

**CLP Community Energy Saving Fund - Electrical Equipment Upgrade Scheme
Application Form
for CLP Power's Electricity Accounts under Non-Residential Tariff
(For Retrofit)**

**CLP Community Energy Saving Fund - Electrical Equipment Upgrade Scheme
Application Form for CLP Power's Electricity Accounts under Non-Residential Tariff (For Retrofit)**

This form can be completed either in English or Chinese. Please read the Application Guideline before completing this form.

Application ID : _____
(For Office Use Only)

The Applicant is required to download and fill in the application form before visiting CLP Power's GREEN^{PLUS} Experience Centre or Smart Energy Experience Centre to apply for subsidy.

Applicant Information (Please complete in Block Letters)

<p>Electricity Account Number : _____</p> <p>Electricity Account Name : _____</p> <p>Latest Monthly Consumption of the above Electricity Account (kWh): _____</p> <p>Supply Address : _____ _____</p> <p>Nature of Business : _____</p> <p>Name of Contact Person : _____</p> <p>Email Address *: _____</p> <p>Mobile Number *: _____</p> <p>*The Applicant will receive an acknowledgement for the receipt of the application through <u>SMS or Email</u>.</p>	<p>Institution exempt from tax under Section 88 of the Inland Revenue Ordinance (Please tick ✓)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <hr/> <p>Subsidy amount will be reflected as credits in your electricity bills and offset against your charges. The net balance (if any) will be (Please tick ✓)</p> <p><input type="checkbox"/> fully credited to your Electricity Account</p> <p><input type="checkbox"/> fully paid by cheque made payable to the Electricity Account Holder (The amount must be HK\$150 or above. For amount less than HK\$150 will be carried forward to the next bill.)</p>
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(A) Air-conditioner with Grade 1 Energy Label

New Air-conditioner with Grade 1 Energy Label

Item No.	Brand	Model	Quantity	Installed Location (e.g. Office Area / Meeting Room / Lobby)	Unit Price (HK\$)	Purchase Date (DD/MM/YYYY)

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(B) Air-conditioning system not under MEELS

Please provide copy of the technical specification showing air-conditioning system's technical information (including COP, cooling capacity, rated input power etc.)

Old Air-conditioning System not under MEELS

Item No.	Brand and Model	Category of Air-conditioning system (e.g. Unitary Air-conditioner/ VRF System/Chiller)	Air-cooled or Water-cooled	Type of Equipment (e.g. Split/Non-split/Screw/Centrifugal)	Cooling Capacity (kW)	Quantity (a)	Rated Input Power (kW) (b)	Annual Operating Hours (c)	Average Annual Load Factor (%) (d)	Estimated Annual Energy Consumption (kWh/year) (e) = (a) x (b) x (c) x (d)	Installed Location (e.g. Office Area / Meeting Room / Lobby)

New Air-conditioning System not under MEELS

Item No.	Brand and Model	Category of Air-conditioning system (e.g. Unitary Air-conditioner/ VRF System/Chiller)	Air-cooled or Water-cooled	Type of Equipment (e.g. Split/Non-split/Screw/Centrifugal)	Cooling Capacity (kW)	Quantity (f)	Rated Input Power (kW) (g)	Annual Operating Hours (h)	Average Annual Load Factor (%) (i)	Estimated Annual Energy Consumption (kWh/year) (j) = (f) x (g) x (h) x (i)	Estimated Annual Energy Saving (kWh/year) (k) = (e) - (j)	Installed Location	Unit Price (HK\$)	Purchase Date (DD/MM/YYYY)

(C) LED Light Bulb / LED Light Tube

New LED Light Bulb (including LED Downlight) / LED Light Tube or LED Tape

Item No.	Type of Equipment (Please tick ✓)	Brand and Model	Length (Unit: Feet) (Applicable to LED Light Tube / LED Tape only)	Diameter (Applicable to LED Light Tube only) (e.g. T5,T8)	Quantity	Rated Input Power (W)	Installed Location	Unit Price (HK\$)	Purchase Date (DD/MM/YYYY)
	LED Light Bulb / LED Downlight <input type="checkbox"/> LED Light Tube / LED Tape <input type="checkbox"/>								
	LED Light Bulb / LED Downlight <input type="checkbox"/> LED Light Tube / LED Tape <input type="checkbox"/>								

Attach another Form and mark "supplementary" for more items to be included in the application.

