

申請表格

Application Form

Official Use only

Application No.: _____

Received Date: _____

如欲查詢「咪嚟嘢食店」，可聯絡秘書處：香港九龍九龍灣常悅道 11 號新明大廈 5 樓環境保護署，熱線：3918 5312、電郵：foodwisehk@epd.gov.hk 或傳真：3168 1373。

For queries on the Food Wise Eateries Scheme, please contact the Secretariat: Environmental Protection Department, 5/F, Centre Parc, 11 Sheung Yuet Road, Kowloon Bay, Kowloon, Hong Kong, on hotline: 3918 5312, email: foodwisehk@epd.gov.hk or fax: 3168 1373.

請將填妥的申請表格連同第 6、第 7 及第 8 部分所須的證明文件提交「咪嚟嘢食店」計劃秘書處：香港九龍九龍灣常悅道 11 號新明大廈 5 樓環境保護署（電郵：foodwisehk@epd.gov.hk 或傳真：3168 1373）。如有查詢，請致電熱線 3918 5312。

Please return completed application form together with required supporting documents at Part 6, 7 and 8 to the Secretariat of Food Wise Eateries Scheme : Environmental Protection Department, 5/F, Centre Parc, 11 Sheung Yuet Road, Kowloon Bay, Kowloon, Hong Kong (email: foodwisehk@epd.gov.hk or fax: 3168 1373). For enquiry, please call the hotline on 3918 5312.

1. 申請商戶資料

Details of Applicant

公司名稱

Company Name : (中文) _____ (English) _____

食店名稱**

Name of Eatery : (中文) _____ (English) _____

食店地址 (中文)** : _____

Eatery Address (English)** : _____

聯絡人姓名

Name of Contact Person : _____

職位

Position : _____

聯絡電話

Telephone No. : _____

傳真號碼

Fax No. : _____

網址

Website address : _____

電郵

E-mail : _____

聯絡地址 (中文) : _____

(如與食店地址不同)

Correspondence Address (English) : _____

(If different from eatery address)

2. 分店 **

Other Outlets

申請的分店數目 Number of Outlets for Application : _____

**如集團式申請，請在第7頁的<補充表格>提供每間分店資料。如有須要，請自行複製<補充表格>，以提供更多分店資料。
For group application, please provide the information of each outlet on the Supplementary Form on page 6. You may copy the Supplementary Form to provide the information of more outlets if needed.

3. 食店種類

Type of Eatery

請於適當空格內加上「✓」號，只可選擇一項

Please put a '✓' in the appropriate box, select one only

☐ 中式餐館及酒樓

Chinese Cuisine Restaurant

☐ 非中式亞洲餐廳菜館

non-Chinese Asian Cuisine Restaurant

☐ 港式茶餐廳 / 冰室

Hong Kong Style Tea Café

☐ 西式餐廳

Western Cuisine Restaurant

☐ 快餐店

Fast Food Café

☐ 其他 (請註明)

Others (please specify) : _____

4. 牌照資料**

Licence Details

請在下列提供牌照資料及連同牌照副本與此申請表格一併提交。

Please provide licences information below and submit the copies of licences together with this application form.

商業登記證牌照號碼¹

Business Registration Certificate Number : _____

¹ 根據《稅務條例》第88條獲豁免繳稅之屬公共性質慈善機構可不用填寫。

Except those charitable institution or thrust of a public character, which is exempt from tax under section 88 of the "Inland Revenue Ordinance".

食物業牌照號碼 (由食物環境衛生署簽發)²

Food Licence Number

(issued by the Food and Environmental Hygiene Department (FEHD)) : _____

² 《食物業規例》(第132X章第4條)不包括的可不用填寫。

Except those not included in Food Business Regulation (Cap.132X, Section 4)

或 會社(房產安全)條例合格證明書號碼 (由民政事務總署簽發)

Or Club (Safety of Premises) Ordinance Certificate of Compliance Number

(issued by the Home Affairs Department (HAD)) : _____

**如集團式申請，請在第7頁的<補充表格>提供每間分店資料。如有需要，請自行複製<補充表格>，以提供更多分店資料。
For group application, please provide the information of each outlet on the Supplementary Form on page 6. You may copy the Supplementary Form to provide the information of more outlets if needed.

