

借用宣傳物資申請表
Loan Form for Promotional Materials



請將填妥的申請表格傳真到 2318-1877 環保署廢物管理政策組。

Please FAX the duly completed form to 2318-1877, the Waste Management Policy Group (WMG) of Environmental Protection Department (EPD).

如有任何查詢，請於辦公時間（星期一至五：上午九時至下午十二時三十分及下午一時三十分至下午五時正；星期六、日及公眾假期：休息）內致電 2867-2197 與我們聯絡。

For any enquiry, please contact us at 2867-2197 during opening hours (Monday to Friday: 9:00 a.m. to 12:30 p.m. & 1:30 p.m. to 5:00 p.m.; closed on Saturday, Sunday and Public Holidays).

1. 一般資料

General Information

機構名稱

Name of Organisation _____

地址

Address _____

申請人姓名

職位

Name of Applicant _____

Post _____

電話

傳真

Telephone No. _____

FAX No. _____

電郵

Email _____

活動詳情

(請列明活動性質及其他有關的活動內容，例如展覽及回收等)

Details of Event

(Please specify the nature of the event and other related activities, e.g. exhibition and recycling activity etc.)

對象及人數

Type and No. of

申請借用日期

Target Audience _____

Loan Period _____

2. 借用項目 (物品的圖片請參考附件)

Items Required (Please refer to the Annex for the photos of the materials)

本機構希望申請以下宣傳物資 (請於適當空格位置填上✓號)：

We would like to apply to loan out the following promotional materials (Please put a ✓ at the appropriate box(es)):

<u>宣傳物資</u>	
<u>Promotional Materials</u>	
i. A2 海報 (尺寸：42 厘米 x 59.4 厘米)	數量
A2 Poster (Size: 42cm x 59.4cm)	Quantity
電腦及通訊產品回收計劃	
Computer and Communication Product Recycling Programme	<input type="checkbox"/> _____ 張 pc
慳電膽及光管回收計劃	
Fluorescent Lamp Recycling Programme	<input type="checkbox"/> _____ 張 pc
充電池回收計劃	
Rechargeable Battery Recycling Programme	<input type="checkbox"/> _____ 張 pc
ii. 回收箱	數量
Recycling Box	Quantity
慳電膽及光管回收計劃	
Fluorescent Lamp Recycling Programme	
• 收集紙箱 (尺寸：26.7 厘米(闊) x 19 厘米(深) x 27.9 厘米(高))	
Paper Collection Box (Size: 26.7cm(W) x 19cm(D) x 27.9cm(H))	<input type="checkbox"/> _____ 個 no.
• 不銹鋼收集桶 (A 款) (尺寸：33 厘米(闊) x 33 厘米(深) x 83.8 厘米(高))	
Stainless Steel Collection Bin (Type A)	<input type="checkbox"/> _____ 個 no.
(Size: 33cm(W) x 33cm(D) x 83.8cm(H))	
• 不銹鋼收集桶 (B 款) (尺寸：47 厘米(闊) x 33 厘米(深) x 96.5 厘米(高))	
Stainless Steel Collection Bin (Type B)	<input type="checkbox"/> _____ 個 no.
(Size: 47cm(W) x 33cm(D) x 96.5cm(H))	
充電池回收計劃	
Rechargeable Battery Recycling Programme	
• 收集紙箱 (尺寸：17.5 厘米(闊) x 15.5 厘米(深) x 28 厘米(高))	
Paper Collection Box (Size: 17.5cm(W) x 15.5cm(D) x 28cm(H))	<input type="checkbox"/> _____ 個 no.
• 不銹鋼收集桶 (梯形)	
(尺寸：46 厘米 & 34 厘米(闊) x 28 厘米(深) x 85 厘米 & 79 厘米(高))	
Stainless Steel Collection Bin (Trapezium)	<input type="checkbox"/> _____ 個 no.
(Size: 46cm & 34cm(W) x 28cm(D) x 85cm & 79cm(H))	

3. 注意事項

Important Notes

本機構現申請外借上述物品，並同意遵守以下規則：

We apply to loan out the above items and agree to comply with the regulations stated below:

- 申請必須於至少 14 天前提出。環保署會按先到先得方法安排借用申請。申請如獲批准，借用機構代表須於約定日期親臨環保署廢物管理政策組*領取外借物品。

*地址：香港金鐘道66號金鐘道政府合署高座21樓

Loan application must be submitted at least 14 days in advance. Application will be processed by EPD on a first-come-first-served basis. If the application is accepted, applicant should assign representative(s) to collect the item(s) on loan on the appointed date at WMG office* of EPD.

*Address: 21st floor, High Block, Queensway Government Offices, 66 Queensway, Hong Kong

2. 借用期限為 14 天。在沒有其他申請的情況下，可最多續借兩次。所有借出的物品須於到期日或之前交還環保署廢物管理政策組(地址同上)。

The loan period of the item(s) is 14 days. A maximum of 2 renewals can be arranged if the item(s) is (are) not reserved by other applicants. All item(s) on loan must be returned to the WMG of EPD on or before the due date (same address as above).

3. 申請機構須負責保管外借的物品，如有任何損毀/遺失，環保署保留任何追究權利。

The applicant is responsible for security of the item(s) on loan. Should there be any loss or damage on the loaned item(s), EPD will reserve the right for any recourse actions.

4. 申請接受與否，環保署保留最後批核權。若因任何原因而未能借出要求的物品，申請人不得異議。

Application is subject to EPD's final approval. In the event that the requested item(s) is (are) not ready for loan for any reason, the applicant has no right to make an objection.

日期 Date

申請人簽署及機構印鑑 Signature of Applicant and Organization Chop

你在本表格提供的資料只供處理這次申請之用

The information provided in this form will be used for processing this application only.

由環保署填寫 To be filled by EPD

上述申請已獲批准，請於_____年_____月_____日於本署辦公時間(上午九時至下午十二時三十分及下午一時三十分至下午五時正) 內，攜同此申請表到廢物管理政策組*領取借出物品，並於_____年_____月_____日或之前交還。

*地址：香港金鐘道66號金鐘道政府合署高座21樓；聯絡電話：2867-2197

The above application has been approved, please bring along this application form to collect the item(s) on loan on _____ at our WMG office* of EPD during opening hours (9:00 a.m. to 12:30 p.m. & 1:30 p.m. to 5:00 p.m.) and return the item(s) on loan on or before _____.

*Address: 21st floor, High Block, Queensway Government Offices, 66 Queensway, Hong Kong; Contact no.: 2867-2197

本人 (姓名) 領取上述物品。

I (Name) acknowledge to collect the above items.

日期 Date

簽署及機構印鑑 Signature and Organization Chop

歸還日期

Return Date

職員簽署

Signature

備註

Remarks