膠購物袋徵費登記(零售商)號碼<br>Plastic Shopping Bags Levy<br>Registration (Retailer) Number                                                                               |                    |
| 電話號碼<br>Telephone Number      |                                                                                                                                                                | 傳真號碼<br>Fax Number |

|                                   |                                                                                                                                                                |              |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>A2 段</b><br><b>Part A2</b>     | <b>零售商資料 - 個人申請（如屬法人團體或合夥申請則無需填寫）</b><br><b>Particulars of retailer - Individual application (not applicable to body corporate or partnership application)</b> |              |
|                                   | 業務名稱 (中文或英文)<br>Name of Business (in Chinese or English)                                                                                                       |              |
|                                   | 業務地址<br>Address of Business                                                                                                                                    |              |
| 附註 1<br>Note 1                    | 商業登記號碼<br>Business Registration Number                                                                                                                         |              |
|                                   | 東主姓名 (中文或英文)<br>Name (in Chinese or English)                                                                                                                   |              |
| 附註 3<br>Note 3                    | 東主香港身份證號碼<br>HK Identity Card Number of the<br>Proprietor                                                                                                      |              |
|                                   | 東主住址<br>Residential Address of the Proprietor                                                                                                                  |              |
| 附註 2<br>Note 2                    | 塑膠購物袋徵費登記(零售商)號碼<br>Plastic Shopping Bags Levy Registration<br>(Retailer) Number                                                                               |              |
| 電話號碼 Telephone No.                |                                                                                                                                                                | 傳真號碼 Fax No. |
| 手提電話/ 傳呼機號碼 Mobile / Pager Number |                                                                                                                                                                |              |

\* 請將不適用者刪去。 Please delete whichever is inapplicable.

|                               |                                                                                                                                                                 |       |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| <b>A3 段</b><br><b>Part A3</b> | <b>零售商資料 - 合夥申請 (如屬法人團體或個人申請則無需填寫)</b><br><b>Particulars of retailer - Partnership application (not applicable to body corporate or individual application)</b> |       |
|                               | 業務名稱 (中文或英文)<br>Name of Business (in Chinese or English)                                                                                                        | DRAFT |
|                               | 業務地址<br>Address of Business                                                                                                                                     |       |
| 附註 1<br>Note 1                | 商業登記號碼<br>Business Registration Number                                                                                                                          |       |
| 附註 2<br>Note 2                | 塑膠購物袋徵費登記(零售商)號碼<br>Plastic Shopping Bags Levy Registration (Retailer) Number                                                                                   |       |

|                                                                                                                     |                                                                             |                                      |
|---------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|--------------------------------------|
| <b>合夥人(1) 資料 Particulars of partner (1)</b>                                                                         |                                                                             |                                      |
|                                                                                                                     | 姓名或名稱 (中文或英文)<br>Name of Partner (in Chinese or English)                    |                                      |
| 附註1 及3<br>Note 1 & 3                                                                                                | *香港身份證號碼/ 商業登記號碼<br>*HK Identity Card Number/ Business Registration Number  |                                      |
|                                                                                                                     | *住址/註冊辦事處地址<br>*Residential Address/ Registered Office Address              |                                      |
| 電話號碼 Telephone No.                                                                                                  |                                                                             | 手提電話/ 傳呼機號碼<br>Mobile / Pager Number |
| 傳真號碼 Fax No.                                                                                                        |                                                                             |                                      |
| <b>合夥人(2) 資料 Particulars of partner (2)</b>                                                                         |                                                                             |                                      |
|                                                                                                                     | 姓名或名稱 (中文或英文)<br>Name of Partner (in Chinese or English)                    |                                      |
| 附註1 及3<br>Note 1 & 3                                                                                                | *香港身份證號碼/ 商業登記號碼<br>*HK Identity Card Number/ Business Registration Number  |                                      |
|                                                                                                                     | *住址/註冊辦事處地址<br>*Residential Address/ Registered Office Address              |                                      |
| 電話號碼 Telephone No.                                                                                                  |                                                                             | 手提電話/ 傳呼機號碼<br>Mobile / Pager Number |
| 傳真號碼 Fax No.                                                                                                        |                                                                             |                                      |
| <b>合夥人(3) 資料 Particulars of partner (3)</b> 如表格空位不夠，請加 A3 段表格填寫。 Please use additional sheet on Part A3 if required |                                                                             |                                      |
|                                                                                                                     | 姓名或名稱 (中文或英文)<br>Name of Partner (in Chinese or English)                    |                                      |
| 附註1 及3<br>Note 1 & 3                                                                                                | *香港身份證號碼/ 商業登記號碼<br>* HK Identity Card Number/ Business Registration Number |                                      |
|                                                                                                                     | *住址/註冊辦事處地址<br>*Residential Address/ Registered Office Address              |                                      |
| 電話號碼 Telephone No.                                                                                                  |                                                                             | 手提電話/ 傳呼機號碼<br>Mobile / Pager Number |
| 傳真號碼 Fax No.                                                                                                        |                                                                             |                                      |

\* 請將不適用者刪去。 Please delete whichever is inapplicable.

請為每一間零售店獨立填寫 B1 至 B4 段。  
如表格空位不夠，請為每一段加表格填寫。

Please use separate Part B1 to B4 for **each retail outlet** and  
use additional sheet for each part if required.

Note 4  
附註 4

零售店編號  
Retail Outlet Number

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**B1 段 Part B1 零售店資料 Particulars of retail outlet**

|                                                                                                                                                                                                                                                                                                                                                                                  |                                                                       |              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|--------------|
|                                                                                                                                                                                                                                                                                                                                                                                  | 零售店名稱 (中文或英文)<br>Name of the Retail Outlet<br>(in Chinese or English) |              |
| 附註 5<br>Note 5                                                                                                                                                                                                                                                                                                                                                                   | 商業登記號碼<br>Business Registration Number                                |              |
|                                                                                                                                                                                                                                                                                                                                                                                  | 聯絡人名稱<br>Name of the Contact Person                                   |              |
|                                                                                                                                                                                                                                                                                                                                                                                  | 營業地址<br>Address of the Place of Business                              |              |
| 電話號碼 Telephone No.                                                                                                                                                                                                                                                                                                                                                               |                                                                       | 傳真號碼 Fax No. |
| <p>此零售店出售的貨品包括以下類別。 請選擇適合的類別。<br/>The following categories of goods are offered for sale in this retail outlet. Please mark as appropriate.</p> <p> <input type="checkbox"/> 食物或飲品 food or drink         <input type="checkbox"/> 藥物或急救用品 medicine or first-aid item         <input type="checkbox"/> 個人衛生或美容用品 personal hygiene or beauty product       </p>                    |                                                                       |              |
| <p>零售商如在香港境內擁有 5 間或以上的合資格零售店則 <b>不需要</b> 填報以下的項目：<br/>The following item is <b>not applicable</b> for retailer with 5 or more qualified retail outlets in Hong Kong:</p> <p>         零售樓面面積 (附註 6) Retail Floor Area (Note 6)         <input type="checkbox"/> 小於 200 平方公尺 less than 200 m<sup>2</sup> <input type="checkbox"/> 200 平方公尺或以上 200m<sup>2</sup> or above       </p> |                                                                       |              |

