

# Application Form for CLP Eco Building Fund

## 中電綠適樓宇基金申請表格

**Official Use Only 會方專用**  
App. No. 申請編號:

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」

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。

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?	<input type="checkbox"/> YES <input type="checkbox"/> 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證書上的名稱(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]

Person-in-charge 負責人			
Type of Company / Organisation 公司或機構類別	<input type="checkbox"/> Applicant Organisation / Applicant 申請機構 / 申請人 <input type="checkbox"/> Building's Property Management Company 該樓宇的物業管理公司		<input type="checkbox"/> Qualified Service Provider 合資格服務提供者 <input type="checkbox"/> 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
	(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	
<input type="checkbox"/> Lighting Installations 照明裝置					
<input type="checkbox"/> Air-conditioning Installations 空調裝置					
<input type="checkbox"/> Lift and Escalator Installations 升降機及自動電梯裝置					
<input type="checkbox"/> Electrical Installations 電力裝置					
<input type="checkbox"/> Retro-commissioning Project 重新校驗項目					
<input type="checkbox"/> Smart / IT Technology Project 智能 / 資訊科技技術項目					
<input type="checkbox"/> Qualified Service Provider (if engaged) 合資格服務提供者 (若有)					
<input type="checkbox"/> 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		<input type="checkbox"/> Energy audit 能源審計 <input type="checkbox"/> CLP energy audit 中電能源審計 <input type="checkbox"/> non-CLP energy audit 非中電能源審計) <input type="checkbox"/> Carbon audit 二氧化碳排放審計 <input type="checkbox"/> Energy-cum-carbon audit 能源及二氧化碳排放綜合審計 <input type="checkbox"/> BEAM Plus (Energy Use) 綠建環評 (能源使用) <input type="checkbox"/> 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	
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]		<input type="checkbox"/> YES <input type="checkbox"/> 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		<input type="checkbox"/> YES <input type="checkbox"/> 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
	<input type="checkbox"/> 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);**

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?
<input type="checkbox"/> Residential 住宅 <input checked="" type="checkbox"/> Commercial 商業 <input type="checkbox"/> Industrial 工業 <input type="checkbox"/> 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	
<input type="checkbox"/> Ancillary facility 附屬設施 <input type="checkbox"/> Podium 平台 <input type="checkbox"/> Clubhouse 會所 <input type="checkbox"/> 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	<input type="checkbox"/> Yes 是 / <input type="checkbox"/> No 否
	e.g. 1 Clubhouse 例如: 一個會所	e.g. 1 Clubhouse 例如: 一個會所	<input type="checkbox"/> Yes 是 / <input type="checkbox"/> No 否
	e.g. 1 Carpark 例如: 一個停車場	e.g. 1 Carpark 例如: 一個停車場	<input type="checkbox"/> Yes 是 / <input type="checkbox"/> No 否

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 (English 英文) 姓名	(Chinese 中文)	*Mr. / Ms. / Mrs. *先生 / 小姐 / 女士		Name (English 英文) 姓名	(Chinese 中文)	*Mr. / Ms. / Mrs. *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			
<b>Declaration 聲明</b>				<b>QSP 合資格服務提供者</b>		<b>ESF 節能資助顧問</b>	
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?				<input type="checkbox"/> NO <input type="checkbox"/> Yes (Relationship 關係): _____		<input type="checkbox"/> NO <input type="checkbox"/> 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?				<input type="checkbox"/> NO <input type="checkbox"/> Yes (Relationship 關係): _____		<input type="checkbox"/> NO <input type="checkbox"/> Yes (Relationship 關係): _____	
<input type="checkbox"/> Please check "☑" this box if you consent that CLP Group Companies within Hong Kong (CLP) may use your personal data (name, contact number, address and email) for promotion of CLP energy services, electrical products, CLP Group organised events and non-profit organizations' appeals. We will only use the above personal data for direct marketing purposes with your consent. (Your previous consent as to direct marketing to CLP will not be overridden by leaving this box blank) 如你同意接收中電集團在香港的公司(中電)擬使用你的個人資料(姓名、聯絡電話、地址及電郵地址)，向你介紹中電的能源服務、電器產品、集團舉辦活動，以及傳遞非牟利機構的呼籲。我們只會在獲得你同意的情況下，才會使用你的個人資料作上述直接促銷用途。請於方格填上"☑"號(留空此方格不會取代你在此申請前已經向中電表達之任何有關直接促銷的選擇)				<input type="checkbox"/> if you consent 如你同意		<input type="checkbox"/> if you consent 如你同意	
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		_____ Signature and Chop 簽署及印章	

