

**OZONE LAYER PROTECTION ORDINANCE**  
**REGISTRATION FORM**  
**保護臭氧層條例**  
**註冊表格**

**PART 1 : COMPANY PARTICULARS**

**第一部分：公司細則**

Company Name 公司名稱	English 英文		Registration No. 註冊編號
	Chinese 中文		Business Registration No. 商業登記號碼
Correspondence Address 通訊地址			
Office Address 辦公地址		Fax : 傳真	Tel. : 電話
		E-mail Address : 電郵地址	

**PART 2 : AUTHORIZED SIGNATURES AND SPECIMEN OF COMPANY CHOPS**

**第二部分：授權人簽名及公司印鑑樣本**

Only the officials whose names appear in Part 2 of this form are authorized by my company to sign import or export licence applications, transfer of quota applications or any other document relating to the control of scheduled substances administered by the Director of Environmental Protection.  
 本公司祇授權列於本表格第二部分內的職員簽署進口或出口許可證申請書，轉讓配額申請書，或其他有關環境保護署署長實施管制受管制物質的文件。

Name in full and in block letters 姓名用正楷填寫	Position 職位	Specimen Signature 簽名樣本	Restrictions (*) if any 如有限制(*)請列明
1.			
2.			
3.			
4.			

Remarks (e.g. joint-signature requirements), if any 備註(例如聯名簽署的條件)

Specimen of all chops and seals used in the above documents including amendment chops.  
 用於上述文件的印鑑、圖章、包括修改印章的樣本。

**PART 3 : UNDERTAKING**

**第三部分：保證書**

I, \_\_\_\_\_ on behalf of my company, declare that to the best of my knowledge and belief, the information  
 本人 \_\_\_\_\_ 代表本公司聲明上述資料全屬正確。倘以上資料有任何變更，  
 given above is true and undertake to inform the Environmental Protection Department in writing immediately of any change regarding the particulars mentioned above.  
 本人保證立刻以書面通知環境保護署。

Position (#)  
 職位 \_\_\_\_\_

Date  
 日期 \_\_\_\_\_

Signature / e-Cert (#)  
 簽署 / 電子證書 \_\_\_\_\_

(\*) Please specify the types of applications [(e.g. L (import or export licence), T (transfer of quota) etc.]] which the signatory is not authorized to sign on behalf of the company, if any.  
 如有限制，請列明簽署人不得代表該商號簽署的申請書種類[例如 L(進口或出口許可證)，T(轉讓配額)等]。

(#) This application form should be signed (for paper submission) or certified with e-Cert (for electronic submission) by:  
 本申請書應由下列人士簽署(適用於紙張方式申請)/以電子證書作認證(適用於電子方式申請)：

- |   |  |
|---|--|
| (a) sole proprietorship : the proprietor.   | (甲) 獨資公司：東主                                  |
| (b) partnership : one of the partners.  | (乙) 合資公司：合夥人之一                               |
| (c) limited company : a director or a <u>responsible person authorized by the board of directors, in which case documentary evidence in support of his/her directorship of his/her authorized status is required.</u> | (丙) 有限公司：董事或經董事局授權的主理人，在此情況下，須具備證明該簽署人身份的文件。 |

Supporting documents required 所需證明文件：

- |  |  |
|--|--|
| (a) Photocopy of valid Business Registration Certificate.  | (甲) 有效的商業登記證影印本。   |
| (b)(i) Sole proprietorship or partnership : certified true copy of the Business Registration Application from the Business Registration Office, Inland Revenue Department.   | (乙) (i) 獨資公司或合資公司：由稅務局商業登記署發出的商業登記申請書認證副本。                           |
| (ii) Limited company : certified true copy of the latest Annual Return showing all the directors from the Companies Registry or the latest Annual Return showing all the directors certified by either a Certified Public Accountant or a Solicitor. | (ii) 有限公司：最新由公司註冊處發出而載有所有董事的周年申報表認證副本，或最新經執業會計師或律師署名作實而載有所有董事的周年申報表。 |

## IMPORTANT NOTE

### 重要說明

#### Personal Data in Applications for Registration/Renewal of Registration under Section 5 of the Ozone Layer Protection Ordinance (Cap. 403)

#### 有關根據《保護臭氧層條例》(第 403 章) 第 5 條 申請註冊／續辦註冊遞交的個人資料

The Trade and Industry Department is committed to ensuring that all personal data provided under applications for registration under Section 5 of the Ozone Layer Protection Ordinance (the Ordinance) are handled in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance (Cap. 486).

