

Packaging Reduction Charter – Application Guidelines**「減少使用包裝約章」申請指引***(Applicable to all Businesses)**(適用於所有企業)***1. About the “Packaging Reduction Charter” 關於「減少使用包裝約章」**

- 1.1 Packaging plays a vital role in protecting products throughout the supply chain, but much of it is designed for single or limited use before disposal. To support businesses in initiating packaging reduction and management efforts, the Environmental Protection Department (“EPD”) launches the **Packaging Reduction Charter (“the Charter”)** in 2025. The Charter engages businesses to commit to sustainable packaging and packaging waste reduction initiatives.
包裝在整個供應鏈中對產品保護方面發揮顯著的作用。但許多包裝設計僅用於單次或在有限次數的使用後即被丟棄。為支持企業開展包裝減量和管理工作，環境保護署(環保署)於2025年推出「減少使用包裝約章」(下稱「約章」)，邀請企業承諾可持續的包裝和包裝廢棄物減少措施。
- 1.2 The Charter provides an integrative framework addressing five (5) key aspects to advance packaging waste reduction efforts, foster innovative redesign initiatives to enhance the packaging circularity, and reinforce commitments to Environmental, Social, and Governance (“ESG”) principles. The five (5) key aspects include:
「約章」提供了整合框架，涵蓋五個關鍵項目，以推動減少包裝廢棄物工作，促進創新設計以提高包裝循環利用，並加強對環境、社會和治理(“ESG”)原則的承諾。這五個關鍵項目包括：
- Aspect 1 – Packaging Reduction 項目一：包裝減量**
- Aspect 2 – Packaging Recyclability 項目二：包裝可回收性**
- Aspect 3 – Packaging Reuse/ Recycling 項目三：重用 / 回收包裝**
- Aspect 4 – Sustainable Packaging 項目四：可持續包裝**
- Aspect 5 – Promotion of Packaging Reduction 項目五：推動包裝減量**
- 1.3 By signing the Charter, participating organisations commit to reducing packaging, adopting sustainable practices in their business operations, and fulfilling obligations outlined in Part 3 of this document.
通過簽署「約章」，參與機構承諾減少包裝，在其業務運營中實踐可持續原則，並履行本文件第三部分所載列的義務。
- 1.4 Upon receipt of the application, EPD’s consultant will review the materials submitted and provide technical support where needed.
收到申請後，環保署的顧問將審核參與機構所提交的文件，並為參與機構提供所需的技術支援。
- 1.5 The EPD will publish the list of participating organisations on its website to showcase their commitment to sustainable packaging practices.
環保署將在其網站上公布參與機構名單，以展示參與機構對實踐可持續包裝的承諾。

- 1.6 Participating organisations of the Charter will also receive certification for recognition on their commitment, and have the opportunity to achieve accreditation in one of the three-tiers: Platinum, Gold, or Merit after annual assessments.

參與「約章」的機構可獲發證書，以表彰其對推動減少包裝廢棄物承諾，並有機會在年度評審後獲得鉑金、金或優異三個級別之一的認證。

2. Eligibility 參加資格

- 2.1 All types of registered businesses in Hong Kong involved in the use of packaging material are eligible to join the Charter.

所有在香港註冊的企業，只要涉及包裝物料的使用，均符合資格加入「約章」。

- 2.2 The Charter focuses on eight business sectors to maximise the impact of eliminating packaging waste. These sectors include:

「約章」主要針對以下八個行業，以期在減少包裝廢棄物方面發揮最大成效：

- Supermarkets and Grocery Stores 超級市場及雜貨店
- Logistics 物流
- E-commerce 電子商貿
- Hotel and Hospitality 酒店及旅遊
- Electronics and Electrical Appliances 電子產品及電器
- Beverage Manufacturing 飲品製造
- Food Manufacturing 食品製造
- Importer 進口商

- 2.3 Any other businesses involved in the use of packaging materials are also eligible to join the Charter. 任何其他涉及包裝物料使用的企業亦可加入「約章」。

3. Commitments of Signatories 參與機構的承諾

- 3.1 By signing this Charter, signatories acknowledge and agree that – 參與機構簽署本「約章」後承認並同意 –