I certify that I have read and understood the CLP Community Energy Saving Fund - Electrical Equipment Upgrade Scheme Application Guideline for CLP Power's Electricity Accounts under Non-Residential Tariff and agree to abide by the terms and conditions set forth. I certify that the information on this Application Form and the enclosed document(s) is true and correct.

Please check "✓" this box if you consent that CLP Group companies within Hong Kong may use your personal data to market to you energy services, electrical products, CLP Group organised events, and make appeals for non-profit organizations. (Leave the box blank shall not replace any choice regarding direct marketing that you have communicated to CLP prior to this application)

Applicant's Signature : _____

Company/Organization Chop : _____

Name in Block Letters : _____

Date : _____

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Terms and Conditions

To be eligible for a subsidy from CLP Community Energy Saving Fund - Electrical Equipment Upgrade Scheme (“the Scheme”), the Applicant must peruse, understand, accept and agree to be bound by the following Terms and Conditions. By submitting the application, the Applicant is deemed to accept and agree to be bound by the Terms and Conditions and declares to have complied with all stipulated requirements of the Scheme without fraudulent act for an eligible subsidy application.

1. This scheme will provide subsidies to commercial and industrial customers to replace or upgrade their electrical equipment to more energy-efficient models, such as LED light bulbs and LED light tubes, air-conditioners with a Grade 1 energy efficiency rating, and more energy efficient air-conditioning systems for both retrofit and new installations.
2. Applications will only be accepted on a first-come-first-served basis while funding of the Scheme lasts.
3. Application is only limited to the Applicant who is a Non-Residential Account customer under non-residential tariff (“Non-Residential Account”) except for “Temporary supply” account customer and “Government” account customer which is building, office or facility directly operated by the HKSAR Government.
4. The Scheme offers the following eligible products for subsidy application:
 - a. Air conditioner with Grade 1 Energy Label: It must be single packaged type or split type air conditioner with Grade 1 Energy Label on the “Record of Listed Models” in The Mandatory Energy Efficiency Labelling Scheme (MEELS), which is issued by the Electrical and Mechanical Services Department (EMSD) of the HKSAR Government. The Registration Record can be found in EMSD website: https://www.emsd.gov.hk/energylabel/tc/households/rac/select_ac_result.php?type=all
 - b. Air-conditioning system not under The Mandatory Energy Efficiency Labelling Scheme (MEELS): It must be of performance better than minimum coefficient of performance stipulated in the latest version of Code of Practice for Energy Efficiency of Building Services Installation issued by EMSD. The document can be accessed through <http://www.beco.emsd.gov.hk>. Examples of the air-conditioning system are variable refrigerant flow system, energy efficient air-cooled chiller or water-cooled chiller.
 - c. LED light bulb: It must be used for the replacement of non-LED light bulb or for new installation, and must be LED Lamps on the “Registration Records of Voluntary Energy Efficiency Labelling Scheme” (“VEELS”), which is issued by the Electrical and Mechanical Services Department (EMSD) of the HKSAR Government (Note: The Registration Records can be found in EMSD website: https://www.emsd.gov.hk/en/energy_efficiency/voluntary_energy_efficiency_labelling_scheme/registers/household_appliances/led_lamps/index.html), or other LED lamps including LED downlights. It must be used for non-decorative purpose.
 - d. LED light tube: It must be used for the replacement of non-LED light tube or for new installation, and of either bendable type with length of no less than around one metre or non-bendable type (T5 or T8 standard, panel type) with length of no less than around 600 millimetres. It must be used for non-decorative purpose.
5. The Applicant must perform retrofit of less energy efficient appliance(s) with eligible product(s) at the supply address of his/her Non-Residential Account. New installations are also eligible for all Non-Residential Accounts. The number of purchased eligible product(s) applying for the subsidy shall not exceed the sum of number of retrofitted appliances and number of new installations.
6. The Applicant should ensure that the eligible product(s) must be purchased between 1 January 2019 and 31 December 2023 inclusive and for the purpose of business use at the supply address of his/her Non-Residential Account. Upon purchase of the eligible product(s), the Applicant can submit subsidy application between 1 January 2019 and 31 December 2023 inclusive by filling in the application form, providing the proof of purchase of the eligible product(s), and accepting the Terms and Conditions.
7. The proof of purchase of the eligible product(s), in the form of copy(ies) of invoice(s) or receipt(s), and goods delivery note(s) if any, is required for the process of the subsidy application and it must include at least the following information:
 - a. Name, correspondence address and telephone number of the vendor, from which the eligible product(s) is(are) purchased;
 - b. Date(s) of purchase of the eligible product(s); and
 - c. Itemised description of each purchased eligible product type, including such information as:
 - product description;
 - brand;
 - model number;
 - quantity; and
 - purchase price per unit (net) (in HK\$)

