

Cleaner Production Partnership Programme

Guide to Application for Registration as Environmental Technology Service Provider

**The Secretariat
Cleaner Production Partnership Programme
Hong Kong Productivity Council**

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Appendix A – Registration of Environmental Technology (ET) Service Provider Application Form

Note: In case of any discrepancy between the Chinese and English versions of this Application Guide, the English version shall prevail.

1. GENERAL INFORMATION

1.1 Background

- 1.1.1 In April 2008, the Environmental Protection Department (EPD) of the Government of the Hong Kong Special Administrative Region (HKSAR) launched the Cleaner Production Partnership Programme (the Programme) in collaboration with the then Economic and Information Commission of Guangdong Province (now the Department of Industry and Information Technology of Guangdong Province) to encourage and facilitate Hong Kong-owned factories in Guangdong Province and Hong Kong to adopt cleaner production (CP) technologies and practices, thereby contributing to improving the environment. To get in line with the important direction by the Country in accelerating the comprehensive green transformation of economic and social development, and in the view of the environmental benefits brought by the Programme, the HKSAR Government allocates another HK\$100 million in the 2025/26 fiscal year to extend the new round of the Programme for two years until 30 June 2027. Hong Kong Productivity Council (HKPC) continues to be the implementation agent for the Programme and acts as the Secretariat of the Programme (Secretariat).
- 1.1.2 The Programme provides funding support to eligible Hong Kong-owned factories for implementing New Cleaner Production Technology Projects (NCPTP), aiming to upgrade traditional industries through the adoption of new cleaner production technologies and achieve green transformation. The NCPTP must be conducted by Environmental Technology (ET) Service Providers registered under the Programme (except for NCPTP adopting technologies developed by Hong Kong institutions or jointly developed by Guangdong-Hong Kong institutions).

1.2 Objective of the Cleaner Production Partnership Programme

- 1.2.1 The Programme assists and encourages Hong Kong-owned factories in Hong Kong and Guangdong Province to adopt new cleaner production technologies and practices to improve energy efficiency and reduce air pollutant emissions. Hong Kong-owned factories may implement measures including but not limited to the following to enhance regional environmental quality:
- (a) minimising volatile organic compounds (VOC) emissions through the adoption of low VOC emitting alternatives and practices;
 - (b) optimising the operation of the furnaces, boilers and ancillary generators;
 - (c) improving energy efficiency thereby reducing air pollutants generated from fuel combustion or power plants;
 - (d) optimising/upgrading wastewater treatment facilities to enhance recycling of processed water and reduce effluent discharge; and
 - (e) optimising the planning of production line to reduce solid waste production from raw materials procurement, production processes and recycle and reuse of solid waste materials.
- 1.2.2 Through implementation of cleaner production, the Hong Kong-owned factories can comply with the national and Guangdong's environmental standards and enhance the environmental performance of the enterprise, meanwhile, reduction of cost, improvement of the competitiveness and corporate images can also be achieved.

1.3 Purpose of this Guide

- 1.3.1 This Guide aims to provide details of the registration procedures including information on registration categories, eligibility criteria and relevant rules, etc. for organizations interested in becoming ET Service Providers registered under the Programme,
- 1.3.2 The Secretariat will compile a registration list of all ET Service Providers registered under the Programme for reference by Hong Kong-owned factories participating in the Programme, to facilitate their selection of suitable ET Service Providers to implement the NCPTP.

2. DEFINITION OF ET SERVICE PROVIDERS AND PARTICIPATION OF ET SERVICE PROVIDERS IN THE PROGRAMME

2.1 Definition of ET Service Providers

- 2.1.1 ET service providers are those companies which provide:
 - (a) consultancy services in energy management, pollution control, resources conservation, or cleaner production technologies for factories; and/or
 - (b) consultancy and engineering services including equipment and system installation in relation to energy management, pollution control, resources conservation, or cleaner production technologies for factories.

2.2 Participation of ET Service Providers in the Programme

- 2.2.1 ET Service Providers registered under the Programme may participate as either a consultant or a consultancy engineering firms to assist Hong Kong-owned factories in Hong Kong/Guangdong Province with funded projects:
 - (a) As a consultant: to provide consultancy service for implementation of NCPTP; and/or
 - (b) As a consultancy engineering firm: to provide consultancy services and engineering services including installation of equipment/system or modification of production processes for implementation of NCPTP to demonstrate the effectiveness, actual cost involved and potential financial return-

3. REGISTRATION OF ET SERVICE PROVIDERS

3.1 Registration Categories

3.1.1 The Secretariat has established a Programme Management Team and a Project Technical Support Team (PTST). Under the leadership of the Programme Director, the Programme Management Team is responsible for coordinating the implementation of the Programme, while the Project Technical Support Team is responsible for reviewing and evaluating the service quality and performance of registered environmental technology service providers.

