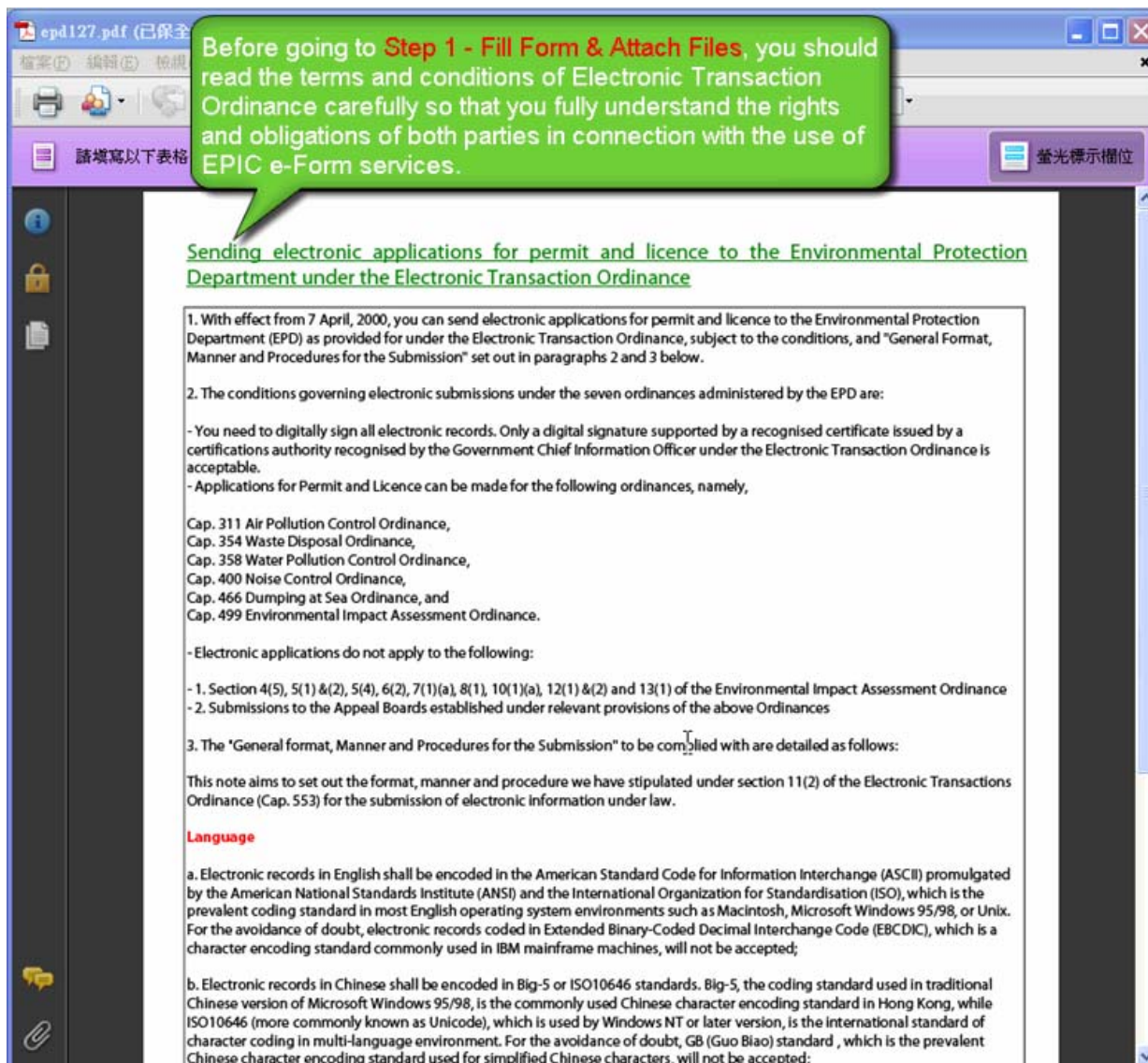


## Step 1: Fill Form and Attach Files

### 1. Terms and Conditions



Before going to **Step 1 - Fill Form & Attach Files**, you should read the terms and conditions of Electronic Transaction Ordinance carefully so that you fully understand the rights and obligations of both parties in connection with the use of EPIC e-Form services.

