



ISO/IEC Guide 65:1996(E)
Eco-product Certification Scheme (ECS)
導引| 65:1996(E)環保產品認證計劃



Application and Renewal Form
初次申請及續牌申請表格

Please complete the following Application Form and send it by fax and mail to:
 請填妥以下申請表格，然後傳真及郵寄至以下地址：

Green Council
 Rm. 710, New World Tower 1,
 18 Queen's Road Central, Hong Kong

環保促進會
 香港中環皇后大道中 18 號
 新世界大廈一期 710 室

Tel: (852) 2810 1122
 Fax: (852) 2810 1998

電話: (852) 2810 1122
 傳真: (852) 2810 1998

Applicant should complete one application form for each product category.
 申請人需為每項產品類別個別填寫一份申請表格。

Please ensure that all parts in the form are completed and the information is accurate. If there is insufficient space, please give details on a separate sheet to be attached to the application form.

請填妥申請表內各項資料，並確保資料正確。如位置不足，請以白紙額外填寫補充資料，連同申請表一併遞交。

Please complete or type in black and use block letters 請以黑筆及正楷書寫	For official use 內部專用
1. The Applicant 申請人	
First Application 初次申請 <input type="checkbox"/> Renewal Application 續牌申請 <input type="checkbox"/> (ECS Certificate No. ECS 環保標籤證書編號： _____)	
Company Name in full 公司名稱： (English) (中文)	
Business Address 公司地址：	



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Hong Kong Applicants only - Business Registration No. (please attach photocopy) 香港申請者適用—商業登記証號碼（請附上副本）：		
Overseas Applicants only – please provide evidence of legal status i.e. legally registered co, sole proprietorship or individual. 海外申請者適用—請提供有關法律證明文件，如註冊公司、獨資公司或個人持有者。		
Contact Person 聯絡人 (English) (中文)	Position 職位 (English) (中文)	
Tel No. 電話號碼：	Fax No. 傳真號碼：	
E-mail 電郵地址：		
Website 網址 (if appropriate 如適用者)：		
Nature of Business: (manufacturer, importer, service provider, trader or retailer) 業務性質：（生產商、入口商、供應商、貿易商或零售商）		
Environmental claims as appearing on the product and packaging materials 在產品及包裝上聲稱的環保特性：		
Any other supporting information (e.g. Certificates of other environmental labelling schemes, environmental management policies or practices, ISO 9000 / 14000 Certifications, environmental awards etc.) 其他補充資料（如其他環保標籤計劃証書、環保管理政策或方案、ISO 9000 / 14000 証書或任何環保獎項等）		



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Product 產品	
Product Name 產品名稱 : (English) (中文)	
Product Brand Name 品牌名稱 : (English) (中文)	
Product Model or Internal Reference Number 產品型號或序品編號 :	
Product Description: (e.g. Characteristics, function and main composition, etc.) 產品資料 (如產品特性、功用及主要成份等)	
Relevant ISO/IEC Guide 65 ECS Product Category Code 產品所屬的 ISO/IEC 導引 65 環保產品認證計劃產品類別編號	
Manufacturer's Information 生產商資料 Name of Factory 廠房名稱 : Factory Address 廠房地址 : Year of Factory Build 建廠年份 : Number of Staff 員工總數 :	



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<p>Contact Person's Name and Job Title 聯絡人姓名及職稱：</p> <p>Telephone No. 電話號碼：</p> <p>Fax No. 傳真號碼：</p> <p>Email Address 電郵地址：</p>	
<p>Please list out the products' name other than the product(s) to be considered for certification 除申請認證產品外，請列出同類型產品名稱</p>	
<p>Output quantity (by weight) and value (HKD) of the product(s) to be considered for certification last year 產品在往年的產量（重量）及產值（港元）</p>	
<p>When was the product firstly introduced to the market? 產品於何時初次引進市場？</p>	



