

The Hong Kong Green Purchasing Charter 香港環保採購約章

The Hong Kong Green Purchasing Charter (HKGPC) is established to guide and assist all business and trades, and recognize those committed to pursuing greater environmental management and sustainability through Green Purchasing.

「香港環保採購約章」(簡稱「約章」)協助致力推動環境保護的企業，透過「約章」引領企業應用可行及可持續的環保採購方法，並表揚企業對促進環保採購發展的承諾。

Notice of Application 申請須知

1. Applicant should have business registered and/or operation within Hong Kong SAR.
申請人的業務必須在香港特別行政區內註冊及／或經營。
2. Applicant should sign and implement the “Statement of Commitments”.
申請人必須簽署及履行《環保採購承諾協議》。
3. Applicant should also submit the Member Evaluation Form.
申請人必須同時遞交「會員評估表格」。

The HKGPC Secretariat and the Membership Approval Committee reserve the right to judge and verify the membership qualifications of all applicants.

「約章」秘書處及會籍評審委員會，保留評審和核實所有申請人入會資格的權利。

Please complete the following Application Form and send it by fax or mail to:

請填妥以下申請表格，然後傳真或郵寄至以下地址：

Green Council
Room 710, New World Tower 1,
18 Queen’s Road Central, Hong Kong.
Tel: (852) 2810 1122
Fax: (852) 2810 1998
Email: info@greencouncil.org

環保促進會
香港皇后大道中 18 號
新世界大廈 1 期 710 室
電話：(852) 2810 1122
傳真：(852) 2810 1998
電郵：info@greencouncil.org

Please ensure that all parts in the form are completed and the information is accurate.

請填妥申請表格內各項資料，並確保資料正確無誤。

Membership Application Form 會員申請表格

Please complete or type in black and use block letters 請以黑筆及正楷填寫

Company Name in Full 公司名稱：

Business Address 公司地址：

Business Registration Number (please attach photocopy) 商業登記証號碼 (請附上副本)：

Name of Contact Person 聯絡人姓名：

Position of Contact Person 聯絡人職位：

Telephone Number 電話號碼：

Fax Number 傳真號碼：

Email Address 電郵地址：

Business Website (if applicable) 公司網址 (如適用)：

Nature of Business (manufacturer, importer, service provider, trader or retailer)

業務性質 (生產商、入口商、服務供應商、貿易商或零售商)：

Your Membership Category 所屬會籍類別 (Please refer to Annex II 請參閱附件 II)：

SME 中小企業：

Associate Member 準會員 \$2,000

Member 會員 \$3,000

Fellow Member 資深會員 \$6,000

Large Corporation 大企業：

Associate Member 準會員 \$10,000

Member 會員 \$20,000

Fellow Member 資深會員 \$50,000

The above Membership Fee is for **2 years**. 上述會費為兩年會籍之用。

I hereby attach to this application a cheque drawn on 本人現隨申請表格夾附下述銀行支票：

(Bank Name 銀行名稱)

Cheque Number 支票號碼：

Note 備註：

- Cheque should be crossed and made payable to "Green Council Limited". Cash are not acceptable. 劃線支票抬頭請寫上「環保促進會有限公司」，現金恕不接受。
- In case of unsuccessful application, HK\$ 500 will be charged as administrative fee. 如申請未能成功，本會將收取港幣五百圓正作為行政費用。

Declaration 聲明

As the applicant of the Hong Kong Green Purchasing Charter, we hereby declare that by submitting this application, we the Applicant agree that if our application of the “HKGPC” is successful, we will comply with and be bound by Regulations of the ”HKGPC”, which we consider to be fair and reasonable.

本人在此聲明，作為「香港環保採購約章」的申請人，本人在遞交申請表時，同意申請一旦被接納，將會遵照及受「約章」公平而合理的條款所約束。

Purpose of Data Collection: All the information obtained from the applicant organizations would be kept strictly confidential and used solely for the HKGPC. Policies and practices of the HKGPC Secretariat and the Technical Vetting Committee in relation to personal data provided by applicants and the Personal Data (Privacy) Ordinance is available upon request at the HKGPC Secretariat and the Technical Vetting Committee.

