

**Packaging Reduction Charter – Application Form**  
**《減少使用包裝約章》 — 申請表格**

**To:** EPD's consultant - Business Environment Council (BEC)

**致:** 環保署顧問 - 商界環保協會 (BEC)

**Email 電郵:** [lesspackagingcharter@bec.org.hk](mailto:lesspackagingcharter@bec.org.hk)

**Statement of Commitment 承諾宣言**

We, \_\_\_\_\_ [Organisation Name], agree to participate in the Packaging Reduction Charter to contribute to Hong Kong's long-term carbon reduction goals.

我們, \_\_\_\_\_ [機構名稱], 同意參與《減少使用包裝約章》, 為香港的長遠減碳目標作出貢獻。

We are committed to:

我們承諾:

- (1) Submitting to the Environmental Protection Department (EPD) the annual total packaging material used;  
向環境保護署 (環保署) 提交年度所用包裝材料的總量;
- (2) Implementing measures to reduce packaging or adopting sustainable packaging solutions;  
and  
採取措施減少包裝或採用可持續包裝解決方案; 及
- (3) Encouraging upstream and downstream suppliers, business partners, and customers to reduce packaging waste and enhance packaging management.  
鼓勵上游和下游供應商、業務夥伴和客戶減少包裝廢棄物, 並加強包裝管理。

**Part A 甲部 – Organisation Information 機構資料**

(i)	Organisation Name 機構名稱	中文	
		English	
(ii)	Business Registration Number <sup>[Note 1]</sup> (if applicable) 商業登記號碼 [注 1] (如適用)		
(iii)	Mailing Address 通訊地址	中文	
		English	
(iv)	Nature of Business <sup>#</sup> 業務性質 <sup>#</sup>	<input type="checkbox"/> Supermarkets and grocery stores 超級市場及雜貨店 <input type="checkbox"/> Logistics 物流 <input type="checkbox"/> E-commerce 電子商貿 <input type="checkbox"/> Hotel and hospitality 酒店及旅遊服務 <input type="checkbox"/> Electronics and electrical appliances 電子產品及電器 <input type="checkbox"/> Beverage manufacturing 飲品製造 <input type="checkbox"/> Food manufacturing 食品製造	

		<input type="checkbox"/> Importer 進口商 <input type="checkbox"/> Other (please specify: _____) 其他 (請註明: _____)	
(v)	Business Size# 機構規模#	<input type="checkbox"/> Corporation 大企業 <input type="checkbox"/> Small and Medium Enterprises [Note 2] 中小企業 [注 2]	
(vi)	Information of Contact Person 1 (Required) 聯絡人一資料 (必填)	Name 姓名	(Mr/Ms) * (先生/女士) *
		Position 職銜	
		Email 電郵地址	
		Tel. No. 電話號碼	
(vii)	Information of Contact Person 2 (Optional) 聯絡人二資料 (選填)	Name 姓名	(Mr/Ms) * (先生/女士) *
		Position 職銜	
		Email 電郵地址	
		Tel. No. 電話號碼	
(viii)	How did you learn about the Packaging Reduction Charter? # (You can choose more than one) 閣下從甚麼途徑得知《減少使用包裝約章》? # (可選擇多於一項)	<input type="checkbox"/> Referred by Packaging Reduction Charter Signatory 經《減少使用包裝約章》簽署機構推薦 (Name of Recommending Organisation 推薦機構名稱: _____) <input type="checkbox"/> Referred by Packaging Reduction Charter Supporting Organisation 經《減少使用包裝約章》支持機構推薦 (Name of Recommending Organisation 推薦機構名稱: _____) <input type="checkbox"/> From EPD / Business Environment Council (BEC) Event 環境保護署/商界環保協會活動 <input type="checkbox"/> From EPD Official Website 環境保護署網頁 <input type="checkbox"/> From social media (e.g., LinkedIn, Facebook) 社交媒體 (例如 LinkedIn, Facebook) <input type="checkbox"/> Other (please specify: _____)其他 (請註明: _____)	

\* Please delete as appropriate 請刪去不適用者

# Please put a '✓' in the appropriate box. 請在適當空格內加上「✓」號

Note 1: Please submit a copy of your Business Registration Certificate or equivalent document(s).