- Excessive packaging contributes to serious environmental problems in Hong Kong. 過度包裝對香港的環境造成嚴重問題。
- Reducing packaging waste can significantly reduce landfill waste and contribute to Hong Kong's sustainable development. 減少包裝廢棄物有助於大幅減少堆填區廢物量，並促進香港的可持續發展。
- Businesses can reduce waste at the source by eliminating unnecessary packaging, redesigning packaging materials for reusability and recyclability, and promoting packaging reduction with business partners. 企業可以通過消除不必要的包裝、重新設計包裝物料以實現可重用性和可回收性，並與商業夥伴推廣減少包裝，從源頭減少廢物。

3.2 To contribute to packaging reduction at the source, signatories commit to –
為促進源頭上減少包裝，參與機構承諾 –

- Submitting to the EPD the annual total packaging material used;
向環保署提交年度所用包裝材料的總量；
- Implementing measures to reduce packaging or adopt 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
- 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。

4. Benefits of Signatories 參與機構的好處

4.1 Participating in the Charter provides the following benefits:

加入「約章」的好處包括：

- Enhanced Corporate Sustainability Profile: demonstrates commitment to sustainability, enhancing industry reputation and attracting environmentally conscious partners and customers.
提升企業可持續發展形象：展示對可持續發展的承諾，提升企業在業界的聲譽，並吸引重視環保意識的合作夥伴和客戶。
- Networking Opportunities: Facilitates connection with like-minded organisations, industry leaders, and sustainability experts to foster collaboration and resource sharing to amplify their impact on environmental sustainability.
建立聯繫機會：促進與志同道合的機構、行業領袖和可持續發展專家的聯繫，以加強協作和資源共享，擴大對環境可持續發展的影響。
- Support for Innovation: Encourages the exploration of innovative packaging solutions to improve operational efficiency, reduce costs and minimise environmental impacts.
支持創新：鼓勵探索創新包裝解決方案，以提高營運效率、降低成本，並減低環境影響。
- Preparing for Emission Disclosure: Assists signatories in preparing packaging-related data for ESG reporting, including Scope 3 greenhouse gas emission disclosure, as required by the Stock Exchange of Hong Kong Limited.
為披露溫室氣體排放作準備：幫助參與機構準備環境、社會及管治（ESG）報告中與包裝相關的數據匯報，包括香港聯合交易所所要求的範圍三溫室氣體排放披露。
- Recognition Through Award Tier: Features a three-tier award system (Platinum, Gold, Merit) to recognise achievements in packaging reduction and inspire higher sustainability goals.
通過獎項級別獲得認可：「約章」設有鉑金、金、優異三個獎項級別，以表彰參與機構在減少包裝方面的成就，並鼓勵更高的可持續發展目標。

5. Assessment Framework 評估框架

- 5.1 For companies that do not have packaging data at the time of joining, the first year of joining the Charter will be considered the base year. 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. 如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。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評審的基準。這有助於推動包裝減量工作的持續改進，並確保對減少包裝廢棄物進展進行有意義的評估。
- 5.2 Major requirements for five (5) key aspects are listed below.
「約章」所包含的五個關鍵項目要求如下：

Aspect 1 – Packaging reduction 項目一：包裝減量

- 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。

Aspect 2 – Packaging recyclability 項目二：包裝可回收性

- 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。

Aspect 3 – Packaging reuse/ recycling 項目三：重用 / 回收包裝

- 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。

Aspect 4 – Sustainable packaging 項目四: 可持續包裝

- 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）。

Aspect 5 – Promotion of packaging reduction 項目五: 推動包裝減量

- 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」。

6. Class of Awards 獎項等級

- 6.1 A three-tier award system is established under the Charter to recognise participants' efforts in achieving packaging reduction. The criteria for obtaining the Platinum, Gold, and Merit Award are outlined below: 「約章」設立了三個等級的獎項，以表彰參與機構在減少包裝方面的努力。各等級的標準如下：

Award Tier 獎項等級	Requirements 要求
Prerequisite 先決條件	<ul style="list-style-type: none"> • 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，參考每生產單位佔量作單位計算(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)
Platinum Award 鉑金獎	<ul style="list-style-type: none"> • Achieved both Aspects 1 and 2; plus 完成項目一和二；加上 • One aspect from Aspects 3 to 5. 項目三至五的任何一項。
Gold Award 金獎	<ul style="list-style-type: none"> • Achieved Aspect 1 or 2; plus 完成項目一或二；加上 • One aspect from Aspects 3 to 5. 項目三至五的任何一項。
Merit Award 優異獎	<ul style="list-style-type: none"> • Achieved any two aspects from Aspects 3 to 5. 完成項目三至五的任何兩項。

7. Submission Process 申請流程

7.1 Submission of application form

提交申請表

- Participating organisations are required to submit the application form along with the business registration certificate (if applicable) and company logo.