[Sending electronic applications for permit and licence to the Environmental Protection Department under the Electronic Transaction Ordinance](#)

1. With effect from 7 April, 2000, you can send electronic applications for permit and licence to the Environmental Protection Department (EPD) as provided for under the Electronic Transaction Ordinance, subject to the conditions, and "General Format, Manner and Procedures for the Submission" set out in paragraphs 2 and 3 below.
2. The conditions governing electronic submissions under the seven ordinances administered by the EPD are:
  - You need to digitally sign all electronic records. Only a digital signature supported by a recognised certificate issued by a certifications authority recognised by the Government Chief Information Officer under the Electronic Transaction Ordinance is acceptable.
  - Applications for Permit and Licence can be made for the following ordinances, namely,
    - Cap. 311 Air Pollution Control Ordinance,
    - Cap. 354 Waste Disposal Ordinance,
    - Cap. 358 Water Pollution Control Ordinance,
    - Cap. 400 Noise Control Ordinance,
    - Cap. 466 Dumping at Sea Ordinance, and
    - Cap. 499 Environmental Impact Assessment Ordinance.
  - Electronic applications do not apply to the following:
    - 1. Section 4(5), 5(1) &(2), 5(4), 6(2), 7(1)(a), 8(1), 10(1)(a), 12(1) &(2) and 13(1) of the Environmental Impact Assessment Ordinance
    - 2. Submissions to the Appeal Boards established under relevant provisions of the above Ordinances
3. The "General format, Manner and Procedures for the Submission" to be complied with are detailed as follows:

This note aims to set out the format, manner and procedure we have stipulated under section 11(2) of the Electronic Transactions Ordinance (Cap. 553) for the submission of electronic information under law.

**Language**

  - a. Electronic records in English shall be encoded in the American Standard Code for Information Interchange (ASCII) promulgated by the American National Standards Institute (ANSI) and the International Organization for Standardisation (ISO), which is the prevalent coding standard in most English operating system environments such as Macintosh, Microsoft Windows 95/98, or Unix. For the avoidance of doubt, electronic records coded in Extended Binary-Coded Decimal Interchange Code (EBCDIC), which is a character encoding standard commonly used in IBM mainframe machines, will not be accepted;
  - b. Electronic records in Chinese shall be encoded in Big-5 or ISO10646 standards. Big-5, the coding standard used in traditional Chinese version of Microsoft Windows 95/98, is the commonly used Chinese character encoding standard in Hong Kong, while ISO10646 (more commonly known as Unicode), which is used by Windows NT or later version, is the international standard of character coding in multi-language environment. For the avoidance of doubt, GB (Guo Biao) standard, which is the prevalent Chinese character encoding standard used for simplified Chinese characters, will not be accepted;

A list of available electronic forms in both English and Traditional Chinese is provided. Download the appropriate form and open it by Adobe Reader. In this demo, we will use EPD127 for demonstration how to fill form and submit the application.

The terms and condition of Electronic Transaction ordinance will be shown on the first page, you should read carefully so that you fully understand the rights and obligations of both parties in connection with the use of EPIC e-Form services.

Click [Accept] button to continue.

## 2. Pre-fill Personal Data

epd127.pdf (已保全) - Adobe Reader

檔案(F) 編輯(E) 檢視(V) 文件(O) 工具(T) 視窗(W) 說明(H)

1 / 5 75% 簽署 尋找

請填寫以下表格。您可以儲存鍵入此表格的資料。

Step 1: Fill Form & Attach Files > Step 2: Validate Data > Step 3: Sign Document > Step 4: Submit Application > Step 5: Payment

Total file size limit is 5MB

Pre-fill Personal Data Show/Hide File Attachments Panel Next >

Personal data can be pre-filled based on the data filled during applicant registration

For Official Use  
Code No  
WPCO/ / /

Application for a new Waste Disposal Licence

**SECTION A. Applicant**

Name (Person or Company)

(In English) \*

(In Chinese)

I.D. Card No.(if the applicant is an individual) ( ) ( )

