

**Packaging Reduction Charter – Implementation Proforma**  
**《減少使用包裝約章》 – 實施評估問卷**

**Submission Deadline 截止日期: 31/07/2026**

<b>Award Recognition 獎項計劃</b>	
Businesses will be evaluated under the following award tiers based on their performance: 企業將根據表現獲頒以下級別獎項：	
Prerequisite 先決條件  (Mandatory for ALL Signatories) (所有簽署機構必須提交)	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). 向環境保護署(環保署)提交年度所用包裝材料的總量及每生產單位估量(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)。 <b>Please submit “Total Packaging” in the <a href="#">Electronic Reporting Template for assessment</a>.</b> 請提交電子報告範本內的「包裝總量」供評估。
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.</li> <li>項目三至五<b>任何一項</b>。</li> </ul>
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<b>或</b>二；加上</li> <li><b>One</b> aspect from Aspects 3 to 5. 項目三至五<b>任何一項</b>。</li> </ul>
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<b>任何兩項</b>。</li> </ul>

### **Commitment 承諾**

As signatories of the Charter, businesses commit to submit to the EPD the annual total packaging material usage, with reference to per unit produced.

**Important:** Signatories who fail to submit the required information will not be eligible for any award.

簽署約章的企業承諾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。

**重要提示：**任何未能按要求提交所需資料的簽署機構，將不符合各獎項之參選資格。

1. Are records maintained for the total amount of packaging materials used for finished products in the **current year**? 有否保存**本年度**用於製成品包裝的材料總量記錄？

- Yes. [Please complete “Total Packaging” in the [Electronic Reporting Template](#)]  
有。[請填寫電子報告範本內的「包裝總量」]
- No, but we plan to start reporting from \_\_\_\_\_ (dd/mm/yy).  
沒有，我們計劃由\_\_\_\_\_ (日/月/年) 起開始記錄。

## **Award Recognition**

2. Please select the class of award below that your organisation targets to obtain. 請選擇 貴公司計劃參與的獎項級別。

- Platinum Award  
鉑金獎
- Gold Award  
金獎
- Merit Award  
優異獎
- Not Applicable.  
不適用。

### **Aspect 1: Packaging Reduction 項目一：包裝減量**

**(For organisations wishing to apply for the Platinum Award or Gold Award)**

**(適用於申請鉑金獎或金獎的公司)**

Requirements 要求:

- 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; **and** 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；**及**
- 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。

3. Has your organisation achieved Aspect 1? 貴公司是否已完成項目一？

- Yes. [Please complete “Total Packaging”, “A1&A2 (Baseline)” & “A1&A2 (Current)” in the [Electronic Reporting Template](#)] 是。[請填寫 [電子報告範本](#) 內的「包裝總量」、「A1&A2 (基準年)」及「A1&A2 (本年度)」]
- Not Applicable. 不適用。

## **Aspect 2: Packaging Recyclability 項目二：包裝可回收性**

**(For organisations wishing to apply for the Platinum Award or Gold Award)**

**(適用於申請鉑金獎或金獎的公司)**

Requirements 要求:

- Increase the percentage of packaging that is recyclable compared to the base year for at least one finished product; **or**  
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；**或**
- 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。

4. Which requirement would your organisation choose to fulfil Aspect 2? 貴公司選擇以哪項要求完成項目二？

- Increase the percentage of **packaging that is recyclable** compared to the base year for at least one finished product. [Please complete “A1&A2 (Baseline)” & “A1&A2 (Current)” in the [Electronic Reporting Template](#)]  
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。[請填寫電子報告範本內的「A1&A2 (基準年)」及「A1&A2 (本年度)」]
- Increase the percentage of **packaging that contains recycled content** compared to the base year for at least one finished product. [Please complete “A1&A2 (Baseline)” & “A1&A2 (Current)” in the [Electronic Reporting Template](#)]  
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。[請填寫電子報告範本內的「A1&A2 (基準年)」及「A1&A2 (本年度)」]
- Not Applicable. 不適用。

### **Aspect 3 – Packaging Reuse/Recycling 項目三 :重用/ 回收包裝**

Requirements 要求:

- 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); **or**  
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；**或**
- Implement collection and recycling programmes for packaging with at least two events held per year; **or**  
每年舉辦至少兩次與包裝收集/ 回收計劃相關活動；**或**
- Shift from single-use packaging to reusable or refillable options compared to the base year; **or**  
與基準年份相比，從一次性包裝轉為可重用或補充裝選項；**或**
- 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。

5. Which requirement would your organisation choose to fulfill Aspect 3? 貴公司選擇以哪項要求完成項目三？

- 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). [Please complete Table 1 of Annex I] 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。[請填寫附件一的表格一]
- Implement collection and recycling programmes for packaging with at least two events held per year. [Please complete Table 1 of Annex I] 每年舉辦至少兩次與包裝收集/ 回收計劃相關活動。[請填寫附件一的表格一]
- Shift from single-use packaging to reusable or refillable options compared to the base year. [Please complete Table 2 of Annex I] 與基準年份相比，從一次性包裝轉為可重用或補充裝選項。[請填寫附件一的表格二]
- Undertake effective measures that achieve packaging reduction, re-use and recycling initiatives and to the satisfaction of the EPD. [Please complete Table 3 of Annex I] 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。[請填寫附件一的表格三]
- Not Applicable. 不適用。

#### **Aspect 4 – Sustainable Packaging 項目四 :可持續包裝**

Requirements 要求:

- Implement Eco-design for sustainable packaging; **or**  
實施可持續包裝的綠色設計；**或**
- 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）。

6. Which requirement would your organisation choose to fulfil Aspect 4? 貴公司選擇以哪項要求完成項目四？

- Implement Eco-design for sustainable packaging. [Please complete Table 4 of Annex I]  
實施可持續包裝的綠色設計。[請填寫附件一的表格四]
- Eliminate the use of expanded polystyrene (EPS) or Styrofoam in packaging. [Please complete Table 5 of Annex I] 避免使用泡沫聚苯乙烯 (EPS) 或發泡膠包裝。[請填寫附件一的表格五]
- Not Applicable. 不適用。

#### **Aspect 5 - Promotion of Packaging Reduction 項目五 :推動包裝減量**

Requirements 要求:

- Influence at least 3 upstream or downstream suppliers/ business partners to implement packaging reduction measures **or** 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**或**加入「約章」。

7. Which requirement would your organisation choose to fulfill Aspect 5? 貴公司選擇以哪項要求完成項目五？

- Influence at least 3 upstream or downstream suppliers/ business partners to implement packaging reduction measures. [Please complete Table 6 of Annex I] 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。[請填寫附件一的表格六]
- Influence at least 3 upstream or downstream suppliers/ business partners to join the Charter. [Please complete Table 7 of Annex I] 鼓勵至少三個上游或下游供應商/業務夥伴加入「約章」。[請填寫附件一的表格七]
- Not Applicable. 不適用。

## **Documents Submission 提交文件**

Please upload the **(i) completed Electronic Reporting Template** and the **(ii) completed Annex I of Implementation Proforma** using the link below. Please also ensure the shared links of all supporting documents are provided in Annex I.

請透過以下連結上傳 **(i) 已完成的電子報告範本**及 **(ii) 已完成的實施評估問卷附件一**。  
同時請確保附件一內已提供所需證明文件的共享連結。

Upload link 上傳連結：<https://shorturl.at/CvLjV>

8. Please confirm all the required documents have been completed and uploaded to  
請確認所有所需文件均已完成並上傳至：<https://shorturl.at/CvLjV>
- Yes 是
- No 否
9. If your organisation target to obtain Platinum / Gold / Merit Award, please select the Aspects achieved. (You may choose more than one item)  
若貴機構計劃參與鉑金獎 / 金獎 / 優異獎，請選擇已完成的項目。(可選擇多於一項)
- Aspect 1 項目一
- Aspect 2 項目二
- Aspect 3 項目三
- Aspect 4 項目四
- Aspect 5 項目五
- Not Applicable 不適用

**Remarks 備注:**

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(Note: If your organisation wishes to share additional information on packaging reduction with the Environmental Protection Department (EPD), please email the details to [lesspackagingcharter@bec.org.hk](mailto:lesspackagingcharter@bec.org.hk).)

