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| **Office Use Only****由職員填寫** |
| S/N編號:  |

**Pilot Scheme on Food Waste Smart Recycling Bins in Private Housing Estates**

**私人屋苑智能廚餘回收桶試驗計劃**

**Application Form 申請表格**

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|  | Use Block Letters 請以正楷填寫  |  | □ Please tick as appropriate.  | □ 請在適當的方格內填上「✔」號。 |

Please read the “Guide to Application for the Pilot Scheme on Food Waste Smart Recycling Bins in Private Housing Estates” before completing this Application Form.
填寫此表格前請參閱《私人屋苑智能廚餘回收桶試驗計劃 - 申請指引》。

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| **Part A - General Information 第A部分 一般資料**  |
| A1 | Name of Housing Estate 屋苑名稱  | (English) |
| (中文) |
| A2 | Address of Housing Estate 屋苑地址 | (English) |
| (中文) |
| A3 | Name of Applicant申請者名稱 (Note 1)*(Please fill in the name of the Property Management Company (PMC) if the application is submitted by a PMC on behalf of Residents’ Organisation)**(如由物業管理公司代表居民組織申請，請填寫物業管理公司名稱)* | (English) |
| (中文) |
| A4 | Address of Applicant 申請者地址 | (English) |
| (中文) |
| A5 | Name of Property Management Company 物業管理公司名稱*(If the Applicant is a property management company, pls fill in “Ditto”)**(如申請者是物業管理公司，請填寫 「同上」）*  | (English) |
| (中文) |

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| A6 | Relevant Ordinance under which the Applicant is Established or Registered 申請者成立或註冊的相關條例*(if the Applicant is the Incorporated Owners / Owners’ Corporation or Property Management Company)**(如申請者是業主立案法團或物業管理公司)* | [ ]  Building Management Ordinance / 建築物管理條例 [ ]  Business Registration Ordinance / 商業登記條例  |
| Registration No. (if applicable)登記號碼（如適用） |  |
| A7 | Contact Person聯絡人*^ Please enclose the curriculum vitae of the coordinators. Also see Part D1*  *請附上統籌人的履歷。請同時參閱D1部分。**\* Please delete as appropriate*  *請刪除不適用者* |  | **Project Coordinator** **項目統籌人^** | **Deputy Project Coordinator** **副項目統籌人^** |
| Name in English英文姓名  |  |  |
| Name in Chinese中文姓名  |  |  |
| Title稱號 |  Mr / Ms\*先生 / 小姐\*  | Mr / Ms\*先生 / 小姐\*  |
| Position 職位 |  |  |
| Phone No. 電話號碼 |  |  |
| Correspondence Address 通訊地址 |  |  |
| E-mail Address 電郵地址 |  |  |
| **Part B Project Details 第B部分 項目內容** |
| Please provide the following information of the project in details with reference to the “Guide to Application for the Pilot Scheme on Food Waste Smart Recycling Bins in Private Housing Estates".請參考《私人屋苑智能廚餘回收桶試驗計劃 - 申請指引》以提供下列詳細資料。 |
| B1 | Number of Blocks and Households屋苑座數及住戶數目 **(Note 2)** | (Blocks)  (座) | (Units)  (戶) |
| B2 | Number of food waste smart recycling bin(s) for application 申請智能廚餘回收桶數量 | *(Adjustment may be made based on the distribution of buildings in an individual housing estate.數量或會按個別屋苑的樓宇分佈而作出調節。）* |
| B3 | Operation hours of food waste smart recycling bins智能廚餘回收桶的運作時間 |

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| [ ]   | 24 hours 小時 |
| [ ]   | Other proposed hours其他建議時間 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| B4 | Estimated daily food waste quantity預計每天廚餘回收量  | Daily\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (kg) / (每天)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 公斤 |
| B5 | Installation location(s) of food waste smart recycling bin(s) 智能廚餘回收桶安裝位置 |

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| [ ]  | Provided with layout plan with installation locations marked 已提供標示了安裝位置的屋苑平面圖 |
| [ ]  | Provided with photos showing installation locations 已提供有關安裝位置的相片 |
| [ ]  | Confirmed power source available near installation locations已確定安裝位置附近有電源 |
| [ ]  | Obtained preliminary agreement from the Residents’ Organisation on installation locations. 居民組織已初步同意有關安裝位置 |

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| B6 | Proposed temporary storage location(s) for purple food waste inner bins建議紫色廚餘內桶臨時存放位置 |