注 1: 請提交商業登記證副本或同等證明文件。

Note 2: Manufacturing business which employs fewer than 100 persons or non-manufacturing business which employs fewer than 50 persons.

注 2: 從事製造業而僱用少於 100 人的企業或從事非製造業而僱用少於 50 人的企業。

## Part B 乙部 – Award Recognition 獎項計劃

Please select the class of award below that your organisation targets to obtain and put a '✓' in the appropriate box. Requirements for the five (5) key aspects are illustrated in **Table 1**.

請選擇 貴機構計劃參與的獎項級別，並於適當空格內加上「✓」號。五個關鍵項目要求已載列於表一。

<input type="checkbox"/>	Platinum Award 鉑金獎	<ul style="list-style-type: none"><li>Achieved <b>both</b> Aspects 1 and 2; <b>plus</b> 完成項目一和二；加上</li><li><b>One</b> aspect from Aspects 3 to 5. 項目三至五任何一項。</li></ul>
<input type="checkbox"/>	Gold Award 金獎	<ul style="list-style-type: none"><li>Achieved Aspect 1 <b>or</b> 2; <b>plus</b> 完成項目一或二；加上</li><li><b>One</b> aspect from Aspects 3 to 5. 項目三至五任何一項。</li></ul>
<input type="checkbox"/>	Merit Award 優異獎	<ul style="list-style-type: none"><li>Achieved <b>any two</b> aspects from Aspects 3 to 5. 完成項目三至五任何兩項。</li></ul>

**Prerequisite requirement for obtaining ANY awards: 獲得任何獎項的先決條件:**

1. Submit to the EPD the annual total packaging material used, with reference to per unit produced (i.e., KPI A2.5 under Appendix 2 of the HKEX ESG Reporting Requirements) 向環保署提交年度所用包裝材料的總量，參考每生產單位估量作單位計算(即香港交易所環境、社會及管治報告要求附錄二關鍵績效指標 A2.5)

If your organisation would like to apply for the Platinum Award or Gold Award, please indicate base year by ticking the appropriate box.

如 貴機構選擇參與鉑金獎或金獎，請在適當的方格中剔選基準年份。

**Please specify the BASE YEAR for the assessment below (\* The first year of joining the Charter will be considered the base year for companies that do not have packaging data at the time of joining):**

請選擇基準年份以作評核 (\*如 貴機構在作出申請時未能提供包裝數據報告，加入約章的首年將被視為基準年份)：

Base Year:       2019       2020       2021       2022       2023 |

基準年份:       2024

**Participants are required to complete and submit the annual total packaging data in accordance with the Application Guideline to substantiate their performance for the selected base year (if applicable) and the first year by 31 July 2026.**

參與機構必須在 **2026 年 7 月 31 日前**，根據申請須知填寫並提交基準年份（如適用）和首年度所用的包裝數據，以確認其表現。

**Important Note: For participants rejoining the award in subsequent years, the data submitted in the previous year will serve as the baseline for comparison. This approach encourages ongoing improvements in packaging reduction efforts and ensures a meaningful evaluation of progress.**

