

Please complete this Application Form and send it together with the supporting documents by email to<sup>\*1</sup>:  
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<sup>\*1</sup> :

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 <sup>*4</sup>	Building	
	Street	
	District	
	City <sup>*4A</sup>	Please Select
c) Contact Person (1) (Mr./Mrs./Ms.)	Please Select	
d) Contact Person (1) Position		
e) Contact Person (1) Telephone (+852 or +86)	Please Select	
f) Contact Person (1) Email		
g) Contact Person (2) (Mr./Mrs./Ms.)	Please Select	
h) Contact Person (2) Position		
i) Contact Person (2) Telephone (+852 or +86)	Please Select	
j) Contact Person (2) Email		
k) Business Registration Number <sup>*5</sup> (First 8 digits)		
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 <sup>*4A</sup>	Please Select
	Postcode	
c) Contact Person (1) (Mr./Mrs./Ms.)	Please Select	
d) Contact Person (1) Position		
e) Contact Person (1) Telephone (+852 or +86)	Please Select	
f) Contact Person (1) Email		
g) Contact Person (2) (Mr./Mrs./Ms.)	Please Select	
h) Contact Person (2) Position		
i) Contact Person (2) Telephone (+852 or +86)	Please Select	
j) Contact Person (2) Email		
k) Business Registration Number <sup>*5</sup>		
l) Number of Employees		
m) Industry Category	The eight industries under the Programme <sup>*7A</sup>	Please Select
	Industry Code <sup>*7</sup>	
	Others (please specify):	
n) Relationship with the Applicant <sup>*5,*5A,*6</sup>		Please Select

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 <sup>*8</sup>		

PART II : PARTICULARS OF ASSESSMENT PROJECTS			
<b>1. Scope of Assessment Projects</b>			
a) Please state whether the whole factory or only part of the factory (i.e. specified production processes / production lines / departments / shop floors / buildings) is covered in the Assessment Projects  *If not the whole factory is covered, please specify scope of Assessment Projects		Please Select	
	Please Specify		
b) Number of Working Days Required (Staff Member(s) x Working Days)			Man-days
c) Area of Production Line			m <sup>2</sup>
d) Total Area of the Factory			m <sup>2</sup>
<b>2. Please note that below are the minimum scope of works to be covered in the Assessment Projects:</b> a) Review of the production processes and the associated peripheral energy consuming systems including air-conditioning, lighting, heating and hot water supply, compressed air supply, etc. with major focus on energy efficiency, air pollutants emission reduction, effluent discharge reduction and control and solid waste reduction; b) Evaluation of usage of raw materials, energy consumption, sources of air pollution emissions, effluent discharge and solid waste production; c) Identification of potential cleaner production (CP) measures and the expected benefits; d) Prioritisation of potential CP measures into “no/low cost” measures, and measures with “medium/high costs”; and e) Suggestion on implementation plan of recommended CP measures.			
(i) Confirmation of coverage of above scope of works <sup>*9</sup>		Please Select	
(ii) Please list below the additional scope of works to be covered in the Assessment Projects, if any:			

<b>3. Please indicate amount of funding under the Programme applied for supporting to conduct the Assessment Projects <sup>*10</sup></b>			
a) Total Project Fee (HKD or CNY)			Please Select
b) Programme Funding Applied For (HKD or CNY)			Please Select
c) Expected number of working days (Total number of working days for implementing the Assessment Projects)			
<b>4. Particulars of Previous Assessment Projects Application (Only applicable to the second application)</b>			
Please provide the information as appropriate and attach supporting documents to this application form:			
a) This application is a 2 <sup>nd</sup> application (Yes / No)		Please Select	
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 (HKD or CNY)		Please Select
d) Improvement Measure (2)	Project Title		
	Implementation Date		
	Environmental Benefit		Annually
	Investment Amount (HKD or CNY)		Please Select
e) Improvement Measure (3)	Project Title		
	Implementation Date		
	Environmental Benefit		Annually
	Investment Amount (HKD or CNY)		Please Select

Please provide justification(s) for submitting more than one application (if applicable).		
f) Change in production process subsequent to the previous Assessment Projects (Yes or No)		Please Select
Please state the particulars of change	Before	
	After	
g) Change in material usage subsequent to the previous Assessment Projects (Yes or No)		Please Select
Please state the particulars of change	Before	
	After	
	The raw material as a percentage of the total raw materials used by the factory	
h) Pursuit of municipal/ national/ international recognition on cleaner production (Yes or No)		Please Select
Please state the particulars of change	Level of Recognition (Municipal or National or International)	Please Select
	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<sup>\*5</sup> ;
- 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<sup>\*5,\*6</sup> ;
- 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<sup>\*5</sup> (*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)*) ;
- d) Service contract between the Applicant and the appointed ET service provider setting out the scope and consultancy fee of the Assessment Projects;
- e) Evidence for Hong Kong Company's HKD Bank Account, such as Cheque Book Cover and Monthly Statement ;
- f) A scan copy of application form signed and stamped by the Hong Kong Company; and
- 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;
- 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;
- 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) understand that for the engagement of ET service provider to implement the project, I/we shall follow the guidelines set out in the Guide to Application for Funding Support for Hong Kong-owned Factories, and in particular, I/we shall not engage an ET service provider who is my/our associate and/or associated person.

