

September 2018

**2<sup>nd</sup> Batch of Exhibitor Information for electronicAsia 2018**

Dear Exhibitor,

This is the 2<sup>nd</sup> batch of Exhibitor Information for preparing your participation in the captioned event. Please find below the items included in this package.

**1. Vehicle Permits for Move-in and Move-out** (For exhibitors who use their own lorries/vans or forwarders to process the move-in and move-out arrangement)

**2. Important Circular**

Part A: Important Circulars	
Circular (1)	Move In / Out Arrangement <b>(VERY IMPORTANT)</b>
Circular (2)	Rules and Measures for Move-Out Day (16 October 2018)
Circular (3)	Move-out Regulations (16 October 2018) <b>(VERY IMPORTANT)</b>
Circular (4)	Internet Access at the Fair
Circular (5)	Important Notice on Patented Technology and/or Trademarks
Circular (6)	Green Tips to Exhibitor
Part B: Other Information	
(1)	Producer Responsibility Scheme (PRS) on Waste Electrical and Electronic Equipment (Effective from 1 August 2018) <b>(VERY IMPORTANT)</b>
(2)	hktdc.com Online Promotion

\* Special Airfares by Cathay Pacific Airways: For exclusive airfares offer, please click <http://events.cathaypacific.com> and input the event access code MICE105 to view the special fares available for you.

**3. Arrangement of Exhibitor Check-In & Check-In Form (VERY IMPORTANT)**

*Please note the below procedures of exhibitor check-in:*

Please bring along the enclosed **exhibitor check-in form, your business card** and present them to the Exhibitor Check-in Counter (Hall 5F-G Concourse) upon your arrival to the venue on the move-in day (12 October) in order to pick up on-site materials such as *exhibitor badges, fair catalogue, booth curtain and on-site circulars* etc.

**Note: Exhibitor badges will be distributed on-site.** Please keep the exhibitor badges with care and bring it along during the move-in and fair period. All on-site replacement requests will be charged at HKD50 each. The badge holder could be picked up on-site at the entrance of Hall 5F-G.

Should you have any further queries, please do not hesitate to contact our team.

Name	Tel	Email	Fax
<b>Hong Kong Trade Development Council:</b>			
Mr. Jacky Ho	(852) 2240 4023	jacky.hk.ho@hktdc.org	(852) 3915 1433
Mr. William Tsang	(852) 2240 4466	william.tsang@hktdc.org	(852) 2169 9077
Miss Nikki Wong	(852) 2240 4504	nikki.ky.wong@hktdc.org	(852) 2169 9441
<b>MMI Asia Pte. Ltd. :</b>			
Ms. Joanna Wong	(852) 2511 5199	joanna@mmiasia.com.sg	(852) 2511 5099
Ms. Garman Chan	(852) 2511 5199	garman@mmiasia.com.sg	(852) 2511 5099

Thank you for your attention and wish you every success in the Fair.

**Organisers 主辦機構:**



致各參展商:

**國際電子組件及生產技術展 2018 - 參展商資料 (2)**

歡迎 貴公司參加國際電子組件及生產技術展 2018, 現附上以下幾項有關準備進場參加展覽的參展商重要資料。

**1. 進館/撤館車輛許可證 (撤館車輛許可証只發給自行撤館之參展商)**
**2. 重要通告**

A 部分: 重要通告	
通告 (1)	有關進館、撤館之詳細交通安排 <b>(十分重要)</b>
通告 (2)	有關撤館日 (10 月 16 日) 之特別措施
通告 (3)	撤館規則 (10 月 16 日) <b>(十分重要)</b>
通告 (4)	展覽會連線上網安排
通告 (5)	有關專利技術及商標之重要通告
通告 (6)	參展商綠色小貼士
B 部分: 其他資料	
(1)	有關廢電器電子產品生產者責任計劃 (2018 年 8 月 1 日起全面生效) <b>(十分重要)</b>
(2)	「貿發網」hktdc.com 推廣

\* **優惠機票**: 國泰航空誠意為您及同行貴賓提供各項獨有機票優惠。請於 <http://events.cathaypacific.com> 登入並輸入展覽會代號 (MICE105) 查詢票價及訂票。

**3. 參展商進場登記之安排及進場登記表 (十分重要)**

請注意以下之參展商進場登記的安排:

請攜同附上的參展商進場登記表及閣下名片於進館日 (即 10 月 12 日) 到「參展商進場登記櫃位」(展覽廳 5F-G 大堂) 辦理進場登記手續。貴公司同時亦可領取參展商工作証、大會場刊、展台掛簾及展覽期間之重要通告。

**注意**: 參展商工作証將會於進館日派發。於進館日及展覽期間, 所有參展商及其職員必須佩戴印有參展商名稱之工作証, 請小心保存貴公司的工作証, 以免遺失。在進館日及展覽期間, 申請額外參展商工作証的收費為每張港幣 50 元。另外, 工作証掛套可於展覽廳 5FG 入口處索取。

如對以上安排有查詢, 請聯絡我們:

聯絡人	電話	電郵	傳真
<b>香港貿易發展局:</b>			
何瀚祺先生	(852) 2240 4023	jacky.hk.ho@hktdc.org	(852) 3915 1433
曾威先生	(852) 2240 4466	william.tsang@hktdc.org	(852) 2169 9077
黃潔宜小姐	(852) 2240 4504	nikki.ky.wong@hktdc.org	(852) 2169 9441
<b>慕尼黑國際博覽亞洲有限公司:</b>			
黃偉莊小姐	(852) 2511 5199	joanna@mmiasia.com.sg	(852) 2511 5099
陳家敏小姐	(852) 2511 5199	garman@mmiasia.com.sg	(852) 2511 5099

預祝 展出成功!

**Organisers 主辦機構:**



## Important Circular: Move-in and Move-out Arrangement

### (1) Move-in and Move-out Arrangement

#### (i) Vehicle Permits for Lorries / Light Goods Vehicles

##### Vehicle Marshalling Area for Move-in on 12 October 2018

Exhibitors are required to pass the valid vehicle permits to their vehicle drivers and ask the drivers to go to the vehicle marshalling area at **Tsing Yi** before they come to the HKCEC loading area. A trip ticket will be distributed at the vehicle marshalling area and drivers are allowed to come to HKCEC within a specified time period. Only trucks / lorries / vans with a valid **Vehicle Permit issued by HKTDC AND a trip ticket issued at Tsing Yi** will be allowed to enter the HKCEC area. Please refer to the map as shown on the back of the vehicle permit for the vehicle marshalling area.

##### Vehicle Marshalling Area for Move-out on 16 October 2018

Similar arrangements will apply on the move-out day on 16 October 2018. Please note the arrangements as follows:

1. Control point will be set-up at the entrance of HKCEC, only vehicles with the **a. Move-out Vehicle Permit issued by the HKTDC AND b. Trip Ticket issued at the Tsing Yi vehicle marshalling area** are allowed to enter the HKCEC **after 8:00 p.m. on 16 October 2018.**
2. Before proceeding to the HKCEC loading area, all vehicles **MUST** first report to the **vehicle marshalling area** (at **Tsing Yi** - Please refer to the attached map as show at the back of the vehicle permit). The vehicle marshalling area will **open from 2:00 p.m.** on 16 October and operate until all move-out activities have finished.
3. Upon arrival at the vehicle marshalling area, the drivers **MUST** first present the Vehicle Permit issued by HKTDC, Drivers should then queue up and wait for the further instructions. The waiting time at the vehicle marshalling area may vary and depend on the total number of vehicles, move-out speed and the prevailing traffic condition.
4. At appropriate time (around 7:00p.m. – 8:00p.m.) on **16 October 2018**, a **Trip Ticket** will be issued to the drivers. The driver must then proceed to HKCEC loading area via Expo Drive or Convention Avenue (as specified on the Move-out Vehicle Permit) **within 2 hours** with **a. HKTDC Vehicle Permit AND b. Trip Ticket.**
5. If the vehicle marshalling area becomes overloaded, further measures will be implemented at discretion.
6. For enquiries regarding the move-out arrangement, please contact HKTDC customer service hotline: (852) 1830-668.

Vehicles will be given a ticket with the clock-in time when entering the HKCEC loading/unloading area. With the aim of alleviating traffic congestion in the area, the free-of-charge loading/unloading time during the fair period is limited to **45 mins**. The HKCEC will impose charges on vehicles with extended stay on **12 and 16 October**. The charges are as follows:

<b>First 45-mins (after clock in):</b>	<b>Free</b>
<b>First 2 hours after 45 minutes:</b>	<b>HK\$100 / Every 30 mins or part thereof</b>
<b>After 2 hours and 45 minutes:</b>	<b>HK\$150 / Every 30 mins or part thereof</b>
<b>Each lost ticket:</b>	<b>HK\$500</b>

Payment (if any) will be collected at the exit control booth with official receipt. Please note that vehicle permits are not suitable for parking purpose, and is not valid for private cars.

#### Organisers 主辦機構:



**ii) Private Car / Taxi**

Private cars and taxis entering HKCEC area will **NOT** be required to present any Vehicle Permit nor report to the vehicle marshalling area. However, drivers may unload their goods at the Expo Drive / Harbour Road Entrance. **NO waiting or parking at the HKCEC area is allowed.**

**iii) Other Transportation**

Free shuttle bus service from HKCEC to Hung Hom and Tsim Sha Tsui will be provided. Exhibitors with hand-carry or light-weight exhibits may consider leaving the venue by taking the shuttle bus. Please wear your badge for identification purpose and the seats are provided on a first-come-first-served basis.

**iv) Closure of HKCEC (Expo Drive Central) Car Park**

Please note that the **HKCEC (Expo Drive Central) Car Park** will be closed entirely on 12 and 16 October 2018. Exhibitors who require parking service during the fair could use the HKCEC (Harbour Road) Car Park or other nearby public car parks at Central Plaza, Shui On Centre, Great Eagle Centre and China Resources Building, etc.

**v) Special Measures for Move-out on 16 October 2018 (including Private Car / Taxi)**

Kindly pay attention to a joint traffic operation by the Police and the Transportation Department, the HKCEC Phase 2 and the entire Expo Drive will be strictly closed to all unauthorized vehicles including private cars and taxis between 3:00pm and 8:00pm on the move-out date (i.e., 16 October 2018). Vehicles should use the Harbour Road Entrance of HKCEC Phase 1 for pick-up and drop-off during this period.

Remarks: According to the traffic conditions, the police may implement traffic diversions at the vicinity of HKCEC on the move-in and move-out day.

