Application Form for CLP Eco Building Fund

**Official Use Only會方專用**

 App. No. 申請編號:

中電綠適樓宇基金申請表格

Please return the required documents to us through **either one** of the following channels: 請將申請所需文件透過以下**任何一種**方式提交：

[ ]  Email 電郵: clpecobldgfund@clp.com.hk

[ ]  Post 郵寄: CLP Eco Building Fund Office, 7/F Shamshuipo Centre, 215 Fuk Wa Street, Sham Shui Po, Kowloon, Hong Kong

 九龍深水埗福華街215號7樓「中電綠適樓宇基金辦公室」

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| **Building Information 樓宇資料** |
| Name of Building樓宇名稱 | (English英文) |  | Age of Building(Years)樓宇樓齡 (年) |  |
| (Chinese中文) |  |
| Address of Building樓宇地址 | (English英文) |  | Name of Property Management Company (if any)物業管理公司名稱 (如有) |  |
| (Chinese中文) |  |
| CLP Account Number(s)\*電力賬單編號**[Checklist item 1 文件清單項目1]** |  | [Optional] Annual electricity consumption in the communal areas (kWh) [選擇性填寫] 公用地方過去12個月的用電量 (度電) |  |

\* Please fill in the electricity account number(s) of all the buildings in which the energy saving project will be implemented. 請提供與節能項目相關之所有樓宇電力賬單編號.

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| **Applicant Organisation / Applicant申請機構 / 申請人** |
| Name of Applicant Organisation / Applicant申請機構 / 申請人名稱\* | (English英文) |  |
| (Chinese中文) |  |
| 申請機構是否根據《稅務條例》第88條獲豁免繳稅的慈善機構 / 慈善信託? | [ ]  YES [ ]  NO | Name of CLP’s Account Manager (if any)中電客戶經理名稱（如有） |  |
| Cheque Payee Name支票抬頭人# |  |

\* Name of Applicant Organisation / Applicant shall be the same as the Name shown in Certificate of Registration (for Owners’ Corporation and Owners’ Organisation only) or Name of Owner shown in the Land Register申請機構 / 申請人名稱需與註冊証書上的名稱 (只適用於業主立案法團 / 業主委員會)或土地登記冊上物業的業主姓名一致 [Checklist item 2 文件清單項目2]

# Cheque recipient organisation / recipient shall be Applicant Organisation / Applicant or, as authorized by the Applicant Organisation / Applicant, 1) its related companies, 2) Building’s Property Management Company, or 3) Qualified Service Provider支票抬頭人需為申請機構 / 申請人, 或其授權的1) 關聯公司, 2) 該樓宇的物業管理公司, 或 3) 合資格服務提供者 [Checklist item 3 文件清單項目3]