**B2 段 Part B2 獲授專營權者/特許經營者資料 (如適用) Particulars of franchisee (if applicable)**

只適用於根據專營加盟店協議/以特許經營方式運作的零售店 For retail outlet under franchise arrangement only

|                    |                                                                               |                                      |
|--------------------|-------------------------------------------------------------------------------|--------------------------------------|
|                    | *姓名/業務名稱 (中文或英文)<br>*Name/ Business Name<br>(in Chinese or English)           |                                      |
| 附註 8<br>Note 8     | *香港身份證號碼/ 商業登記號碼<br>*HK Identity Card Number/ Business<br>Registration Number |                                      |
|                    | *住址/ 註冊辦事處地址<br>*Residential Address/ Address of<br>Registered Office         |                                      |
| 電話號碼 Telephone No. |                                                                               | 手提電話/ 傳呼機號碼<br>Mobile / Pager Number |
|                    |                                                                               | 傳真號碼 Fax No.                         |

\* 請將不適用者刪去。 Please delete whichever is inapplicable.

☐ 請在適當的方格內劃上記號。 Please mark the box as appropriate.

如表格空位不夠，請加 B3 段表格填寫。 Please use additional sheet on Part B3 if required.

**B3 段 Part B3 第三者業務聲明(如適用)**  
**Declaration of third party operation (if applicable)**

申請人如欲提出其零售店內有部分範圍的業務是由獨立的第三者經營，並符合下列各項準則，以清楚表明該等範圍並不屬於申請人的零售店的一部分，申請人才需填寫本段，申請表並須附同零售店的樓面平面圖，圖中須顯示該等範圍。

This part is applicable only if the applicant claims that an area within the retail outlet is clearly not part of the applicant's retail outlet because the operation in that area is carried on by a separate third party and meets all the criteria set out below. In this case, the application must be accompanied by a floor plan of the retail outlet indicating each such area.

**第三者經營商 ( ) Third Party Operator ( )**

請為第三者經營商順次序編配號碼，並將編號填於括號內

Please assign a number in sequence for each third party operator and specify the number in the brackets

|                                                                               |                                                                                                                                                     |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| 第三者經營商的名稱 (中文或英文)<br>Name of the Third Party Operator (in Chinese or English) |                                                                                                                                                     |
| <input type="checkbox"/>                                                      | 經營商在此零售店按獨立的商業登記經營 (商業登記號碼: )<br>The operator operates under a separate business registration at the retail outlet (Business Registration Number: ) |
| <input type="checkbox"/>                                                      | 有關業務在一個清楚劃定的範圍內營運 (如零售櫃位)<br>The operation occupies a clearly defined area (e.g. a physical sales counter)                                          |
| <input type="checkbox"/>                                                      | 經營商的品牌在該範圍內顯眼地展示<br>The brand name of this operator is conspicuously displayed in that area                                                         |
| <input type="checkbox"/>                                                      | 有關業務由經營商的僱員管理<br>The operation is managed by an employee of this operator                                                                           |
| <input type="checkbox"/>                                                      | 經營商自行提供印有其品牌或標誌的塑膠購物袋<br>This operator provides its own plastic shopping bags that bear its own brand name or logo                                  |

申請表必須附同第三者經營商在此零售店的有效商業登記證副本。

This application must be accompanied by a copy of the third party operator's valid Business Registration Certificate at the retail outlet.

**第三者經營商 ( ) Third Party Operator ( )**

請為第三者經營商順次序編配號碼，並將編號填於括號內

Please assign a number in sequence for each third party operator and specify the number in the brackets

|                                                                               |                                                                                                                                                  |
|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| 第三者經營商的名稱 (中文或英文)<br>Name of the Third Party Operator (in Chinese or English) |                                                                                                                                                  |
| <input type="checkbox"/>                                                      | 經營商在此零售店按獨立的商業登記經營 (商業登記號碼: )<br>The operator operates under a separate business registration at the retail outlet (Business Registration No.: ) |
| <input type="checkbox"/>                                                      | 有關業務在一個清楚劃定的範圍營運 (如零售櫃位)<br>The operation occupies a clearly defined area (e.g. a physical sales counter)                                        |
| <input type="checkbox"/>                                                      | 經營商的品牌在零售店範圍內顯眼地展示<br>The brand name of this operator is conspicuously displayed in this outlet                                                  |
| <input type="checkbox"/>                                                      | 有關業務由經營商的僱員管理<br>The operation is managed by an employee of this operator                                                                        |
| <input type="checkbox"/>                                                      | 經營商自行提供印有其品牌或標誌的塑膠購物袋<br>This operator provides its own plastic shopping bags that bear its own brand name or logo                               |

申請表必須附同第三者經營商在此零售店的有效商業登記證副本。

This application must be accompanied by a copy of the third party operator's valid Business Registration Certificate at the retail outlet.

☐ 請在適當的方格內劃上記號。

Please mark the box as appropriate.

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B4 段 Part B4

零售店部分範圍的豁免申請(如適用)

Application for Exemption of Part of the Area of Retail Outlet (if applicable)



此零售店內只陳列或出售非指明貨品的總樓面面積，超過整間零售店的零售樓面面積(附註 6)的 50%。

The total floor area of this retail outlet in which only non-specified goods are displayed or offered for sale is more than 50% of the retail floor area (Note 6) of the entire retail outlet.

零售店內只陳列或出售非指明貨品的總樓面面積

Total floor area in which only non-specified goods are displayed or offered for sale

平方公尺  
m<sup>2</sup>

整間零售店的零售樓面面積 (附註 6)

Retail floor area (Note 6) of the entire retail outlet

平方公尺  
m<sup>2</sup>

- 申請表須附同零售店的樓面平面圖，圖中須顯示: (i) 任何只陳列或出售非指明貨品的範圍; 及 (ii) 每個擬豁免的收銀櫃台的位置。

This application must be accompanied by the floor plan(s) of this retail outlet indicating: (i) any area in which only non-specified goods are displayed or offered for sale; and (ii) the location of each cashier's counter that is intended to be exempted.