參與機構須提交申請表，有效的商業登記證副本（如適用）及公司標誌。

7.2 Submission of base year and first-year packaging data 提交基準年份和首報告年度包裝數據

- Participating organisations with existing packaging data from 2019 to 2024 that wish to use it as their base year to apply for the Platinum Award or Gold Award must complete and submit the electronic reporting template provided under the Charter (for the base year) with relevant supporting document, including but not limited to sustainability reports, press releases, photos by **31 July 2026**.

參與機構如欲使用 2019 年至 2024 年間任何一年所用的包裝數據作為基準年份以申請鉑金獎或金獎，必須於 **2026 年 7 月 31 日** 前使用「約章」提供的電子報告範本，提交所選定的基準年份所用的包裝數據報告及相關證明文件，包括但不限於可持續發展報告、新聞稿、相片紀錄。

- If the participating organisation does not have existing packaging data from 2019 to 2024, the first year of Charter participation will be considered the base year. The reporting template (for base year) shall be submitted by **31 July 2026**.

如果參與機構沒有保存 2019 年至 2024 年間任何一年所用的包裝數據，約章參加的第一年將被視為基準年份。參與機構必須於 **2026 年 7 月 31 日** 前提交適用於基準年份之電子報告範本。

- Participating organisations are required to submit the Implementation Proforma along with supporting documentation by **31 July 2026** for verification purposes. Supporting documents required for Charter assessment include:

參與機構必須於 **2026 年 7 月 31 日** 前提交已填妥的「約章」評估問卷以及證明文件，以供審核。「約章」評估所需的證明文件包括：

- i. **Annual Packaging Data Reports (i.e. Electronic Reporting Template provided under the Charter)**, covering all packaging materials directly associated with the participating organisation's daily operations.

年度所用的包裝數據報告（即「約章」提供的電子報告範本），涵蓋參與機構日常業務運營相關的所有包裝物料。

- ii. **Proof of Implementation**, including records such as photos, organisational records, policies, data sheets, and press releases for each aspect.