5. 申請級別

Class of Application

本人/ 吾等欲申請「咪嚟嘢食店」計劃的以下級別:

I / We wish to apply for the following Class of Food Wise Eateries:

☐ 銀級

(請填寫第6部分)

Silver Class

(Please fill out Part 6)

☐ 金級

(請填寫第6及7部分)

Gold Class

(Please fill out Parts 6 & 7)

☐ 鑽石級

(請填寫第6至8部分)

Diamond Class

(Please fill out Parts 6 to 8)

6. 銀級措施選擇表格

Measures Selection for Silver Class

申請食店須符合下列第 1 至 3 項的要求及提交所須證明文件。申請食店須採取在第 3 項中最少一項措施。

Applicants have to meet the requirements of item 1 to 3 below and submit the required supporting documents.

Applicants should adopt AT LEAST ONE of the measures under item 3.

項目 Item	措施 Measure	
1.	使用宣傳品向顧客傳達惜食信息 (可下載環境保護署所提供的惜食宣傳品) Convey food wise message to customers using promotional materials (applicants can download Food Wise promotional materials provided by the Environmental Protection Department)	
2.	鼓勵顧客吃光所點的食物或帶走剩餘食物 Promote the message for consuming all ordered foods or taking away leftovers	
3.	採取以下一項食物份量選擇或減少廚餘的措施 Adopt ONE of the following food portioning options / food waste reduction measures	選擇最少一項措施 Select AT LEAST ONE measure
i.	提供少飯選擇 (其他主要食糧如麵條 / 粥 / 意大利粉 / 薯菜 / 沙律 / 炸薯條等也適用) Provide options of less rice (other main foods are also applicable, e.g. noodles / congee / spaghetti / potato & vegetable / salad / French fries)	<input type="checkbox"/>
ii.	在套餐中提供多少道菜選擇 (如前菜 / 湯 / 甜點是可選擇、提供六道主菜或以下的宴會菜單、套餐中的菜式數量可減少) Provide options on the number of courses in set menus (e.g. starter / soup / desserts are optional, 6 main courses or less for banquet, fewer number of courses for set meals)	<input type="checkbox"/>
iii.	提供各種食物份量的大小選項 (如牛扒、魚、雞) Provide portion size options for a variety of food (e.g. steak, fish, chicken)	<input type="checkbox"/>
iv.	對於薄餅 / 小菜 / 套餐等, 提供份量大小的選項 (如標準、大、小) Provide portion size options for pizza / dish / meal (e.g. regular size, large size or small size)	<input type="checkbox"/>
v.	對於點心 / 壽司等食物, 提供不同件數的選項 (如每碟可供選擇的件數不同) Provide portion size options for dim sum / sushi and relevant dishes (e.g. choices for different number of pieces per dish)	<input type="checkbox"/>
vi.	只在顧客要求時才提供冷盤 / 配菜 / 小吃 或 給予顧客選擇不要冷盤 / 配菜 / 小吃 Serve hors d'oeuvre / side dishes / snacks only upon request by customers or provide options of no hors d'oeuvre / side dishes / snacks	<input type="checkbox"/>
vii.	在自助餐中預先分配食物份量 或 設定較少的份量 Pre-portion or set smaller portion for food in buffets	<input type="checkbox"/>
viii.	提供獎勵, 以鼓勵顧客吃光所點的食物 Provide incentives to encourage customers to consume all ordered food	<input type="checkbox"/>
ix.	提供現場派飯, 以取代預先包裝的餐盒 Provide on-site meal portioning instead of pre-packed meal box	<input type="checkbox"/>

7. 金級措施選擇表格

Measures Selection for Gold Class

除了符合銀級的要求外，申請食店須採取以下最少三項額外減少廚餘的措施。申請食店須實施以下全部三個類別（甲至丙）的措施，每個類別實施最少一項措施，及提交所須的證明文件。

In addition to meeting the requirements for Silver Class, applicants have to adopt **THREE** additional food waste reduction measures. Applicants have to implement measures from all THREE categories (A to C) below with AT LEAST ONE measure from each category, and submit the required supporting documents.