**(2) Transportation Worker**

For identification purposes, transportation drivers/workers will be given a hand band at the entrance to the loading dock or the marshalling area during the move-in and move-out days. After obtaining hand band for the day, workers may re-enter exhibition venues via other entry points during the same day. Workers without a valid hand band will be asked to leave the venue at once.

**Organisers 主辦機構:**



## 重要通告：進館、撤館之交通安排

### 1) 進館/撤館安排

#### (i) 貨車 / 輕型客貨車 車輛許可證

##### 10月12日進館日之特別交通安排

參展商請把車輛許可證交予當日之貨車司機。同時,在進場當日(即 2018 年 10 月 12 日)司機需先把貨車駛至青衣車輛等候處報到並索取由該處發出之往來證明書,並在指定時間內前往會展卸貨區。所有貨車必需 **同時持有** 由香港貿易發展局發出之車輛許可證及由青衣車輛等候處發出之往來證明書,方可進入會展範圍(詳細地點請參閱車証背面地圖之位置)。

##### 10月16日撤館日之特別交通安排

安排大致與進館日相同, 自行撤館之參展商, 請留意以下 撤館程序 :

1. 將於撤館當日臨近香港會議展覽中心路段設置控制點, 只准 **同時持有 a) 由香港貿易發展局所發出之撤館車輛許可證 及 b) 由青衣車輛等候處所發出之往來證明書**之貨車於晚上八時後駛進香港會議展覽中心進行撤館。
2. 在進入香港會議展覽中心上落貨區前, 所有車輛必須先到**車輛等候處**(青衣區 - 請參閱車証背面地圖之位置)報到。車輛等候處將於 **2018 年 10 月 16 日, 由下午 2 時**開放至所有撤館程序完成。
3. 當車輛到達車輛等候處後, 必須 **出示由貿發局發出適用於該時段之車輛許可證**, 並於車輛等候處 **排隊** 等候指示。輪候時間將視乎車輛數量、撤場速度及當日之交通情況而定。
4. 青衣車輛等候處將於大概 7 時至 8 時開始, 根據交通情況向輪候之司機發出一張 **往來證明書**。司機應攜同 **a.車輛許可證 及 b.往來證明書**於 **2 小時內經博覽道或會議道入口** 前往會展中心貨物起卸區(根據車輛許可證之類別而定)。
5. 如車輛等候超出可停泊車輛數目時, 主辦機構將酌情採取進一步措施。
6. 如對撤館的安排有疑問, 參展商可致電**香港貿易發展局客戶服務熱線: (852) 1830-668** 查詢。

當車輛進入會展貨物起卸區時, 司機會收到一張由會展中心發出並印上進場時間的計時咭。為有效舒緩當日貨物起卸區緊張的交通情況, 免費上落貨限時為 **45 分鐘**。香港會議展覽中心將於 10 月 12 及 16 日實施進場車輛使用時間收費計劃。有關收費如下:

車輛進場後首 45 分鐘 (寬限期):	免費
其後兩小時內:	港幣 100 元 / 每半小時或不足半小時
超過兩小時及四十五分鐘:	港幣 150 元 / 每半小時或不足半小時
遺失進場計時咭 (每張):	港幣 500 元

繳交費用(如適用)將於出口管制處辦理, 並同時發還收據。由貿發局發出之車輛許可證及由車輛等候處發出之往來證明書並非泊車證, 亦不適用於私家車。

#### Organisers 主辦機構:



### **(ii) 私家車 / 的士進場程序**

於進館及撤館期間將酌情准許的士及私家車駛入會展中心範圍，但不得停留或候客。進入會展中心之私家車及的士不需要持有車輛許可證或到車輛等候處報到，惟所有私家車及的士只能於會展中心博覽道 / 港灣道正門進行落貨。司機於落貨後必須盡快離開會展中心，**不得停留或候客**。

### **(iii) 免費巴士服務**

如貴公司於撤館日（即 2018 年 10 月 16 日）將會提走的展品屬於較細小及便於放置在手提行李內，主辦機構鼓勵各參展商使用我們為大家提供的免費巴士服務，乘搭附設行李架之指定免費巴士由香港會議展覽中心博覽道入口處駛往紅磡及尖沙咀離開展場，及後轉乘其他交通工具。

### **(iv) 香港會議展覽中心(博覽道中)停車場關閉事宜**

請注意香港會議展覽中心(博覽道中)停車場將於進館日（即 10 月 12 日）及撤館日（即 10 月 16 日）關閉。各參展商於展覽期間如需使用停車場服務，請改到會展中心(港灣道)停車場或位於附近中環廣場、瑞安中心、鷹君中心或華潤大廈之公眾停車場。

### **(v) 有關撤館日（2018 年 10 月 16 日）之特別措施 (包括私家車及的士)**

另外運輸署將聯同警方，於撤館日下午 3 時至 8 時正期間，**嚴禁** 所有未經授權之車輛（包括 **私家車及的士**）進入香港會議展覽中心二期及博覽道範圍。期間有關車輛只能使用位於香港會議展覽中心一期之港灣道入口上落乘客。

註：於進場及撤場當日將視乎灣仔北及周邊一帶之交通情況，酌情採取改道措施或其他交通管制安排。

## **(2) 運送工人**

於進館及撤館日，運送司機/工人將於起卸台或車輛調度區的出入口，獲發手帶以作識別。工人取得當天的手帶後，於當天內可經由任何其他入口進入展覽場地。沒有有效手帶的運送司機/工人將立即被請離場。

### **Organisers 主辦機構:**



**Vehicle Marshalling Area at Tsing Yi / 青衣車輛等候處**



**Organisers 主辦機構:**



13 - 16 / 10 / 2018

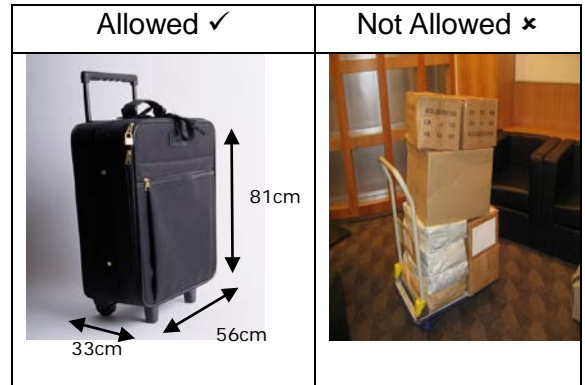
Circular 通告 (2)

## Rules and Measures for Move-out on 16 October 2018

### 有關撤館日（2018年10月16日）之特別措施

For safety reasons, the HKCEC will implement the following measures to restrict the movement of oversized exhibits or goods outside the exhibition halls during move-out on 16 October:

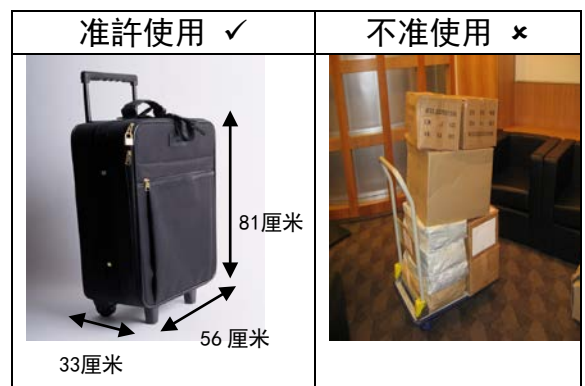
- The maximum size of exhibits or goods that can be hand-carried out of the exhibition hall is **81cmH x 56cmW x 33cmD**. Safety checkpoints will be set up at all hall entrances & at the loading bay (before 7:00pm); any exhibits, goods and luggage exceeding the aforementioned size will **NOT** be allowed to move through the hall entrances or the cargo elevators in the loading bay.
- Exhibitors will **NOT** be allowed to use any wheeled equipment (including but not limited to trolley, hand-cart, platform cart, pallet truck and wheelbarrow) in **all public circulation areas** outside of the exhibition halls and designated loading areas (including hall concourses, escalators and passenger elevators) during move-out. Trolley travel cases / travel bags that can be hand-carried safely and within the above maximum size are exempted from this rule. Please refer to the examples.
- Exhibitors with oversized exhibits or goods to move out are required to arrange their **own forwarding agent or goods vehicle (after 8:00pm)** for move-out. All goods vehicles (including trucks, lorries and light goods vehicles) with a vehicle permit are required to proceed to the **Tsing Yi vehicle marshalling area** first to obtain a trip ticket before they come to HKCEC.
- Police checkpoints will be set up along the perimeter of the HKCEC for controlling all incoming vehicle traffic. No unauthorised vehicles will be allowed to enter the HKCEC during the move-out period.



**(Note to Exhibitors: Please inform your buyers of the above Rules & Measures if they are to carry samples/exhibits away from the Fair)**

基於安全理由，香港會議展覽中心將在撤館當日(即 10 月 16 日)執行以下措施，限制參展商/買家手提大型展品或貨物從各展覽廳正門離場，敬請各參展商留意：

- 所有手提物品，包括展品、貨物或行李，凡大小超出 **81 厘米(高) x 56 厘米(闊) x 33 厘米(深)** 之限制，一律不可在各展覽廳之正門或使用卸貨區載貨電梯離場。屆時將有會展保安人員在各展覽廳正門及卸貨區（於晚上 7 時前）檢查各參展商/買家進出之物品大小。
- 參展商 **不可在會場內的公共通道** 上使用任何板車、手推車或腳車等工具車來運送展品或貨物從各展覽廳正門或大堂離場(或使用載客電梯、扶手自動電梯來運送貨物)。但符合上述大小限制的有滑輪之行李箱或旅行袋則可豁免。請參考以上圖例。
- 如參展商之展品或貨物超出上述大小之限制，請在撤館日 **自行安排運輸公司或貨車(於晚上 8 時後)** 撤館。所有自行安排撤館之貨車，必需前往 **青衣車輛等候處** 領取往來證明書後，方可駛入會展卸貨區。



- 撤館當日警方將在會展範圍設置路障，限制未持有往來證明書之車輛駛進會展範圍。

**(參展商請注意：如你的買家要帶任何展品/貨物離開展館，參展商必須通知及提醒他們以上有關撤館日之特別措施。)**

**Organisers 主辦機構：**



## Important Circular: Move-out Regulations

Please note that many buyers have to utilize all opening hours in the 4-day event to schedule and complete their visits at the Fair. We have received several complaints about exhibitors who had removed all the exhibits well before the official closing time. In order to maintain a good image of the Fair and to protect the interests of all exhibitors and buyers, **move-out of exhibits is prohibited before 5:00 p.m. on 16 October 2018**. According to clause 46 in the exhibition rules & regulations listed on the application form – no stand or exhibits shall be dismantled or removed before the official closing time. Our staff will conduct on-site spot-checks in the afternoon on 16 October 2018. Those exhibitors who violated such rule will be served a warning letter.