**重要提示：**參與機構若在後續年度重新參加該獎項計劃，其前一年度提交的數據將作為比較的基準。這有助於推動包裝減量工作的持續改進，並確保對進展進行有意義的評估。

**Table 1 - Requirements for the five (5) key aspects of the Charter**

表一：「約章」五個關鍵項目要求

	Aspect 項目	Requirement 要求
1	Packaging Reduction 包裝減量	<ul style="list-style-type: none"> <li>• Reduce the amount of packaging for at least two selected finished products by 1% annually compared to a designated base year, with reference to per unit produced; <b>and</b> 每年將最少兩項選定製成品的包裝使用量減少 1%，以指定基準年度為基礎，參考每生產單位佔量作單位計算；<b>及</b></li> <li>• Ensure the amount of packaging does not exceed the base year's amount, with reference to per unit produced. 參考每生產單位佔量作單位計算，確保整體包裝數量不超過基準年份的包裝數量。</li> </ul>
2	Packaging Recyclability 包裝可回收性	<ul style="list-style-type: none"> <li>• Increase the percentage of packaging that is recyclable compared to the base year for at least one finished product; <b>or</b> 與基準年份相比，提高最少一項選定製成品所用的可回收包裝比例；<b>或</b></li> <li>• Increase the percentage of packaging that contains recycled content compared to the base year for at least one finished product. 與基準年份相比，提高最少一項選定製成品所用的再生成份包裝比例。</li> </ul>
3	Packaging Reuse / Recycling 重用 / 回收包裝	<ul style="list-style-type: none"> <li>• Organise at least two events per year to encourage packaging reduction, re-use, and recycling among consumers and stakeholders (e.g. importers, suppliers, business partners); <b>or</b> 每年舉辦至少兩次活動，以鼓勵消費者和持份者(例如進口商、供應商、業務夥伴)減少、重用和回收包裝；<b>或</b></li> <li>• Implement collection and recycling programmes for packaging with at least two events held per year; <b>or</b> 每年舉辦至少兩次與包裝收集/回收計劃相關活動；<b>或</b></li> <li>• Shift from single-use packaging to reusable or refillable options compared to the base year; <b>or</b> 與基準年份相比，從一次性包裝轉為可重用或補充裝選項；<b>或</b></li> <li>• Undertake effective measures that achieve packaging reduction, re-use and recycling initiatives and to the satisfaction of the EPD. 採取有效措施，實現包裝減量、重用和回收，並達到環保署的要求。</li> </ul>
4	Sustainable Packaging 可持續包裝	<ul style="list-style-type: none"> <li>• Implement Eco-design for sustainable packaging; <b>or</b> 實施可持續包裝的綠色設計；<b>或</b></li> <li>• Eliminate the use of expanded polystyrene (EPS) or Styrofoam in packaging (for selected product lines). 避免使用泡沫聚苯乙烯(EPS) 或發泡膠包裝（針對選定的產品線）。</li> </ul>

5	Promotion of Packaging Reduction 推動包裝減量	<ul style="list-style-type: none"> <li>Influence at least 3 upstream or downstream suppliers/ business partners to implement packaging reduction measures <b>or</b> join the Charter. 鼓勵至少三個上游或下游供應商/業務夥伴實施減少包裝措施<b>或</b>加入「約章」。</li> </ul>
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**Part C 丙部 – Charter Declaration 「約章」聲明**

I have read the “Packaging Reduction Charter – Application Guidelines” and understood the above information. I declare that I have been authorised by the Organisation of the present application to make the declaration:

本人已詳細閱讀「減少使用包裝約章 – 申請須知」及明白有關內容。本人謹此聲明，本人已獲本申請的機構授權，作出以下聲明：

<input checked="" type="checkbox"/>	that all information and supporting documents provided in this application are true, accurate, and complete to the best of our knowledge. 此項申請所提供的一切資料及有關文件均屬真確無誤及詳盡。
<input checked="" type="checkbox"/>	that the Organisation agrees to abide by the Terms and Conditions as set out in this Charter. 本機構同意遵守本「約章」相關條款及細則。
<input checked="" type="checkbox"/>	that the Organisation understands and agrees that the information provided in this application will be used by the EPD and BEC for matters relating to the Charter. 本機構明白並同意此項申請所提供的資料僅供環保署和商界環保協會用作與《減少使用包裝約章》有關事宜。

Authorised Person Signature 授權代表簽署		Organisation Stamp 機構印鑑	
Name & Position 姓名及職銜		Date 日期	

## Checklist of Required Documents 所需文件清單

Please tick the appropriate box to check if the following required documents are included for submission:

如已在申請中夾附以下所需文件，請在空格內填上「✓」號：

<input type="checkbox"/>	<b>Duly completed Application Form</b> 填妥的申請表格
<input type="checkbox"/>	<b>Copy of valid Business Registration Certificate (If applicable)</b> 有效的商業登記證副本(如適用)
<input type="checkbox"/>	<b>Company logo in file formats (e.g., .jpeg and .ai/.psd).</b> The logo will be used for the communication materials of the Charter. 公司標誌 (檔案格式例如 .jpeg 和 .ai/.psd)。該標誌將用於約章的宣傳資料。
<b>Supporting Materials to be Submitted for Award Assessment (before 31 July 2026)</b> 獎項評核所需的證明材料 (2026年 7月 31日前提交)	
<input type="checkbox"/>	<b>Duly completed Charter Implementation Proforma</b> 填妥的「約章」評估問卷
<input type="checkbox"/>	<b>Annual Packaging Data for base year (if applicable) and the first year using the Electronic Reporting Template provided under the Charter</b> 使用「約章」提供的電子報告範本，提交基準年份（如適用）和首年度所用的包裝數據
<input type="checkbox"/>	<b>Supporting documents for proof of implementation</b> (Including but not limited to sustainability reports, photo records, organisational records and press releases) 措施證明文件 (包括但不限於可持續發展報告、相片紀錄、機構紀錄和新聞稿等)

## Contact Information 查詢資料

For enquiries or form submission, please contact EPD's consultant - Business Environment Council (BEC):

如欲查詢或遞交「約章」參加表格，請聯絡環保署顧問 - 商界環保協會 (BEC):

**Phone 電話:** 5279 1936

**Email 電郵:** [lesspackagingcharter@bec.org.hk](mailto:lesspackagingcharter@bec.org.hk)

## Disclaimer 免責聲明

1. The Government, its officers, employees, and agents expressly disclaim any liability to any person (including, without limitation, any individual or entity, whether corporate or unincorporated) for any damage, loss, liability, action, proceedings, claim, demand, costs or expenses arising from or in relation with any advice, recommendations, training, or training materials provided by the Government in relation to the Packaging Reduction Charter ("the Charter"). This includes, without limitation, any act or omission by the Government, its officers, employees, or agents in processing or rejecting any application for participation in the Charter, terminating the eligibility of any participant or promulgating such termination, or applying any information acquired from any participant. 政府及其人員及僱員及代理人現明確聲明，不會就減少使用包裝約章（「約章」）所提供的意見、建議、訓練或訓練材料或該約章其他方面（包括但不限於在處理或拒絕任何參加該約章的申請，終止任何參加者的參加資格或就此作出公布，或運用從任何參加者所取得的資料時，政府或其人員或僱員或代理人的任何作為或不作為）所引致或涉及的損害、損失、法律責任、訴訟、法律程序、申索、要求、費用或開支向任何人（包括但不限於任何個人或團體(不論法團或非法團))負有任何法律責任。
2. Participants are advised to seek independent professional advice on matters related to their participation in the Charter.  
「約章」之參加機構應就參加該「約章」而引致或涉及的事宜，自行尋求獨立專業意見。

## Terms and Conditions 條款及細則

1. Applicants shall agree and undertake to comply with Hong Kong Laws and Ordinances.  
申請機構須同意並承諾遵守香港法例和條例。
2. If the Environmental Protection Department (EPD) has concerns about the accuracy or completeness of information submitted in relation to the Charter, participants are required to provide further information or supporting documents that are true, accurate and complete to facilitate verification by the EPD and its consultant.

如環境保護署對經該「約章」所得的資料存疑，有關參與機構需提供進一步真實準確及詳盡的資料及文件以協助環境保護署及其顧問核實。

3. Participants may withdraw from the Charter at any time by serving a written notice to the EPD to that effect. Participant may be removed from the award or charter list if they fail to comply with the terms and conditions, or provide false declaration.