申請人資料的用途：所有由申請人提供的資料，將絕對保密並只作「環保採購約章」之用。對於「約章」秘書處及技術評審委員會，根據個人私隱條例而制定有關處理申請人個人資料的政策及指引，申請人可向「約章」秘書處及技術評審委員會索閱。

Name of Contact Person 聯絡人姓名： _____

Position 職位： _____ Signature 簽署： _____

Date 日期： _____ Company Chop 公司蓋章： _____

Documents Required for Application 會員申請所需之文件

- 1 Membership Application Form 會員申請表格
- 2 Signed copy of the “Statement of Commitments” 已簽署的《環保採購承諾協議》
- 3 Member Evaluation Form 會員評估表格
- 4 Crossed cheque for membership fee 繳交會費用的劃線支票
- 5 Copy of the Business Registration Number 商業登記証號碼副本

The HKGPC “Statement of Commitments” 「約章」《環保採購承諾協議》

To be awarded the Hong Kong Green Purchasing Charter, businesses must:

如欲成為「香港環境採購約章」成員，企業必須：

1. Formulate Green Purchasing policies.

制訂環保採購政策。

Establish Green Purchasing policies in order to consider, select, purchase and use products and services with less adverse environmental impact than their alternatives.

訂立合適的環保採購政策，以考慮、購買和採用對環境影響較少的產品或服務。

2. Develop and implement practical and sustainable Green Purchasing strategies.

制訂並實施可行及可持續環保採購策略。

Make purchasing decisions regarding products and services that have significant environmental impacts due to their nature and/or quantity purchased, by identifying and selecting environmentally preferable alternatives.

在選購產品或服務時，應按其性質及／或用量，評估在使用時所產生的環境影響，藉以識別和選取較環保的產品及服務。

3. Promote the principles of Green Purchasing.

提倡環保採購原則。

Influence stakeholders to implement Green Purchasing in their operations. Stakeholders include suppliers, partners, distributors, customers, consumers and colleagues. Publish and share experiences and achievements on the implementation of Green Purchasing.

影響業務相關者實踐環保採購。這些業務相關者包括供應商、夥伴、分銷商、顧客、用戶及員工。並公開及分享其環保採購經驗及成效。

Note: Please refer to Annex I for the Introduction of the HKGPC and definition of green purchasing.

註：「香港環保採購約章」引言及環保採購的定義，請參閱附件 I。

ENDORSEMENT 簽署

Signature 簽署：_____ Name 姓名：_____

Position 職位：_____ Tel 電話：_____

Company Name 公司名稱：_____

Date 日期：_____ Company Chop 公司蓋章：_____

HKGPC Membership Rights 「約章」會員權利

Each participating organization can enjoy the following benefits based upon the specific membership level achieved:

根據不同的會籍類別，會員可享有以下的權利：

	Associate Member 準會員	Member 會員	Fellow Member 資深會員
News and Event Notifications 最新消息及活動通訊	✓	✓	✓
Authorized HKGPC Logo Use 受權使用「約章」標誌	✓	✓	✓
Company name listed on HKGPC website 在「約章」網站刊登公司名稱	✓	✓	✓
Company logo listed on HKGPC website 在「約章」網站刊登公司標誌	✓	✓	✓
Company website's hyperlink listed on HKGPC website 在「約章」網站刊登公司網頁的超連結	✓	✓	✓
HKGPC Membership Certification With a Membership Certificate for Display Purposes 頒授「約章」證書作展示用途	✓	✓	✓
Priority Seating at Free Seminars / Workshops 優先及免費獲得定期舉辦之講座／工作坊座位	✓	✓	✓
Green Purchasing Guidance and Advice 給予環保採購指引及建議	✓	✓	✓
Input into CSR report (once per year) 在企業社會責任報告作說明（每年一次）	✓	✓	✓
Priority Invitation on Supporting and Participating Environmental Protection Activities Organised by Green Council 優先獲邀支持及參與環保促進會主辦的環保活動	✓	✓	✓
Discount on the Hong Kong Green Label Scheme 「香港環保標籤計劃」折扣優惠	✓	✓	✓
Discount on Purchasing Products with Green Label 購買「香港環保標籤」產品可獲折扣	✓	✓	✓