### Performance Bond

If an exhibitor violates the rules in electronicAsia 2018 and receives a warning letter issued by the Hong Kong Trade Development Council, the exhibitor must place a deposit (performance bond) when they apply for electronicAsia 2019. The amount of the performance bond is based on exhibitor's booth size as follows:

Booth Area in 2019	Performance Bond Amount
6-35sq.m.	HK\$5,000 / US\$650
36-89sq.m.	HK\$10,000 / US\$1,300
90-161sq.m.	HK\$20,000 / US\$2,600
162sq.m. or above	HK\$40,000 / US\$5,200

Exhibitors concerned have to pay the performance bond by cheque to the HKTDC Exhibitions Department. Further details shall be found in the invitation letter for electronicAsia 2019.

The application of electronicAsia 2019 will not be accepted if the exhibitor fails to pay the performance bond on or before deadline.

**If an exhibitor violates the rule again during electronicAsia 2019, full amount of the performance bond will be forfeited.** Otherwise the deposit will be returned in full after the exhibition period of the Fair.

The deduction of performance bond does not remove any obligation from exhibitor to comply with all terms and conditions. If an exhibitor fails to comply with the above rules and the violations persist, the Organisers reserve the right to penalize such exhibitor, including but not limited to by delaying such exhibitor's turn in selecting a stand or the right to retain their stand for the Fair to be held in the following year, or to cancel its entitlement to exhibit in future at the Fair.

Thank you for your cooperation and kind understanding.

**Organisers 主辦機構:**



## 重要通告：撤館規則

主辦機構去年接到不少買家投訴參展商提早撤離展館，影響其預定的參觀計劃。為了保持展覽會及參展公司專業和良好的形象，以及保障所有參展商及買家的利益，所有參展商**嚴禁於10月16日下午5時前把展品搬離會場**。參展申請表內的展覽會規則第46項，已列明展商須於展覽結束後，才可收拾展品，請各參展商務必遵守。主辦機構將於10月16日下午派員巡察各展館，如發現展商違規，主辦機構將即時發出警告信。

### 違規罰款按金

如參展商於2018年國際電子組件及生產技術展違反展覽會規則46條有關撤館規則，並收到香港貿發局所發出之違規通知書，在申請參與「2019年國際電子組件及生產技術展」時，參展商必須繳付違規罰款按金。違規罰款按金將按展台的大小而定：

2019年展台面積	違規罰款按金
6-35 平方米	港幣\$5,000 / 美金\$650
36-89 平方米	港幣\$10,000 / 美金\$1,300
90-161 平方米	港幣\$20,000 / 美金\$2,600
162 平方米或以上	港幣\$40,000 / 美金\$5,200

有關參展商必須於來年報名時將罰款按金以劃線支票形式交回香港貿發局展覽事務部。詳情將列於2019年國際電子組件及生產技術展的參展邀請函。如參展商未能於指定日期前繳付違規罰款按金，主辦機構將不會接納參展商於「2019年國際電子組件及生產技術展」的申請。

**如參展商於2019年再度違規，違規罰款按金將會被沒收。**如參展商於2019年展覽期間並無任何違規事宜，所有按金將於展會後退回。

徵收違規罰款並不代表在繳付罰款之後參展商便可排除等責任，故參展商若繼續違規，不予改善，屬於嚴重違規行為，主辦機構將保留權利押後未來國際電子組件及生產技術展的選擇攤位次序或取消該公司保留位置的權利，甚至取消未來參展國際電子組件及生產技術展的資格。

敬希各參展商能遵守以上展覽會規則，多謝合作！

預祝 展出成功

### Organisers 主辦機構：



## Internet Access at the Fair 展覽會連線上網安排

To ensure smooth Internet access during the fair period for business usage that requires **stable connection** (such as website demonstration, download of multimedia files, remote access to company server, etc.) throughout the Fair, **exhibitors are advised to order a dedicated Broadband Line inside your booth**, instead of relying on the Wireless LAN service provided by HKCEC (Please refer to **FORM 5** in the “**Order Forms**” online).

All exhibitors are kindly reminded that the free Wireless LAN service operated by HKCEC intends only for light and casual usage by a limited number of users simultaneously. The wireless connection may fail or become slow and/or unstable during the fair period, and will disconnect if the connection is idle for over 10 minutes. As an alternative to the free Wireless LAN service, broadband connection will be set up by HKTDC in designated areas of the Fair for both exhibitors and buyers.

如貴公司在展覽會期間需要穩定流暢之網路連線作商務洽談用途(如網頁示範、檔案下載或遠程連接電腦伺服器), **本局強烈建議閣下訂購一條獨立的寬頻上網線路以便在展位中使用**, 避免依賴香港會議展覽中心提供之無線上網服務 (申請程序請見網上「**申請表格**」內的**表格 5**)。

各參展商亦必須注意會展中心提供之免費無線上網服務只能為有限的使用者提供輕量及臨時的上網用途。因此在展覽會期間網路可能出現連線失敗, 不穩定或緩慢等情況, 且若連線後停止瀏覽網頁超過 10 分鐘, 無線上網服務亦會自行中止。另外主辦機構亦會在展覽會的一些指定地點提供免費寬頻服務, 為參展商及買家提供多一個上網的渠道。

### Organisers 主辦機構:



## Important Notice on Patented Technology and Trademarks

### Examples of Patented Technology and/or Trademark Owners (“IP Owners”):

Dolby Laboratories Licensing Corporation  
Koninklijke Philips Electronics N.V.  
MPEG LA, LLC  
Apple Inc.  
HDMI Licensing, L.L.C.

The above companies are examples only. Should your products on display use any third party’s patented technology or trademarks, please also read this important notice as the same arrangement applies.

### electronicAsia, 13 - 16 October (“Fair”)

Thank you for your participation in the Fair. If you will be displaying any consumer electronics equipment capable of supporting IP Owners’ technology and/or which uses their trademarks (Devices) at your booth during the Fair, please be advised that representatives of the IP Owners may be attending the Fair to verify that all such Devices on display have been properly licensed. Please check with your manufacturer/supplier that the Devices being displayed at your booth during the Fair are the subject of a **CURRENT VALID LICENCE** from relevant IP Owners and ensure that the following documents are available for inspection by HKTDC staff at your booth at all times during the Fair:-

1. If you are a licensee of an IP Owner, a copy of the current valid license agreement between you and the IP Owner in respect of the Devices;
2. If you are a sub-licensee of an IP Owner:-
  - (a) a copy of the current valid license agreement between the IP Owner and its licensee; and
  - (b) a copy of the current valid sub-license agreement between you and the licenseein respect of the Devices;
3. If you purchase the Devices from licensees of an IP Owner:-
  - (a) a copy of the current valid license agreement between the IP Owner and the licensee;
  - (b) a copy of your purchase order to the licensee in respect of the Devices on display at your booth during the Fair OR a copy of the letter from the licensee certifying that it has sold the relevant Devices to you.

Your co-operation in that respect would be greatly appreciated so as to avoid any unnecessary disruption to your business during the Fair. Please refer to the Exhibitors’ Brief for more information about our IPR procedures.

### Organisers 主辦機構:



## 有關專利技術及商標之重要通告

本通告中所指“知識產權擁有人”包括但不限於以下持有專利技術及/或商標的公司：

**Dolby Laboratories Licensing Corporation**  
**Koninklijke Philips Electronics N.V.**  
**MPEG LA, LLC**  
**Apple Inc.**  
**HDMI Licensing, L.L.C.**

請注意：上述公司只是部分知識產權擁有人的例子，假如 貴公司展出的產品使用了其他第三方的專利技術或商標，也敬請細閱此通告並注意有關安排。

### 10月13-16日 國際電子組件及生產技術展

感謝 貴公司參與是次展覽。

在展覽期間，知識產權擁有人的代表可能會到場查證展場內可以支援有關知識產權擁有人的專利技術及/或使用其商標的消費性電子產品(以下簡稱“授權器材”)是否已獲恰當的授權。如果 貴公司需於展台內展示任何授權器材，請向您的廠商/供應方確定該等授權器材之授權為持續有效，並確保下列文件能於展台內即場提供與貿發局職員驗證：

1. 就直接獲知識產權擁有人授權的參展商，雙方就授權器材訂立的持續有效授權協議書的副本；
2. 就經某授權人間接獲知識產權擁有人授權的參展商：-
  - (i) 知識產權擁有人與該授權人就授權器材訂立的持續有效授權協議書的副本；和
  - (ii) 參展商與該授權人就授權器材訂立的持續有效次級授權協議書的副本。
3. 就採購自知識產權擁有人的授權人之授權器材：-
  - (i) 知識產權擁有人與該授權人就授權器材訂立的持續有效授權協議書的副本；和
  - (ii) 參展商向該授權人就展出的授權器材所發出的採購單副本 或 該授權人向參展商就銷售該展出的授權器材而發出的信函之副本。

多謝 貴公司的充分合作以避免 貴公司的業務於展覽期間受到任何不必要的影響。如需要我們的知識產權保護程序的更多資訊，請參閱「參展商須知」。

**Organisers 主辦機構：**



## Green Tips to Exhibitors

To make electronicAsia a greener trade fair, the following green tips are suggested for your participation at electronicAsia.