- 請為每個擬豁免的收銀櫃台編上可識別的號碼，並在樓面平面圖上以此號碼標示該收銀櫃台的位置。

Please assign an identification number to each cashier's counter intended to be exempted and mark the location of the cashier's counter with that number on the floor plan.

- 附同申請表的每張樓面平面圖均須列明 (i) 該圖的縮尺比率 (ii) 可識別的樓面平面圖號碼; (iii) 所屬的樓層; (iv) 該樓層只陳列或出售非指明貨品的樓面面積; 及 (v) 該樓層的總零售樓面面積。

On each floor plan attached to this application, please specify (i) the scale of the floor plan; (ii) the floor plan identification number; (iii) the corresponding floor level number; (iv) the floor area in which only non-specified goods are displayed or offered for sale on that floor; and (v) the total retail floor area of that floor.

擬豁免的收銀櫃台:

Cashier's counter(s) intended to be exempted:

| 收銀櫃台<br>Cashier's counter                         |                                   |                                               | 請確定此收銀櫃台是否只就非指明貨品接受付款(即不屬於食物或飲品、藥物或急救用品以及個人衛生或美容用品的貨品)。<br>Please confirm whether this cashier's counter <u>accepts</u> payment for non-specified goods only, i.e. goods other than food or drink, medicine or first-aid item, and personal hygiene or beauty product. |
|---------------------------------------------------|-----------------------------------|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 收銀櫃台號碼<br>Cashier's counter identification number | 所屬樓層<br>Corresponding floor level | 所屬的樓面平面圖號碼<br>Corresponding floor plan number |                                                                                                                                                                                                                                                                        |
|                                                   |                                   |                                               | <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No                                                                                                                                                                                                           |
|                                                   |                                   |                                               | <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No                                                                                                                                                                                                           |
|                                                   |                                   |                                               | <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No                                                                                                                                                                                                           |
|                                                   |                                   |                                               | <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No                                                                                                                                                                                                           |
|                                                   |                                   |                                               | <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No                                                                                                                                                                                                           |
|                                                   |                                   |                                               | <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No                                                                                                                                                                                                           |
|                                                   |                                   |                                               | <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No                                                                                                                                                                                                           |
|                                                   |                                   |                                               | <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No                                                                                                                                                                                                           |
|                                                   |                                   |                                               | <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No                                                                                                                                                                                                           |
|                                                   |                                   |                                               | <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No                                                                                                                                                                                                           |

**Cashier's counter(s) intended to be exempted (continue):**

☐ 請在適當的方格內劃上記號。 Please mark the box as appropriate.

**C 段 Part C 申請人聲明 Declaration of Applicant**

\* 本人/我們就[ ] 間零售店提出申請，連同此申請表總共提交：  
[ ] 頁申請表格的 B1/\*B2 段；[ ] 頁 B3 段；及[ ] 頁 B4 段。

\* I/We make application in respect of [ ] number of retail outlet(s) and submit altogether:  
[ ] page(s) of Part B1/\*B2; [ ] page(s) of B3; and [ ] page(s) of B4 of this Application Form.

\*本人/我們明白，如果\*本人/我們出示或提供在要項上屬虛假或具誤導性的紀錄、文件或資料，或無合理辯解而在出示或提供紀錄、文件或資料時遺漏任何要項，即屬犯法，一經定罪，最高可被罰款\$100,000。

\*本人/我們已細閱申請指南及關於\*本人/我們個人資料的「個人資料收集聲明」。\*本人/我們謹此聲明，\*本人/我們在此申請表上所填報的個人資料，就\*本人/我們所知，均屬真確及最新的資料。\*本人/我們明白並且同意，此等個人資料，可按照「個人資料收集聲明」所述之目的而被使用。

\*I/We understand that if \*I/we produce or provide any record, document or information that is false or misleading in any material particular, or, without reasonable excuse, omit any material particular from any record, document or information produced or provided by me/us, I/we shall commit an offence and be liable on conviction to a maximum fine of \$100,000.

\*I/We have read the Application Guide and Personal Information Collection Statement about \*my/our personal data. \*I/We declare that the personal data provided in this application form are accurate and up-to-date to the best of \*my/our knowledge. \*I/We agree and understand that such personal data can be used according to the purposes stated in the Personal Information Collection Statement.

**請選擇 (1) (2) (3) 其中一項填寫 Please complete either (1) or (2) or (3)**

**(1) 法人團體申請 Body Corporate Application**

|                                                    |                   |                              |  |
|----------------------------------------------------|-------------------|------------------------------|--|
| 申請人姓名 Name of applicant                            |                   | 申請人簽署 Signature of applicant |  |
| 在法人團體內的職銜<br>Designation within the body corporate | 公司印章 Company Chop | 日期 Date                      |  |

**(2) 個人申請 Individual Application**

|                             |                                  |         |
|-----------------------------|----------------------------------|---------|
| 東主姓名 Name of the proprietor | 東主簽署 Signature of the proprietor | 日期 Date |
|-----------------------------|----------------------------------|---------|

**(3) 合夥申請 Partnership Application**

本人已將業務的所有合夥人列出。 I have already listed out all the partners in this partnership.

|                            |                                 |                                                |         |
|----------------------------|---------------------------------|------------------------------------------------|---------|
| 申請人姓名<br>Name of applicant | 申請人簽署<br>Signature of applicant | 在合夥經營的職銜<br>Designation within the partnership | 日期 Date |
|----------------------------|---------------------------------|------------------------------------------------|---------|

\* 請將不適用者刪去。 Please delete whichever is inapplicable.

**遞交申請**

DRAFT

**郵寄：** 請將填妥的申請表連同有關文件的副本郵寄至下列地址：

環境保護署  
九龍長沙灣道 303 號長沙灣政府合署 8 樓  
並於封面註明：「**塑膠購物袋徵費計劃**」

**親身提交：** 請將填妥的申請表連同有關文件的副本於辦公時間星期一至五上午九時至下午五時，交到下列辦事處：

| 辦事處        | 辦事處地址                   | 電話        |
|------------|-------------------------|-----------|
| 總辦事處       | 香港灣仔告士打道 5 號稅務大樓 33 樓   | 28243773  |
| 修頓中心辦事處    | 香港軒尼詩道 130 號修頓中心 28 樓   | 25737746  |
| 長沙灣政府合署辦事處 | 九龍長沙灣道 303 號長沙灣政府合署 8 樓 | 2402 5200 |
| 區域辦事處 (東)  | 九龍九龍灣臨樂街 19 號南豐商業中心 5 樓 | 27555518  |
| 區域辦事處 (南)  | 香港魚則魚涌海灣街 1 號華懋交易廣場 2 樓 | 25161718  |
| 區域辦事處 (西)  | 新界荃灣西樓角路 38 號荃灣政府合署 8 樓 | 24176116  |
| 區域辦事處 (北)  | 新界沙田上禾輦路 1 號沙田政府合署 10 樓 | 21585757  |

