

Please complete this Application Form and send it together with the supporting documents by email to^{*1}:
ap@cleanerproduction.hk

The Secretariat of the Cleaner Production Partnership Programme
Tel : (852) 2788 5588
Web Site : <http://www.cleanerproduction.hk>

OFFICIAL USE ONLY

Received Date^{*1} :
Application No. :
Total Project Cost: HK\$
Funding Amount: HK\$
First Time Application Report Approval Date:

FORM 1

CLEANER PRODUCTION PARTNERSHIP PROGRAMME

APPLICATION FOR FUNDING SUPPORT TO CONDUCT ON-SITE IMPROVEMENT ASSESSMENTS

*Refer to the Notes for Applicant

PART I : PARTICULARS OF THE APPLICANT, THE FACTORY IN HONG KONG/ GUANGDONG PROVINCE AND THE ENVIRONMENTAL TECHNOLOGY (ET) SERVICE PROVIDER TO CONDUCT THE ON-SITE IMPROVEMENT ASSESSMENTS (ASSESSMENT PROJECTS)

1. Particulars of the Applicant

a) Name of Hong Kong Company	Chinese	
	English	
b) Correspondence Address	Building	
	Street	
	District	
	City	
c) Contact Person (1)	Mr./ Mrs./ Miss	
d) Contact Person (1) Position		
e) Contact Person (1) Telephone		
f) Contact Person (1) Email		
g) Contact Person (2)	Mr./ Mrs./ Miss	
h) Contact Person (2) Position		
i) Contact Person (2) Telephone		
j) Contact Person (2) Email		
k) Business Registration Number (First 8 digits) ^{*5}		
l) Number of Employees in Hong Kong		

2. Particulars of the Applicant's Factory in Hong Kong/Guangdong Province at which the Assessment Projects will be Carried Out		
a) Name of Factory	Chinese	
	English	
b) Factory Address	Building	
	Street	
	District	
	City	
	Postcode	
c) Contact Person (1)	Mr./ Mrs./ Miss	
d) Contact Person (1) Position		
e) Contact Person (1) Telephone		
f) Contact Person (1) Email		
g) Contact Person (2)	Mr./ Mrs./ Miss	
h) Contact Person (2) Position		
i) Contact Person (2) Telephone		
j) Contact Person (2) Email		
k) Business Registration Number ^{*5}		
l) Number of Employees		
m) Industry Category		
	Industry Code ^{*7}	
	Others (please specify):	
n) Relationship with the Applicant ^{*5,*6}		

3. Particulars of the Environmental Technology (ET) Service Provider to be Appointed to Carry Out the Assessment Projects			
a) Company Name	Chinese		
	English		
b) ET Registration Reference ^{*8}			
PART II : PARTICULARS OF ASSESSMENT PROJECTS			
1. Scope of Assessment Projects			
a) Please state whether the whole factory or only part of the factory is covered in the Assessment Projects			
*If not the whole factory is covered, please specify scope of Assessment Projects	Please Specify		
b) Number of Working Days Required			Working Days
c) Area of Production Line			m ²
d) Total Area of the Factory			m ²
2 Please note that below are the minimum scope of works to be covered in the Assessment Projects:			
<p>a) Review of the production processes and the associated peripheral energy consuming systems^{*9} including air-conditioning, lighting, heating and hot water supply, compressed air supply, etc. with major focus on energy efficiency and air pollutant emission reduction.</p> <p>b) Evaluation of usage of raw materials, energy consumption and sources of air pollution emissions;</p> <p>c) Identification of potential cleaner production (CP) measures and the expected benefits;</p> <p>d) Prioritization of potential CP measures into “no/low cost” measures, and measures with “medium/high costs”; and</p> <p>e) Suggestion on implementation plan of recommended CP measures.</p>			
Confirmation of coverage of above scope of works ^{*10}			
Please list below the additional scope of works to be covered in the Assessment Projects, if any:			