### Booth construction and set up

- To avoid excessive decorations
- To use natural decorative materials e.g. green plants
- To use energy saving light bulbs or LED lights
- To use fewer electrical appliances or instruments
- To avoid energy-intensive appliances
- To avoid transport and bring in excessive display materials
- To maximize the usage of reusable panels, cabinets, signage boards and recyclable carpet
- To adopt environmental friendly construction materials e.g. low VOC paints, FSC-certified wooden products and other wooden products with E0 or E1 formaldehyde standards
- To adopt re-usable exhibits

### Booth Operation

- To arrive the fairground by public transports or shuttle bus provided by the Organisers
- To use e-brochure or e-catalogues and minimizes the distribution of printed matters (e.g. catalogues, brochures)
- To avoid providing plastic bags or environmental friendly bags and reduce packaging.
- To reduce souvenirs or choose souvenirs with a practical use
- To switch off all appliances or instruments consuming energy when not in use
- To place recycling bins in booths and practice waste separation

### Post-event Management

- To take back materials for next use
- To record leftover materials and avoid them next year
- To separate recyclable wastes and dispose of recyclable waste at recycle bins
- To minimize posting printed matters to interested buyers

### Organisers 主辦機構:



## 參展商綠色小貼士

為支持國際電子組件及生產技術展成為綠色展覽，在參與國際電子組件及生產技術展同時，請參考下列綠色小貼士。

### 展位建築及佈置

- 避免使用過量佈置或裝飾品
- 盡量使用天然佈置材料，如植物
- 盡量使用節能照明產品，如節能燈泡及發光二極管照明等
- 減少使用電器或電動儀器
- 避免使用高耗能的電器
- 避免運送過量展品至會場展示
- 盡量使用可再用物料，如可再用圍版、儲物櫃、展示版及地毯
- 使用環保建築物料搭建展位，如含低揮發性有機化合物成份的漆油、獲森林管理委員會認證的木製產品或低甲醛釋放量，如 E0 及 E1 級標準的物料
- 盡量使用可重複使用的展品

### 展覽運作

- 乘坐公共交通工具或主辦機構提供的穿梭巴士來往展覽會場
- 盡量使用電子小冊子或電子單張作宣傳及推廣，以減少派發印刷宣傳品
- 避免派發膠袋、環保袋及減少產品包裝
- 盡量減少派發紀念品或選擇派發實用性的紀念品
- 於每日展覽結束時關掉所有展位內的電器或電動儀器
- 將垃圾分類並放進回收箱

### 展後安排

- 帶走剩餘物資於下一次活動使用
- 將剩餘的物資及展品作記錄，避免來年再運送過量展品
- 將可循環再用的廢物棄置會場內的回收箱
- 盡量減少郵寄印刷宣傳品予有興趣買家

### Organisers 主辦機構:



**Important Notice on Producer Responsibility Scheme (PRS)  
on Waste Electrical and Electronic Equipment (WEEE) (WPRS)  
重要通知: 有關廢電器電子產品生產者責任計劃**

We wish to draw your special attention to the Producer Responsibility Scheme (PRS), a key policy tool introduced by the Environmental Protection Department (EPD), the Government of the HKSAR.

To raise the public awareness of proper treatment of Waste Electrical and Electronic Equipment (WEEE), WPRS is set to be fully implemented in 2018. From 1 Aug 2018 onwards, for distributing Regulated Electrical Equipment (REE) in Hong Kong, suppliers or sellers should act accordingly to fulfil statutory obligations.

Please refer to the attached information for the details of the Scheme, exhibitors who fall under the suppliers / sellers categories are advised to submit their applications to the EPD as early as possible, and conduct all necessary due diligence to avoid any form of penalty.

For more details of the WPRS, you may wish to visit:

Website : <http://weee.gov.hk>  
Enquiry : [enquiry@epd.gov.hk](mailto:enquiry@epd.gov.hk)  
Hotline : (852) 2310 0223

香港特區政府環境保護署（環保署）於近日已實施一項主要環保政策 – 廢電器電子產品生產者責任計劃（廢電器計劃），現請各參展商特別留意有關之計劃內容，並儘早向環保署遞交登記申請。

為提高公眾對正確處理廢電器電子產品的意識，廢電器計劃已於 2018 年全面實施。2018 年 8 月 1 日起，供應商 / 銷售商在香港分發受管制電器，需按有關法定要求安排相關事宜。

計劃詳情請參閱附件資料。為避免各參展商觸犯法例以導致罰款，受管制電器之供應商 / 銷售商請儘早向環保署遞交登記申請，並按附屬法例執行各項細節。

有關「廢電器計劃」的詳情，可瀏覽：

網站 : <http://weee.gov.hk>  
查詢 : [enquiry@epd.gov.hk](mailto:enquiry@epd.gov.hk)  
熱線 : (852) 2310 0223

**Organisers 主辦機構:**







環境保護署  
Environmental Protection Department



**注意!**  
Attention!

由 From **2018.8.1**

**購買四電一腦**  
When Buying Regulated Electrical Equipment



**法定免費  
除舊服務**  
Statutory Free  
Removal Service



**收據列明循環  
再造徵費水平**  
Receipt showing the  
Recycling Levy Level



**循環再造  
標籤識別**  
Recycling Label



雪櫃、電視機  
Refrigerator, Television

\$165



電腦、打印機及掃描器  
Computer, Printer and Scanner

\$15



空調機、洗衣機  
Air-conditioner,  
Washing Machine



\$125



顯示器  
Monitor

\$45

法例就上述設備徵收循環再造徵費  
The law imposes a recycling levy on the above equipment



[weee.gov.hk](http://weee.gov.hk)

**廢電器電子產品生產者責任計劃**  
Producer Responsibility Scheme on  
Waste Electrical and Electronic Equipment

# 誰是供應商 Who is a supplier?



- 包括受管制電器製造商及進口商  
Include manufacturers and importers of REE
- 不包括只提供物流運輸服務者  
Not include transportation / logistics service providers
- 供應商可以同時是銷售商  
A supplier may also be a seller

## 主要責任 Main responsibilities:

### 供應商必須 Supplier must

- 經環保署登記成為登記供應商  
Be registered as registered supplier with EPD
- 呈交季度申報  
Submit quarterly returns
- 呈交審計報告  
Submit audit reports
- 繳付循環再造徵費  
Pay recycling levy
- 提供循環再造標籤予受分發者  
Provide recycling labels to the distributee
- 妥善保存五年記錄  
Keep records properly for five years

## 八類受管制電器 Eight Classes of Regulated Electrical Equipment (REE)

- |                              |  |
|------------------------------|--|
| 空調機<br>(不超過 3 匹)             | Air conditioners<br>Not exceeding 3 hp)                                  |
| 雪櫃<br>(不超過 500 公升)           | Refrigerators<br>Not exceeding 500 L)                                    |
| 洗衣機<br>(不超過 10 公斤)           | Washing Machines<br>Not exceeding 10 kg)                                 |
| 電視機<br>(不超過 100 吋)           | Televisions<br>Not exceeding 100 inches)                                 |
| 電腦<br>(包括桌上、平板、<br>手提及筆記簿電腦) | Computers<br>Including desktop, tablet,<br>laptop and notebook computer) |
| 打印機<br>(不超過 30 公斤)           | Printers<br>Not exceeding 30 kg)   |
| 掃描器<br>(不超過 30 公斤)           | Scanners<br>Not exceeding 30 kg)   |
| 顯示器<br>(不超過 100 吋)           | Monitors<br>Not exceeding 100 inches)                                    |

**2018 年 8 月 1 日起**

受管制電器供應商必須經環保署登記為「登記供應商」  
方可分發受管制電器

From **1 August 2018**, a REE supplier must have been registered  
as registered supplier with EPD before distributing REE

**請盡早遞交登記申請**

**Please submit the application for registration  
as early as possible**

環保署在收到已填妥申請表及所有支持文件後起計的**十個工作天**一般可完成登記手續

The registration process is normally completed **within 10 working days** after  
EPD's receipt of the completed application form and all necessary support documents

**查詢 Enquiries : 2310 0223 / WEEE@thewgo.org**

Producer responsibility scheme (PRS) on Waste Electrical and Electronic Equipment (WEEE) (WPRS)

The WPRS is set to be fully implemented in 2018. From 1 Aug 2018 onwards, for distributing Regulated Electrical Equipment (REE\*) in Hong Kong,

a Supplier must:

1. have been registered with the EPD (Short-term<sup>§</sup> / Ordinary registration);
2. submit return/periodical returns to the EPD;
3. pay recycling levy;
4. provide recycling labels when distributing REE;
5. submit audit report; and
6. keep prescribed records and documents for 5 years.

a Seller must:

1. have a removal service plan endorsed by the EPD;
2. arrange free removal service, and notify consumers in writing of the sellers' obligation to arrange free removal service and the relevant removal terms before entering into the relevant contract for distribution;
3. provide recycling labels and receipts with prescribed wording to consumers; and
4. keep proper record of such request for not less than 1 year.

Notes for overseas suppliers or sellers for distributing REE in Hong Kong:

- Exhibitor of REE that does not involve distributing REE in Hong Kong is not required to observe the requirement under the WPRS.
- Application for registration as registered supplier, and/or endorsement of removal service plan should be submitted no less than 4 weeks before the distribution of REE starts.
- A supplier should provide a local representative for the application for registration as registered supplier.
- A seller of REE is recommended to engage a local collector and local recycler well in advance to fulfill the statutory obligations of providing free removal service to consumers.
- Business transaction that involves distribution of REE to territories outside Hong Kong's jurisdiction is not bound by the statutory obligations under the WPRS.

For details of the WPRS, please visit: <http://weee.gov.hk>

\* REE includes air-conditioners, refrigerators, washing machines, televisions, computers, printers, scanners and monitors.

§ Supplier who only operates business of distributing REE in Hong Kong for not more than 30 days and would likely to give rise to the liability to pay a recycling levy not exceeding \$20,000 can register as a short-term registered supplier.

Enquiry: enquiry@epd.gov.hk

Hotline: 2310 0223

## 廢電器電子產品生產者責任計劃（廢電器計劃）

廢電器計劃將於 2018 年全面實施。2018 年 8 月 1 日起，在香港分發受管制電器\*

### 供應商必須

1. 已向環保署登記成為登記供應商（短期<sup>§</sup>/一般登記）；
2. 向環保署呈交申報/定期的申報；
3. 繳付循環再造徵費；
4. 在分發受管制電器時提供循環再造標籤；
5. 呈交周年審計報告；及
6. 保存相關的紀錄及文件五年。

### 銷售商必須

1. 備有經環保署批註的除舊服務方案；
2. 安排免費的除舊服務，並在訂立銷售合約前，將有關銷售商履行安排法定除舊服務的責任，以及相關的服務條款，以書面通知消費者；
3. 向消費者提供循環再造標籤及載有訂明字句的收據；及
4. 保存有關要求除舊服務的紀錄不少於一年。

在港經營受管制電器業務的海外供應商及銷售商請注意：

- 不在香港分發受管制電器的參展商毋須遵守廢電器計劃的規定。
- 登記成為登記供應商及除舊服務方案批註的申請應在開始分發受管制電器不少於 4 星期前提交。
- 供應商應在登記中指定本地代理人。
- 銷售商應提早與本地的收集者及循環再造者安排所需服務，以符合法定要求，為消費者提供除舊服務。
- 分發受管制電器到香港境外地方的業務不受廢電器計劃規管。