**電子申請：** 詳情請參考 <http://www.epd.gov.hk>**Application Submission****By Post:** The completed application form together with copy(ies) of relevant document(s) can be sent by post to:

Address: Environmental Protection Department,  
8/F Cheung Sha Wan Government Offices,  
303 Cheung Sha Wan Road, Kowloon

Attention: Plastic Shopping Bags Levy Scheme

**In Person:** The completed application form together with copy(ies) of relevant document(s) can be submitted in person during office hour (Monday to Friday, 9:00am to 5:00pm) to the following offices:

| Office                            | Address                                                                               | Telephone |
|-----------------------------------|---------------------------------------------------------------------------------------|-----------|
| Head Office                       | 33/F., Revenue Tower, 5 Gloucester Road, Wanchai, Hong Kong.                          | 2824 3773 |
| Southorn Centre Office            | 28/F., Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong.                        | 2573 7746 |
| Cheung Sha Wan Government Offices | 8/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon.            | 2402 5200 |
| Regional Office (East)            | 5/F., Nan Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay, Kowloon.            | 2755 5518 |
| Regional Office (South)           | 2/F., Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay, Hong Kong.             | 2516 1718 |
| Regional Office (West)            | 8/F., Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, New Territories.  | 2417 6116 |
| Regional Office (North)           | 10/F., Sha Tin Government Offices, No.1 Sheung Wo Che Road, Sha Tin, New Territories. | 2158 5757 |

**By Electronic Means:** Please refer to <http://www.epd.gov.hk>

## 1 附註

- 附註 1 - 申請表必須附同零售商的有效商業登記證副本，以供核實。
- 附註 2 - 此欄只適用於已登記的零售商，尚未獲編配登記號碼的零售商不用填寫。
- 附註 3 - 申請表必須附同有效香港身份證副本。
- 附註 4 - 請為每一間零售店順次序編配號碼，並將編號填於方格內。
- 附註 5 - 申請表必須附同有效商業/分行登記證副本，以供核實。新零售店如在申請時未能提供有效的商業登記證，請在方格內填上預計的開業日期及預計提供有效商業登記證副本的日期。
- 附註 6 - 根據《產品環保責任條例》附表 4 第 2 條，「零售樓面面積」：
- i. 指在零售店中顧客可到的圍封空間的總樓面面積；
  - ii. 包括用作通道或由收銀處、貨架或陳列貨品佔用的範圍；及
  - iii. 不包括用作辦公室或貯存存貨的範圍。
- 附註 7 - 如獲授專營權者/特許經營者為個人，請附同其有效香港身分證副本。如獲授專營權者/特許經營者為法人團體，請附同其有效商業登記證副本。

## 2 釋義

- “署長”指環境保護署署長；
- “非指明貨品”指不屬於《條例》附表 4 第 1(2)(a)、(b)或(c)條指明的任何類別的貨品；
- “條例”指《產品環保責任條例》(第 603 章)；
- “訂明零售商”指《條例》第 3 部按照第 19(1)條對之適用的零售商；
- “塑膠購物袋”指《條例》按照第 18 條所適用的塑膠購物袋；
- “產品”包括任何物品、物料及物質；
- “合資格零售店”具有《條例》附表 4 第 1(2)條給予該詞的涵義；
- “登記零售店”具有《條例》第 17(2)條給予該詞的涵義；
- “登記零售商”指根據《條例》第 19(2)條申請登記、而其申請已根據《條例》第 19(6)條獲批准的人；及
- “規例”指《產品環保責任(塑膠購物袋)規例》(第 603 章，附屬法例 A)。

## 3 一般事項

- 訂明零售商或有意成為訂明零售商的人，可藉本申請表向署長申請就該零售商或該人的合資格零售店登記成為登記零售商。申請獲批准後，申請人便成為登記零售商，並須遵從《產品環保責任條例》內訂明的有關責任。
- 就本申請所提供的資料如有變更，申請人須在合理切實可行的範圍內，盡快將該項變更以書面通知署長。
- 申請人可藉給予署長書面通知，在申請獲裁決前的任何時間，撤回申請。
- 申請人要清楚填寫申請表內的資料，並須根據申請表的要求遞交其他資料。資料不足或不清楚可能延誤申請的辦理工作。
- 如屬：
  - 法人團體申請，必須填寫 A1 段及 C(1) 段
  - 個人申請，必須填寫 A2 段及 C(2) 段
  - 合夥申請，必須填寫 A3 段及 C(3) 段
- 申請人須就每間零售店各別填寫一張 B1 段表格。B2 段、B3 段及 B4 段均為選擇項目。如零售店以特許經營方式或根據專營加盟店協議而經營零售業務，則須填寫 B2 段表格。申請人如欲提出其零售店內有部分範圍的業務是由獨立的第三者經營，並符合 B3 段所列的各項準則，以清楚表明該等範圍並不屬於申請人的零售店的一部分，申請人才需填寫 B3 段表格。如就零售店的部分範圍申請豁免，則須填寫 B4 段表格。
- 如表格內提供的空位不足夠，請另加紙張填寫。

## 4 查詢

如有任何查詢，可寄信至「九龍長沙灣道 303 號長沙灣政府合署 8 樓，環境保護署塑膠購物袋徵費計劃」，或傳真至 2402-8272 或致電 2150-8054。

**1 Specific Notes**

- Note 1 – A copy of the valid Business Registration Certificate of the retailer must be submitted together with this application for verification.
- Note 2 – This item is only applicable to an existing registered retailer, and is not applicable to a retailer who has not yet been assigned a registration number.
- Note 3 – A copy of the valid Hong Kong Identity Card must be submitted.
- Note 4 – Please assign a number in sequence to each retail outlet and specify the number in the box provided.
- Note 5 – A copy of the valid Business/Branch Registration Certificate must be provided together with this application for verification. For a new retail outlet where a valid Business/Branch Registration Certificate is not available at the time of application, please state in the space provided the expected date of business commencement and the expected date on which a copy of the valid Business Registration Certificate can be submitted.
- Note 6 – According to section 2 of Schedule 4 to the Product Eco-Responsibility Ordinance, “retail floor area”:
- i. means the total floor area of any enclosed space at a retail outlet that is accessible by a customer;
  - ii. includes any area used as a passageway or occupied by a cashier, shelf, rack, or goods on display; and
  - iii. excludes any area used as an office or for storage of stock.
- Note 7 – If the franchisee is an individual, a copy of the franchisee’s valid Hong Kong Identity Card must be submitted. If the franchisee is a body corporate, a copy of the franchisee’s valid Business Registration Certificate must be submitted.