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| **Person-in-charge負責人** |
| Type of Company / Organisation 公司或機構類別 | [ ]  Applicant Organisation / Applicant 申請機構 / 申請人[ ]  Building’s Property Management Company 該樓宇的物業管理公司 | [ ]  Qualified Service Provider 合資格服務提供者[ ]  Energy Saving Facilitator節能資助顧問 |
| Name of Company / Organisation 公司或機構名稱**[Checklist item 4 文件清單項目4]** | (English英文) |  | Mailing Address通訊地址 | (English英文) |  |
| (Chinese中文) |  | (Chinese中文) |  |
| Name姓名 | (English英文 )  | \*Mr. / Ms. / Mrs.  | Contact Tel. No.聯絡電話號碼 |  |
| (Chinese中文) | \*先生 / 小姐 / 女士  |
| E-mail Address電郵地址 |  | Position Held of Person-in-charge負責人職位 |  |
| **Content of Project Proposal項目建議書的內容** |
| **Particulars 項目****[Checklist item 5 文件清單項目5]** | **Project Description 工程項目描述** | **Total Estimated Expenditure of Each Item (HK$) – Energy Saving Part 每項總預算開支(港元) – 節能部分** |
| [ ]  Lighting Installations照明裝置 |  |  |
| [ ]  Air-conditioning Installations 空調裝置 |  |  |
| [ ]  Lift and Escalator Installations 升降機及自動電梯裝置 |  |  |
| [ ]  Electrical Installations 電力裝置 |  |  |
| [ ]  Retro-commissioning Project 重新校驗項目  |  |  |
| [ ]  Smart / IT Technology Project智能 / 資訊科技技術項目 |  |  |
| [ ]  Qualified Service Provider (if engaged) 合資格服務提供者 (若有) |  |  |
| [ ]  Energy Saving Facilitator (if engaged) 節能資助顧問(若有) |  |  |
| Energy Assessment Conducted for the Building Applying for Funding就申請本基金的樓宇已進行的能源評估 | [ ]  Energy audit 能源審計  ([ ]  CLP energy audit 中電能源審計 [ ]  non-CLP energy audit非中電能源審計)[ ]  Carbon audit 二氧化碳排放審計[ ]  Energy-cum-carbon audit 能源及二氧化碳排放綜合審計[ ]  BEAM Plus (Energy Use) 綠建環評 (能源使用)[ ]  No audit conducted 沒有進行審計 | Expected Commencement Date and Completion Date of the whole Project 預計整個項目開始及完成日期 | From 由:To 到: |
| Sources of Funding from other Funding Scheme(s) with the Same Installation Items in this Application 其他資助計劃的資助 (與此申請相同的工程項目)**[Checklist item 6 文件清單項目6]** | [ ]  YES [ ]  NO | Estimated Revenue Generated from the Project (e.g. sale of building services installations to be replaced) 項目的預算收入 (例如出售需予替換的屋宇設備裝置帶來的收入) |  |
| New technology demo project or showcase project which will allow public visits完成的工程項目可供公眾參觀或作示範用途 | [ ]  YES [ ]  NO |
| Proposed Plan for Disbursement of Fund建議款項發放時間表 | Disbursement of Fund建議款項發放 | Amount(HK$)總額(港元) |  | Proposed Date 建議日期 |  |
| [ ]  If applicable 如適用:Final Payment (Minimum 10% of total approved amount)最後一期發放款項 (最少為總獲批款項的10%) | Amount(HK$)總額(港元) |  | Proposed Date 建議日期  |  |

**Important Note重要事項:**

**請勿在獲得中電 / 評審委員會同意前展開 (例如：簽定 / 批出標書) 申請書內建議的工程項目，否則有關工程將不會獲得資助 (除了能提出合理而可被中電 / 評審委員會接受的原因外)。**

**The Project proposed in this Application shall not be started (e.g. contract awarded or confirmed) before CLP / the Vetting Committee has granted approval to the Application. Otherwise the Application will not be considered (unless there are justifiable reasons accepted by CLP / the Vetting Committee);**

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|  **Building Detailed Information樓宇詳細資料** |
| **Type of Building樓宇類別** | **Total Number of Block** **樓宇總座數** | **Number of Block Applying for Funding 申請基金的樓宇座數** | **Is ancillary facility formed part of Building? 附屬設施是否樓宇內的一部份?** |
| [ ]  Residential 住宅 [x]  Commercial 商業 [ ]  Industrial 工業[ ]  Composite 綜合樓宇 (Composite please specify type 綜合樓宇請註明類別\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ) | *e.g. 10 Blocks in Total**例如: 共十座* | *e.g. 10 Blocks in Total**例如: 共十座* |  |
| [ ]  Ancillary facility附屬設施[ ]  Podium 平台[ ]  Clubhouse 會所[ ]  Others 其他 (Others please specify 其他請註明:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ) | *e.g. 1 Podium 例如: 一個平台* | *e.g. 1 Podium 例如: 一個平台* | [ ] Yes是 / [ ]  No 否 |
| *e.g. 1 Clubhouse例如: 一個會所* | *e.g. 1 Clubhouse例如: 一個會所* | [ ] Yes是 / [ ]  No 否 |
| *e.g. 1 Carpark例如: 一個停車場* | *e.g. 1 Carpark例如: 一個停車場* | [ ] Yes是 / [ ]  No 否 |