有關「廢電器計劃」的詳情，可參考網站：<http://weee.gov.hk>

\* 受管制電器包括空調機、電冰箱、洗衣機、電視機、電腦、打印機、掃描器及顯示器。

§ 供應商如在香港分發受管制電器的業務運作不多於 30 日及所涉及繳付的循環再造徵費不超過港幣 2 萬元，可向環保署登記為短期登記供應商。

查詢：enquiry@epd.gov.hk

熱線：2310 0223

## 廢電器電子產品生產者責任計劃： 供應商的指引

### 1. 引言

1.1 隨著立法會於 2016 年 3 月 17 日通過《2016 年促進循環再造及妥善處置（電氣設備及電子設備）（修訂）條例》，及於 2017 年 7 月通過《產品環保責任（受管制電器）規例》，廢電器電子產品生產者責任計劃將於 2018 年內逐步全面實施。本文件以供應商為對象，旨在介紹生產者責任計劃的法定規管框架，以及附屬法例下各項執行細節的主要內容。

### 2. 實施時間表

2.1 供應商和銷售商可於 2018 年 5 月 4 日起向環保署提出有關登記供應商及除舊服務方案批註的申請。

2.2 2018 年 8 月 1 日起，供應商必須經環境保護署（環保署）登記，方可分發受管制電器。已登記供應商亦須履行其他法定責任，包括向環保署呈交申報及繳付循環再造徵費，以及在分發受管制電器時提供循環再造標籤。

2.3 2018 年 8 月 1 日起，銷售商亦必須備有經環保署批註的除舊服務方案，方可銷售受管制電器。銷售受管制電器時，如消費者欲棄置屬相同類別的電器，銷售商便須應消費者要求，按已獲批註的方案安排免費除舊服務。銷售商亦有責任向購買受管制電器的消費者提供循環再造標籤，以及載有循環再造徵費訂明字句的收據。

2.4 被棄置受管制電器的處置管制、進出口管制及堆填區棄置禁令方面，訂於 2018 年 12 月 31 日正式實施。

### 3. 生產者責任計劃的法定規管框架

#### 3.1 受管制電器的範圍

3.1.1 根據法例，以下八類產品將受管制：洗衣機、電冰箱、空調機、電視機、電腦、列印機、掃描器和顯示器（統稱為「受管制電器」）。其中，洗衣機、電冰箱、空調機的定義與《能源效益（產品標籤）條例》（香港法例第 598 章）下同類產品的定義相同。生產者責任計劃正式運作後，環保署將提供諮詢服務，處理供應商的查詢。

#### 3.2 供應商須向環保署登記

3.2.1 根據法例，「供應商」是指：

- (a) 在香港於本身業務過程中製造受管制電器的人；或

- (b) 為分發受管制電器而於本身業務過程中將該電器輸入香港的人，但不包括純粹提供服務，為另一人將不屬於自己的受管制電器運入香港的人；

3.2.2 法例所指的「供應商」包括一般進口商、授權代理商和平行進口商，但不包括個人、純粹從事轉口業務的人士、物流服務提供者或純粹陳列而不涉及分發「受管制電器」的人士。生產者責任計劃正式運作後，環保署將提供諮詢服務，處理供應商的查詢。

3.2.3 如某供應商沒有登記而分發受管制電器，該供應商即屬犯罪；一經定罪，如屬首次定罪最高可處第 6 級罰款<sup>1</sup>。而根據法例，「分發」任何受管制電器是指在香港作出以下行為：

- (a) 以售賣、出租或租購方式，供應該電器；
- (b) 為取得代價而交換或處置該電器；或
- (c) 為以下任何活動而傳轉或送交該電器：
  - (i) 以售賣、出租或租購方式供應；
  - (ii) 為取得代價而作出的交換或處置。

供應商可採用指明表格 REE-1 向環保署申請為登記供應商。

3.2.4 至於登記手續，供應商須以指明表格提出申請，並提供相關資料，而申請費用全免。供應商在申請獲得批准後，如已申報的資料有所變更，則有責任通知環保署。

3.2.5 另一方面，環保署署長如信納某登記供應商已不再是供應商，須撤銷該供應商的登記。個別登記供應商如不再從事相關業務，亦應主動向環保署提供資料，以便環保署署長履行撤銷登記的責任。

### 3.3 登記供應商須支付循環再造徵費

3.3.1 政府將向登記供應商所分發和使用的受管制電器徵收循環再造徵費，收費機制概述如下：

- (a) 登記供應商須定期向環保署署長呈交申報（以指明表格 REE-2），申報期限為每季最後一天（即 3 月 31 日、6 月 30 日、9 月 30 日及 12 月 31 日）後的 28 天內。違者一經定罪，如屬首次定罪可處第 6 級罰款，如屬再次定罪則可處罰款港幣 20 萬元。申報須載列用以計算須支付的循環再造徵費的所需資料<sup>2</sup>，包括：該季內由供應商分發的受管制電器的數量、由供應商初次使用的受管制電器的數量，及循環再造標籤的使用情況（例如從環保署獲得標籤的數目、分發標籤的數目、

<sup>1</sup> 根據《刑事訴訟程序條例》（第 221 章），第 6 級罰款為 10 萬元。

<sup>2</sup> 徵費水平載於《產品環保責任(受管制電器)規例》政府憲報 2017 年第 143 號法律公告的附表 1。

注銷標籤的數目、和剩餘標籤的存量等)。  
循環再造徵費的款額如下：

循環再造徵費款額		
第 1 欄 項	第 2 欄 受管制電器類別	第 3 欄 每部電器的循環 再造徵費款額
1.	空調機	\$ 125
2.	電冰箱	\$ 165
3.	洗衣機	\$ 125
4.	電視機	\$ 165
5.	電腦	\$ 15
6.	列印機	\$ 15
7.	掃瞄器	\$ 15
8.	顯示器	\$ 45

- (b) 登記供應商須就定期呈交申報 **進行周年審計**，確保已申報的資料準確無誤。違者一經定罪，可處第 5 級罰款<sup>3</sup>。審計報告須由《專業會計師條例》(香港法例第 50 章)第 2(1)條所界定的執業會計師<sup>4</sup>擬備，審計報告須確認登記供應商：(一)已按照法例要求保存相關紀錄，(二)已根據有關記錄準備所呈交的申報；及(三)受管制電器數目已按照法例要求正確申報。登記供應商須以指明表格 REE-3 呈交周年審計報告。
- (c) 登記供應商須 **保留紀錄**，為期五年，方便日後查閱。違者一經定罪，可處第 5 級罰款。有關紀錄所載資料應足以核實循環再造標籤的使用，及受管制電器的進口、本地分發、使用、及轉口等數目，可包括收據、送貨單、存貨記錄等。
- (d) 環保署署長在接獲申報後，會向登記供應商發出繳費通知書，登記供應商須於訂明繳付期限內，**繳付**列明的 **循環再造徵費** 款額。違者一經定罪，如屬首次定罪可處第 6 級罰款，如屬再次定罪則可處罰款港幣 20 萬元。

3.3.2 此外，我們留意到日常或有從事短暫業務的供應商。供應商如屬在香港分發受管制電器的業務運作不多於 30 日及所涉及繳付的循環再造徵費不超逾港幣 2 萬元，可向環保署登記為短期登記供應商。但同一短期登記供應商只能獲批准一項短期登記。在申請短期登記供應商時，總計繳付的循環再造徵費(包括對上 12 個月內的最近短期登記)不可超逾港幣 2 萬元。

<sup>3</sup> 根據《刑事訴訟程序條例》(第 221 章)，第 5 級罰款為 5 萬元。

<sup>4</sup> 但該會計師不得是登記供應商的僱員。

### 3.4 登記供應商的其他責任

3.4.1 為方便識別登記供應商是否已就強制性生產者責任計劃所涵蓋的受管制電器支付或將支付循環再造徵費，登記供應商須在分發受管制電器時，為每件產品提供由環保署署長所指明類別的循環再造標籤。違者一經定罪，可處第 5 級罰款。

3.4.2 登記供應商可以書面向環保署申請，以免費取得合理數量的循環再造標籤，並須在分發受管制電器時，把標籤一同交予銷售商。具體來說，標籤應由上游供應商按其需要向環保署領取，並沿供應鏈在分發時交予銷售商，以便銷售商最終向消費者分發受管制電器時提供有關標籤。惟法例並無規定標籤須貼在受管制電器上。另一方面，環保署署長可就提供循環再造標籤的數量，訂定限制。

3.4.3 環保署會制訂進一步的指引，以協助登記供應商管理循環再造標籤，以及處理遺失、損毀、退貨等情況。環保署已應業界提出的疑問，整理一份常見問題，並提供解答（見附件）。

**環境保護署**  
**2018 年 3 月**



常見問題

**問 1: 受管制電器製造商如在香港以外地方經營，受法例規管嗎？**

答 1: 法例只適用於香港從事分發受管制電器的供應商。如該供應商不在香港從事相關業務，將不符合「供應商」的定義，不受條例規管。

**問 2: 受管制電器製造商並非為分發受管制電器，而將該電器輸入香港，受法例規管嗎？**

答 2: 除非有其他涉及在本港分發受管制電器的業務，否則一名電器製造商如輸入受管制電器而其目的並非在香港分發，該人將不符合「供應商」的定義，不受法例規管。例如：某海外製造商在本地貿易展覽會陳列受管制電器，但不會於該展覽會期間或之後在本地分發該受管制電器。另一方面，登記供應商自行使用的受管制電器，將受法例規管。

**問 3: 如任何人將受管制電器輸入香港只為自用，作為獎品或禮物，是否界定為「供應商」而受法例規管？是否須繳付循環再造徵費？**

答 3: 法例只適用於香港從事分發受管制電器的供應商。如任何個人將受管制電器輸入香港只為自用，作為獎品或禮物，並不符合「供應商」的定義，不受法例規管。

**問 4: 如一般市民(並非「供應商」的人士)從海外(包括海外網站)購買一件受管制電器以供自用，是否須繳付循環再造徵費？**

答 4: 消費者在外地購入並自用的受管制電器無須繳付循環再造徵費。如再分發至其他消費者，便會視作為供應商及銷售商，需履行法例下所規定的責任。

**問 5: 外來遊客在香港購買受管制電器，之後帶同該受管制電器離開香港，是否須要繳付循環再造徵費？**

答 5: 只要受管制電器是在本地市場分發予消費者，即使消費者(例如遊客)之後帶同該受管制電器離開香港，或在香港境外使用該電器，均須繳付循環再造徵費。另一方面，如某登記供應商直接分發受管制電器予海外消費者，該受管制電器便不會被視作「分發」予本地市場，便不須繳付循環再造徵費。有關資料須在定期呈交中詳細申報。