Discounts and Priority Access for Paid Events 享有活動折扣優惠及優先權	✓	✓	✓
Arrangement and Provision of Experience Sharing Opportunities and Events 安排及提供參與分享經驗的機會與活動		✓	✓
Publication and Promotion of Individual Member's Green Purchasing Achievements (with prior permission from Member officials) 發表及推廣個別會員從事環保採購的成就 (在會員同意的情況下)		✓	✓
Member's Logo Included in HKGPC Promotional and Information Materials – e.g. Documentation, Exhibit Signage, etc. – As and When Appropriate 在適當的場合，會員標誌可展示於「約章」 之宣傳活動及資訊刊物			✓
Notification of, and Invitation to Participate in Future Collaboration Initiatives and Events [as the HKGPC Evolves and Expands] 當「約章」演變和拓展時，會員將獲通知及 被邀請共同參與「約章」的倡議活動			✓

HKGPC Membership Obligations 「約章」會員義務

Apart from the requirements of the Statement of Commitment, members are under the following obligations upon the specific membership level achieved:

除了履行《環保採購承諾協議》外，會員應根據其會籍類別，有義務達到以下的目標：

Membership Type 會籍種別	Obligations 義務
Associate Member 準會員	Develop and adopt green purchasing policy and strategy in order to meet the core HKGPC membership requirements 制訂和採納環保採購政策及策略，以達到成為「約章」正式會員的基本要求
Member 會員	Implement, assess, and report on green purchasing policy, strategy, efforts and achievements, in order to evolve to Fellowship Member status 實施、評估和匯報環保採購政策、策略、努力及成果的資料，以至成為「約章」資深會員
Fellow Member 資深會員	“Take the Lead” by demonstrating strong, progressive and sustained corporate social responsibility, while guiding and assisting other organizations in launching and practicing green purchasing 擔當先驅者的角色，引領和協助其他機構開展及從事環保採購，並展示其強大、先進和持續的企業社會責任

Member Evaluation Form 會員評估表格

Put a numeric value “1” in the score box if you **endorse** with the statement.

Put a numeric value “0” in the score box if you **do NOT endorse** with the statement.

When considered necessary, the Organizer might acquire further information from the applicant.

Member / Fellow Membership applicant **should provide brief information to support scores obtained from questions 5-15.**

During membership **renewal**, applicant should **submit a statement on green purchasing achievement / improvement** along with this Member Evaluation Form.