**2 Interpretation**

“Director” means the Director of Environmental Protection;

“Non-specified goods” means goods not belonging to any category specified in section 1(2)(a), (b), or (c) of Schedule 4 to the Ordinance;

“Ordinance” means the Product Eco-responsibility Ordinance (Cap. 603);

“Prescribed retailer” means a retailer to which Part 3 of the Ordinance applies according to section 19(1) of the Ordinance;

“Plastic shopping bag” means a plastic shopping bag to which the Ordinance applies according to section 18 of the Ordinance;

“Product” includes any article, material and substance;

“Qualified retail outlet” has the meaning given by section 1(2) of Schedule 4 to the Ordinance;

“Registered retail outlet” has the meaning given by section 17(2) of the Ordinance;

“Registered retailer” means a person who made an application for registration under section 19(2) of the Ordinance that has been approved under section 19(6) of the Ordinance; and

“Regulation” means the Product Eco-responsibility (Plastic Shopping Bags) Regulation (Cap. 603 sub. leg. A).

**3 General Notes**

- A prescribed retailer, or a person who proposes to be a prescribed retailer, may make an application in this form to the Director for registration as a registered retailer in respect of a qualified retail outlet of that retailer or person. Upon approval of this application, the applicant becomes a registered retailer and must follow the obligations prescribed in the Product Eco-responsibility Ordinance.
- If there is a change in the information provided to the Director in relation to this application, the applicant must, as soon as reasonably practicable, give the Director notice of the change in writing.
- The applicant may, by giving the Director notice in writing, withdraw the application for registration at any time before it is determined.
- Applicant should fill in the form clearly and submit information as required. Insufficient or unclear information may delay the processing of the application.
- For application:
  - by a body corporate, Sections A1 and C(1) should be completed;
  - by an individual, Sections A2 and C(2) should be completed;
  - by a partnership, Sections A3 or (3) and C(3) should be completed.
- Please use a separate form on Part B1 for each retail outlet. Part B2, Part B3 and Part B4 are all optional items. Part B2 is required for a retail outlet at which a retail business is carried on under a franchise arrangement. Part B3 is required only if the applicant claims that an area within the retail outlet is clearly not part of the applicant’s retail outlet because the operation in that area is carried on by a separate third party and meets all the criteria set out in that Part. Part B4 is required for application for exemption of part of the area of the retail outlet.
- Please use additional sheets where the space provided in the form is not sufficient.

**4 Enquiries**

Enquiries can be addressed by post to the Environmental Protection Department, 8/F Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon (Attention: Plastic Shopping Bags Levy Scheme) or by fax at 2402-8272 or by phone at 2150-8054.

### 收集個人資料的目的

1. 收集個人資料的目的，在於處理「登記零售商」/「登記零售店」的登記申請。
2. 申請人在這份表格上提供的資料，環境保護署將用於下列一項或多項用途：
  - i. 與處理本表格申請事項有關的工作；
  - ii. 有關環境法例的執行和執法；
  - iii. 投訴調查；
  - iv. 統計及其他法定用途；及
  - v. 方便政府跟申請人聯絡。

### 可能移轉資料聲明

3. 申請人在這份表格上就有關申請所提供的個人資料，環境保護署可向下列人士披露：
  - i. 為處理上文第二段事項的其他政府決策局及部門；及
  - ii. 按有關法例獲准的其他人士。

### 查閱個人資料

4. 根據《個人資料(私隱)條例》第 18 條及第 22 條及附表 1 第 6 原則的規定，申請人有權查閱和更改個人資料。申請人查閱個人資料的權利，包括取得申請人資料副本。

## Personal Information Collection Statement

### Purpose of Collection

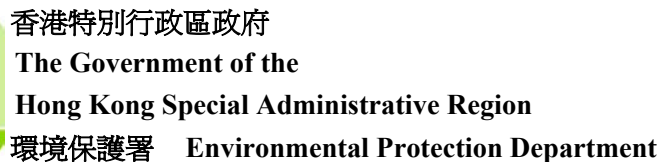
1. The personal data in relation to your application will be used for the purpose of processing the application for registration as Registered Retailer / Registered Outlet.
2. The personal data provided in this application form may be used by the Environmental Protection Department for one or more of the following purposes:
  - i. activities relating to processing this application;
  - ii. administration and enforcement of relevant environmental legislation;
  - iii. complaint investigations;
  - iv. statistical and any other legitimate purposes; and
  - v. facilitate communications between Government and the applicant.

### Transfer of Personal Data Statement

3. The Environmental Protection Department may disclose the personal data provided in this application to:
  - i. other government bureau and departments for the purposes mentioned in paragraph 1 above;
  - ii. other persons as permitted by the relevant legislation.

### Access to Personal Data

4. Applicant has a right of access and correction with respect to personal data as provided for in sections 18 and 22 and principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance. The right of access includes the right to obtain a copy of personal data provided by the applicant.



塑膠購物袋環保徵費季度申報表 (20\_\_年\_\_月\_\_日至20\_\_年\_\_月\_\_日)

填報日期 Date of Completion

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

塑膠購物袋徵費登記(零售商)號碼 (註 1)

**A 段 Part A**

填報項目 Particulars

Total number of registered retail outlets (refer to Appendix I)

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

本季從所有登記零售店任何不獲豁免的範圍提供予顧客的塑膠購物袋總數目  
Total number of plastic shopping bags provided to customers from any non-exempted area in all  
registered retail outlets during this quarter

|  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|

Total amount of levies payable for those plastic shopping bags during this quarter

HK\$

Remark

- 一 塑膠購物袋徵費按每個港幣五角計算。  
二 登記零售店總數目及本季提供予顧客的塑膠購物袋總數目**必須**與附件一填報內容相符。  
三 本申報表及其應繳款項**必須**於每季結束後**三十日內**遞交。

**B 段 Part B**

**聲明書 DECLARATION**

本人 \_\_\_\_\_ (全名) 為 \_\_\_\_\_

(填寫登記零售商全名並蓋上公司印章)

現聲明:

- 本人已呈報本登記零售商於上述季度所應繳付的塑膠購物袋徵費總額；
- 就本人所知所信，本填報表及附表一的一切資料，均屬真確，並無遺漏；以及
- 本人明白，如果本人出示或提供在要項上屬虛假或具誤導性的紀錄、文件或資料，或無合理辯解而在出示或提供紀錄、文件或資料時遺漏任何要項，即屬違法，一經定罪，最高可被罰款\$100,000。

I, \_\_\_\_\_ (full name), being the proprietor / precedent partner / director / secretary / manager

(delete whichever is inapplicable) of \_\_\_\_\_

(State full name of the Registered Retailer with Company chop)

declare that :

- the total amount of the plastic shopping bags levy payable for the quarter has been disclosed;
- to the best of my knowledge and belief all the particulars contained in this return and the attached Appendix I are true, correct and complete; and
- I understand that if I produce or provide any record, document or information that is false or misleading in any material particular, or without reasonable excuse, omit any material particular from any records, document or information produced or provided by me, I shall commit an offence and be liable on conviction to a maximum fine of \$100,000.