**問 6:** 如某人從海外網站購買受管制電器，並透過水貨買賣活動在香港分發該受管制電器，就是否須要繳付循環再造徵費？

**答 6:** 任何符合「供應商」定義的人須根據法例進行登記，並須繳付循環再造徵費，不論該人如何輸入/購買該受管制電器。故此上述行為會界定為在香港分發該受管制電器；有關人士須登記為「登記供應商」，並須要繳付循環再造徵費。

**問 7:** 任何物流(或速遞)公司，將受管制電器由某人運送至另一人，而當中涉及為售賣等目的而傳轉或送交受管制電器，這樣會否構成分發受管制電器？提供該等服務的物流公司會否符合「供應商」的定義，因而將須就該電器繳付循環再造徵費？

**答 7:** 雖然物流公司進行的活動或會符合「分發」的定義，但物流公司只是純粹提供服務，為另一人運送不屬於自己的受管制電器。法例已加入豁除條文，使「供應商」的定義不會包括物流公司。因此物流公司不須就所運送的電器繳付循環再造徵費。

**問 8:** 如有關的受管制電器是只供轉口，不在本港分發，是否須要繳付循環再造徵費？

**答 8:** 就本地製造而供輸出的受管制電器及輸入供轉口的受管制電器毋須繳付循環再造徵費，因為該等受管制電器會在香港境外使用。須注意，我們將根據登記供應商的申報計算循環再造徵費。因此，如有輸入供轉口的受管制電器，不應計算其數目。如有手誤等情況，可透過審計程序跟進處理。

**問 9:** 如物業業主、室內設計公司等在售賣、租賃或翻新某住宅物業時，一併為該物業提供受管制電器而沒有特別就該等電器收取費用，他們是否會被視作分發受管制電器？

**答 9:** 就上述情況，該物業業主、室內設計不會被視作分發受管制電器，並且將無須承擔繳付循環再造徵費及向物業業主/租客提供循環再造標籤和收據的法律責任。

**問 10:** 登記供應商在分發受管制電器時，須提供對該電器屬適當的循環再造標籤。如某登記供應商在香港直接分發任何受管制電器予某消費者，他應該依從「登記供應商」還是「銷售商」的規定？

**答 10:** 「供應商」和「銷售商」的定義並非互斥。在某些情況下，某人可以同時是定義所指的「供應商」和「銷售商」。在這種情況下，他須要同時依從對「供應商」及「銷售商」的規定。

**問 11: 循環再造標籤有甚麼用途?**

答 11: 循環再造標籤主要供識別之用,以便任何電器在香港沿供應鏈分發期間,相關各方(包括消費者)均能知悉該電器屬受管制電器,且其登記供應商已經或將會向政府支付循環再造徵費。


**問 12: 如受管制電器已輸入香港,但及後發現產品質量或其他因素須作出退貨安排(如退回生產地),此批產品仍需被徵費嗎?另外,如此批電器已繳費,就相關退貨之數量,將如何處理?**


答 12: 我們將根據登記供應商的申報計算循環再造徵費,因此如有受管制電器在分發前已發現有質量問題而未曾在香港分發,則不應計算其數目。如有手誤等情況,可透過審計程序跟進處理。



產品環保責任（受管制電器）規例  
PRODUCT ECO-RESPONSIBILITY (REGULATED ELECTRICAL EQUIPMENT) REGULATION

申請成為登記供應商或更改地址  
Application for Registration as Registered Suppliers or Change of Address

申請成為登記供應商  
Apply to be a Registered Supplier  請填寫整份表格（包括藍色部份）  
Please fill in the whole form (including parts shaded in blue)

更改地址  只需填寫以下 A 段的藍色部份  
Change of Address Only fill in the parts shaded in blue in Part A below

請在適當方格內填上[✓]號 Please tick as appropriate  
請以正楷填寫以下各項資料 Please complete all items below in BLOCK LETTERS

A 段 供應商資料 Part A Supplier's Particulars			
登記編號 Registration No.		 此欄由本署填寫 For official use only	
公司／法團名稱（中文及英文） Name of Company/Corporation (in Chinese & English)		<input type="checkbox"/> 本港 Local <input type="checkbox"/> 海外 Overseas	
香港商業登記號碼 及 香港身份證號碼（獨資經營人士） HK Business Registration No. & HKID Card No. (Sole proprietor)			
香港業務地址 Business Address in Hong Kong			
香港通訊地址（如與業務地址不同） Correspondence Address in Hong Kong (if different from the business address)			
海外公司業務地址及商業登記號碼 Overseas Company Business Address and Business Registration No. (適用於海外公司 For overseas company)			
代表人姓名及香港身份證號碼（香港居民）或 旅行證件號碼 (非香港居民，請註明簽發機關) Representative's Name and HKID Card No. (Hong Kong resident) or Travel Document No. [for non-Hong Kong resident, please specify the issuing authority] (適用於海外公司代表 For overseas company representative)			
聯絡人名稱及職位 Name & Position of Contact Person			
聯絡電話號碼 Contact Telephone No.		傳真號碼 Fax No.	
電郵地址 Email Address			

<b>B 段 合夥人資料 (如適用)</b>			
<b>Part B Company Partners (if applicable)</b>			
<b>首合夥人(1) 資料 Particulars of precedent partner (1)</b>			
姓名(中文及英文) Name of Partner (in Chinese & English)			
香港身份證號碼 / 旅行證件號碼 (國家) HKID Card No. / Travel Document No. (Country)			
通訊地址 Corresponding Address			
電郵地址 Email Address		職位 Position	
聯絡電話號碼 Contact Telephone No.		傳真號碼 Fax No.	

<b>合夥人(2) 資料 Particulars of partner (2)</b>			
姓名(中文及英文) Name of Partner (in Chinese & English)			
香港身份證號碼 / 旅行證件號碼 (國家) HKID Card No. / Travel Document No. (Country)			
通訊地址 Corresponding Address			
電郵地址 Email Address		職位 Position	
聯絡電話號碼 Contact Telephone No.		傳真號碼 Fax No.	

<b>合夥人(3) 資料 Particulars of partner (3)</b>			
姓名(中文及英文) Name of Partner (in Chinese & English)			
香港身份證號碼 / 旅行證件號碼 (國家) HKID Card No. / Travel Document No. (Country)			
通訊地址 Corresponding Address			
電郵地址 Email Address		職位 Position	
聯絡電話號碼 Contact Telephone No.		傳真號碼 Fax No.	

如有需要，請影印或從互聯網額外下載本頁繼續填寫

Please continue to complete on a photocopy or an additional downloaded copy of this page if necessary.

**C 段 申請一般登記 或 短期登記**

**Part C Apply for an ordinary registration OR a short-term registration**

申請人不能同時登記為一般登記及短期登記的供應商

The applicant cannot be registered as a supplier under both ordinary registration and short-term registration at the same time.

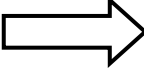
一般登記  
Ordinary  
Registration

- 擬議的登記生效日期：  
Proposed commencement date of registration: \_\_\_\_\_
- 擬議的周年審計日：  
Proposed annual audit date:
  - 三月三十一日  
31<sup>st</sup> March
  - 六月三十日  
30<sup>th</sup> June
  - 九月三十日  
30<sup>th</sup> September
  - 十二月三十一日  
31<sup>st</sup> December

短期登記  
Short-term  
Registration

- 短期登記只適用於在本港從事分發受管制電器業務不多於 30 天的供應商(例如展覽會的海外參展商)及該業務涉及須繳付的循環再造徵費預計不超過港幣二萬元  
Short-term registration is only applicable to suppliers engaged in the business of regulated electrical equipment distribution in Hong Kong for not more than 30 days (For example: overseas expo exhibitors) and when the liability to pay recycling levy arising from such business is not expected to exceed HK\$20,000
- 擬議登記生效期： \_\_\_\_\_ 至 \_\_\_\_\_  
Proposed validity period of the registration: from \_\_\_\_\_ to \_\_\_\_\_
- 在本次登記申請日期前的 12 個月內，你曾否獲批短期登記  
Have you been approved a short-term registration in the 12 months before the date of the present application
  - 沒有  
No
  - 有 (請在下面註明登記編號)  
Yes (please state the registration number below)
    - (1) \_\_\_\_\_
    - (2) \_\_\_\_\_
    - (3) \_\_\_\_\_

**D 段 供應商分發受管制電器的資料**  
**Part D Supplier's Information on Distribution of Regulated Electrical Equipment ("REE")**

- 品牌(Brand Names)  請用表格【TREE-1】填寫  
Please use form "TREE-1" to provide the information
- 受管制電器種類及數量 (Types & Quantity of REE)

種類 Type	數量 Quantity	估算輸入香港以供分發或初次使用的總數，不包括轉口 * (每年 / 時期內) Estimated total amount of REE imported for distribution or first-time use, excluding transshipment * (annually / within the period)	估算在香港製造以供分發或初次使用的總數 * (每年 / 時期內) Estimated total amount of REE manufactured in Hong Kong for distribution or first-time use * (annually / within the period)
<input type="checkbox"/> 電冰箱 Refrigerator			
<input type="checkbox"/> 電視機 Television			
<input type="checkbox"/> 空調機 Air conditioner			
<input type="checkbox"/> 洗衣機 Washing machine			
<input type="checkbox"/> 電腦 Computer			
<input type="checkbox"/> 列印機 Printer			
<input type="checkbox"/> 掃描器 Scanner			
<input type="checkbox"/> 顯示器 Monitor			

注意 Note

- \* 請將不適用者刪去 (“時期內” 適用於短期登記)  
Please delete where inapplicable ("within the period" applies to short-term registration)

**E 段 申請人聲明**  
**Part E Declaration of Applicant**

\*本人/ 我們謹此聲明，盡本人/ 我們所知所信，根據本表格所提供的資料皆為真確及完整。

\*本人/ 我們已細閱申請人須知及關於\*本人/ 我們個人資料的「個人資料收集聲明」。\*本人/ 我們謹此聲明，\*本人/ 我們在此申請表上所填報的個人資料，就\*本人/ 我們所知，均屬真確及最新的資料。 \*本人/ 我們明白並且同意，此等個人資料，可按照「個人資料收集聲明」所述之目的而被使用。

\*I/We declare that the information provided in this form is, to the best of my/our knowledge and belief, true and complete.

\*I/We have read the Notes to Applicant and Personal Information Collection Statement about \*my/our personal data. \*I/We declare that the personal data provided in this application form are accurate and up-to-date to the best of \*my/our knowledge. \*I/We agree and understand that such personal data can be used according to the purposes stated in the Personal Information Collection Statement.