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| **Qualified Service Provider (QSP) (if applicable) 合資格服務提供者 (如適用)** | **Energy Saving Facilitator (ESF) (if applicable) 節能資助顧問 (如適用)** |
| Name姓名 | (English英文 )  | \*Mr. / Ms. / Mrs. | Name姓名 | (English英文 )  | \*Mr. / Ms. / Mrs. |
| (Chinese中文)  | \*先生 / 小姐 / 女士 | (Chinese中文)  | \*先生 / 小姐 / 女士 |
| Contact Tel. No.聯絡電話號碼 |  | E-mail Address電郵地址 |  | Contact Tel. No.聯絡電話號碼 |  | E-mail Address電郵地址 |  |
| Name of Company / Organisation 公司或機構名稱 |  | Name of Company / Organisation 公司或機構名稱 |  |
| **Declaration聲明** | **QSP合資格服務提供者** | **ESF節能資助顧問** |
| Are you an employee, employer, shareholder, agent, director, relative or friend of the project contractor or tenderer? 你是否項目承辦商或投標商的僱員、僱主、股東、代理人、董事、親屬或朋友？  | 🞎 NO 🞎 Yes (Relationship關係):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 🞎 NO 🞎 Yes (Relationship關係):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Are you a member of applicant organisation or a relative or friend of the member of applicant organisation? 你是否申請機構的委員或申請機構委員的親屬或朋友？ | 🞎 NO 🞎 Yes (Relationship關係):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 🞎 NO 🞎 Yes (Relationship關係):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| I certify that the information provided above is complete, true and correct to the best of my knowledge. 本人謹此聲明據本人所知，上述填報的資料均為完整並正確無訛。 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature and Chop簽署及印章Date 日期:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature and Chop簽署及印章Date 日期:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

*\* Delete where not applicable 把不適用者刪去*

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| **Details on the Works Projects – Lighting Installations****工程項目的詳細資料 – 照明裝置** |
| Existing Installation 現有裝置 |
| Equipment Name設備名稱 | Rated Power (kW)功率(千瓦)(a) | Quantity數量(b) | Estimated Annual Operating Hours估計每年使用時數(c) | Estimated Annual Energy Consumption (kWh/year)估計每年消耗能源(度電/年) (d) = (a) x (b) x (c) | Estimated Income Through Selling Existing Equipment轉售現有設備的預算收益 | Installed Location安裝地點 |
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| New Installation 新裝置 |
| Equipment Name設備名稱 | Rated Power (kW)功率(千瓦)(e) | Quantity數量(f) | Estimated Annual Operating Hours估計每年使用時數(g) | Estimated Annual Energy Consumption (kWh/year)估計每年消耗能源(度電/年)(h) = (e) x (f) x (g) | Estimated Annual Energy Saving (kWh/year)估計每年節省能源(度電/年)(i) = (d) – (h) | Unit Price (HK$)單價 (港元) | Estimate Cost (HK$)預算開支 (港元) | Installed Location安裝地點 |
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*Please remove / extend the table when necessary 有需要請自行刪除 / 加插列表*