實施證明文件，包括照片、機構紀錄、政策文件、數據表及相關新聞稿等。

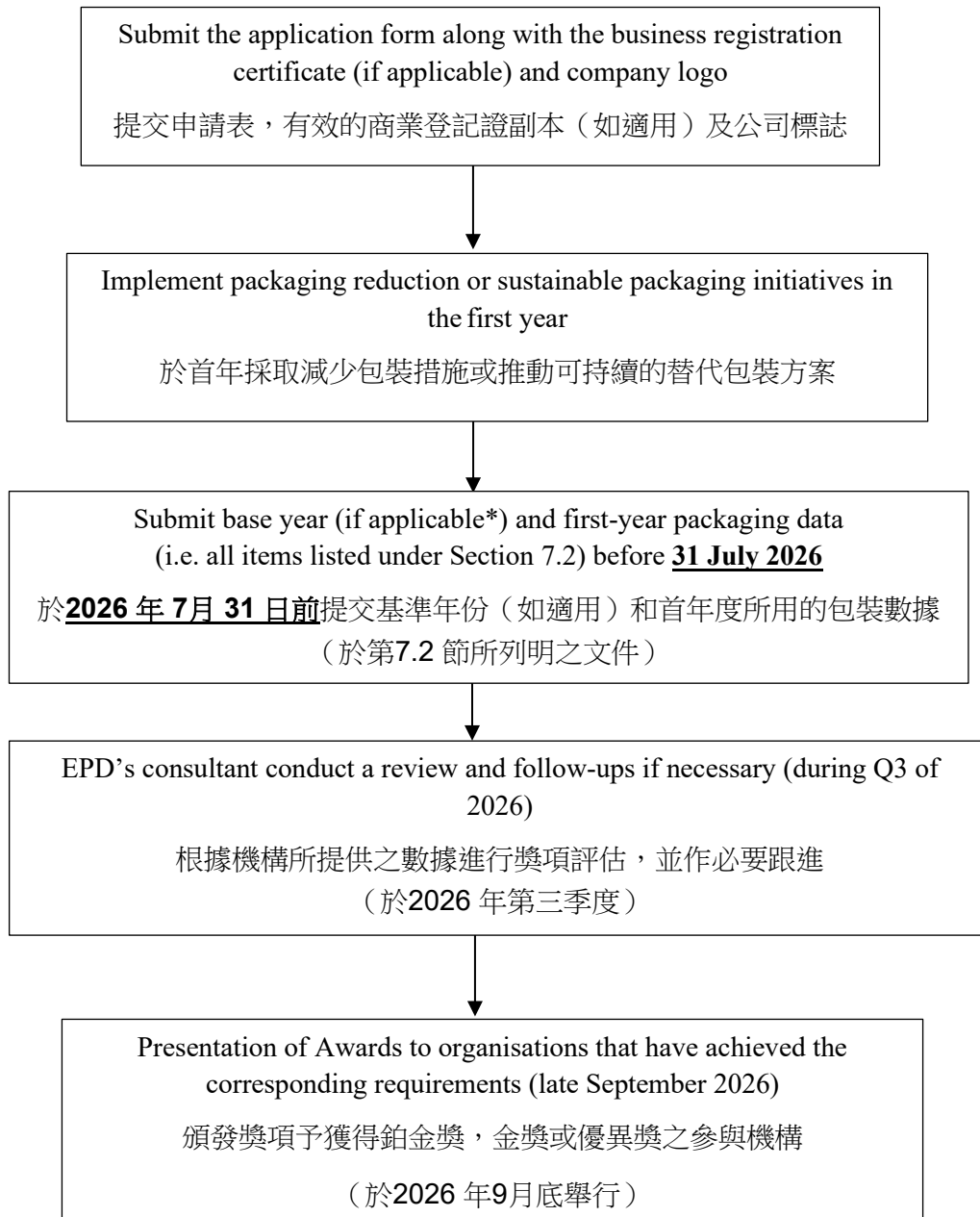
7.3 Evaluation process 遴選程序

- Participating organisations are required to select the class of award target to be achieved in the application form.
參與機構需在申請表中選擇計劃達成的獎項目標。
- Fulfilment of requirements under each Aspect will be evaluated by the EPD's consultant through a review of submitted materials.
環保署的顧問將審查機構所提交的文件以評估各項要求是否達成。
- For Aspects 1 and 2, the performance of each organisation will be evaluated based on data in the annual packaging data reports and supporting document, including but not limited to sustainability reports, press releases, photo records. For Aspects 3 to 5, proof of implementation, including photos, data sheets, press releases, etc., will be reviewed.
對於第一項及第二項之表現，將根據提交的年度包裝數據報告中的數據以及支持文件（包括但不限於可持續發展報告、新聞稿、相片紀錄）來評估每個參與機構的表現。而第三項至第五項要求則以審查實施證明，包括照片、數據表、新聞稿等。
- The Implementation Proforma shall be completed and submitted by **31 July 2026**.
參與機構必須於**2026年7月31日前**提交已填妥的「約章」評估問卷。

7.4 Result announcement and award presentation 結果發佈及頒獎儀式

- The evaluation process will be conducted during Q3 of 2026. Participating organisations will be contacted for any necessary follow-ups.
遴選程序將於2026年第三季度進行。如有需要，環保署的顧問將與參與機構聯絡跟進。
- All awardees will be notified by the end of Q3 of 2026, and the announcement of award results and awards presentation ceremony will take place in late September 2026.
所有獲獎機構將在2026年第三季度末收到通知。得獎結果公布和頒獎儀式將於2026年9月底舉行。
- Media representatives may be invited to cover the results announcement and the awards presentation ceremony as part of the publicity arrangements.
環保署或邀請媒體代表報導結果和頒獎儀式，作宣傳安排一部分。

7.5 Participation Procedures 參與程序



* For organisations wishing to apply for the Platinum Award or Gold Award 只適用於選擇參與鉑金獎或金獎之機構。

8. Application Procedures 申請程序

8.1 Step 1: Submit the Application 第一步：提交申請

- Please complete the application form and submit it online at below link. Copy of Business Registration Certificate (if applicable) and company logo shall be emailed to lesspackagingcharter@bec.org.hk. Applications are accepted year-round.