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

## 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) (c) = (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

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

Please remove / extend the table when necessary 有需要請自行刪除 / 加插列表

## 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

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

Please remove / extend the table when necessary 有需要請自行刪除 / 加插列表

## 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

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

Please remove / extend the table when necessary 有需要請自行刪除 / 加插列表

## 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)

Please check “” this box if you consent that CLP Group Companies within Hong Kong (CLP) may use your personal data (name, contact number, address and email) for promotion of CLP energy services, electrical products, CLP Group organised events and non-profit organizations' appeals. We will only use the above personal data for direct marketing purposes with your consent. (Your previous consent as to direct marketing to CLP will not be overridden by leaving this box blank) 如你同意接收中電集團在香港的公司(中電)擬使用你的個人資料(姓名、聯絡電話、地址及電郵地址), 向你介紹中電的能源服務、電器產品、集團舉辦活動, 以及傳遞非牟利機構的呼籲。我們只會在獲得你同意的情况下, 才會使用你的個人資料作上述直接促銷用途。請於方格填上” ” 號(留空此方格不會取代你在此申請前已經向中電表達之任何有關直接促銷的選擇)

\_\_\_\_\_  
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: \_\_\_\_\_

### **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。

Please check ”  ” this box if you consent that CLP Group companies within Hong Kong (CLP) may use your personal data (name, contact number, address and email) for promotion of CLP energy services, electrical products, CLP Group organised events and non-profit organizations' appeals. We will only use the above personal data for direct marketing purposes with your consent. (Your previous consent as to direct marketing to CLP will not be overridden by leaving this box blank) 如你同意接收中電集團在香港的公司(中電)擬使用你的個人資料(姓名、聯絡電話、地址及電郵地址), 向你介紹中電的能源服務、電器產品、集團舉辦活動, 以及傳遞非牟利機構的呼籲。我們只會在獲得你同意的情况下, 才會使用你的個人資料作上述直接促銷用途。請於方格填上” ” 號(留空此方格不會取代你在此申請前已經向中電表達之任何有關直接促銷的選擇)

\_\_\_\_\_  
Person-in-charge Signature

負責人簽署

Name 姓名: \_\_\_\_\_

### **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

Item 項目	Essential Documents for Application 必須提交的文件		Completed 備妥	N/A 不適用
-	<b>Application Form 申請表格</b>	Application form filled with all required information 已填妥所需資料的申請表格	<input type="checkbox"/>	
1	<b>Electricity Consumption Record 電費單</b>	Copy of latest electricity bill 最新一期的電費單副本	<input type="checkbox"/>	
2	<b>Proof of Applicant Organisation / Applicant 申請機構 / 申請人之證明</b>	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)	<input type="checkbox"/>	
3	<b>Proof of Bank Account 銀行戶口證明</b>	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)	<input type="checkbox"/>	
4	<b>Proof of the Person-in-charge of the Project 項目負責人之證明</b>	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)	<input type="checkbox"/>	
5	<b>Tendering Bids / Quotations 標書 / 報價單</b>	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)	<input type="checkbox"/>	
6	<b>Sources of Funding from other Funding Scheme(s) 其他資助計劃的資助</b>	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	<input type="checkbox"/>	<input type="checkbox"/>
7	<b>Qualified Service Provider (QSP) 合資格服務提供者</b>	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	<input type="checkbox"/>	<input type="checkbox"/>
8	<b>Energy Saving Facilitator (ESF) 節能資助顧問</b>	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	<input type="checkbox"/>	<input type="checkbox"/>