If the proof of purchase issued by the vendor is printed with the name, correspondence address and telephone number of the vendor but other required information is not fully printed on the proof of purchase, clearly written or printed supplementary information provided by the Applicant is acceptable.

If the proof of purchase issued by the vendor is **not** printed with the name, correspondence address and telephone number of the vendor, clearly written or printed supplementary information provided by the Applicant is acceptable provided that company chops of the vendor are stamped on the proof of purchase and next to the supplementary information.
8. The subsidy ceiling for each Non-Residential Account is HK\$10,000 over the period between 1 January 2019 and 31 December 2023 inclusive while funding of the Scheme lasts.
9. Applicant may make use of the subsidy to purchase eligible product(s) of any combination of “Air conditioner with Grade 1 Energy Label / Air-conditioning system not under MEELS / LED bulb / LED tube”.

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10. If the remaining subsidy quota amount in the Applicant's Non-Residential Account is not sufficient to fully pay for a successful subsidy application, the Applicant will receive the remaining subsidy quota amount only while funding of the Scheme lasts without any reimbursement of the shortfall in subsidy amount.
11. Subsidy levels for eligible products and subsidy ceiling per Non-Residential Account may be reviewed during the period between 1 January 2019 and 31 December 2023 inclusive. If an adjustment is made after review, the adjustment will be applicable only to those new subsidy applications after the review.
12. If a Non-Residential Account is terminated during the period between 1 January 2019 and 31 December 2023 inclusive, the remaining subsidy amount in the account will be cancelled and no subsidy application will be allowed for the account.
13. If a new Non-Residential Account is registered during the period between 1 January 2019 and 31 December 2023 inclusive, the account shall be eligible for HK\$10,000 subsidy ceiling until end of 31 December 2023 while funding of the Scheme lasts.
14. If the applicable tariff to a CLP Power's electricity account is changed from Residential Tariff to Non-Residential Tariff without change of the electricity account number during the period between 1 January 2019 and 31 December 2023 inclusive, the account shall be eligible for subsidy application with a subsidy quota amount under Non-Residential Tariff. The new subsidy quota amount shall be applicable until end of 31 December 2023 while funding of the Scheme lasts.
15. If the applicable tariff to a CLP Power's electricity account is changed from Non-Residential Tariff to Residential Tariff without change of the electricity account number during the period between 1 January 2019 and 31 December 2023 inclusive, the account shall not be eligible for subsidy application any longer.
16. If the applicable tariff to a CLP Power's electricity account is changed from Non-Residential Tariff to Bulk Tariff or Large Power Tariff without change of the electricity account number during the period between 1 January 2019 and 31 December 2023 inclusive, the account shall be eligible for subsidy application with a new subsidy quota amount equal to the difference by subtracting the used subsidy quota amount when the account is still under Non-Residential Tariff from the eligible subsidy ceiling of a normal account under Bulk Tariff or Large Power Tariff. The new subsidy quota amount shall be applicable until end of 31 December 2023 while funding of the Scheme lasts.