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<p>Supporting Documents Required (please attach photocopy) 遞交的證明文件 (請附上副本):</p> <ul style="list-style-type: none">• Product catalogue and specifications <input type="checkbox"/> 產品目錄及規格書;• Existing laboratory test reports <input type="checkbox"/> 現有的化驗報告;• Quality Management (ISO 9000) Manual <input type="checkbox"/> 品質管理(ISO 9000) 說明書• Certificate(s) of other green labels <input type="checkbox"/> 其他環保標籤的證書;• Certificate(s) and inspection report(s) of quality, safety and hygiene standards <input type="checkbox"/> 產品的質量、安全及衛生標準認證及檢驗報告;• Product Production information e.g. flowchart, production procedure <input type="checkbox"/> 產品生產資料, 如生產流程表、生產過程;• Report(s) on latest technical internal audit(s) <input type="checkbox"/> 最近的技术性內部審核報告;• Self-declaration statement; and/or <input type="checkbox"/> 個人陳述; 及/或• Other relevant certificates and document <input type="checkbox"/> 其他有關的證書及文件。	
<p>Application and Licence Fees 申請及牌照費:</p> <p>I hereby attach to this application a cheque drawn on 現隨申請表夾附下述銀行支票: _____ (bank name 銀行名稱)</p> <p>Cheque No 支票號碼. _____</p> <ul style="list-style-type: none">• HKD 6,000 (New Application Fee 初次申請費) <input type="checkbox"/>• HKD 3,000 (Renewal Fee 續牌費) <input type="checkbox"/>	
<p>Notes 備註:</p> <p>(1) Cheques should be crossed and made payable to “Green Council Limited”. Cash and post-date cheque are not acceptable. 劃線支票抬頭請寫上「環保促進會有限公司」, 現金及期票恕不接受。</p> <p>(2) A triennial licence fee of HKD 6,000 will be payable upon approval of a new or renewal application. 申請或續牌申請一旦獲得批准, 申請人需每三年繳交港幣 6,000 元牌照費。</p>	



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<p>(3) An administrative expense of HKD 4,000 will be applicable for unsuccessful application. 若申請不獲接納，環保促進會將收取港幣 4,000 元作行政費用。</p> <p>(4) The ECS application/renewal fee does not include bank charges and other extra fees (e.g. fees on remittance, postage, transportation, etc). The Applicant shall be responsible for settling the above expenses. 關於 ECS 的基本申請費用/續牌費，不包括銀行數取各的手續費及其他額外費用(例如匯款費、郵費、運輸費等)，申請者須自行支付此等費用。</p>	
<p><i>(For official use only)</i> 內部專用</p> <p>Entry reference no. by</p> <p>Date of receipt</p> <p>Information to be supplemented</p> <p>Written acknowledgement yes/no</p> <p>(Date)</p>	



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<p>3. Declaration 聲明</p>	
<p>Eco-product Certification Scheme (ECS) adopts a Quality System based on ISO/IEC Guide 65:1996(E) as a basic management tool, involving system 5 of the product certification (including testing and surveillance of samples from factory and the open market) under ISO/IEC Guide 67:2004(E). As the ECS Applicant, we hereby declare that our product(s) comply(ies) with certain product environment criteria in accordance with scheme documents (including the Quality Manual, its Technical Requirements and the associated Administrative Procedures), which we have read and are familiar with (“Regulations”). We also agree that if our application for certification in respect of the specific Product noted above is successful, and in consideration of the GC agreeing to proceed with our application and auditing our Product, that we will comply with and be bound by the Regulations of the scheme which we consider to be fair and reasonable. We further undertake to pay all costs required in relation to our application and any future certification.</p> <p>導引 65:1996(E)環保產品認證計劃，採用了以 ISO/IEC 導引 65:1996(E)為基本管理工具之品質系統，並實施 ISO/IEC 導引 67:2004(E) 系統 5 之產品認證方式(包括產品測試及於廠房及市場進行抽樣檢查)。本人在此聲明，作為 ISO/IEC 導引 65:1996(E)環保產品認證計劃的申請人，本公司的產品符合計劃文件(包括系統手冊、其技術要求及相關的行政程序)所特定的產品環保準則(「守則」)。本人取得申請表，並已參閱及了解守則的內容。若有關上述產品的認證申請一旦被接納，而環保促進會同意處理該項申請及審核產品，本人同意遵照及受計劃守則所約束，並認為守則內容公平而合理。本人更承諾支付日後任何有關申請或認證所需的一切費用。</p>	<p>For official use 內部專用</p>
<p>Name of Contact Person 聯絡人姓名: _____</p> <p>Position 職位: _____</p> <p>Signature 簽署: _____</p> <p>Company Chop 公司蓋章: _____</p> <p>Date 日期: _____</p>	



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Purpose of Data Collection : All the information obtained from the applicant organizations would be kept strictly confidential and used solely for the Scheme.