(註：如 貴機構希望就減少包裝向環境保護署提供更多資料，歡迎將補充資料電郵至 [lesspackagingcharter@bec.org.hk](mailto:lesspackagingcharter@bec.org.hk)。)

Contact Person Name:

聯絡人名稱:

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Position:

職銜:

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Organisation Name (Eng):

機構名稱 (英文):

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Organisation Name (Chi):

機構名稱 (中文):

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Email:

電郵:

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Tel No.:

聯絡電話:

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Annex I 附件一

Organisation Name (Eng) 機構名稱 (英文): \_\_\_\_\_

Organisation Name (Chi) 機構名稱 (中文): \_\_\_\_\_

Table 1 表格一

[Aspect 3 - 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 / Implement collection and recycling programmes for packaging with at least two events held per year 項目三 - 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 / 每年舉辦至少兩次與包裝收集/回收計劃相關活動]

Name of the Event 活動名稱	Brief Description of the Event 活動簡介	Implementation Period 實施時間	Link of Supporting Documents 證明文件連結

Please submit supporting documents (e.g. photos, press releases, or social media posts). 請提交證明文件 (如照片、新聞稿或社交媒體貼文)。

**Table 2 表格二**

[Aspect 3 - Shift from single-use packaging to reusable or refillable options compared to the base year  
項目三 - 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>Product Name</b> 產品名稱	<b>Original Packaging Material</b> 原包裝材料	<b>New Packaging Material</b> 新包裝材料	<b>Implementation date</b> 實施日期	<b>Link of Supporting Documents</b> 證明文件連結

Please submit supporting documents (e.g. photos). 請提交證明文件（如照片）。

**Table 3 表格三**

[Aspect 3 - Undertake effective measures that achieve packaging reduction, re-use and recycling initiatives and to the satisfaction of the EPD 項目三 - 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]

<b>Name of the Measure 措施名稱</b>	<b>Brief Description of the Measure 措施簡介</b>	<b>Implementation Period 實施時間</b>	<b>Link of Supporting Documents 證明文件連結</b>

Please submit supporting documents. 請提交證明文件。

**Table 4 表格四**

[Aspect 4 - Implement Eco-design for sustainable packaging 項目四 - 實施可持續包裝的綠色設計]

(Select all that apply 可選多於一項)

Item 項目		Product Name 產品名稱	Design Description 設計簡介	Implementation date 實施日期	Link of Supporting Documents 證明文件連結
<input type="checkbox"/>	Reusable packaging options 可重用包裝				
<input type="checkbox"/>	Forest Stewardship Council (FSC)/ Programme for the Endorsement of Forest Certification (PEFC)/ other certified paper 經森林管理委員會 (FSC)/森林認證體系認可計劃 (PEFC)/其他認證的紙製品				
<input type="checkbox"/>	FSC-certified timber product(s) FSC 認證木材產品				
<input type="checkbox"/>	Toxic-free or non-hazardous material(s) 無毒或無害材料				
<input type="checkbox"/>	Others 其他				

Please submit supporting documents. 請提交證明文件。

**Table 5 表格五**

[Aspect 4 - Eliminate the use of expanded polystyrene (EPS) or Styrofoam in packaging 項目四 - 避免使用泡沫聚苯乙烯 (EPS) 或發泡膠包裝]

<b>Product Name</b> 產品名稱	<b>Packaging Material Replacing EPS/ Styrofoam</b> 取代 EPS/發泡膠的材料	<b>Implementation date</b> 實施日期	<b>Link of Supporting Documents</b> 證明文件連結

Please submit supporting documents. 請提交證明文件。

**Table 6 表格六**

[Aspect 5 - Influence at least 3 upstream or downstream suppliers/ business partners to implement packaging reduction measures 項目五 - 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>Company Name</b> 公司名稱	<b>Brief Description of the Measure</b> 措施簡介	<b>Implementation Period</b> 實施時間	<b>Link of Supporting Documents</b> 證明文件連結

Please submit supporting documents. 請提交證明文件。

**Table 7 表格七**

[Aspect 5 - Influence at least 3 upstream or downstream suppliers/ business partners to join the Charter

項目五 - 鼓勵至少三個上游或下游供應商/業務夥伴加入「約章」]

<b>Company Name</b> 公司名稱	<b>Link of Supporting Documents</b> 證明文件連結

Please submit supporting documents (e.g. email records). 請提交證明文件（如電郵記錄）。