17. If the applicable tariff to a CLP Power's electricity account is changed from Bulk Tariff or Large Power Tariff to Non-Residential Tariff without change of the electricity account number during the period between 1 January 2019 and 31 December 2023 inclusive, the account shall be eligible for subsidy application with a new subsidy quota amount equal to the difference by subtracting the used subsidy quota amount when the account is still under Bulk Tariff or Large Power Tariff from the eligible subsidy ceiling of a normal account under Non-Residential Tariff. If the difference is a negative amount, the new subsidy amount will be zero for the electricity account. The new subsidy quota amount shall be applicable until end of 31 December 2023 while funding of the Scheme lasts.
18. If the Applicant submitted a subsidy application and cannot get subsidy until end of 31 December 2023 due to unavailability of funding of the Scheme, the application will no longer be valid and will be cancelled without subsidy given to the Applicant.
19. Remaining subsidy quota amount, if any, in a Non-Residential Account as at end of 31 December 2023 will be cancelled.
20. Priority will be given to the LED lamps registered under VEELS (excluding other LED lamps and LED downlights) if the remaining funding amount of the Scheme is insufficient to provide subsidy for the outstanding eligible applications.
21. CLP Power reserves the right to conduct an on-site post-installation inspection at the supply address of the Applicant's Non-Residential Account to check the accuracy of the information provided in the application form, the original copy(ies) of the proof of purchase, and the installation of the eligible product(s) before approving a subsidy.
22. The Applicant should ensure that the eligible product(s) has(have) been installed at the supply address of his/her Non-Residential Account. The installation will be checked if the Applicant is selected for on-site post-installation inspection after submission of subsidy application, which will be arranged at the beginning of the month following to the application month.
23. If the inspection result passes, CLP Power will reimburse the subsidy amount in the form of credit on electricity bill of the Applicant's Non-Residential Account at the supply address while funding of the Scheme lasts.
24. If the Applicant is not selected for the on-site post-installation inspection and the application is successful, CLP Power will reimburse the subsidy amount in the form of credit on electricity bill of the Applicant's Non-Residential Account at the supply address while funding of the Scheme lasts.
25. The subsidy amount will be reflected as credits in your electricity bills and offset against your charges. The net balance (if any) will be fully credited to your Electricity Supply Account or fully paid by cheque made payable to the Electricity Account Holder (The amount must be HK\$150 or above. For amount less than HK\$150 will be carried forward to the next bill.).
26. If a fraudulent case is found, CLP Power reserves the right to take legal action for the fraudulent case, seek the return of any subsidy paid and disqualify the Applicant to join the Scheme. Fraudulent cases include, but not limited to, overstated number of purchased eligible product(s) applying for the subsidy, resale, abused change of registered account at the same premises, and replacement of LED light bulb(s)/tube(s) by LED eligible product(s):
 - a. Overstated number of purchased eligible product(s) applying for the subsidy
 - The number of purchased eligible product(s) applying for the subsidy shall not exceed the sum of number of retrofitted appliances and number of new installations.
 - b. Resale
 - Upon receipt of subsidy for eligible product(s) purchased for subsidy application, the Applicant cannot resell the eligible product(s) to third party for cash or its equivalent.