OR \*

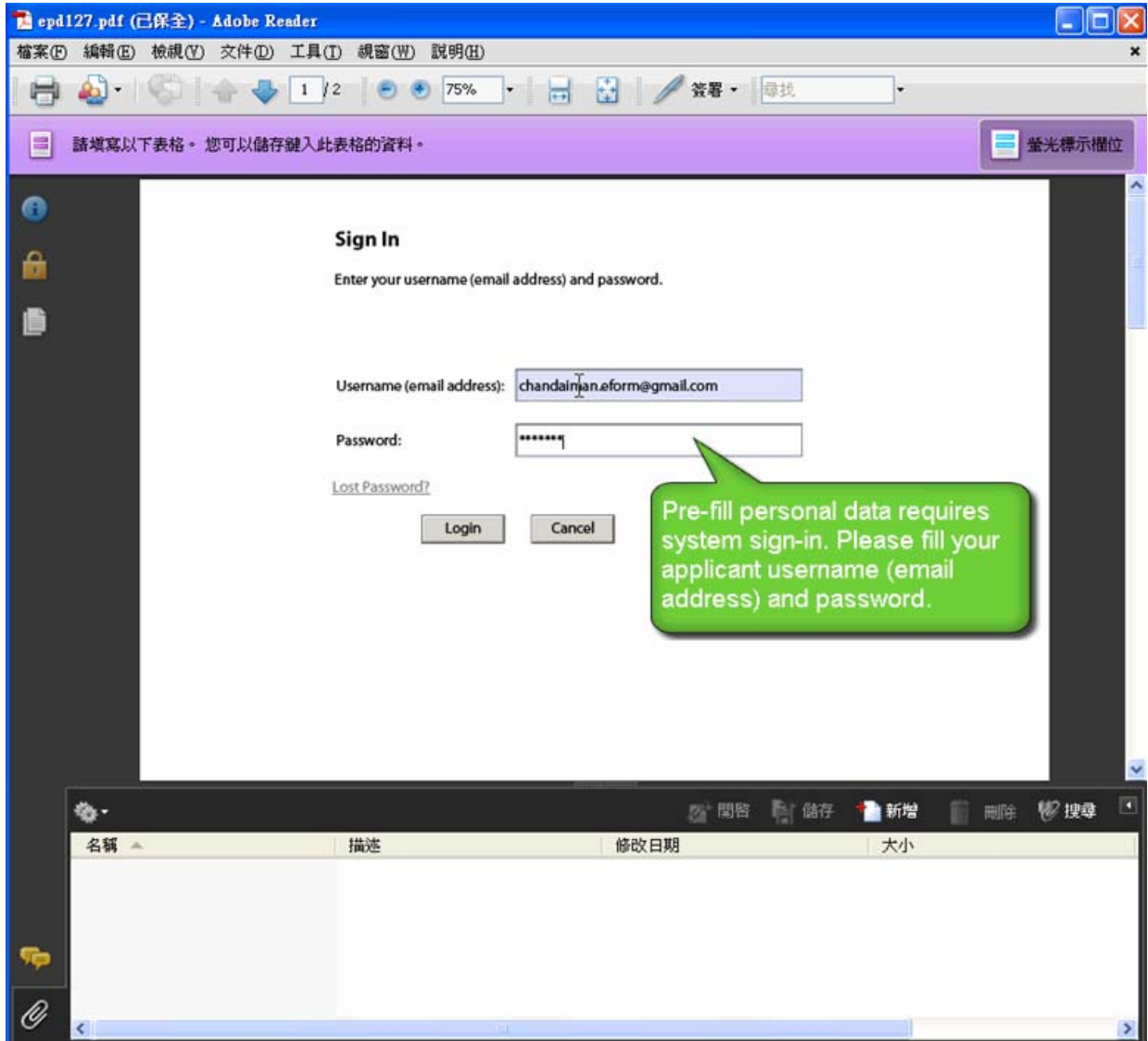
Business Registration Certificate No.  
(Indicate by individual or by company)

Address in Business Registration Certificate \*

名稱	描述	修改日期	大小
----	----	------	----

Click the [Pre-fill Personal Data] button, personal data will be pre-filled based on the data filled during application registration.