f) 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.

g) confirm that the factory mentioned in section 2 of Part I has the following relationship with the Applicant in section 1 of Part 1<sup>\*5,\*5A,\*6</sup> :

Please Select

h) 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.

i) 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.

j) 

☐ The Applicant is NOT owned and/or controlled by a current HKPC Council Member or his/her associate or associated person at the time of filing application. <sup>16</sup>

☐ The Applicant is owned and/or controlled by a current HKPC Council Member or his/her associate or associated person at the time of filing application. 16 Please fill in the full name of such HKPC Council Member in the box below.
- Authorised Signature of Applicant  
with Company Chop :
- Name (IN BLOCK LETTER):
- Position:
- Date:
- Page 7

---

**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.
- 4A) City refers to Hong Kong, Chaozhou, Dongguan, Foshan, Guangzhou, Heyuan, Huizhou, Jiangmen, Jieyang, Maoming, Meizhou, Qingyuan, Shantou, Shanwei, Shaoguan, Shenzhen, Yangjiang, Yunfu, Zhanjiang, Zhaoqing, Zhongshan and Zhuhai.
- 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.
- 5A) The relationship refers to
  - i) The factory is in Hong Kong which is owned and operated by the Applicant ; or
  - ii) The factory is in Guangdong which is owned and operated by a Sino-foreign equity joint venture or a co-operative joint venture established in Mainland to which the Applicant is a party ; or
  - iii) The factory is in Guangdong which is wholly-owned foreign enterprise established in Mainland with capital from the Applicant ; or
  - iv) The factory is in Guangdong which is owned and operated by a Mainland enterprise which a party to a subsisting agreement with the Applicant in relation to any of the three forms of processing and assembly operations or compensatory trade (三來一補) ; or
  - v) The factory is in Guangdong which is owned and operated by a Mainland enterprise to which a Hong Kong resident (natural person) is an owner with more than 50% shareholding or equity interest, who also possesses at least 30% shareholding or equity interest of the Applicant ; or
  - vi) The workshop is in Hong Kong which is owned and operated by the Applicant and which involves polluting processes.
- 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)
- 7A) The eight industries under the Programme refers to Chemical products, Food and beverage, Furniture, Metal and metal products, Non-metallic mineral products, Paper and paper products, Printing and publishing, and Textiles.
- 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) If all the scope of works in section 2 of Part II will be included in the Assessment Projects, please confirm with "Yes". If not, please state with "not all of the scope of works in section 2 of Part II will be included in the Assessment Projects." In that case, please note that it may result in rejection of this application for funding support to the Assessment Projects.
- 10) 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.
- 11) For the purpose of this application,
- (a) a "person" shall mean any person or body of persons whether incorporated or unincorporated
  - (b) "associate" of a person means:
    - (i) a relative or partner or director of that person; or
    - (ii) a company one or more of whose directors is in common with one or more of the directors of that person.
  - (c) "associated person" of a person means:
    - (a) any person who has control, directly or indirectly, over that person; or
    - (b) any person who is controlled, directly or indirectly, by that person; or
    - (c) any person who is controlled by, or has control over, the first-mentioned person in(i) or (ii);
  - (d) A person having "control" over another person means the power of that person to secure:
    - (i)by means of the holding of shares or interests or the possession of voting power in or in relation to that person under control or any other person;
    - (ii)by virtue of powers conferred by any constitution, memorandum or articles of association, partnership, agreement or arrangement (whether legally enforceable or not) affecting that person under control or any other person; or
    - (iii)by virtue of holding office as a director in that person under control or any other person;that the affairs of the person under control are conducted in accordance with the wishes of that person exercising control
  - (e) "director" means any person occupying the position of a director by whatever name called and includes a de facto or shadow director; In the context of HKPC, it means a member of HKPC appointed under section 9 of the Hong Kong Productivity Council Ordinance (Cap. 1116)
  - (f) "relative" means the spouse, parent, child, brother or sister of the relevant person, and, in deducing such a relationship, an adopted child shall be deemed to be a child both of the natural parents and the adopting parent and a step child to be a child of both the natural parents and the step parent
- 12) The personal data and information provided in this form will be used for processing of the Assessment Projects application under the Programme. The personal data and information may be disclosed or transferred to relevant government departments and authorities for verification. 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. The Applicant may contact the Secretariat in written for correction of or access to personal data after submission of this form.
- 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 "No" in the box on the right.

Please Select
---------------