項目 Item	類別及措施 Category and Measure	
甲 A.	管理與承諾 Management and Commitment	選擇最少一項措施 Select AT LEAST ONE measure
	簽署惜食約章 Sign Food Wise Charter	<input type="checkbox"/>
	制訂公司的食物管理政策以減少廚餘 Formulate a Company Food Management Policy with the aim to reduce food waste	<input type="checkbox"/>
	監測廚餘的產生量和訂立減少廚餘的措施 Monitor food waste generation and identify food waste reduction measures	<input type="checkbox"/>
乙 B.	培訓與推廣 Training and Promotion	選擇最少一項措施 Select AT LEAST ONE measure
	向員工提供惜食文化和減廢行為的培訓 Provide training on food-wise culture and food waste reduction to staff	<input type="checkbox"/>
	委派至少一位員工擔任惜食經理 / 統籌人員 / 大使，為其他員工提供相應培訓，並確保員工向顧客傳達惜食的信息 Assign at least ONE staff as Food Wise Manager / coordinator / ambassador to deliver corresponding training to staff and ensure they will convey the food wise message to customers	<input type="checkbox"/>
丙 C.	食物處理過程 Food Processing	選擇最少一項措施 Select AT LEAST ONE measure
	按「先入先出」的原則貯存食物 Adopt FIFO (first-in-first-out) system for stored food	<input type="checkbox"/>
	透過控制貯存環境、定期檢查和保持貯存設施的良好運作，以減少食物腐壞 Store food in controlled storage environment, conduct regular inspections and maintain proper functioning of storage facilities to prevent food spoilage	<input type="checkbox"/>
	善用剩餘食物及切掉的食物，製作其他菜式 Adopt recipes that make good use of surplus food and food trimmings	<input type="checkbox"/>

8. 鑽石級措施選擇表格

Measures Selection for Diamond Class

除了符合銀級和金級的要求外，申請食店須實施以下最少一項措施，及提交所須的證明文件。

In addition to meeting the requirements for Silver and Gold Classes, applicants have to adopt AT LEAST ONE measure below and submit the required supporting documents.

	捐贈與回收 Donation and Recycling	選擇最少一項措施 Select AT LEAST ONE measure
	捐贈剩餘可食用的食物給食物回收銀行或慈善機構 Donate surplus edible food to food recycling banks or non-profit making organization	<input type="checkbox"/>
	參與廚餘回收 Participate in food waste recycling	<input type="checkbox"/>

授權代表簽署 Authorised Person Signature _____	公司蓋印 Company Stamp _____
姓名及職位 Name & Post Title _____	日期 Date _____

免責聲明 Disclaimer

1. 特區政府及其人員及僱員及代理人並無就特區政府為有關「咪嚟嘢食店」計劃(“該計劃”)所提供的意見、建議、訓練或訓練材料的可商售性或作某用途的適用性或就其他方面，作出任何明示或默示的陳述、保證或說明。特區政府及其人員及僱員及代理人現明確聲明，特區政府及其人員及僱員及代理人不會就有關該計劃所提供的意見、建議、訓練或訓練材料或其他方面(包括但不限於處理或拒絕任何參加該計劃的申請時，或終止任何參加者的參加資格或在不為任何參加者的參加資格續期時，特區政府或其人員或僱員或代理人的任何作為或不作為)所引致或涉及的損失或損害而向任何人(包括但不限於任何個人或團體(不論法團或非法團))負有任何法律責任。
2. 在不影響第 1 段的一般性的原則下，特區政府及其人員及僱員及代理人不會就該計劃任何參加者或其任何僱員或顧客或任何其他人士就該計劃(包括但不限於運用或聲稱運用有關該運動取得的知識、技術或技巧或類似事宜)所引致或有關而蒙受或遭他人提出的損害、損失、法律責任、訴訟、法律程序、申索、要求、費用或開支，而負有任何法律責任。
3. 該計劃之參加者應就參加該計劃而引致或涉及的事宜，自行尋求獨立專業意見。