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| [ ]  | Provided with photos and location (s) marked on layout plan 已提供相片及標示了位置的屋苑平面圖 |

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| B7 | Location of loading bay for food waste truck建議廚餘車收集廚餘內桶的位置 |

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| [ ]  | Provided with photos and location (s) marked on layout plan 已提供相片及標示了位置的屋苑平面圖 |

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| **Part C Experience in Projects or Promotion Activates 第C部分 項目或推廣活動經驗** |
| C1 | Our housing estate has experience in organising / participating in projects or promotion activities related to recycling.本屋苑有主辦 / 參與環保回收相關的項目或推廣活動。[ ]  Yes有

| Title of Recycling-related Project / Promotion Activity環保回收項目或推廣活動名稱  | Descriptions of Project / Activity \*詳情 \*  | Duration推行期 | Cost金額(HK$ 港幣) |
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[ ]  No 沒有\*  *If the organiser is not the Residents’Organisation or the Property Management Company, please specify their role in the project related to the housing estate. 若主辦者並非屋苑的居民組織或物業管理公司，請註明他們在該項目或推廣活動中對於屋苑的角色。**Please insert more rows as needed. 如有需要，請適當地增加行列。* |
| **Part D Capabilities of Project Team 第D部分 項目團隊能力** |
| D1 | **Staff experience for undertaking projects related to recycling for food waste or other general recyclables:** Please provide details/records, such as past relevant experience and qualifications of management team and frontline staff, property management experience, their relationship with residents etc . ***(^ Please submit the curriculum vitae of the project coordinator & the deputy project coordinator with this application)***團隊在進行與廚餘或其他一般可回收物相關的回收項目的經驗 : 請提供詳情/記錄，如管理層和前線員工的過往經驗及資歷、物業管理的經驗、他們與住戶的關係等 *(* ***^遞交申請表時，請同時提交項目統籌人及副項目統籌人的履歷****）*

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| D2 | **Management capability for undertaking the project:** Please provide details, such as project governance, resources and manpower (not limited to cleansing staff), ISO certification 對項目的管理能力（請提供詳細資料，如項目管理、資源和人手（不僅限於清潔員工）、ISO認證等

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| **Part E Others 第E部分 其他** |
| E1 | 1. Our housing estate has applied / is applying for other sources of funding support provided by the Hong Kong Special Administrative Region Government specifically for the installation and operation of food waste smart recycling bin(s).

本屋苑就安裝及應用智能廚餘回收桶曾經／正在申請香港特區政府其他資助計劃的資助。 [ ]  Yes 有：Application No. 申請編號：

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Name of the Government’s Funding Scheme/Source政府資助計劃名稱：

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Project Period 項目年期：

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Vetting Result審批結果：[ ]  獲批資助Approved[ ]  不獲批資助Rejected[ ]  審批中Still under reviewApproved Funding Amount (HK$)　獲批資助金額(港幣)：

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[ ]  No 否1. Please disclose any personal interests, direct or indirect, pecuniary or otherwise, with any government officers involved in the Environmental and Conservation Fund, members of the Advisory Committee on Environmental and Conservation Fund and / or members of the Secretariat that may give rise to any actual or perceived conflicts of interest in connection with this application.

請申報任何涉及與負責環境及自然保育基金的政府人員、環境及自然保育基金諮詢委員會委員及/或秘書處成員的個人利益，包括直接或間接，涉及金錢或其他形式的利益，無論是否與本申請有實際上或觀感上產生利益衝突。[ ] 　I have not engaged in any personal interests, either direct or indirect, pecuniary or otherwise, that conflict with this application.　　我沒有涉及任何與此申請有抵觸，直接或間接，金錢或其他形式有關的個人利益。[ ] 　I would like to declare the following interests:　　我想申報以下個人利益：

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| **Part F Declaration by the Applicant 第F部分 申請者聲明** |
| F1 |

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| I, on behalf of |  (name of applicant)  | , declare that |

1. all factual information provided in this application as well as the accompanying information is true and accurate and reflects the current status of affairs as of the date of submission. I undertake to inform the ECC Secretariat immediately if there are any subsequent changes to the above information (particularly, the subsequent approval of funds by other public funding sources after this application is submitted);
2. the Applicant will indemnify the Government/ECC against all losses, liabilities and claims that it may suffer, incur or subject to in relation to this application or the Project; and
3. we understand and agree to abide by the terms and conditions as set out in the “*Guide to Application for the Pilot Scheme on Food Waste Smart Recycling Bins in Private Housing Estates*”.