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- c. Abused change of registered account at the same premises
- If a registered Non-Residential Account is changed during the period between 1 January 2019 and 31 December 2023 inclusive, HK\$10,000 subsidy ceiling will not be newly allocated to the new account at the same premises unless the account change is due to either change of legal ownership of the premises or change of tenancy of the premises.
- d. Replacement of LED light bulb(s)/tube(s) by LED eligible product(s)
- Subsidy application for eligible LED light bulb(s)/tube(s) retrofit is applicable for the replacement of non-LED light bulb(s)/tube(s) only.
27. The Applicant should ensure, at his / her own responsibilities, the eligible product(s) was(were) installed safely.
28. The Applicant shall ensure that installation of the eligible product(s) shall comply with the Building Energy Efficiency Ordinance published by the HKSAR Government.
29. The Applicant shall ensure that subsidy has not been obtained from other funding schemes for the same installation of the eligible product(s).
30. The Applicant should dispose of his/her replaced product(s) properly.
31. CLP Power shall assume no responsibility whatsoever for the repair and maintenance or for any incidents or accidents associated with the usage of the eligible product(s) installed under the Scheme.
32. CLP Power has the final discretion to accept or reject any subsidy application, and/or to discontinue the Scheme without prior notice. CLP Power may at its sole discretion change any of the eligibility requirements, Terms and Conditions of the Scheme, Scheme procedures, Scheme requirements and subsidy levels without prior notice.
33. It is the responsibility of the Applicant to ensure all information provided in the application form and the invoice(s) or receipt(s), and goods delivery note(s) if any, is true and accurate. CLP Power has the final discretion to reject any application or terminate the Applicant's participation of the Scheme if there is any inaccurate or false information provided in the application. The Applicant shall indemnify CLP Power against all claims, losses, damages, costs or expenses incurred or suffered as a result, whether directly or indirectly, of such inaccurate or false information.
34. Any non-compliance to these Terms and Conditions and the Application Guideline could result in return of any subsidy paid and disqualification of the Applicant to join the Scheme.

Personal Information Collection Statement

1. Purpose of Collection
- a. Personal data is collected for the purposes of
- assessing and processing your application of the Scheme and other directly related purposes; and
 - updating the records of electricity accounts held by the Applicant, to ensure that the information kept in our record for the supply of electricity and any directly related purposes is accurate and complete.
- b. The Applicant may choose whether or not to provide CLP Power with personal data. However, in the absence of the required personal data that was, at the time of collection, either specified as mandatory or not optional, the application to the Scheme may be delayed, deferred or rejected due to inability to assess the application.
2. Transfer of Personal Data
- a. For any of the purposes stated above, CLP Power may transfer any of the collected personal data in the application form and other related documentation for the Scheme to the following third parties:
- CLP Group companies, including subsidiaries and affiliated companies within the CLP Group in Hong Kong;
 - service providers engaged by CLP Power for any of the purposes stated above;
 - entities (including entities outside Hong Kong) for conducting research and preparing statistics relating to any of the purposes stated above; and
 - related Government bodies which are responsible for conducting the Scheme analysis, assessments, reporting, and planning.
- b. CLP Power will disclose data when required to do so by law and may also disclose such data in response to requests from law enforcement agencies or other government and regulatory authorities.
3. Access and Correction of Personal Data
- a. The Applicant has a right to request access to, and the correction of, his/her personal data in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486). Requests for access and correction should be made in writing to Strategic Planner, Business Strategy & Innovation, Customer & Business Development, CLP Power Hong Kong Limited, 7/F Shamshui Po Centre, 215 Fuk Wa Street, Sham Shui Po, Kowloon. A charge will be made to cover the cost of photocopying the data supplied.
4. Direct Marketing
- a. With the Applicant's consent, CLP Group companies within Hong Kong may use Applicant's personal data to market to him/her energy services, electrical products, CLP Group organised events, and make appeals for non-profit organizations.
- b. If the Applicant wish us to exclude his/her personal data for direct marketing purposes in future, please send us an email, along with his/her name and contact information to our Data Protection Officer at csd@clp.com.hk or call us on 2678 2678.
5. Privacy Policy Statement
- a. The Applicant can find out more about CLP Power's policies on privacy and personal data protection by accessing CLP Power's privacy policy statement available on the CLP website at www.clp.com.hk.