一般聲明 General Declarations

1. 本人/ 吾等謹此聲明，本食店在過去一年內不曾接獲環境保護署、食物環境衛生署及衛生署控煙辦公室發出的警告或檢控。
2. 本人/ 吾等聲明，本人/ 吾等已領取經營本人/ 吾等在本申請表所列的業務所需或必要的所有牌照及許可證，並遵照一切適用法例及規例經營及繼續經營。
3. 本人/ 吾等聲明，此項申請所提供的一切資料及有關文件均屬真確無誤及詳盡，而本人/ 吾等承諾，在評審過程中將會提供的一切資料及文件，均屬真確無誤及詳盡。本人/ 吾等已全面書面披露本人/ 吾等所知及應合理知悉的所有有關此項申請的相關或重要資料，以供評審之用。
4. 本人 / 吾等確認已閱讀及同意遵守「咪嚟嘢食店 - 申請指引及評核準則」所有規則。
5. 本人/ 吾等同意，「咪嚟嘢食店」計劃秘書處可根據環境保護署要求為推廣減少廚餘用途而披露或刊登本人/ 吾等在本此項申請所提供的食店名稱、菜單、地址、電話號碼、網址及的其他有關的資料。
6. 本人/ 吾等同意並接受政府或其僱員或代理人無須就下述事項所引致的任何財產損失承擔法律責任：政府或其僱員或代理人在處理本公司申請時的行為、過失或疏忽；餐館不當使用「咪嚟嘢食店」計劃的標誌及標貼而引致的投訴或民事訴訟；或「咪嚟嘢食店」計劃的執行及管理所導致或所關涉的任何原因。

有關個人資料(私隱)條例

Personal Data (Privacy) Ordinance

1. 收集資料的目的
 - i. 環境保護署及代理人將使用申請表上的個人資料作下列用途：
 - (a) 辦理「咪嚟嘢食店」申請之用；
 - (b) 製備統計數字，進行研究或教學之用；及
 - (c) 便利組織有關減廢教育及社區聯絡的活動。
 - ii. 申請表上的個人資料均由申請人自動提供。不過，假如申請人提供的資料不足，可能會影響申請程序，甚至申請不獲接納。
2. 資料傳交
你所提供的個人資料，主要由環境保護署及代理人內部使用，但亦可能於有需要時因以上第一段所列目的向本署所授權的機構披露。
3. 查閱個人資料
根據個人資料(私隱)條例第 18 條、第 22 條及附表 1 第 6 原則，申請人有權要求查閱或改正表格上的個人資料。
4. 查詢
如欲查詢「咪嚟嘢食店」計劃，請致電 3918 5312 或傳真 3168 1373 或電郵 foodwisehk@epd.gov.hk 或郵寄至地址香港九龍九龍灣 常悅道 11 號新明大廈 5 樓環境保護署。
如欲查詢本表格上的個人資料，包括查閱或改正已填報的個人資料，可去信：新界沙田沙田鄉事會路 138 號新城市中央廣場第 2 座 22 樓 2215 室高級環境保護主任(知識管理)或致電環保署熱線 2838 3111 查詢。

1. The Government and its officers and employees and agents make no representations, warranties or statements (express or implied) of any kind, whether with respect to the merchantability or fitness for a particular purpose of any advice, recommendations, training and or training materials provided by the Government in relation to the Food Wise Eateries Scheme (“the Scheme”) or otherwise. The Government and its officers and employees and agents expressly disclaim any liability whatsoever to any person (including without limitation any individual or anybody of persons, corporate or unincorporated) for any loss or damage whatsoever arising out of or in relation to any such advice, recommendations, training and/or training materials or otherwise the Scheme including without limitation any act or omission of the Government or its officers or employees or agents in processing or rejecting any application for participation in the Scheme or terminating or failing to renew the participation eligibility of any participant.
2. Without affecting the generality of paragraph 1 above, the Government and its officers and employees and agents shall not be liable for any damage, loss, liability, action, proceedings, claim, demand, costs or expenses suffered by or brought against any participant in the Scheme or any of its employees or customers or any other person arising out of or in relation to the Scheme including without limitation any application or purported application of knowledge, techniques or skills or the like acquired in relation to the Scheme.
3. The participants in the Scheme are advised to seek independent professional advice on matters arising out of or in relation to their participation in the Scheme.