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|  本人謹代表 | (申請者名稱) | ，作出以下聲明： |

1. 確認以上所申報及連同本申請書提交的所有資料，均屬真實及正確無訛，並反映了截至提交申請書當日的真實情況。如果對上述資料有任何更改（尤其是提交申請後獲得其他資助），我承諾立即通知環運會秘書處；
2. 申請者須向政府/ 環運會賠償因該申請或項目而招致的一切損失、法律責任及申索；及
3. 本人明白並同意遵守《私人屋苑智能廚餘回收桶試驗計劃 - 申請指引》所載列的條款。

I understand that making any false declaration may result in the termination of the funding agreement, the requirements to return any smart bin(s) provided, and the possibility of criminal charges.I authorise the Government and the Secretariat to handle the personal data/information provided in this form in accordance with the *“Guide to Application for the* *Pilot Scheme on Food Waste Smart Recycling Bins in Private Housing Estates”* if applicable. I shall, upon request, allow and facilitate the Government and / or Secretariat to conduct on-site inspections and / or meetings to verify the information provided in this application form and shall cooperate with the ECC Secretariat for the proper arrangement of such inspections and / or meetings and make all documents / records available and provide explanations on any matters thereof.I authorise the Government / the ECC Secretariat, where necessary, to approach and communicate with other departments / organisations / persons / parties and / or provide the particulars submitted by me to these parties for the purpose of verifying the information contained in the particulars or for other purposes related to my application.I understand that if my application is approved, I will be required to sign an agreement with the Government that will contain the terms and conditions of the subsidy. 本人明白，倘若提供任何虛假聲明可能會導致資助協議的終止、要求退還提供的智能廚餘回收桶，並可能面對刑事檢控。本人授權政府和秘書處按照《私人屋苑智能廚餘回收桶試驗計劃 - 申請指引》處理本表格中提供的個人數據/資料（如適用）。本人必須根據要求，允許及協助政府和/或秘書處進行現場檢查和/或會議，以確認本申請表所提供的資料，並配合環運會秘書處進行檢查和/或會議，以及提供所有文件/記錄以解釋其中任何事宜。本人授權政府/環運會秘書處在必要時，與其他部門/機構/人士/團體聯絡和溝通或提供本人提交的資料予他們，以確認申請的資料。我明白，如果本人申請獲得批准，將需要與政府簽署一份協議，其中包括資助條款及條件。

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| Name of Project Coordinator 項目統籌人姓名 |  | Signature of Project Coordinator 項目統籌人簽署 |
|  |  |  |
| Organisation Chop 申請者印章 |  | Date日期 |

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| *Notes* The Applicant must be either a statutory organisation or an organisation registered under the laws of the Hong Kong Special Administrative Region. Please provide a copy of the registration document of the organisation. If property management company applies on behalf of the Residents’ Organisation of the housing estate, please provide the original copy of the Authroisation and Undertaking Letter from the Residents’ Organisation and a copy of the relevant minutes of meeting of the Residents’ Organisation.In the case when there are more than one Residents’ Organisation within the housing estate, please provide a layout plan clearly indicating the blocks represented by the applying Residents’ Organisation. Please note that the number of blocks represented by the Residents’ Organisation should be consistent with the number of blocks applied in this application form to ensure that the application has been approved and authorised by the residents.It is entirely within the ECC’s discretion to decide whether and how many food waste smart recycling bins will be distributed to each applicant, and to terminate this funded project if the Applicant does not abide the provisions of the Pilot Scheme. *備註*申請者必須是法定機構或根據香港特別行政區的法例下註冊的組織。請提供機構註冊證明文件副本。如物業管理公司代表屋苑居民組織提出申請，請提供居民組織授權及承諾書正本及有關的居民組織會議記錄。 如申請屋苑內有多於一個居民組織，請提供平面圖以清楚標示該居民團體所代表的座數。該居民組織所代表的座數需與此申請表上所申請的座數一致，以確保該申請已獲得居民認可及授權。環運會保留審批申請及分配智能廚餘回收桶數目的最終決定權，並在申請人不遵守試驗計劃的規定時終止此項資助項目。  |

**Checklist of Supporting Documents Required for Application**

**申請所需提交的文件**

Please put a “[x] ” in the appropriate boxes to indicate that copies of the relevant documents will be submitted together with this Application Form to the Environmental Campaign Committee Secretariat.