資料用途：所有申請人提供的資料將予保密，只會作申請本計劃之用。

The information provided in this application is to be used for the purposes of assessing your application for Eco-product Certification. Green Council's policies and practices in relation to personal data provided by applicants and the Personal Data (Privacy) Ordinance is available upon request at Green Council.

申請表提供的資料，只作審核環保產品認證申請之用。對於環保促進會根據個人私隱條例，制定有關處理申請者個人資料的政策及指引，可向本會索閱。



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Eco-product Certification Scheme Fee Schedule
環保產品認證計劃收費詳情

- (a) Payment must be sent with the application. A new application may be required for modifications in product characteristics during the application or licenced period of the Product. A renewal fee is payable after three years.
遞交申請表時需同時繳交申請費。如在申請或已獲認證期間，產品的特性有任何更改，將需重新申請。三年後，申請人可繳交續牌費。
- (b) A product evaluation fee per product is payable upon submission of application.
每項產品在遞交申請表時均需繳交產品評估費，申請時需連同申請表一同遞交。
- (c) If the application is successful, a licence fee is payable starting from the date when the contract for ECS certified product is issued. This fee is payable on a triennial basis.
若申請成功，申請人需繳交由發出環保產品認證計劃合約當日起，開始繳交為期三年的牌照費。
- (d) The figures in (b) & (c) exclude costs of any necessary tests, audit fee, and any additional costs incurred for application.
上述 (b)及 (c)項的費用，不包括申請所需的測試費用、審核費，以及其他與申請有關的額外費用。

1. New Application / Renewal Application Fee 初次申請費用／續牌費

An Application Fee is HKD 6,000. A Renewal Application Fee of HKD 3,000
初次申請費為港幣 6,000 元。續牌費為港幣 3,000 元。

2. Audit Fee 審核費

Document Audit Fee is HKD 5,000 charged for auditing the documents required for the application.

文件審核費是用作審查認證申請文件所需的費用，收費為港幣 5,000 元。

If the Applicant wants to include additional product environmental or physical (quality) criteria during the application process, a certification fee of HKD 2,000 will be charged for every single criterion to be added.

倘若申請人需要在申請過程增加額外的產品環保要求或物理（品質）要求，每項新增的產品要求之收費為港幣 2,000 元。

On-site Assessment Fee and Annual Surveillance Fee are calculated based on the number of manday required for auditing the production line(s). Under normal circumstance, **2 auditors** are involved for each on-site audit.

實地審核費及年度檢查費是以生產線規模釐定，並按所需人·日收取。在正常的情况下，每個實地審核由**兩名**審核員進行。



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Cost of Traveling Time (round-trip inside Guangdong Province): 0.5 manday

所需交通時間(廣東省內)：0.5 人·日

Cost of Traveling Time (round-trip outside Guangdong Province): 1 manday

所需交通時間(廣東省外)：1 人·日

On-site Audit /Annual Surveillance Fee: HKD 4,500 per manday

實地審核/年度檢查費為港幣 4,500 元/人·日

3. Evaluation Fee 產品評估冊費

The Evaluation Fee is based on the number of product certified under the same product category:

產品評估費是根據屬同一產品標準類別下的產品數目而定：

No. of Product 產品數量	Charge Per Product 每件產品費用
1	HKD 2,000
> 1	HKD 500

4. Licencing Fee 牌照費

The Licencing Fee of each certified product is charged at HKD 2,000 per year.

每件獲認證的產品之牌照費收費為每年 HKD 2,000。

The fee covers all expenses related to the administration of the scheme, monitoring of compliance, development of new product categories and promotion of the use of Eco-product Certification label, but excludes transportation costs, accommodation and other costs involved during the On-site Audit and Annual Surveillance Audit.

以上費用包括所需行政費用、監測費用、產品標準發展及宣傳環保產品認證計劃的費用，但不包括實地審核及年度檢查所牽涉到的交通、住宿及其他費用。