1. I/ We declare that our eatery(s) has (have) not received any warning or prosecution issued by Environmental Protection Department, Food and Environmental Hygiene Department and Tobacco Control Office of Department of Health during the past year.
2. I/ We declare that I/ we have maintained all the licences and permits which are required or necessary in connection with the conduct of my/ our business specified in this application form and that I/ we have conducted and shall continue to comply with all applicable laws and regulations.
3. I / We declare that all information and supporting documents provided in this Application are true, accurate and complete and I / We undertake that all information and documents to be provided in the assessment process will be true, accurate and complete. I/ We declare that we have disclosed fully in writing all information relating to the Application which I/ We know or should reasonably know and which is relevant or material for the purpose of assessment.
4. I / We confirm I / We have read and agree to abide by ALL the Rules as set out in the “Food Wise Eateries Scheme -Application Guidelines and Assessment Criteria”.
5. I/ We agree that “Food Wise Eateries” Scheme Secretariat may disclose or publish the name, menu, address(es), telephone number(s), website address and any other relevant information provided in this application in relation to promotion of food waste reduction as requested by Environmental Protection Department.
6. I/ We agree that the Government, its employees or agents shall not be liable to us for any loss caused by the act, default or neglect of the Government or its employees or agents in the processing of our application, complaints or civil procedure against improper use of the Food Wise Eateries logo and sticker or any cause whatsoever arising out of or in connection with the implementation and management of the Food Wise Eateries Scheme.

1. Purpose of Collection
 - i. The personal data provided will be used by Environmental Protection Department and its agents for the following purposes:
 - (a) application for “Food Wise Eateries” Scheme;
 - (b) for preparing statistics, carrying out research or teaching purpose; and
 - (c) to facilitate organization of activities related to waste reduction education and community liaison.
 - ii. The provision of personal data is voluntary. If you do not provide sufficient information, we may not be able to prove your eligibility for application.
2. Classes of Transferees
The personal data you provide are mainly for use within Environmental Protection Department and its agent but they may also be disclosed to other authorised relevant parties for the purposes mentioned in para. 1 above, if required.
3. Access to Personal Data
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 of the Personal Data (Privacy) Ordinance.
4. Enquiries
For enquiries on Food Wise Eateries Scheme, please contact Environmental Protection Department at 15/F., Centre Parc, 11 Sheung Yuet Road, Kowloon Bay, Kowloon, Hong Kong or call 3918 5312 or fax to 3168 1373 or through email to foodwisehk@epd.gov.hk
For enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to : Senior Environmental Protection Officer (Knowledge Management) Room 2215, 22/F, Tower 2, Grand Central Plaza, 138 Shatin Rural Committee Road, Shatin, New Territories. For Details, please call EPD hotline at 2838 3111.

「咪嚟嘢食店」計劃 報名表格 <補充表格>

Food Wise Eateries Scheme

Application Form <Supplementary Form>

食店名稱 (中文) : _____ Name of Food Eatery (English) : _____

分店地址 (中文)	Outlet Address (English)	分店聯絡人 姓名 Name of Contact Person at outlets	食店電話 Telephone No.	商業登記證 牌照號碼 Business Registration Certificate Number	食物業牌照號碼 (由食物環境衛生署簽發) Food Licence Number (issued by FEHD)	會社(房產安全)條例合格 證明書號碼 (由民政事務總署簽發) Club (Safety of Premises) Ordinance Certificate of Compliance Number (issued by HAD)