3.1.2 The Secretariat will process all matters related to the registration of ET Service Providers in accordance with the following registration categories and criteria.

3.1.3 Applicant organizations may register as one or both of the following categories of ET service providers:

Category (I): a consultant to provide consultancy services to Hong Kong-owned factories to implement the NCPTP; or

Category (II): a consultancy engineering firm to provide equipment and/or system installation service to Hong Kong-owned factories to implement the NCPTP.

3.2 Registration Criteria

3.2.1 The registration for the ET Service Providers who have already registered under the Programme will remain valid. The following registration criteria apply to new registration applications. Applicant organisations that meet the registration criteria will be granted provisional registration valid for 24 months. The registration will be confirmed if the applicant organisations fulfil the conditions specified in Section 3.3.2 of this Guide.

3.2.2 All new registration applications must satisfy with the following requirements:

- (a) for registration as a consultant under Category (I), the applicant organisation must have at least 3 employees each with a at least 2 years project consulting experience in energy management, pollution control, resources conservation, or cleaner production for industries or equivalent; or
- (b) for registration as a consultancy engineering firm under Category (II), the applicant organisation must have at least 2 years track records in implementing projects involving supply and installation of hardware system in projects of energy management, pollution control, resources conservation, or cleaner production for industries or equivalent. The applicant organisation must also have completed at least 3 such projects.

3.3 Probationary Status and Confirmation of Registration

3.3.1 A probationary registration (“P” registration) will be granted to applicant organisation that fulfil the registration criteria. The probationary period will last for 24 months.

- 3.3.2 If a probationary ET Service Provider is commissioned by and has successfully completed 1 funded NCPTP for an eligible Hong Kong-owned factory under the Programme within the 24-month probationary period, and upon the Secretariat's approval of the submitted up to standard final report of the concerned project, their probationary registration will be upgraded to full registration.
- 3.3.3 If a probationary ET service provider fails to complete 1 funded NCPTP during the probationary period, their probationary registration will be revoked. However, the applicant organisation may submit a new application for registration.
- 3.3.4 If the reports submitted for NCPTP or the service quality of a probationary registered ET Service Provider fails to meet the required standards during the probationary period, its probationary registration will be revoked. The Secretariat will consult the Project Management Committee (PMC) to determine whether to accept a new application for registration application submitted by the concerned organisation.

3.4 Relationship with the Government of the HKSAR, the PMC or HKPC

- 3.4.1 There is no contractual, or agency, or similar relationship between the ET Service Providers registered under the Programme and the Government of the HKSAR, the PMC, or the HKPC. Such registration also does not constitute recommendation by the Government of the HKSAR, the PMC, or the HKPC.

4. REGISTRATION PROCEDURES

4.1 Registration Procedures and Registration Fee

- 4.1.1 Organisations interested in participating in the NCPTP under the Programme may submit application to the Secretariat to register as ET Service Providers under the Programme.
- 4.1.2 The application form for registration as an ET Service Provider is at **Appendix A**. Applicant organisations must clearly indicate the category of ET Service Provider to be registered as in the application form. ET Service Providers shall email the completed registration application form and the required supporting documents, including proof of work experience for their employees and records of at least 3 projects with contact details of the commissioning companies, to the Secretariat.
- 4.1.3 The Secretariat will process registration applications within 10 working days from the date of receiving all required information. The Secretariat may require the applicant organisations to provide clarification or additional information if necessary.
- 4.1.4 If all the registration criteria are met, the Secretariat will include the ET Service Provider in the Registration List under the relevant category and make the information publicly accessible through the official website of the Programme (<http://www.cleanerproduction.hk>). The Secretariat will also inform the ET service provider in writing upon completion of the processing work.
- 4.1.5 For application that fails to meet the registration criteria, the Secretariat will report the

registration application to the PMC. The PMC will determine whether to accept the registration application, and the Secretariat will notify the applicant organisation of the final decision in writing. If the registration application is not accepted, the Secretariat will provide an explanation to the applicant organisation. The decision of the PMC shall be final with no appeal mechanism.

4.2 Registration Fee

- 4.2.1 There is no registration fee applicable to the application for registration of ET Service Providers.

5. REGISTRATION LIST OF ENVIRONMENTAL TECHNOLOGY SERVICE PROVIDERS

5.1 Public Access to Registration List

- 5.1.1 The Secretariat will maintain an updated registration list of ET Service Providers containing the following information:
- (a) Company name and contact details; and
 - (b) Category of registration, i.e. as consultant under Category I and/or consultancy engineering firm under Category II.
- 5.1.2 Upon acceptance of the registration application, the Secretariat will update the registration list for public reference as soon as possible.