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| **Details on the Works Projects – Air-conditioning Installations****工程項目的詳細資料 – 空調裝置** |
| Existing Installation 現有裝置 |
| Equipment Name設備名稱 | Cooling Capacity(kW)製冷量(千瓦) | COP效能系數 | Rated Power (kW)功率 (千瓦)(a) | Quantity數量(b) | Estimated Annual Operating Hours估計每年使用時數(c) | Average Annual Load Factor (%)每年平均負荷系數(d) | Estimated Annual Energy Consumption (kWh/year)估計每年消耗能源(度電/年)(e) = (a) x (b) x (c) x (d) | Estimated Income Through Selling Existing Equipment轉售現有設備的預算收益 | Installed Location安裝地點 |
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| New Installation 新裝置 |
| Equipment Name設備名稱 | Cooling Capacity(kW)製冷量(千瓦) | COP效能系數 | Rated Power (kW)功率 (千瓦)(f) | Quantity數量(g) | Estimated Annual Operating Hours估計每年使用時數(h) | Average Annual Load Factor (%)每年平均負荷系數(i) | Estimated Annual Energy Consumption (kWh/year)估計每年消耗能源(度電/年)(j) = (f) x (g) x (h) x (i) | Estimated Annual Energy Saving (kWh/year)估計每年節省能源(度電/年)(k) = (e) – (j) | Unit Price (HK$)單價(港元) | Estimated Cost (HK$)預算開支 (港元) | Installed Location安裝地點 |
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| **Details on the Works Projects – Electrical, Lift and Escalator Installations, Retro-commissioning, Smart / IT Technologies****工程項目的詳細資料 – 電力裝置, 升降機及自動電梯裝置, 重新校驗, 實施智能 / 資訊科技技術** |
| Existing Installation 現有裝置 |
| Equipment Name設備名稱 | Rated Power (kW)功率 (千瓦)(a) | Quantity數量(b) | Estimated Annual Operating Hours估計每年使用時數(c) | Annual Average Load Factor (%)每年平均負荷系數(d) | Estimated Annual Energy Consumption (kWh/year)估計每年消耗能源(度電/年)(e) = (a) x (b) x (c) x (d) | Estimated Income Through Selling Existing Equipment轉售現有設備的預算收益 | Installed Location安裝地點 |
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| New Installation 新裝置 |
| Equipment Name設備名稱 | Rated Power (kW)功率 (千瓦)(f) | Quantity數量(g) | Estimated Annual Operating Hours估計每年使用時數(h) | Annual Average Load Factor (%)每年平均負荷系數(i) | Estimated Annual Energy Consumption (kWh/year)估計每年消耗能源(度電/年)(j) = (f) x (g) x (h) x (i) | Estimated Annual Energy Saving (kWh/year)估計每年節省能源(度電/年)(k) = (e) – (j) | Unit Price (HK$)單價(港元) | Estimated Cost (HK$)預算開支 (港元) | Installed Location安裝地點 |
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| **Declaration 聲明** |
| **Applicant Organisation / Applicant Declaration 申請機構 / 申請人聲明\*:**I hereby authorise本人就以下項目作出授權:* Person-in-charge and Qualified Service Provider provided in this Application Form to take full charge of this Application 填於本申請表中的負責人及合資格服務提供者 (如適用) 全權負責是次申請
* Cheque Payee provided in this Application Form to receive funding disbursement資助款項發放至填於本申請表中的支票抬頭人

\* For Owners’ Corporation / Owners’ Organisation, the chairperson shall be the signatory 如申請機構為業主立案法團或業主委員會, 簽署人必須為該機構的主席) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Official Chop with Signature by Authorized Person or Person-in-charge 機構印章 及 授權者 或 負責人簽署\*Name 姓名:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date 日期:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Person-in-charge Declaration 負責人聲明:**All activities seeking grant of fund are non-profit-making and will not be used for political, religious or commercial purposes for any individual or organisation; 所有申請資助的活動均屬非牟利性質，且非為個人或團體作政治、宗教或商業宣傳之用；The information provided in this form is complete, true and correct to the best of my knowledge; and 據本人所知，本表格內填報的資料均為完整並正確無訛；及The applicant understands and agrees to comply with the terms and conditions as set out in the “Guide to Application – CLP Eco Building Fund” and will comply with all the requirements laid down in the Funding Agreement should the applicant be granted fund for the project. 申請機構明白並同意遵守《中電綠適樓宇基金 - 申請指引》所列之條款；如獲基金資助，申請機構會遵守基金資助協議書所列的各項規定。I have read and understood all sections in this Application Form and agree to comply with the terms and conditions set forth in the “Notes for Filling Application Form – CLP Eco Building Fund” and in the “Guide to Application – CLP Eco Building Fund”. I also declare that the information provided in this Application Form is complete, true and correct, to the best of my knowledge. 本人已細閱並明白此申請表內全部內容，並同意接受《中電綠適樓宇基金 - 填寫申請表格須知》及《中電綠適樓宇基金 - 申請指引》內的條款及細則的約束，本人亦聲明此申請表上提供的資料，據本人所知，全部均為完整並真確無訛。 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Person-in-charge Signature負責人簽署Name 姓名:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date 日期:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Warning警告**

Any intentional misrepresentation or omission of information related to this application may result in the application being rejected, grant withheld and the applicant may be liable for prosecution. The applicant's explicit attention is drawn to the fact that obtaining pecuniary advantage by deception is a criminal offence.