\* 請將不適用者刪去 *Please delete where inapplicable.*

\_\_\_\_\_  
(簽署 Signature)

\_\_\_\_\_  
(姓名 Name)  
(請用正楷填寫 in Block Letters)

\_\_\_\_\_  
(職位 Capacity)

代表 on behalf of :

\_\_\_\_\_  
(公司名稱及印鑑) (如適用者)  
(Company Name and Chop as appropriate)

\_\_\_\_\_  
(日期)  
(Date)

**警告：**

根據香港法例第 603 章《產品環保責任條例》第 9(1)條規定：

- \* 任何人出示或提供在要項上屬虛假或具誤導性的紀錄、文件或資料，充作遵守本條例，即屬犯罪，一經定罪，可處第 6 級罰款（港幣十萬元）。

**Warning :**

Under Section 9(1) of the Product Eco-responsibility Ordinance (Cap 603):

- \* A person who, in purported compliance with this Ordinance, produces or provides any record, document or information that is false or misleading in any material particular commits an offence and is liable on conviction to a fine at level 6 (HK\$100,000).



## 1 注意事項

- (a) 本署在收到申請後，會以郵寄或電郵方式確認。
- (b) 獲本署批准申請者會獲發配予登記編號的登記證書。登記供應商須在與本署的通信（包括申報及審計報告）註明該登記編號。
- (c) 一般登記毋須續期。
- (d) 展覽會的海外參展商注意：在港不涉及分發受管制電器的參展人士，毋須登記。

## 2 一般事項

- (a) 請用正楷填報表格。
- (b) 如表格內所提供的空間不足以列明各項資料，申請人可另加紙張填報。於每頁另加紙張的資料，應加上編號，並附有申請人的簽署或公司印章。

## 3 提交文件

- (a) 供應商的有效商業登記證副本。
- (b) 東主的有效香港身份副本(如屬個人公司申請)。
- (c) 所有合夥人的有效香港身份副本或旅行證件副本(如屬合夥人公司申請)。
- (d) 代表人的身份證明文件或旅行證件副本(如屬海外公司)。
- (e) 申請人是供應商或將成為供應商的證明文件：例如各項品牌的代理授權書副本等，或過去 12 個月入口受管制電器紀錄，或未來 12 個月將會入口受管制電器或參加展銷受管制電器的文件，或其他相關證明文件。
- (f) 已填妥的表格【TREE-1】(如適用)。

## 4 獲批登記供應商的重要事項提示

- (a) 登記供應商可用指明表格 REE-4 向本署申請循環再造標籤。
- (b) 登記供應商須定期向本署呈交申報：
  - (i) 就一般登記而言，申報須按季度呈交，並在每季的最後一天（即 3 月 31 日、6 月 30 日、9 月 30 日及 12 月 31 日）後的 28 天內呈交。
  - (ii) 就短期登記而言，申報須涵蓋登記整個生效日期，並在生效結束當日後的 28 天內呈交。違者首次定罪，可處第 6 級罰款（港幣十萬元）；再次定罪，可處罰款港幣二十萬元。
- (c) 本署在接獲申報後，會據此釐定登記供應商須繳付的循環再造費款額。
- (d) 登記供應商（已獲豁免的除外）須就每個審計年度內所呈交的申報，向本署呈交由獨立執業會計師所擬備的審計報告。審計報告須在每個審計年最後一日之後的三個月內呈交。
- (e) 登記供應商須就某年內呈交的申報，在該年之後的五年內，保存關於該申報的訂明紀錄及文件，在有需要時呈交本署查核。
- (f) 如登記供應商的地址有所更改，必須於更改後30天內，以指明表格【REE-1】通知本署，違者一經定罪，可處第2級罰款（港幣五千元）。

## 5 查詢

如有任何疑問，可透過致電(2310 0223)、傳真(2318 1877)、電郵(enquiry@epd.gov.hk)或郵寄(地址：香港鰂魚涌海灣街 1 號華懋交易廣場 6 樓)，向環境保護署辦事處查詢；信封面請註明「廢電器計劃」。

**1 Notes for Attention**

- (a) Upon receipt of the application form, the Environmental Protection Department (“EPD”) will issue an acknowledgement note by post or by email.
- (b) EPD will issue a certificate of registration and assign a registration number to each successful applicant. This number is a unique reference for each Supplier and should be quoted in all future correspondences with the EPD and also on all periodical returns and annual audit reports.
- (c) No renewal is necessary for ordinary registration.
- (d) Note for overseas expo exhibitor: exhibitors not engaged in distribution of REE in Hong Kong are not required to be registered.

**2 General Notes**

- (a) Please complete the application form clearly in BLOCK letters.
- (b) If there is no sufficient space in any part or portion to fill in all the information, you may use additional sheets, which are to be numbered and duly signed by the applicant, or stamped by the company chop on each page.

**3 Documents to be submitted**

- (a) A copy of the valid Business Registration Certificate of the applicant.
- (b) A copy of the owner’s valid Hong Kong Identity Card (“HKID Card”) (if the applicant is an individual company).
- (c) A copy of valid HKID Card or travel document for individual partners (if the applicant is a partnership company).
- (d) A copy of the representative’s identity document or travel document (if the applicant is an overseas company).
- (e) A copy of the documents to show that the applicant is a supplier or will become a supplier. For example, a copy of authorizing agency for all individual REE brands (“REE” refers to regulated electrical equipment), or record of importing REE in the last 12 months, or documents showing import of REE or participation in exhibition of REE in the next 12 months, or other documents as appropriate.
- (f) Completed form “TREE-1” (if applicable).

**4 Important points for attention for approved registered Suppliers**

- (a) The registered Supplier may apply to the EPD by prescribed form REE-4 for recycling labels.
- (b) The registered Supplier should furnish quarterly returns:
  - (i) within 28 days after the last day of each quarter, i.e. March 31, June 30, September 30 and December 31, for ordinary registration.
  - (ii) within 28 days after the end day of the whole validity period for short-term registration.

Any person who commits this offence is liable, on first conviction, to a fine at level 6 (HK\$100,000); and on a subsequent conviction, to a fine of \$200,000.

- (c) The amount of recycling levy payable will be determined with reference to the returns furnished by the registered Supplier;
- (d) In respect of returns submitted in each audit year, the registered Supplier (excluding those with exemption) must submit an annual audit report by an independent certified public accountant (practicing) to the EPD within 3 months after the last day of each audit year.
- (e) In respect of returns submitted in the year, the registered Supplier must keep the prescribed records and documents relating to the returns within 5 years after that year and submit them to EPD for inspection whenever necessary.
- (f) If there is a change of address after registration, the registered Supplier must notify the EPD of the change in the specified form REE-1 within 30 days after its occurrence. A registered Supplier who fails to follow this requirement commits an offence and is liable on conviction to a fine at level 2 (HK\$5,000).

**5 Enquiries**

For enquiries, please contact the EPD office by phone (2310 0223), by fax (2318 1877), by e-mail (enquiry@epd.gov.hk) or by post (address: 6/F, Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay, Hong Kong). For letters, please specify on the envelope “WPRS”.

## 遞交申請

**郵寄：** 將填妥的申請表連同有關文件的副本郵寄至下列地址：

環境保護署  
香港鯉魚涌海灣街 1 號華懋交易廣場 6 樓  
並於信封面註明：「廢電器計劃」

**親身提交：** 將填妥的申請表連同有關文件的副本於辦公時間（星期一至五上午九時至下午五時），交到下列環保署辦事處：

辦事處	辦事處地址	電話
稅務大樓辦事處	香港灣仔告士打道 5 號 稅務大樓 33 樓	2824 3773
長沙灣政府合署 辦事處	九龍長沙灣道 303 號 長沙灣政府合署 8 樓	2402 5200
區域辦事處（東）	九龍九龍灣臨樂街 19 號 南豐商業中心 5 樓	2755 5518
區域辦事處（南）	香港鯉魚涌海灣街 1 號 華懋交易廣場 2 樓	2516 1718
區域辦事處（西）	新界荃灣西樓角路 38 號 荃灣政府合署 8 樓	2417 6116
區域辦事處（北）	新界沙田上禾輦路 1 號 沙田政府合署 10 樓	2158 5757

## Application Submission

**By Post:** The completed application form together with copies of relevant documents can be sent by post to:

Address: Environmental Protection Department,  
6/F., Chinachem Exchange Square,  
1 Hoi Wan Street, Quarry Bay, Hong Kong

Please specify on the envelope: “WPRS”

**In Person:** The completed application form together with copies of relevant documents can be submitted in person during office hours (Monday to Friday, 9:00am to 5:00pm) to the following EPD offices:

Office	Address	Telephone
Revenue Tower Office	33/F., Revenue Tower, 5 Gloucester Road, Wanchai, Hong Kong.	2824 3773
Cheung Sha Wan Government Offices	8/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon.	2402 5200
Regional Office (East)	5/F., Nan Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay, Kowloon.	2755 5518
Regional Office (South)	2/F., Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay, Hong Kong.	2516 1718
Regional Office (West)	8/F., Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, NT.	2417 6116
Regional Office (North)	10/F., Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, NT.	2158 5757

## 個人資料收集聲明

### 收集個人資料的目的

1. 收集個人資料的目的，在於處理《產品環保責任條例》下你向環保署提交的申請。
2. 你在這份表格上提供的資料，環保署將用於下列一項或多項用途：
  - i. 與處理本表格申請事項有關的工作；
  - ii. 有關環境法例的執行、執法和檢舉；
  - iii. 投訴調查；
  - iv. 統計及其他法定用途；及
  - v. 方便政府跟你聯絡。
3. 在本表格上提供個人資料，純屬自願性質。如果提供的資料不足夠，環保署未必可以處理這項申請。

### 可能移轉資料

4. 你在這份表格上就有關申請所提供的個人資料，環保署可向下列人士披露：
  - i. 其他政府決策局及部門以供處理上文第 2 段事項；及
  - ii. 按有關法例獲准的其他人士。

### 查閱和更改個人資料

5. 根據《個人資料(私隱)條例》第 18 條及第 22 條及附表 1 第 6 原則的規定，你有權查閱和更改個人資料。你查閱個人資料的權利，包括取得資料副本。

### 查詢

6. 如有任何疑問，可透過致電(2310 0223)、傳真(2318 1877)、電郵(enquiry@epd.gov.hk)或郵寄(地址：香港鰂魚涌海灣街 1 號華懋交易廣場 6 樓)，向環境保護署辦事處查詢；信封面請註明「廢電器計劃」。

## Personal Information Collection Statement

### Purpose of Collection

1. The personal data in relation to this form will be used for the purpose of processing your application to the EPD under the Product Eco-responsibility (Regulated Electrical Equipment) Regulation.
2. The personal data provided in this form may be used by the EPD for one or more of the following purposes:
  - i. activities relating to processing this application;
  - ii. administration, enforcement and prosecution of relevant environmental legislation;
  - iii. complaint investigations;
  - iv. statistical and any other legitimate purposes; and
  - v. facilitating communications between the Government and you.
3. The provision of personal data by means of this form is voluntary. If the information provided is not sufficient, the EPD may not be able to process this application.