若閣下**贊同**句子內容，請在相應的得分格填上「1」。

若閣下**不贊同**句子內容，請在相應的得分格內填上「0」。

如有需要，主辦機構可以要求申請者遞交額外的相關文件，以方便核實其申請資格。

申請**普通／資深會籍**之人士，**必須遞交問題 5-15 中得分的資料證明文件。**

在會員**續會**時，申請者必需**遞交**有關**環保採購成就／改進之聲明文件**以及此會員評估表格。

Description of “Green” Practices 環保措施詳情		Score 得分
Environmental System /Formulation of Green Purchasing Policy 環境系統／制訂環保採購政策		
1	Your company has an environmental mechanism which incorporates green purchasing policy. If yes, please attach a copy of the policy. 貴機構已設有一套環保機制，包括環保採購政策。如有，請連同該政策之副本一同遞交。	
2	Your company has a designated person responsible for environment-related / green purchasing matters. 貴機構已有一名指定的員工專門處理有關環保或環保採購的工作。 Name 姓名_____ Position 職位_____ Telephone No. 電話_____	
3	Your company was not convicted for environmental laws and regulations in last 2 years (information submitted do not affect application). 貴機構在過往兩年內並沒有因為屬犯任何環保法例及規則而遭受檢控。(所提供的資料將不會影響申請之審批。)	
4	Your company introduces training, standards and programs in relation to environmental management, green purchasing or environmental preferable products (i.e. green products). 貴機構已制定有關環境管理、環保採購或較為環保產品（即環保產品）之訓練、標準及方案。	
Environmental/ Green Purchasing Strategies 環境／環保採購策略		
5	Your company has developed practical and sustainable green purchasing strategies: 貴機構已訂立一套可行及可持續的環保採購策略： <input type="checkbox"/> Develop green purchasing principles 訂立環保採購原則 <input type="checkbox"/> Develop green purchasing procedure and requirements 訂立環保採購程序及規定 <input type="checkbox"/> Set green purchasing targets 設立環保採購的目標 <input type="checkbox"/> Others 其他_____	
6	Your company measures the amounts of resources and energy used. 貴機構量度資源及能源的耗用量。 Example(s) 例子：_____	
7	Your company is making efforts to reduce the usage of resources and energy, and has set up a specific goal or program for reduction. 貴機構致力減少資源及能源的耗用，並已定立減少耗用量的目標及方案。 Example(s) 例子：_____	
8	Your company is reducing the amount of waste produced and promoting recycling, and proper processing. 貴機構正減少廢物產生、推廣循環再造，以及正當地將廢物處理。 Example(s) 例子：_____	

	Description of "Green" Practices 環保措施詳情	Score 得分
9	<p>Your company is reducing physical distribution (e.g. letters, leaflets, etc) as much as possible to lessen environmental load. 貴機構現正減少物資的分配（例如：信件、單張等），以減輕對大自然的破壞。 Example(s) 例子：_____</p>	
10	<p>Your company has procedures to evaluate whether a product purchased is necessary, and whether the purchase can be avoided through repairs or modifications, in addition to sharing, renting or leasing. 除共用、租用或借用外，貴機構在購買產品前，已有既定的評估程序來釐定購買產品的必要性，以及是否可以透過修理及改裝而避免採購。 Example(s) 例子：_____</p>	
11	<p>Your company has implemented practical and sustainable green purchasing strategies: 貴機構已實施可行及可持續的環保採購策略： <input type="checkbox"/> Review of green purchasing targets 檢討環保採購的目標 <input type="checkbox"/> Green specifications for product/service evaluation 為產品/服務訂立環保採購規格 <input type="checkbox"/> Regular review of green purchasing performance 定期檢討環保採購的成效 <input type="checkbox"/> Suppliers evaluation 評估供應商 <input type="checkbox"/> Others 其他 _____ Example(s) 例子：_____</p>	
12	<p>Your company monitors the amount and variety of products and services obtained through green purchasing, and has set up a specific goal or program. 貴機構監察內部環保產品和服務之購買數量及種類，並已設立既定的目標或方案。 Green products or services currently purchased：已購置的環保產品或服務： <input type="checkbox"/> Paper products 紙製品 <input type="checkbox"/> Energy saving products 節能產品 <input type="checkbox"/> Plastic products 塑膠製品 <input type="checkbox"/> Others 其他 _____ Example(s) 例子：_____</p> <p>Green products or services intended to purchase：預期購置的產品或服務： <input type="checkbox"/> Paper products 紙製品 <input type="checkbox"/> Energy saving products 節能產品 <input type="checkbox"/> Plastic products 塑膠製品 <input type="checkbox"/> Others 其他 _____ Example(s) 例子：_____</p>	
13	<p>Your company, when providing products/services to clients, considers and reduces the environmental impact of such products / services. 當貴機構為客戶提供產品/服務時，會考慮和減少該產品/服務對環境造成的影響。 Example(s) 例子：_____</p>	
Promotion of Green Purchasing Principles 提倡環保採購原則		
14	<p>Your company promotes your environmental management / green purchasing initiatives and achievements to relevant stakeholders. 。 貴機構曾向利益相關者推廣閣下的環境管理/環保採購措施及成果。 <input type="checkbox"/> Staff members 職員 <input type="checkbox"/> Suppliers / service-providers 供應商/服務提供者 <input type="checkbox"/> Clients 客戶 <input type="checkbox"/> Business partners 商業伙伴 <input type="checkbox"/> General public 公眾人士 Example(s) 例子：_____</p>	
15	<p>Your company actively participates in local environmental protection activities organized by the government and/or local organizations. 。 貴機構積極參與由政府或本地團體主辦的本土環境保護活動。 Examples of activities participated 曾參與活動之例子：_____</p>	
16	<p>Your company discloses quantifiable targets and achievements on green purchasing. 貴機構在環保採購時，會公開其可量化的目標及成就。</p>	
Calculate the Grand-Total accordingly so as to evaluate the environmental performance of the company. 計算總和以評估機構之環保表現。		