### 3. Sign in (for pre-fill personal data)



“Pre-fill personal data” function requires system sign-in to retrieve applicant information. The username is the email address using for registration and the password is an 8-bytes alphanumeric, which is defined during applicant registration. Click [Login] button to sign-in.

Form data will be overwritten by pre-filled data.

## 4. Input Data

epd127.pdf (已保全) - Adobe Reader

檔案(F) 編輯(E) 檢視(V) 文件(D) 工具(T) 視窗(W) 說明(H)

1 / 5 75% 簽署 尋找

請填寫以下表格。您可以儲存鍵入此表格的資料。

螢光標示欄位

Step 1: Fill Form & Attach Files > Step 2: Validate Data > Step 3: Sign Document > Step 4: Submit Application > Step 5: Payment

Total file size limit is 5MB

Pre-fill Personal Data Show/Hide File Attachments Panel Next >

\* Mandatory fields

GOVERNMENT SPECIAL ADWASTE DISPOSAL

For Official Use Code No WPCO/ / /

Application for Waste Disposal Licence \*

a new renewal of

**SECTION A. Applicant**

Name (Person or Company)

(In English) \*

(In Chinese)

I.D. Card No.(if the applicant is an individual) ( )

OR \*

Business Registration Certificate No. (indicate by individual or by company) - - - -

Address in Business Registration Certificate \*

名稱	描述	修改日期	大小
----	----	------	----

In the e-Form (EPD127), please fill out the Section A – G, select the application type (new / renewal) and the waste disposal licence type (provision of waste disposal / disposal of waste by licensee)

All fields marked with red asterisk (\*) must be filled.

## 5. Input Address

The screenshot shows a PDF form titled "epd127.pdf (已保全) - Adobe Reader". The form is divided into sections. The top section has fields for "(for licence renewal only)", "Date of Expiry (dd/mm/yyyy)", and "SECTION B. Facility". Under "SECTION B. Facility", there are several input fields: "Name of Waste Disposal Facility (if different from company name)", "Business Registration Certificate No. (if different from above)", "Address (if different from above)", "Name of Manager" (with the value "Chan Dai Man"), and "Manager's I.D. Card No." (with the value "A 1 2 3 4 5 6 ( 7 )"). There is also a "Business Telephone No." field with the value "12345678". A green callout bubble with the text "You may copy the address from previous section" points to a "Copy Above Address" button located to the right of the "Address" field. Below the "Address" field is an "Edit >>" button. The bottom part of the screenshot shows a table with columns for "名稱", "描述", "修改日期", and "大小".

You may copy the address from previous section by clicking [Copy Above Address] button (if applicable). For example, you can copy the Business Registration Certificate Address to Facility Address.

Or input / edit the address by clicking [Edit] button. The address form will be shown.

## 6. Address Form

epd127.pdf (已保全) - Adobe Reader

檔案(F) 編輯(E) 檢視(V) 文件(O) 工具(T) 視窗(W) 說明(H)

1 / 1 86.5% 簽署 尋找

請填寫以下表格。您可以儲存鍵入此表格的資料。

螢光標示檔位

(I) General Fields

Flat/Room Number(s) or Shop Number(s): B

Floor Number(s): 12

Block Number(s):

Building Name: ABC Industrial Building

Estate/Village Name:

Street Number (Starting Numeric/ non-Numeric): 120 A

Street Number (Ending Numeric/ non-Numeric): 190 C

Street Name: Green Road

(II) District Information

名稱	描述	修改日期	大小
----	----	------	----

In address form, please fill the address information. District council field marked with red asterisk (\*) must be filled.

Click [OK] button to back to the main form.