5.2 Updating of Registration List

- 5.2.1 Registered ET Service Providers may submit written requests to the Secretariat for information updates when necessary.
- 5.2.2 The Secretariat will normally process requests for change of contact information within 5 working days.
- 5.2.3 For addition or modification of registered categories, ET Service Providers must resubmit a new application form (Appendix A) with relevant supporting documents for the concerned category to the Secretariat following the aforementioned procedures. The Secretariat will process such applications according to the established procedures.
- 5.2.4 Successfully registered ET Service Providers will remain on the registration list, which will be kept publicly accessible. ET Service Providers who wish to be removed from the registration list may submit written notification to the Secretariat.

6. HANDLING COMPLAINTS AND SUB-STANDARD QUALITY OF SERVICE DELIVERY

6.1 Complaint Handling

- 6.1.1 Hong Kong-owned factories participating in the Programme may provide feedbacks to the Secretariat regarding the quality and performance of the services rendered by ET Service Providers. In case of dissatisfaction, they may lodge a written complaint to the Secretariat. The Secretariat will record the complaint and notify the concerned ET Service Provider within 2 working days. The PTST will also investigate the complaint and report the findings to the Secretariat.
- 6.1.2 If the complaint is found to be unsubstantiated as revealed by the investigation findings, the relevant information will be kept on record without imposing penalties on the concerned ET Service Provider. The Secretariat will inform both the complainant and the concerned ET Service Provider of the investigation results.
- 6.1.3 If the complaint is found substantiated, the Secretariat will provide a preliminary investigation report to the concerned ET Service Provider to follow up. The concerned ET Service Provider should take appropriate corrective measures based on the Secretariat's investigation report. The Secretariat will assess the effectiveness of these corrective measures and facilitate communication between both parties to resolve the issue.
- 6.1.4 The Secretariat will compile an investigation report with consolidation of each complaint record upon completion of the corrective measures by the ET Service Provider or 1 month after the issuance of the complaint notice. The investigation findings, corrective measures and their effectiveness, and recommended disciplinary actions in the investigation report will be reported to the PMC. Recommended disciplinary actions may include issuing a warning to the ET Service Providers with the first substantiated complaints, or removal of the ET Service Provider with multiple substantiated complaints from the registration (see Section 6.3.1 of this Guide for criteria of removal from registration). The PMC may approve or reject the Secretariat's recommended disciplinary actions through voting by simple majority. The Secretariat will implement the PMC's decision within 10 working days and notify the concerned ET Service Provider.

6.2 Sub-Standard Quality of Service Delivery

- 6.2.1 The PTST is responsible for reviewing the quality and performance of the services provided by ET Service Providers for each funded project. Substandard service quality includes, but is not limited to, the following circumstances:
 - (a) failure to complete the project scope specified in the service contract;
 - (b) significant deviation of actual project implementation methods from those stipulated in the service contract;
 - (c) unreasonable delay in project commencement date or severe project schedule delays without consulting with the commissioning Hong Kong-owned factory to resolve the issue;
 - (d) unreasonable repeated failure to respond to the inquiries from the commissioning Hong Kong-owned factory; or
 - (e) failure to submit project report or the submitted project report do not contain the

scope of information specified in the contract.

- 6.2.2 The PTST will report each case of substandard services to the Secretariat, which will be kept on record. The Secretariat will require the concerned ET Service Providers to take appropriate corrective measures and follow up in accordance with the procedures described in Sections 6.1.3 and 6.1.4 of this Guide.

6.3 Removal from Registration

- 6.3.1 To maintain the integrity of the registration system, the PMC will consider removing an ET Service Provider from the registration list when 1 or more of the following circumstances occur:
- (a) the ET Service Provider fails to comply with the Code of Conduct for ET Service Providers or its self-issued code of conduct when implementing projects;
 - (b) the quality of services provided by the ET Service Provider is assessed as substandard (see Section 6.2.1 of this Guide for guidelines on substandard service quality) and the provider refuses to follow the Secretariat's instructions to implement corrective measures (such as conducting supplementary assessment work to improve service quality) without reasonable justification; or
 - (c) misconduct, including being convicted of corruption/criminal offenses (such as fraud, embezzlement, or theft) in relation to the funded projects under the Programme.
- 6.3.2 The PMC has absolute discretion to decide whether to issue a warning or removing an ET Service Provider from the registration. The decision of the PMC shall be final.

7. INTEGRITY OF THE ENVIRONMENTAL TECHNOLOGY SERVICE PROVIDERS

- 7.1 All registered ET Service Providers will be required to submit the endorsed Code of Conduct to the Secretariat for record purpose. The Code of Conduct sets out the basic standard of conduct expected of all staff and the company policies on acceptance of advantages and declaration of conflict of interest by staff in connection with their delivering services under the Programme. The Code of Conduct is available for download at the Programme official website (<http://www.cleanerproduction.hk>). Alternatively, the ET Service Providers can prepare and issue their own Code of Conduct.

8. ENQUIRIES

8.1 For further enquiries regarding this application guide, please contact:

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