日期 Date \_\_\_\_\_

簽署 Signature \_\_\_\_\_

註 1: 只須填上塑膠購物袋徵費登記號碼之頭九位數字。

Note 1: First nine digits of the plastic shopping bags levy registration number.



香港特別行政區政府

The Government of the

Hong Kong Special Administrative Region

環境保護署 Environmental Protection Department

塑膠購物袋環保徵費季度申報表 (20\_\_年\_\_月\_\_日至20\_\_年\_\_月\_\_日)

Plastic Shopping Bags Levy Quarterly Return ( \_\_ / \_\_ / 20\_\_ - \_\_ / \_\_ / 20\_\_ )(Date/ Month/ Year)

## 繳款辦法

## PAYMENT INSTRUCTIONS

### (甲) 郵寄付款

請把支票、匯票或本票連同此季度填報表，郵寄香港堅尼地城域多利道 88 號四樓西翼業務組環保署(註明: 塑膠購物袋徵費計劃)收。請在支票、匯票或本票背面寫上「塑膠購物袋徵費登記(零售商)號碼」。切勿郵寄現金。請注意，以郵寄方式付款，將不獲發收據。郵戳日期將視為繳交日期，以決定這繳費單是否準時繳交。

### (a) By Post

A cheque, draft or cashier order should be sent together with the quarterly return to Environmental Protection Department, Business Services Unit, 4/F, West Wing, 88 Victoria Road, Hong Kong (Attn: Plastic Shopping Bags Levy Scheme). Please write the 'Plastic Shopping Bags Levy Registration (Retailer) Number' on the back of the cheque, draft or cashier order. **Cash should not be sent through the post.** The postmark date will be regarded as the date of payment to determine whether the payment is on time.

### (乙) 親身付款

請攜同整份季度填報表到任何環保署轄下之顧客服務櫃位繳交。繳費成功後，會另發收據以供存證。有關各顧客服務櫃位的地址及辦公時間，請致電環保署查詢熱線 2838 3111 或瀏覽環保署網頁：<http://www.epd.gov.hk>。

### (b) In Person

Payment may be made in person at any customer service counters of Environmental Protection Department. Please produce this quarterly return when making payment. After the payment is processed successfully, receipt will be issued to you for your recording purpose. For locations of customer service counters and their opening hours, please call EPD enquiry hotline 2838 3111 or visit EPD's website : <http://www.epd.gov.hk>.

### (丙) 透過「繳費靈」付款，商戶編號：59

辦理繳款前，請先用音頻電話致電 18013 登記此季度填報表。在選擇商戶編號 59 後，請輸入此填報表上9個位的塑膠購物袋徵費登記(零售商)號碼。繳款時，請致電 18033，然後依照指示輸入有關資料。如有查詢，請致電「繳費靈」熱線 2311 9876。

### (c) By PPS - Merchant Code : 59

Before making payment, please register this quarterly return and payment through a tone phone (tel. no.: 18011). After selecting the merchant code: 59, please enter the 9-digit Plastic Shopping Bags Levy Registration (Retailer) Number shown on this quarterly return. For making payment, please dial 18031 and then follow the instructions to key in the relevant information. For enquiries, please call PPS hotline 2311 9876.

### (丁) 透過互聯網付款

可使用各銀行或「繳費靈」在互聯網上提供的繳費服務付款，有關各網站的詳情，請瀏覽庫務署網頁：<http://www.info.gov.hk/tsy>。

### (d) Through Internet

Pay through bill payment services provided by banks or PPS on internet. For details of respective websites, please visit Treasury's website: <http://www.info.gov.hk/tsy>.

### 只適用於繳款辦法(甲)和(乙)

凡使用支票、匯票及本票均須書明支付「香港特別行政區政府」並加劃線，切勿寫明支付個別職員。支票付款須待支票收訖後方為有效。期票通常不予接納。

### For payment instructions under (a) & (b)

Cheques, draft and cashier orders should be made payable to "The Government of the Hong Kong Special Administrative Region" or "The Government of the HKSAR" and crossed. They must not be made payable to any individual officer. Payment is valid only after the cheque is cleared. Post-dated cheques are normally not accepted.

## 查詢

## ENQUIRIES

電話 2872 1840  
圖文傳真 2872 0509  
書面或親 註明: 塑膠購物袋徵費計劃  
環境保護署  
業務組  
香港堅尼地城  
域多利道 88 號四樓西翼

By Telephone 2872 1840  
By Fax 2872 0509  
In Writing or in Person Attn: Plastic Shopping Bags Levy Scheme  
Environmental Protection Department  
Business Services Unit  
4th floor, West Wing  
88 Victoria Road, Kennedy Town  
Hong Kong

塑膠購物袋環保徵費季度申報表 (20\_\_年\_\_月\_\_日至20\_\_年\_\_月\_\_日)  
Plastic Shopping Bags Levy Quarterly Return ( / / 20 - / / 20 ) (Date/ Month/ Year)

塑膠購物袋徵費登記(零售商)號碼 (註 1)