請經以下連結填妥網上申請表，並電郵商業登記證副本（如適用）及公司標誌發送至 lesspackagingcharter@bec.org.hk。「約章」全年接受申請。

Application Form Link 申請表連結:

<https://forms.office.com/r/bGb8sEetrY>

- Please ensure that the application form is completed from Part A to Part C. If an item is not applicable or if the information cannot be provided, indicate “Not Applicable”.
- 請填妥申請表甲部至丙部。如果某項內容不適用或無法提供信息，請標示為「不適用」。
- Applicant will receive confirmation email when their applications are approved.
- 申請被批准後，申請機構將收到確認電子郵件。
- No entry fee is required.
- 參加費用全免。

Step 2: Submit Baseline Data 第二步：提交基準年份包裝數據

- Base year data (if data from 2019 to 2024 are available) shall be submitted by **31 July 2026**.
- 基準年份數據（如果有2019年至2024年的數據）應於**2026年7月31日前**提交。
- If the participating organisation does not have existing packaging data, the first year of Charter participation will be considered as the base year.
- 如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。

Step 3: Submit Annual Data 第三步：提交年度包裝數據

- Submit the Implementation Proforma with electronic packaging data and proof of implementation for reporting year by **31 July 2026**.
- 於**2026年7月31日前**提交「約章」評估問卷、報告年度包裝數據及實施證明文件。

8.2 Applicants must ensure that the submitted information are complete and accurate.

申請機構須確保遞交申請時填報的資料詳盡真實。

8.3 Applicants must provide any additional and/or supplementary information required for processing the applications upon request.

申請機構必須按要求提供任何有關申請所需的額外及 / 或補充資料。

8.4 Applicants who wish to change the information on the application forms must notify EPD's consultant by email, specifying the effective date and submitting relevant supporting documents (if applicable) for processing (email: lesspackagingcharter@bec.org.hk).

申請機構如欲更改申請表格上的登記資料，須以電郵方式通知環保署顧問，並列明生效日期及提交有關證明文件(如適用)，以便辦理（電郵：lesspackagingcharter@bec.org.hk）。

8.5 The EPD reserves all rights, including the right to revoke any approval to participate in the "Packaging Reduction Charter".

環保署保留所有權利，包括撤銷任何已獲批之機構參加「減少使用包裝約章」的權利。

9. Statement on Collection of Personal Data 個人資料收集聲明

9.1 Purpose of collection 收集目的

The EPD and EPD's consultant will use the personal data and other relevant information provided in the application forms to process the application. Applicants can decide whether to provide personal data and other relevant information in the application forms or apply to the EPD to keep some of the information confidential and not make it public. However, the applications may not be processed without sufficient and correct information.

在申請表格內所提供的個人資料和其他有關的資料將供環保署及其委託之顧問在處理申請時所用。申請人可自行決定是否在申請表格內提供個人資料及其他有關的資料，亦可向環保署申請把部分資料保密，不予公開。不過，如未能提供足夠及正確的資料，申請可能不獲處理。

9.2 Public information 公開資料

The EPD may file the application forms and supporting documents and may also compile the personal data and other relevant information provided in the application forms into a list/directory of participating organisations in the "Packaging Reduction Charter" for public inspection. The submitted information may also be handed over to EPD's consultant for verification or application-related purposes.

環保署可能會把申請表格和證明文件存檔，亦可能會把申請表格內所提供的個人資料及其他有關資料編入「約章」目錄，供公眾查閱。如有需要，所遞交的資料亦可能交予環保署的顧問，作核實或其他與申請有關的用途。

9.3 Access to personal data 查閱個人資料

According to the Personal Data (Privacy) Ordinance (Cap. 486), applicants have the right to request access to and correct the personal and other relevant information provided. Such requests should be made in writing to the EPD.

根據《個人資料(私隱)條例》(第486章)的規定，申請機構有權要求查閱及更改所提供的個人及其他有關資料。有關要求應以書面向環保署提出。

10. Contact Us 聯絡我們

10.1 Please contact us for any enquiries through the following methods:

如有任何查詢，可透過下列方式與我們聯絡：

Tel 電話: 2784 3944 / 2784 3921

Email 電郵: lesspackagingcharter@bec.org.hk