### Transfer of Personal Data

4. The EPD may disclose the personal data provided in this application to:
  - i. other government bureaux and departments for the purposes mentioned in paragraph 2 above; and
  - ii. other persons as permitted by the relevant legislation.

### Access to and Correction of Personal Data

5. You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance. The right of access includes the right to obtain a copy of personal data provided by you.

### Enquiries

6. For enquiries, please contact the EPD office by phone (2310 0223), by fax (2318 1877), by e-mail (enquiry@epd.gov.hk) or by post (address: 6/F, Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay, Hong Kong). For letters, please specify on the envelope "WPRS".



產品環保責任（受管制電器）規例  
PRODUCT ECO-RESPONSIBILITY (REGULATED ELECTRICAL EQUIPMENT) REGULATION

受管制電器的品牌  
Information on the Brand Names of Regulated Electrical Equipment

請在適當方格內填上[✓]號 Please tick as appropriate

請以正楷填寫各項資料 Please complete all items in BLOCK LETTERS  
此表格附同表格 REE-1 使用 This form is to be used with Form REE-1

受管制電器項目 Type of REE	品牌名稱 Brand Name
<input type="checkbox"/> 電冰箱 (雪櫃) Refrigerator	
<input type="checkbox"/> 電視機 Television	
<input type="checkbox"/> 空調機 (冷氣機) Air Conditioner	
<input type="checkbox"/> 洗衣機 Washing Machine	
<input type="checkbox"/> 電腦 Computer	
<input type="checkbox"/> 列印機 Printer	
<input type="checkbox"/> 掃描器 Scanner	
<input type="checkbox"/> 顯示器 Monitor	

如有需要，請影印此頁填寫 Please copy and fill in this form if necessary

# Maximise Your Exhibition Effectiveness with *hktdc.com*

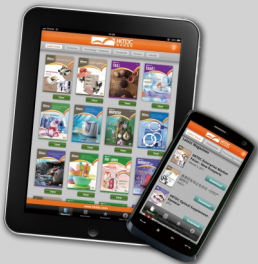


All eligible exhibitors of the **electronicAsia 2018** are entitled to a one-year online promotion at [www.hktdc.com](http://www.hktdc.com) from (August 2018 to July 2019), introducing your company together with photos and information of 10 products/ services.  
With your presence on hktdc.com, it helps to bring relevant buyers to your booth and increase your enquiries before and after the fair via our business matching activities. If you have done so, please also consider accepting online transactions at **hktdc.com Small Orders**. Learn more at <http://smallorders.hktdc.com/supplier> now!

## 1 Capture Buyer Contacts via Exhibitor QR Code

### How does it work?

#### BUYERS



Download **HKTDC Marketplace App** for FREE from App Store/Google Play (or from the buyer badge)



Activate the scanner by scanning the Buyer QR code on the badge

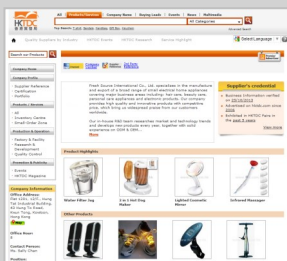


Scan Exhibitor QR code at your booth to access your online profile



Receive a daily summary from us with all the exhibitors' information they have scanned

#### EXHIBITORS



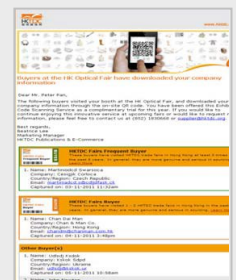
Update your profile on [hktdc.com](http://hktdc.com) with the latest company and product/service photos and information before the fair



Receive a name card drop box with your Exhibitor QR code during move-in



Place the box prominently at the booth and invite buyers to scan for record and information exchange



Receive a daily summary from us with contact information of those buyers who have scanned your code

## 2 Instant Referrals Draw Buyers to Your Booth

Buyers will be provided with a list of relevant exhibitors before and during the fair, based on products they are looking for.

The more product photos available on [hktdc.com](http://hktdc.com), the higher the chance you will be referred to buyers.



**hktdc.com Free Sourcing Service**

## 3 Meet with VIP Buyers

Sourcing meetings will be organised for VIP buyers during the fair. Exhibitors with relevant products/services will be pre-screened and referred to the buyers for face-to-face meetings. Again, the more product/service information on [hktdc.com](http://hktdc.com), the higher the chance you will be referred to VIP buyers.



**hktdc.com Buyer Meetings**

*Act fast and submit the Products/Services information with photos by logging into the DIY platform - My HKTDC on or before **14 September 2018** in order to capture the above business opportunities.*

For the user guide of My HKTDC, please visit <http://www.hktdc.com/diy/>

**Enquiries:** Tel: (852) 1830 668 or email: [ea2018@hktdc.org](mailto:ea2018@hktdc.org)



# hktdc.com

## 助你提升展覽效益

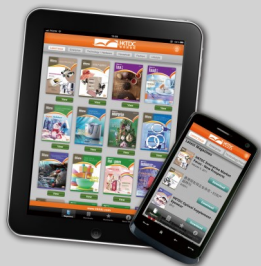


是次 **國際電子組件及生產技術展 2018** 展覽會之合資格參展商均可在本局的「貿發網」網上商貿平台([www.hktdc.com](http://www.hktdc.com))享有一年的基本推廣服務(2018年8月至2019年7月)，登載公司資料及產品照片10張；並透過我們在會場提供的一系列增值服務，獲取更多買家查詢，促成生意機會。如已登載公司資料及產品照片，歡迎在貿發網「小批量採購專區」<http://smallorders.hktdc.com> 開通網上即時交易。詳情請瀏覽 <http://smallorders.hktdc.com/supplier>。

### 1 利用參展商專屬的二維碼(QR Code) 獲取買家資料

如何使用？

#### 買家



從 App Store 或 Google Play 或買家入場證免費下載香港貿發局商貿平台應用程式 (HKTDC Marketplace App)。



開啓應用程式並點擊“Scan”，然後掃描買家入場證上的二維碼(QR Code)即完成啓動程序。

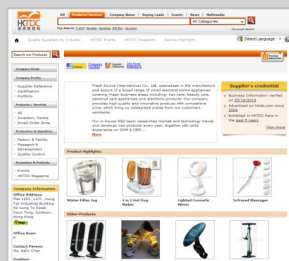


掃描在您攤位的參展商編碼，即時下載您的公司及產品資料。



本局會輯錄買家當天下載過的參展商資料，傳送到其電郵中存檔。

#### 參展商



於展前更新或上載公司資料及產品/服務照片及目錄到「貿發網」。



本局於展覽會進館當日向貴公司派發附有二維碼(QR Code)的名片盒。



請將名片盒放置於攤位當眼位置並主動邀請買家掃描您的參展商編碼，以助買家即時記錄貴公司的資料。



本局會將曾下載過貴公司資料的買家名單及聯絡方法電郵給您，助您與這些買家跟進洽商。



## 2 即時配對，吸引買家到訪您的攤位

本局會根據入場買家所需搜尋的產品關鍵詞，與參展商在「貿發網」的公司及產品/服務資料進行配對，並為他們提供一份切合其採購需要的參展商名單，藉此推介您的公司予合適買家。

參展商在「貿發網」上載的產品/服務資料及相片愈多，獲推介的機會愈大，因此請謹記在展覽會舉行前上載有關資料!



hktdc.com 免費展覽商貿配對服務

## 3 與 VIP 買家會面

本局會在展覽會期間為 VIP 買家舉行採購會，按買家的採購要求，與參展商在「貿發網」的產品/服務資料進行配對，並推薦合適的參展商與買家直接會面洽商。

同樣，參展商上載的產品/服務資料愈多，獲推薦參與買家採購會的機會愈大!



hktdc.com 買家採購會

參展商必須在 2018 年 9 月 14 日 或以前通過 DIY 平台 - My HKTDC 自行上載產品資料，方可獲取參展商編碼及享用其他增值服務，為您帶來更多的買家查詢。My HKTDC 使用方法可參閱 (<http://www.hktdc.com/diy>)。

查詢可致電: 客戶服務專線 (852) 1830 668 或電郵 [ea2018@hktdc.org](mailto:ea2018@hktdc.org)

13 - 16 / 10 / 2018

## Exhibitor Check-In Form

### 參展商進場登記表

Welcome to **electronicAsia 2018**. Please fill in your company information below and **bring along this letter and your business card** to the **Exhibitor Check-in Counter** for collecting the *exhibitor badges, fair catalogue, QR code, booth curtain and important on-site circulars*. The location and opening hours of the check-in counter are listed below.

Date : 12 October 2018 (move-in day)  
 Time : 8:30am to 5:00pm  
 Location : Hall 5F-G Concourse, next to the Buyer Registration Counter  
 Hong Kong Convention & Exhibition Centre

In case you find any typing error in your information in the fair catalogue, please report it to the Fair Management Office located at Hall 5F-G Concourse before 5:00pm on 12 October.

We wish you every success at the Fair.

歡迎參加**國際電子組件及生產技術展 2018**。煩請 貴司填妥以下資料，並攜同此登記表及閣下名片於進館日到「參展商進場登記櫃位」辦理進場登記手續。貴司同時亦可領取參展商工作証、大會場刊、QR code 編碼、展台掛簾及是次展覽之重要通告。「參展商進場登記櫃位」的開放時間及地點現謹列如下：

日期： 2018 年 10 月 12 日 (進館日)  
 時間： 上午 8 時 30 分至下午 5 時  
 地點： 香港會議展覽中心展覽廳 5F-G 大堂，買家登記處側

貴司如發現大會場刊中 貴司的資料有誤，煩請於 10 月 12 日下午 5 時前通知於展覽廳 5F-G 大堂之主辦機構辦事處。

敬祝 貴司參展成功！

Company Name 公司名稱: \_\_\_\_\_

Booth No. 攤位號碼: \_\_\_\_\_

Contact Person 聯絡人: \_\_\_\_\_

Mobile Tel 聯絡電話: \_\_\_\_\_

Signature 簽署: \_\_\_\_\_

**Organisers 主辦機構:**