參與機構可隨時以書面通知環境保護署退出「約章」。如參與機構違反條款及細則，或蓄意作出虛假聲明，可能會從獎項計劃或「約章」名單中移除。

4. Award winning participants will be issued a Charter logo and a Charter Award Certificate, which may be displayed on online platforms or at conspicuous location(s) of its retail outlet(s) and point(s) of sale. The Charter logo and the Charter Award Certificate are the property of the EPD. Participants intending to use the logo in advertisements, promotional materials, websites, mobile apps, social media platforms, or other channels must apply for prior approval from the EPD.

獲獎機構將獲發該「約章」標誌及獎項證書以供展示於網上平台或其零售分店及銷售點當眼位置。該「約章」標誌及獎項證書為環境保護署所擁有。如參與機構欲於其廣告、宣傳品、商業網站、流動應用程式、相關社交媒體平台或其他渠道使用該約章標誌，必須預先提交申請予環境保護署核准。

5. Participants must not copy, reproduce, edit, lend, or transfer the Charter logo or Award Certificate to any third party. The logo and certificate should be used in their original form as provided by the EPD, and should not be modified in shape, size or colour.

參與機構不得將該「約章」標誌或獎項證書複印、複製、編輯、外借或給予任何第三者。該「約章」標誌及獎項證書必須以由環境保護署提供的原狀使用，參與機構不可擅自更改其形狀、大小或顏色。

6. Upon suspension or termination of eligibility, or withdrawal from the Charter, participants shall immediately cease using the Charter logo in any medium or format and return all Charter Award Certificates to the EPD.

參與機構若被暫停、終止參加資格或退出本「約章」，須即時停止在任何媒體或以任何方式使用該「約章」標誌，並須立即交還所有該約章獎項證書予環境保護署。

7. Displaying the Charter logo on any product manufactured or sold by a participant does not mean that the product is certified, endorsed or approved by the EPD.

參與機構在其製造或售賣的任何產品上展示該「約章」標誌並不表示該產品已獲環境保護署核准、認可或批准。



8. The EPD reserves the right to interpret and amend the terms and conditions of the Charter. Participants shall abide by the updated terms and conditions as applicable.  
環境保護署保留權利解釋和修訂「約章」的條款及細則。如適用，參與機構亦須遵守更新後的條款及細則。

## **Personal Data (Privacy) Ordinance 有關個人資料（私隱）條例**

### **1. Purposes of Data Collection 收集資料的目的**

- i. The personal data provided will be used by the EPD and its agents for the following purposes:
- (a) processing applications for the Charter and communicating with applicants in relation to the Charter;
  - (b) compiling statistics and conducting research; and
  - (c) organising activities related to waste reduction education and community engagement.
- ii. Provision of personal data is voluntary. However, failure to provide the required data may impede application processing or communication with the applicant.
- i. 環境保護署及代理人將使用申請表上的個人資料作下列用途：
- (a) 辦理該約章申請及日後聯絡；
  - (b) 編製統計數字及進行研究；及
  - (c) 組織有關減廢教育及社區參與的活動。
- ii. 提供個人資料純屬自願。但若未能提供有關資料，可能因此而未能處理申請及與申請者聯絡。

### **2. Data Sharing 資料傳交**

Personal data provided by applicants is primarily for use by the EPD and its agents. However, it may be disclosed to other authorised parties for the purposes outlined in Paragraph 1 above, if required.

申請者所提供的個人資料，主要由環境保護署及代理人內部使用，但亦可能於有需要時因以上第一段所列目的向本署所授權的機構披露。

### **3. Access to/Correction of Personal Data 查閱及更改個人資料**

Applicants have the right of access and correct their personal data in accordance with the Personal Data (Privacy) Ordinance. For access and correction requests, please contact the Charter Consultant at 5279 1936 or through email to [lesspackagingcharter@bec.org.hk](mailto:lesspackagingcharter@bec.org.hk).

根據個人資料（私隱）條例，申請人有權要求查閱或改正表格上的個人資料。如欲查閱或改正已填報的個人資料，請致電 5279 1936 或電郵至 [lesspackagingcharter@bec.org.hk](mailto:lesspackagingcharter@bec.org.hk)，與「約章」顧問聯絡。