ANNEX 附件 I

Introduction of the Hong Kong Green Purchasing Charter (HKGPC)

「香港環保採購約章」引言

Initiated by the Green Council, the Hong Kong Green Purchasing Charter (HKGPC) has been formally established with the support and advice from eleven HKGPC Founding Members. The HKGPC shall be awarded to businesses to recognise their commitments to environmental management through Green Purchasing. The HKGPC “Statement of Commitments” outlines the intentions of key business leaders to reduce environmental impacts.

由環保促進會發動、十一位創會會員支持創立的「香港環保採購約章」(HKGPC) 現已正式推行。「香港環保採購約章」為致力環保管理的企業而設，並表揚其履行環保採購的承諾。《環保採購承諾協議》概述企業領導者透過環保採購減少對環境影響的意向。

Definition of Green Purchasing

環保採購的定義

Green Purchasing best practice requires that businesses identify, select, purchase and use products and services with less adverse environmental impact than their alternatives. When selecting products or services, environmental impacts should be considered alongside quality, fitness for purpose and costs. Environmental consideration should be given at all stages from product design, selection of raw materials, manufacturing, packaging and distribution, to use, reuse and maintenance, through to end of product life. By committing to Green Purchasing, an organisation can contribute to environmental sustainability.

在實踐環保採購時，企業需識別、挑選、採購和使用一些對環境產生較少影響的產品和服務。在選擇產品或服務時，應一併考慮其環境影響、質素、功能及價錢。產品及服務所有生命週期階段（指由產品設計，原材料選擇、生產過程、包裝及分銷、使用／再用及維修至報銷）所引致的環境影響亦需納入考慮範圍。透過承諾環保採購，參與機構能對可持續發展作出重要的貢獻。

ANNEX 附件 II

Membership Categories and Fees 會籍類別及費用

Company Type ¹ 公司類別	Membership Category 會籍種類	Qualifying Score ² 評級分數	Bi-annual Membership Fee 每兩年之費用
SME 中小企業	Associate Member 準會員	0 - 5	HK\$ 2,000
	Member 會員	6 - 10	HK\$ 3,000
	Fellow Member 資深會員	11 - 16	HK\$ 6,000
Large Corporation 大企業	Associate Member 準會員	0 - 5	HK\$ 10,000
	Member 會員	6 - 10	HK\$ 30,000
	Fellow Member 資深會員	11 - 16	HK\$ 50,000

The HKGPC Secretariat and the Membership Approval Committee will judge and verify the membership qualifications of all applicants. All information will be treated confidentially and not be disclosed.

「約章」秘書處及會籍評審委員會將評審和核實所有申請人之入會資格。所有資料將會保密及不會公開。

Note 備註：

1. SME: manufacturing business which employs fewer than 100 persons in Hong Kong; or a non-manufacturing business which employs fewer than 50 persons in Hong Kong
中小企業：從事製造業而在本港僱用少於 100 人的企業；或從事非製造業而在本港僱用少於 50 人的企業
Large Corporation: manufacturing business which employs more than 100 persons in Hong Kong; or a non-manufacturing business which employs more than 50 persons in Hong Kong
大企業：從事製造業而在本港僱用超過 100 人的企業；或從事非製造業而在本港僱用超過 50 人的企業
2. Your Qualifying Score is the TOTAL sum of the values in the Score Box in the Member Evaluation Form.
閣下的評級分數即「會員評估表格」內得分表中分數的總和。