Plastic Shopping Bags Levy Registration (Retailer) Number (Note 1)

|            |                                                                         | (A)                                                                                                                             | (B)                                                            | (C)                                                                                                                                                 | (D)                                                                                                           |
|------------|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| 數目         | 塑膠購物袋徵費登記(零售店)號碼(註2)                                                    | 本申報涵蓋的期間(零售店如在本季進行登記或撤銷登記,請另行列明日期)                                                                                              | 交付予該零售店的塑膠購物袋數目                                                | 如該零售店有任何獲豁免的櫃台,請列明從豁免櫃台提供予顧客的塑膠購物袋數目                                                                                                                | 從該零售店任何不獲豁免的範圍提供予顧客的塑膠購物袋數目                                                                                   |
| Item count | Plastic shopping bags levy registration (retail outlet) number (Note 2) | Period covered in this return (please specify the dates if the retail outlet was registered or deregistered during the quarter) | Number of plastic shopping bags delivered to the retail outlet | If the retail outlet has exempted counter(s), please specify the number of plastic shopping bags provided to customers from the exempted counter(s) | Number of plastic shopping bags provided to customers from any area of the retail outlet that is not exempted |
| 1          |                                                                         |                                                                                                                                 |                                                                |                                                                                                                                                     |                                                                                                               |
| 2          |                                                                         |                                                                                                                                 |                                                                |                                                                                                                                                     |                                                                                                               |
| 3          |                                                                         |                                                                                                                                 |                                                                |                                                                                                                                                     |                                                                                                               |
| 4          |                                                                         |                                                                                                                                 |                                                                |                                                                                                                                                     |                                                                                                               |
| 5          |                                                                         |                                                                                                                                 |                                                                |                                                                                                                                                     |                                                                                                               |
| 6          |                                                                         |                                                                                                                                 |                                                                |                                                                                                                                                     |                                                                                                               |
| 7          |                                                                         |                                                                                                                                 |                                                                |                                                                                                                                                     |                                                                                                               |
| 8          |                                                                         |                                                                                                                                 |                                                                |                                                                                                                                                     |                                                                                                               |
| 9          |                                                                         |                                                                                                                                 |                                                                |                                                                                                                                                     |                                                                                                               |
| 10         |                                                                         |                                                                                                                                 |                                                                |                                                                                                                                                     |                                                                                                               |
| 11         |                                                                         |                                                                                                                                 |                                                                |                                                                                                                                                     |                                                                                                               |
| 12         |                                                                         |                                                                                                                                 |                                                                |                                                                                                                                                     |                                                                                                               |
| 13         |                                                                         |                                                                                                                                 |                                                                |                                                                                                                                                     |                                                                                                               |
| 14         |                                                                         |                                                                                                                                 |                                                                |                                                                                                                                                     |                                                                                                               |
| 15         |                                                                         |                                                                                                                                 |                                                                |                                                                                                                                                     |                                                                                                               |
| 16         |                                                                         |                                                                                                                                 |                                                                |                                                                                                                                                     |                                                                                                               |
| 17         |                                                                         |                                                                                                                                 |                                                                |                                                                                                                                                     |                                                                                                               |
| 18         |                                                                         |                                                                                                                                 |                                                                |                                                                                                                                                     |                                                                                                               |
| 19         |                                                                         |                                                                                                                                 |                                                                |                                                                                                                                                     |                                                                                                               |
| 20         |                                                                         |                                                                                                                                 |                                                                |                                                                                                                                                     |                                                                                                               |
| 總計 Total   |                                                                         |                                                                                                                                 |                                                                |                                                                                                                                                     |                                                                                                               |

須為(D)欄提述的袋繳付的徵費總額 (按每個袋港幣五角計算) (D) x \$ 0.5

Total amount of levies payable for the bags referred to in (D) (calculated at HK\$0.5 per bag) (D) x \$ 0.5

注意事項: 如登記零售商的登記零售店總數多於二十間, 請使用分頁填報。

Remark: Please use separate sheet(s) if the registered retailer has more than 20 registered retail outlets.

註 1: 只須填上塑膠購物袋徵費登記號碼之頭九位數字。

Note 1: First nine digits of the plastic shopping bags levy registration number.

註 2: 只須填上塑膠購物袋徵費登記號碼之最後四位數字。

Note 2: Last four digits of the plastic shopping bags levy registration number.

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## Practice Guidelines to the Environmental Levy Scheme on Plastic Shopping Bags

The Practice Guidelines are issued to provide guidance on various aspects of the environmental levy scheme on plastic shopping bags. The Practice Guidelines would take the form of questions and answers to address various issues arising from the implementation of the environmental levy scheme. Readers should also refer to the relevant legislation, namely the Product Eco-responsibility Ordinance (Cap. 603) and the Product Eco-responsibility (Plastic Shopping Bags) Regulation (Cap. 603 sub. leg. A).

[April 2009]

### **I. APPLICATION FOR REGISTRATION**

#### **1. Who is a “prescribed retailer”?**

A person is a “prescribed retailer” if he carries on a retail business at-

- (a) 5 or more qualified retail outlets in Hong Kong; or
- (b) at least one qualified retail outlet in Hong Kong that has a retail floor area of not less than 200 square metres.

#### **2. What is a “qualified retail outlet”?**

A retail outlet is a “qualified retail outlet” if the goods offered for sale in the outlet include all of the following categories of goods-

- (a) any food or drink;
- (b) any medicine or first-aid item; and
- (c) any personal hygiene or beauty product.

#### **3. Who is the person who carries on a retail business under a franchise agreement?**

If a retail business is carried on under a franchise agreement, the franchiser is the person who carries on that business.

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## 4. What products will be regarded as “medicine” for the purposes of this Ordinance?

The products or items listed at the following websites will be regarded as “medicine” for the purposes of this Ordinance:

*Registered Pharmaceutical Products*

[http://www.psdh.gov.hk/eps/eng/html/compendium\\_main.jsp](http://www.psdh.gov.hk/eps/eng/html/compendium_main.jsp)

*Chinese Herbal Medicine:*

<http://www.blis.gov.hk/>

(Schedule 1 and 2 under "Chinese Medicine Ordinance (Cap. 549)")

*Proprietary Chinese Medicine:*

<http://www.cmchk.org.hk/>

## 5. What is a “plastic shopping bag”?

A bag is a plastic shopping bag if

- (a) it is made wholly or partly of plastic; and
- (b) there is a handle, handle hole, perforated line for tearing out a handle hole, carrying string or strap, or any other carrying device on, or attached to, the bag.

Plastic includes polyethylene, polypropylene, polyvinyl chloride and nylon.

Paper shopping bags with plastic lamination or plastic handles are also “plastic shopping bags” for the purposes of this Ordinance. Similarly, non-woven bags made of polypropylene are also “plastic shopping bags” under this Ordinance.

## 6. What types of “plastic shopping bags” are exempted?

The following plastic shopping bags are exempted from the levy-

- (a) a bag that is sold at a price of \$5.00 or more;
- (b) 2 or more bags that are sold as a pre-packaged pack at a price of \$5.00 or more per pack;

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- (c) a bag that –
  - (i) contains either unpackaged goods or more than one piece of goods; and
  - (ii) is sealed before the goods are supplied to the retailer concerned.

## **7. How should a “prescribed retailer” register under the environmental levy scheme?**

A prescribed retailer, or a person who proposes to be a prescribed retailer, may apply for registration as a registered retailer in respect of a qualified retail outlet by making an application to the Environmental Protection Department (EPD) using the specified application form at **Annex A**.