## 7. Hints for Data

The screenshot shows a PDF form in Adobe Reader. A green callout bubble points to a 'Hints for WASTE TYPE' pop-up window. The main form contains a table with the following columns:

+	WASTE TYPE *	WASTE CODE (if applicable) *	PHYSICAL FORM (solid/liquid/sludge/others, please specify) *	DESIGNED DAILY CAPACITY (m <sup>3</sup> or tonne) *	WASTE STORAGE ARRANGEMENTS (Drums/tanks/others, please specify) *	WASTE TREATMENT/DISPOSAL METHODS *
-						

The pop-up window, titled 'Hints for WASTE TYPE', contains a table with the following data:

Waste Type	Waste Code
<b>Part A</b>	
- ANTIBIOTICS AS IN CAP. 137	A30
- ASBESTOS	L09
- ASBESTOS	M09
- ASBESTOS	A09
- ASBESTOS	S09

At the bottom of the pop-up window, there is a table with the following columns: 名稱 (Name), 描述 (Description), 修改日期 (Modification Date), and 大小 (Size). The table is currently empty.

You may check out the hints for waste type. The hints will be shown under the “Waste Description and Operation Details” table.

You can click [X] button to close the hints for Waste Type.

## 8. Table fields for multiple records

epd127.pdf (已保全) - Adobe Reader

檔案(F) 編輯(E) 檢視(V) 文件(O) 工具(T) 視窗(W) 說明(H)

2 / 5 86.5%

請填寫以下表格。您可以儲存鍵入此表格的資料。

螢光標示欄位

**SECTION C. Waste Description and Operational Details**

accepted at the facility.

	WASTE TYPE *	WASTE CODE (if applicable) *	PHYSICAL FORM (solid/liquid/sludge/others, please specify) *	DESIGNED DAILY CAPACITY (m <sup>3</sup> or tonne) *		WASTE STORAGE ARRANGEMENTS (Drums/tanks/others, please specify) *	WASTE TREATMENT/DISPOSAL METHODS *
+							
-	SPENT ACIDIC SOLUTION (A48)	A48	LIQUID	1.2	m3	PP TANK	CHEMICAL WASTE COL
-							

**SECTION D. Waste Treatment or Disposal Process Details**

D1. Total Facility Capacity (Maximum) 249 tonnes per annum \*

名稱 描述 修改日期 大小

Click the [+] button for adding another record of waste description and operation details, or  
 Click the [-] button for removing incorrect record.



## 9. Input Date

The screenshot shows a PDF form in Adobe Reader. The form contains a signature block for CHAN DAL MAN, MANAGER, and a company name field for ABC Industrial Company Ltd. A date input field is highlighted with a green callout bubble that says "Choose date from the calendar". A calendar drop-down menu is open, showing the month of January 2010. The date 27 is selected, and the text "今天: 27/1/2010" is displayed below the calendar. A "Next >" button is visible at the bottom of the form.

I hereby certify that the particulars given above are correct and true to the best of my knowledge and belief.

(Signature) CHAN DAL MAN (Name) MANAGER (Capacity) \*

on behalf of

ABC Industrial Company Ltd.

(Company Name and Chop as appropriate)

**Warning:** Under section 21(8) of the Waste Disposal Ordinance, an applicant who, in or in connection with the application for a waste disposal licence, makes any statement (whether such statement be oral or written), or any statement which is false or misleading in a material particular and (b) which he knows or reasonably ought to know to be false or misleading in a material particular, commits an offence and is liable to a fine at level 6 (Maximum \$100,000).