請在以下適當的空格內填上「[x] 」，以確認文件副本將連同申請書一併遞交給予「環境運動委員會秘書處」。

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| [ ]  | Agreement on Safeguarding National Security (**Annex I**)維護國家安全確認書 （**附錄 I**） |
| [ ]  | Curriculum Vitae of the project coordinator and the deputy project coordinator of the project team項目統籌人和副統籌人的履歷 |
| [ ]  | Public Liabilities Insurance documents bought for the housing estate屋苑已購買的公眾責任保險文件 |
| [ ]  | Photo(s) and layout plan(s) showing locations of the food waste smart recycling bins, collection point(s) and “purple bins” with indication of essential infrastructure support (e.g. power source, temporary storage, etc.)顯示智能廚餘回收桶安裝位置、紫色廚餘內桶臨時存放位置及廚餘車收集廚餘內桶位置的照片及屋苑平面圖 |
| [ ]  | Others 其他： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Applicable for Property Management Company with authorisation to act on behalf of the Residents’ Organisation as Applicant :適用於獲居民組織授權代表作為申請者的物業管理公司:**  |
| [ ]  | Authorisation and Undertaking Letter for Housing Estate (**Annex II**) 屋苑授權及承諾書（**附錄 II**） |
| [ ]  | Copy of the Business Registration Certificate of the Applicant 申請者之商業登記證副本 |
| [ ]  | Copy of Deed of Mutual Covenant / Meeting Minute of Residents’ Meeting屋苑公契的副本 / 居民大會的會議記錄 |
| **Applicable if applicant is an Incorporated Owners or Owners' Corporation: 適用於申請者為業主立案法團 :** |
| [ ]  | Undertaking Letter for Housing Estate (**Annex III**) 屋苑承諾書（**附錄 III**） |
| [ ]  | Copy of the Certificate of Incorporation and Articles of Association公司註冊證書及公司章程的副本 |
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**Annex 附錄 I**

 **Pilot Scheme on Food Waste Smart Recycling Bins in Private Housing Estates
私人屋苑智能廚餘回收桶試驗計劃**

**Agreement on Safeguarding National Security
維護國家安全確認書**

We have read and understood the following clauses:

1. the Environmental Campaign Committee (ECC) reserves the right to disqualify our application on the grounds that our organisation has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion of our organisation from future applications for other schemes is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.
2. even after the application is approved, the ECC may immediately withdraw or cancel the relevant approval upon the occurrence of any of the following events:
* our organisation has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
* the continued engagement of our organisation is contrary to the interest of national security; or
* the ECC reasonably believes that any of the events mentioned above is about to occur.

We hereby confirm we agree and undertake to comply with the above clauses.

我們已閱讀及明白下列條款：

1. 環境運動委員會（環運會）保留權利以本組織曾經參與、正在參與或有理由相信本組織曾經或正在參與可能導致或構成發生危害國家安全罪行的行為或活動為由，取消本組織的是次申請，又或為維護國家安全，或為保障香港的公眾利益、公共道德、公共秩序或公共安全，而有必要剔除本組織日後申請環運會其他計劃的資格。
2. 即使有關申請已獲批准，如果出現下列任何一種情況，環運會可立即撤回或取消有關批准：
* 本組織曾經參與或正在參與可能會構成或導致發生危害國家安全罪行或不利於國家安全的行為或活動；
* 繼續委約本組織將不利於國家安全；或
* 環運會合理地相信上述任何一種情況將會發生。

我們謹此確認，我們同意及承諾遵守上述條款。

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| Name of President of Resident’ Organisation:居民組織主席姓名: |  | Signature of President of Resident’ Organisation: 居民組織主席簽署: |
|  |  |  |
| Organisation Chop: 印章: |  | Date: 日期 |

**Annex 附錄 II**

**Pilot Scheme on Food Waste Smart Recycling Bins in Private Housing Estates
私人屋苑智能廚餘回收桶試驗計劃**

**Authorisation and Undertaking Letter for Housing Estate**

**屋苑授權及承諾書**

**Applicable for Property Management Company with authorisation to act on behalf of the Residents’ Organisation as Applicant
適用於獲居民組織授權代表作為申請者的物業管理公司**

 The **Incorporated Owners /** **Owners’ Corporation / Owners’ Committee / Owners’ Organisation / Other Residents’ Organisation**\* (hereafter Residents’ Organisation), namely\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Residents’ Organisation), hereby authorises \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of the property management company) to act for and on behalf of the Residents’ Organisation and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Housing Estate), to apply for the “Pilot Scheme on Food Waste Smart Recycling Bins in Private Housing Estates” organised by the Environmental Campaign Committee (ECC), and to abide by the following provisions:

1. Our housing estate will accept the food waste smart recycling bin(s) provided by the Environmental Campaign Committee (ECC). We agree to place the food waste smart recycling bin(s) at noticeable and easily accessed area(s) by residents within the domain of our housing estate, for a period of two years;
2. Our housing estate will arrange our own staff / cleansing contractors to properly manage the daily operation and cleaning of the food waste smart recycling bin(s), and cooperate with the EPD for the daily food waste collection arrangement at the housing estate, as well as to provide assistance to the ECC’s contractor for repairing and maintenance work of the food waste smart recycling bin(s) if needed;
3. Our housing estate will actively cooperate with ECC/EPD in all matters related to food waste recycling promotion, education and publicity activities in order to enhance residents' awareness and participation in food waste recycling; and
4. Upon the approval of application and the commencement of the project, in the event that the property management company is unable to implement the project, the Residents’ Organisation will continue to undertake the project until completion.

**Annex 附錄 II**

**本業主立案法團／業主委員會／業主組織／其他居民組織**\*（下稱居民組織），名為 ，現授權（物業管理公司名稱） 代表本居民組織及（屋苑名稱\*） 向環境運動委員會申請「私人屋苑智能廚餘回收桶試驗計劃」。本居民組織承諾會遵守以下各項細則：

1. 本屋苑接受由環運會提供的智能廚餘回收桶，並同意把智能廚餘回收桶放置在本屋苑管轄範圍內，並且是住戶經常進出的地方，為期兩年；
2. 本屋苑將自行安排職員/清潔承辦商，妥善管理智能廚餘回收桶的日常運作和清潔工作，並配合環保署每天到屋苑收集廚餘的安排；亦會協助還運會的承辦商在有需要時進行智能廚餘回收桶的維修和保養工作；
3. 本屋苑將積極配合環運會/環保署一切有關廚餘回收的推廣、教育及宣傳活動，以增加居民對廚餘回收的認識及參與；及
4. 當申請獲批而項目一旦開展，在物業管理公司無法執行項目的情況下，本居民組織將會繼續進行該項目直至完成。

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| Name of President of Resident’ Organisation:居民組織主席姓名: |  | Signature of President of Resident’ Organisation: 居民組織主席簽署: |
|  |  |  |
| Organisation Chop: 印章: |  | Date: 日期 |

*\*Please delete whichever is inapplicable \*請刪除不適用者*

**Annex 附錄 III**

**Pilot Scheme on Food Waste Smart Recycling Bins in Private Housing Estates
私人屋苑智能廚餘回收桶試驗計劃**

**Undertaking Letter for Housing Estate**

**屋苑承諾書**

**Applicable if applicant is an Incorporated Owner / Owners' Corporation
適用於申請者為業主立案法團**

 We have read and committed to abiding by the following items:

1. Our housing estate will accept the food waste smart recycling bin(s) provided by the Environmental Campaign Committee (ECC). We agree to place the food waste smart recycling bin(s) at noticeable and easily accessed area(s) by residents within the domain of our housing estate, for a period of two years;
2. Our housing estate will arrange staff / cleansing contractors to manage the daily operation and cleaning work for the food waste smart recycling bin(s), and cooperate with the EPD for the daily food waste collection arrangement at the housing estate, as well as to provide assistance to the ECC’s contractor for repairing and maintenance work of the food waste smart recycling bin(s) if needed; and
3. Our housing estate will actively cooperate with ECC/EPD in all matters related to food waste recycling promotion, education and publicity activities in order to enhance residents' awareness and participation in food waste recycling.

 我們已閱讀及承諾遵守以下事項：

1. 本屋苑接受由環運會提供的智能廚餘回收桶，並同意把智能廚餘回收桶放置在本屋苑管轄範圍內，並且是住戶經常進出的地方，為期兩年；
2. 本屋苑將自行安排職員/清潔承辦商，妥善管理智能廚餘回收桶的日常運作和清潔，並配合環保署每天到屋苑收集廚餘的安排;  亦會協助還運會的承辦商在有需要時進行智能廚餘回收桶的維修及保養工作；及
3. 本屋苑將積極配合環運會/環保署一切有關廚餘回收的推廣、教育及宣傳活動，以增加居民對廚餘回收的認識及參與。

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| --- | --- | --- |
| Name of President of Resident’ Organisation:居民組織主席姓名: |  | Signature of President of Resident’ Organisation: 居民組織主席簽署: |
|  |  |  |
| Organisation Chop: 印章: |  | Date: 日期 |