工業貿易署會確保根據《保護臭氧層條例》第 5 條申請註冊所遞交的所有個人資料，均按照《個人資料(私隱)條例》(第 486 章) 的有關條文處理。

#### Purpose of Collection of Personal Data

##### 收集個人資料的用途

The personal data required on the application form may include the name, address, telephone numbers, fax number, e-mail address of the company/registered business, signature of the authorized signatory or responsible person and the director list of the company which may show the names, home addresses, nationalities, and HKID card and passport numbers of the directors, etc. The personal data provided will be used for consideration and other actions relating to the registration under Section 5 of the Ordinance. Incomplete or inaccurate information provided in the application may affect the consideration of the application, and may result in its being deferred or rejected, and/or other administrative/legal action being taken against the parties concerned.

申請表格上所須提供的個人資料，可包括：公司／已註冊業務的名稱、地址、電話號碼、傳真號碼、電郵地址及獲授權簽署人或負責人員的簽署及可能載有有關公司董事姓名、住址、國籍、香港身份證及護照號碼的董事名單等。此等個人資料將用於考慮根據《保護臭氧層條例》第 5 條註冊的申請及作其他有關用途。在有關的申請書內提供不完備或不正確的資料，會影響本署對有關申請的考慮，並可能引致申請遭延遲處理或拒絕受理，以及／或導致本署對有關人士採取其他行政制裁／法律行動。

#### Transfer of Personal Data

##### 轉移個人資料

The data collected in the applications will be kept in confidence. They may however be disclosed to other government departments, or to third parties in Hong Kong or elsewhere, if such disclosure is necessary to facilitate consideration of the application; is in the interests of the trade in Hong Kong; is authorized or required by the law; or if explicit consent to such disclosure is given by the applicant/data subject.

本署會對有關申請表格內的個人資料嚴格保密。然而，本署或會將該等資料向政府其他部門，或向在香港或其他地方的第三者披露，此等情況包括：本署認為需要披露該等資料，以便考慮有關申請；為了維護本港的貿易利益；根據法律授權或規定；或已獲有關申請人／資料當事人明確同意披露該等資料。

#### Rights of Access to and Correction of Personal Data

##### 查閱及更正個人資料的權利

Applicants/data subjects whose personal data are collected by the Department may request access to them under the Personal Data (Privacy) Ordinance. A charge will be made to cover the cost of photocopying the data supplied. In addition, if the data subject considers that the data supplied to the Trade and Industry Department are inaccurate, a request for correction of the personal data may be made in writing after a data access request has been complied with. The data subject should also note that, in connection with applications for registration under Section 5 of the Ordinance, the applicant/data subject making false declaration or furnishing false or misleading information shall be guilty of an offence.

本署存有其個人資料的申請人／資料當事人，可根據《個人資料(私隱)條例》向本署要求查閱其個人資料。本署所提供的個人資料，須收取影印費用。此外，倘資料當事人認為提供予工業貿易署的資料不準確時，則可在查閱資料後，再書面提出更正個人資料的要求。資料當事人亦須注意，倘申請人／資料當事人根據《保護臭氧層條例》第 5 條申請註冊時作出虛假聲明或提供虛假或誤導性資料，即屬違法。

#### Contact Persons

##### 聯絡人員

Requests for access to personal data provided under applications for registration under Section 5 of the Ordinance should be made in writing on the Data Access Request Form (No. OPS003 issued by the Privacy Commissioner), which is available at the Information Counter on 1/F of the Trade and Industry Department and at the Trade and Industry Department Homepage, to the officer-in-charge of the Rough Diamonds and Ozone Depleting Substances Licensing Unit, Room 1604, 16/F, Trade and Industry Tower, 3 Concorde Road, Kowloon City, Hong Kong. (Tel. No. : 2398 5560).

查閱根據《保護臭氧層條例》第 5 條申請註冊所遞交的個人資料的人士，可前往本署 1 樓詢問處索取由私隱專員發出的查閱資料要求表格(表格 OPS003)，或從本署網頁下載該表格，填妥後交給香港九龍城協調道 3 號工業貿易大樓 16 樓 1604 室未經加工鑽石及消耗臭氧層物質簽證分組主管人員(電話：2398 5560)。