凡故意在本申請中作失實陳述或漏報資料，可導致遭拒絕、中止發放撥款及遭起訴。申請者須注意，以欺騙手段取得金錢利益，屬於刑事罪行。

**Checklist of Required Documents for Funding Approval**

**審批資助****申請所需文件清單**

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| **Item****項目** | **Essential Documents for Application 必須提交的文件** | **Completed****備妥** | **N/A****不適用** |
| **-** | **Application Form 申請表格** | Application form filled with all required information已塡妥所需資料的申請表格 | [ ]  |  |
| **1** | **Electricity Consumption Record 電費單** | Copy of latest electricity bill 最新一期的電費單副本 | [ ]  |  |
| **2** | **Proof of Applicant Organisation / Applicant** **申請機構 / 申請人之證明** | A copy of documentary proof of ownership of the building (e.g. Land Register, Certificate of Registration) 能證明申請機構 / 申請人為樓宇業主身份之證明文件副本 (例如: 土地登記冊, 法團註冊證書, 業主委員會證書) | [ ]  |  |
| **3** | **Proof of Bank Account** **銀行戶口證明** | Copy of documentary proof of the bank account of cheque payable for funding disbursement (Cheque recipient organisation / recipient shall be Applicant Organisation / Applicant or, as authorized by the Applicant Organisation / Applicant, 1) its related companies, 2) Building’s Property Management Company, or 3) Qualified Service Provider, 用作領取資助的支票抬頭人 / 機構之銀行戶口證明文件副本 (支票抬頭人需為申請機構 / 申請人, 或其授權的1) 申請機構 / 申請人或其關聯公司, 2) 該樓宇的物業管理公司, 或 3) 合資格服務提供者) | [ ]  |  |
| **4** | **Proof of the Person-in-charge of the Project** **項目負責人之證明** | A copy of documentary proof of the Person-in-charge of the Project (e.g. minutes of meeting, staff card, name card) 可證明項目負責人身份之證明文件副本 (例如:會議記錄, 職員證, 名片) | [ ]  |  |
| **5** | **Tendering Bids / Quotations** **標書 / 報價單** | Copy of sufficient number of tendering bids or quotations received from the prospective suppliers according to the application requirement (with cost breakdown of energy saving parts)按申請要求提交足夠數量的標書或報價單（連同與節能有關部份的價格細項） | [ ]  |  |
| **6** | **Sources of Funding from other Funding Scheme(s)****其他資助計劃的資助** | If there is any sources of Funding from other Funding Scheme(s) for the same installation items in this application, please provide details of funding from other funding schemes (both in progress and approved). 如是次申請的工程項目獲得其他資助計劃的資助 (已獲批准或正在申請), 請提供相關資助計劃的詳情 | [ ]  | [ ]  |
| **7** | **Qualified Service Provider (QSP) 合資格服務提供者** | If engaged, Copy of qualification of Qualified Service Provider (QSP) – Certificate of Registered Energy Assessor 若有聘請合資格服務提供者，需提交能源效益評核人註冊證書副本 | [ ]  | [ ]  |
| **8** | **Energy Saving Facilitator (ESF) 節能資助顧問** | If engaged, A copy of documentary proof of Energy Saving Facilitator (ESF) – Certificate of Registered Energy Assessor 若有聘請節能資助顧問，需提交能證明其身份之證明文件副本 | [ ]  | [ ]  |

Note: Recipient organisations / recipients shall sign and return the Funding Agreement after Final Funding Approval has been granted. All the other documents shall be destroyed in due course.

註：於獲得最終資助批核後，獲資助機構 / 人士須簽訂資助協議，並將其正本交回中電。而其他相關文件，中電會適時將其銷毀。