## **8. When should a “prescribed retailer” submit the application form for registration?**

There will be a three-month initial registration period in the run up to the launch of the levy scheme. For the initial registration, prescribed retailers are encouraged to submit their applications as early as possible to ensure adequate time for processing before the launch. For registration made by a registered retailer in respect of a new retail outlet, the retailer should submit the application at least ten working days before the opening of the new outlet.

## **9. How should a third-party operation be treated?**

There could be goods offered for sale by third parties within a qualified retail outlet of a prescribed retailer under various commercial arrangements (e.g. sub-tenancies and consignment counters managed by staff members engaged by the sub-tenants or consignors). But the prescribed retailer must ensure that no plastic shopping bags are provided to customers whether by such third parties or anyone else within the qualified retail outlet unless the outlet is registered. The retailer must also charge an amount of not less than \$0.5 for each plastic shopping bag provided to a customer from the registered retail outlet. An area occupied by a third party operator within a qualified retail outlet of a prescribed retailer is clearly not part of that retail outlet for the purposes

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of the levy scheme only if –

- (a) the operator operates under a separate business registration at the location in question;
- (b) the operation occupies a clearly defined area (e.g. a physical sales counter);
- (c) the brand name of that third party is conspicuously displayed within that area;
- (d) the operation is managed by an employee of that third party; and
- (e) that third party operator provides its own plastic shopping bags that bear its own brand name or logo.

## **10. How long does it take to process an application for registration?**

As a performance pledge, EPD aims to process applications for registration of new outlets under a registered retailer within ten working days. EPD is also prepared to accommodate individual requests for urgent processing on a case-by-case basis, for example during the festive seasons when additional retail outlets are to be opened quickly in response to market needs.

## **11. How does a “prescribed retailer” know if his application is successful?**

Upon determination of an application, the “prescribed retailer” will be notified in writing of the outcome of his application and will be issued with a “Certificate of Registration” if his application is successful.

## **II. DISPLAY OF REGISTRATION CERTIFICATE**

### **12. How should a Certificate of Registration be displayed?**

The registered retailer shall ensure that the “Certificate of Registration” is displayed in a prominent position of the registered retail outlet to which the certificate relates.

## **III. APPLICATION FOR EXEMPTION**

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## **13. What are the exemption criteria that a retail outlet must meet in order to apply for partial exemption?**

The criteria for exemption are as follows -

- (a) the total floor area of the retail outlet in which only non-specified goods are displayed or offered for sale is more than 50% of the retail floor area of the retail outlet; and
- (b) each part of the area to be exempted is a cashier's counter that accepts payment for non-specified goods only.

## **14. What are the continuing conditions for an exemption?**

The continuing conditions for exemption are as follows -

- (a) the registered retail outlet continues to meet all the criteria for exemption specified above;
- (b) plastic shopping bags may be provided from an exempted area without payment of the required charge only if they are provided to customers who make payment for non-specified goods in that area and the number of bags so provided is not more than necessary for carrying those goods; and
- (c) such other conditions as the Director may reasonably impose from time to time.

## **15. How should a registered retailer apply for an exemption?**

A registered retailer may apply for the exemption of part of the area of a retail outlet by making an application to EPD using the specified application form (Part B4) at **Annex A**.

## **IV. SUBMISSION OF QUARTERLY RETURN AND PAYMENT**

## **16. How should a registered retailer submit a quarterly return?**

A registered retailer must submit a quarterly return in respect of each registered retail outlet of the retailer and the return must be submitted to the EPD in the specified form at **Annex B**.

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## **17. When is a quarterly return due?**

A registered retailer must submit a quarterly return within 30 days after the last day of each quarter ending on 31 March, 30 June, 30 September and 31 December. That is, the return must be submitted by the end of April, July, October and January.

## **18. How should a registered retail make a payment?**

A registered retailer must pay the total amount of levies stated in a return to the Government in person, by post and by any other means such as PPS or through the internet according to the payment instructions contained in the specified form of the return.

## **19. When is the payment due?**

A registered retailer must pay the total amount of levies within 30 days after the last day of each quarter. That is, the payment must be submitted by the end of April, July, October and January together with the return.

## **20. Who can be the authorized signatories for the declaration of the quarterly return?**

A quarterly return submitted by a registered retailer should be signed -

- (a) by the proprietor if the retailer is a sole proprietorship; or
- (b) by the precedent partner if the retailer is a partnership; or
- (c) by a director, secretary or manager if the retailer is a body corporate.

## **V. RECORD-KEEPING**

## **21. What records should be kept under the scheme?**

A registered retailer must ensure that records, invoices, receipts, delivery notes or any other documents that contain sufficient details to enable the EPD to readily verify the following matters in respect of each registered

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retail outlet of the retailer are kept -

- (a) the number of plastic shopping bags provided to a customer in each retail transaction of the retail outlet and the amount charged for those bags (if any) by the retailer in that transaction;
- (b) the number of plastic shopping bags contained in each shipment of plastic shopping bags to the retail outlet; and
- (c) the number of plastic shopping bags procured by the retailer and relating to each shipment referred to in paragraph (b).

## 22. How long should the records be kept?

A registered retailer should ensure that the records and documents relating to each return submitted are kept for not less than 5 years from the end of the calendar year to which the return relates.

## **VI. SPECIFIED FORMS**

Annex A – Application Form for Registration

Annex B – Form for Quarterly Return and Payment of Levies

## **VII. EPD's Offices**

| Office                            | Address                                                                    | Telephone |
|-----------------------------------|----------------------------------------------------------------------------|-----------|
| Head Office                       | 33/F., Revenue Tower, 5 Gloucester Road, Wanchai, Hong Kong.               | 2824 3773 |
| Southorn Centre Office            | 28/F., Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong.             | 2573 7746 |
| Cheung Sha Wan Government Offices | 8/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon. | 2402 5200 |
| Regional Office (East)            | 5/F., Nan Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay, Kowloon. | 2755 5518 |
| Regional Office (South)           | 2/F., Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay, Hong Kong.  | 2516 1718 |
| Regional Office                   | 8/F., Tsuen Wan Government                                                 | 2417 6116 |

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|                            |                                                                                             |           |
|----------------------------|---------------------------------------------------------------------------------------------|-----------|
| (West)                     | Offices, 38 Sai Lau Kok Road,<br>Tsuen Wan, New Territories.                                |           |
| Regional Office<br>(North) | 10/F., Sha Tin Government Offices,<br>No.1 Sheung Wo Che Road, Sha<br>Tin, New Territories. | 2158 5757 |

Environmental Protection Department  
[April 2009]