3. Please indicate amount of funding under the Programme applied for supporting to conduct the Assessment Projects^{*11}			
a) Total Project Fee			
b) Programme Funding Applied For			
c) Expected number of working days		dd/mm/yy-dd/mm/yy	
4. Particulars of Previous Assessment Projects Application (Only applicable to the second application)			
Please provide the information as appropriate and attach supporting documents to this application form:			
a) This application is a 2 nd application			
b) Previous application no.:			
Please provide the implementation details of at least one cleaner production improvement measure, which involved investment in facilities that have demonstrated obvious environmental benefits			
c) Improvement Measure (1)	Project Title		
	Implementation Date		
	Environmental Benefit		Annually
	Investment Amount		
d) Improvement Measure (2)	Project Title		
	Implementation Date		
	Environmental Benefit		Annually
	Investment Amount		
e) Improvement Measure (3)	Project Title		
	Implementation Date		
	Environmental Benefit		Annually
	Investment Amount		
Please provide justification(s) for submitting more than one application (if applicable)			
f) Change in production process subsequent to the previous Assessment Projects			

g) Please state the particulars of change	Before	
	After	
h) Change in material usage subsequent to the previous Assessment Projects		
i) Please state the particulars of change	Before	
	After	
	The raw material as a percentage of the total raw materials used by the factory	
j) Pursuit of municipal/ national/ international recognition on cleaner production		
k) Please state the particulars of change	Level of Recognition	
	Expect Commencement Date	
	Expect Completion Date	

PART III : SUPPORTING DOCUMENTS

1. Please provide the file name of supporting documents in the column on right hand side and attach the supporting documents

- a) Copy of Business Registration Certificate of the Applicant issued under the Business Registration Ordinance (Cap. 310) of Hong Kong^{*5} ; and _____
- b) Copy of Business Registration Certificate of the Applicant's factory in Guangdong Province at which the Assessment Projects will be conducted and/or documentary proof on the relationship between the Applicant and the factory^{*5,*6} ; and _____
- c) Copies of the documentary proof of the shareholdings or equity interest of the Applicant and the Mainland enterprise operating the factory in Guangdong Province, and the Hong Kong Identity Card of the individual owner^{*5}
(Applicable only for both the applicant and the Mainland enterprise operating the factory in Guangdong Province being owned by one individual (natural person 自然人)) ; and _____
- d) Service contract between the Applicant and the appointed ET service provider setting out the scope and consultancy fee of the Assessment Projects; and _____
- e) Evidence for Hong Kong Company's HKD Bank Account, such as Cheque Book Cover and Monthly Statement. _____
- f) Please provide a scan copy of application form signed and stamped by the Hong Kong Company. _____
- g) Other Supporting Document (if Applicable). _____

(Additional supporting documents for the second or onward application)

- h) Approved Final report for the previous Assessment Projects under the Programme; and _____
- i) Supporting documents (such as agreement or contract) for implementation of cleaner production improvement measure(s) recommended in the approved Assessment Projects report. The improvement measure(s) should involve investment in facilities that have demonstrated obvious environmental benefits; and _____
- j) Supporting documents for the change in production process; and/or _____
- k) Supporting documents for the change in material usage; and/or _____
- l) Supporting documents for the pursuit of municipal/national/international recognition on cleaner production _____

PART IV : DECLARATION

I/We, the undersigned,

- a) confirm that the information given in this application as well as the accompanying information is true and correct that reflects the status of affairs as at the date of submission. I/We understand that any inaccurate/incomplete information supplied in this application will delay my/our application for funding support to conduct the Assessment Projects under the Cleaner Production Partnership Programme (the Programme). I/We shall inform the Secretariat of the Programme immediately if there are any subsequent changes to the submitted information.
- b) confirm that I/we have not applied, or in the process of applying, or will apply for any alternative sources of funding support from the Government of the HKSAR (such as the Small and Medium Enterprises (SME) Loan Guarantee Scheme or Dedicated Fund on Branding, Upgrading and Domestic Sales (BUD Fund)) in respect of this Assessment Projects. I/We understand that I/we will not be eligible for any subsidy/guarantee from another Government funding schemes in respect of the consultancy services to be procured under the Assessment Projects in this application.
- c) am/are willing to pursue cleaner production (CP) technologies and practices.
- d) confirm to employ the ET service provider mentioned in section 3 of Part I to carry out the Assessment Projects.
- e) agree to submit the Assessment Projects report, which will be prepared by the said ET service provider, to the Secretariat within 3 months after signing of the Funding Agreement to the satisfaction of the Secretariat, the content of the assessment report shall follow the requirements of the "Cleaner Production Partnership Programme: Guide to Application for Funding Support" which is available on the official website of the Programme at <http://www.cleanerproduction.hk>. If I/we fail to submit the said report within the time limit, I/we will not be entitled to receipt of any funds from the Programme and any cost incurred by me/us for the Assessment Projects will be solely borne by me/us.
- f) confirm that the factory mentioned in section 2 of Part I has the following relationship with the Applicant in section 1 of Part 1^{5,6} :

