**CLP Eco Building Fund**

**Funding Disbursement Form**

|  |  |  |
| --- | --- | --- |
| Application No. | : |  |
|  |  |  |
| Name of Building | : |  |

**A. Energy Efficiency Project Expenditures:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Invoice** | | **Receipt** | | **Amount (HK$)** |
| **Invoice Date** | **Invoice No.** | **Receipt Date** | **Receipt No.** |
|  |  |  |  |  |
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|  |  |  |  |  |

**B. Cost of Employing Qualified Service Provider (QSP):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Invoice** | | **Receipt** | | **Amount (HK$)** |
| **Invoice Date** | **Invoice No.** | **Receipt Date** | **Invoice Date** |
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**C. Accounting Audit Fee:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Invoice** | | **Receipt** | | **Amount (HK$)** |
| **Invoice Date** | **Invoice No.** | **Receipt Date** | **Invoice Date** |
|  |  |  |  |  |
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**D. Other Relevant Expenditures:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Invoice** | | **Receipt** | | **Amount (HK$)** |
| **Invoice Date** | **Invoice No.** | **Receipt Date** | **Invoice Date** |
|  |  |  |  |  |
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Please submit to CLP Eco Building Fund Office enclosing with other necessary documents to:

Business Strategy & Innovation

Customer & Business Development

CLP Power Hong Kong Limited

7/F Shamshuipo Centre

215 Fuk Wa Street

Sham Shui Po, Kowloon

(Note: please mark “CLP Eco Building Fund” on the envelop)

**CLP Eco Building Fund**

**List of Documents for Funding Disbursement**

Before submitting request for funding disbursement, please check the following necessary documents included in your submission:

For application no. starting with EBF only:

* Copy of records of meeting confirming acceptance of tender by the Applicant Organisation (applicable if not yet submitted before)
* Copy of signed contracts between Applicant Organisation and the selected contractors (applicable if not yet submitted before)
* All relevant paid invoices (certified true copy)
* All relevant paid receipts (certified true copy)
* Completed completion report (applicable only for applying final funding disbursement)
* Statement of Account (applicable only for applying final funding disbursement)
* Audit reported endorsed by certified public accountant (practicing) (applicable only if the project receiving a grant of more than HK$150,000 and applying final funding disbursement)
* A certified true copy of the signed Term Maintenance Contract or Agreement for a minimum period of 3 years (applicable only for Applicant Organisation that is not Owners’ Corporations and applying final funding disbursement)

For application no. starting with NEBF only:

* Copy of signed contracts between Applicant Organisation / Applicant and the selected contractors (applicable if not yet submitted before)
* All relevant paid invoices (certified true copy)
* All relevant paid receipts (certified true copy)
* Completed completion report (applicable only for applying final funding disbursement)