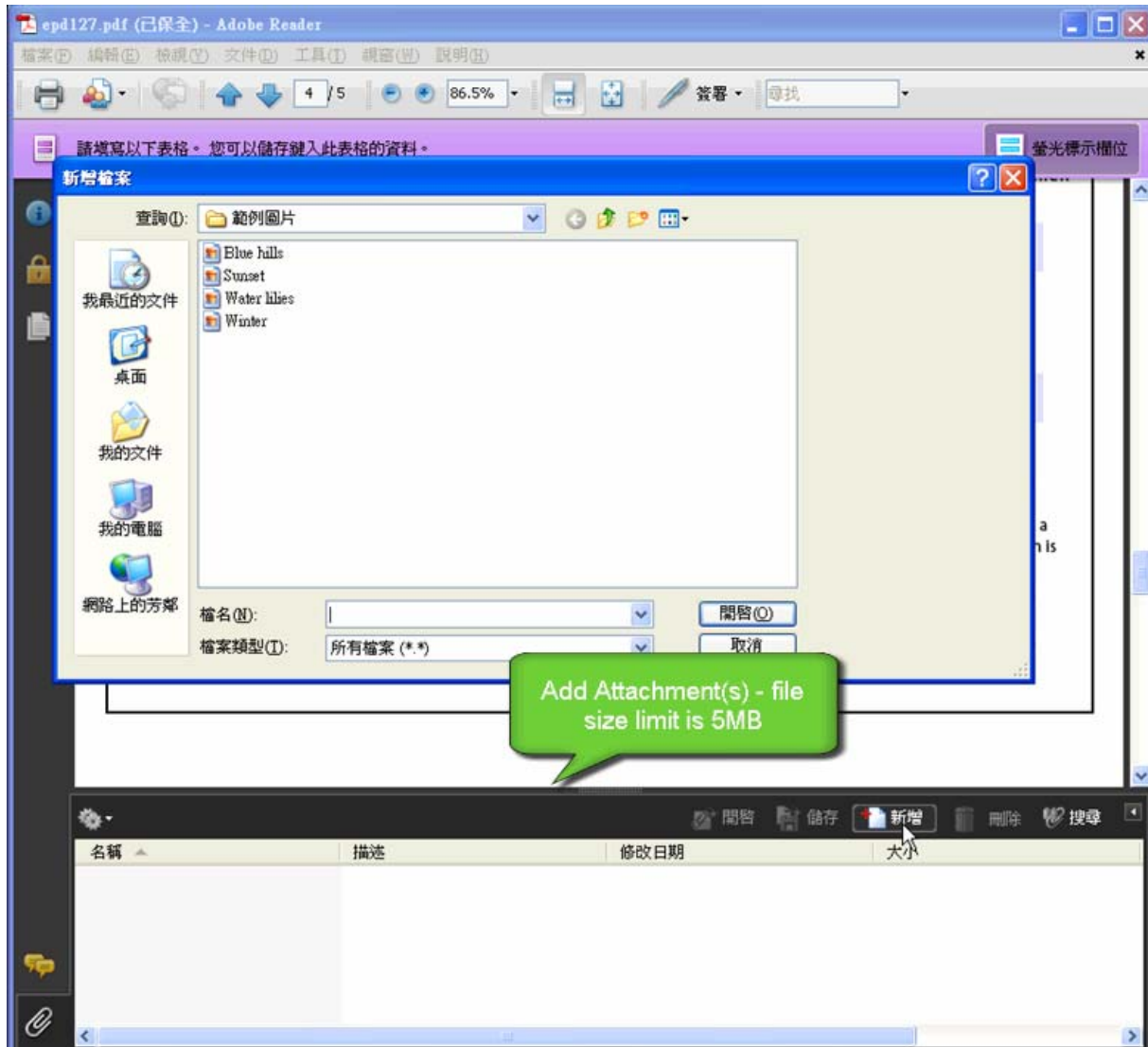
Next >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

今天: 27/1/2010

You can input the date in YYYYMMDD format, or  
Choose the date from the calendar drop-down.

## 10. Add Attachments



If the file attachments panel is hidden, you can click [Show / Hide File Attachments Panel] button to show the panel.

Attach the electronic file(s) to the application form and type in the corresponding description of the attached file(s) using the Acrobat Reader's attachment feature. The electronic file should comply with the [Acceptable File Formats](#).

The total file size limit is 5MB.

## 11. Go to Step 2 – Validation Data

epd127.pdf (已保全) - Adobe Reader

檔案(F) 編輯(E) 檢視(V) 文件(O) 工具(T) 視窗(W) 說明(H)

請填寫以下表格。您可以儲存鍵入此表格的資料。

螢光標示權位

(Signature) CHAN DAI MAN (Name in Block Letters) \* MANAGER (Capacity) \*

on behalf of

ABC Industrial Company Ltd. (Company Name and Chop as appropriate) 29/01/2010 (Date) (dd/mm/yyyy) \*

Go to Step 2 - Validate Data

Next >

8.27 x 11.69 英寸

名稱	描述	修改日期	大小
Blue hills.jpg	floor plan sample	14/4/2008 16:00:00	28 KB

After filling the form, go to **Step 2 –Validation Data** by clicking [Next] button.