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- g) understand that the Secretariat may conduct checking on the quality of the service delivery of the ET service provider employed by my/our company for carrying out the Assessment Projects. I/We will provide necessary support to facilitate the Secretariat's work in this area.
- h) understand that any findings resulted from this Assessment Projects may be consolidated by the Secretariat for dissemination to the industries without mentioning company details of the participating factories. I/We will provide necessary support to facilitate the Secretariat's work in this area.

Authorized Signature of Applicant
with Company Chop :

Name (IN BLOCK LETTER):

Position:

Date:

Notes for the Applicant:

- 1) Please return the completed form attaching the necessary supporting documents to the Secretariat of the Cleaner Production Partnership Programme (the Programme) at the email address listed on Page 1 of this form. The date of receipt is subjected to the confirmation of the Hong Kong Productivity Council (HKPC).
- 2) For details of the requirements on the application for funding support to conduct On-site Improvement Assessments (Assessment Projects), please refer to the document entitled "Cleaner Production Partnership Programme: Guide to Application for Funding Support" which is available on the official website of the Programme at <http://www.cleanerproduction.hk>.
- 3) Please ensure that all relevant parts of this form are completed and the information is accurate.
- 4) Please ensure that the correspondence address is correct, this address will be used to contact and mail the relevant documents of the Programme in the future.
- 5) Please provide a valid Business Registration Certificate issued by the Government of the HKSAR to prove the legal status of the Applicant. Please also provide a valid business registration document to prove the legal status of the factory in Guangdong Province or the relationship between the Applicant and the factory in Guangdong Province, e.g. Business Registration Certificate (營業執照) or document showing arrangement under the three forms of processing and assembly operations (相關文件展示三來一補貿易關係). In case both the applicant and the Mainland enterprise operating the factory in Guangdong Province are owned by one individual (natural person (自然人)), please provide the copy of the documentary proof of the shareholdings or equity interest of the Applicant and the Mainland enterprise, and the Hong Kong Identity Card of the individual owner.
- 6) Please refer to the "Cleaner Production Partnership Programme: Guide to Application for Funding Support" for the definition of "three forms of processing and assembly operations or compensatory trade (三來一補)" adopted for the purpose of the Programme.
- 7) Please refer to the "Industrial classification for national economic activities (GB/T 4757-2017)" published by the National Bureau of China for industry code. (Only Applicable to factories located in Mainland)
- 8) For details on the environmental technology service providers, please visit the official website of the Programme at <http://www.cleanerproduction.hk> for the relevant directory.
- 9) While the focus is on energy efficiency and reduction of air pollutant emissions, an all-rounded assessment to cover other areas of improvement such as waste or water treatment can also be included in the Assessment Projects.
- 10) Please note that if any of the items listed on section 2 of Part II are not covered in the Assessment Projects, it may result in rejection of this application for funding support to the Assessment Projects.
- 11) The cost of Assessment Projects will be shared between the funding of the Programme and the Applicant on a fifty-fifty basis, subject to a ceiling of HK\$45,000. Any cost exceeding the ceiling will have to be met by the Applicant.
- 12) The personal data and information provided in this form will be used for processing the application for the Programme and Hong Kong – Guangdong Cleaner Production Partners Recognition Scheme, and may be subject to verification by the Secretariat of the Programme from other sources. The personal data and information may be disclosed or transferred to relevant government departments and authorities in connection with the above purposes. Other than these, such data and information will also be disclosed to other parties where the Applicant has given consent to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance. If the Applicant does not provide sufficient information, the Secretariat of the Programme may not be able to prove his/her eligibility for the funding support and cannot process the application. For correction of or access to personal data after submission of this form or any enquiry on the personal data provided, the Applicant can contact or write to the Secretariat of the Programme.
- 13) HKPC may use the personal data and information collected from this form and send the promotional and marketing materials in relation to the products and/or services offered by HKPC and its business partners to the Applicant via email, SMS, fax or telephone call.

If the Applicant does not consent to receive promotional and marketing materials, please select "Yes" in the box on the right.