



CLP Eco Building Fund
中電綠適樓宇基金

Notes for Filling Application Form – CLP Eco Building Fund
中電綠適樓宇基金 - 填寫申請表格須知

(Revision Date: 5 March 2021)
(修訂日期：2021年3月5日)

Notes for Applicant
申請者須知

1. Eligibility of building 申請樓宇資格
 - (a) Residential buildings, commercial buildings, industrial buildings or composite buildings and their ancillary facilities are eligible to apply. 住宅樓宇、商業樓宇、工業樓宇或綜合樓宇，及其鄰近附屬設施均符合申請資格。
2. Eligibility of applicant organisation/applicant 申請機構/申請人資格
 - (a) The buildings with multi-ownership and the following entities (**Applicant Organisation**) are eligible to apply for the Fund: 符合申請資格並由多名業主擁有的樓宇之機構（**申請機構**）包括：
 - Owners' Corporations registered under the Building Management Ordinance (Cap. 344); 已根據《建築物管理條例》（第 344 章）註冊的業主立案法團；
 - Owners' organisations (e.g. Owners' Committee); or 業主組織（例如業主委員會）；或
 - Residents' organisations (e.g. Mutual Aid Committee) 居民組織（例如互助委員會）。
 - (b) For the commercial buildings, industrial buildings, or composite buildings without Owners' Corporation or other owners' organisations as specified in section 2(a), the owner (**Applicant**) may apply for the Fund. 沒有上文 2(a) 項所訂明的業主立案法團或其他業主組織之商業樓宇、工業樓宇或綜合樓宇，其業主亦可以申請人的身份（**申請人**）提交申請。
 - (c) Under special circumstances, e.g. proof of building owner or his/her authorised representative is not available, the Applicant can be non-building owner (please also see section 4(c) in this Application Form), subject to approval by CLP / Vetting Committee.
於特殊情況下（例如沒有樓宇業主身份或其授權代表的證明），若獲得中電 / 評審委員會同意，申請人可為非業主（請亦參閱此申請表第 4(c)項）。
3. Scope of funding 資助範圍

Improvement works to upgrade the energy efficiency of building services installations for communal use in residential buildings, commercial buildings, industrial buildings or composite buildings and their ancillary facilities. Building services installations include lighting, air-conditioning, lift and escalator, and electrical installation. Despite retrofitting projects, retro-commissioning and implementation of smart / IT technologies will also be supported by the Eco Building Fund.
用以提升住宅樓宇、商業樓宇、工業樓宇或綜合樓宇，及其附屬設施的公用地方之屋宇設備裝置能源效益的改善工程。屋宇設備節能改善工程包括照明系統、空調系統、升降機及自動電梯、和電力裝置。另外，計劃亦涵蓋能提升能源效益的工程，當中包括重新校驗和實施智能 / 資訊科技技術。
4. The following documents should be provided 請提交以下文件
 - (a) For the applications submitted by Applicant Organisation, a certified true copy of documentary proof of the establishment of and / or registration of the Owners' Corporation, owners' organisation or residents' organisation. 若以申請機構名義提出申請，簽署認證成立及/或註冊業主立案法團、業主組織或居民組織證明書的副本。
 - (b) For the applications submitted by Applicant, proof his / her identity as the owner of the building and authorization document obtained from all the owners of the building.
若以申請人名義提出申請，可證明其樓宇業主身份的文件、及所有業主授權作代表申請的文件。
 - (c) Under special circumstances, e.g. proof of building owner or his/her authorised representative is not available, the Applicant can be non-building owner and he/she can provide an electricity account registered for relevant communal areas of the building for funding disbursement through billing credit, subject to approval by CLP / Vetting Committee.
於特殊情況下（例如沒有樓宇業主身份或其授權代表的證明），若獲得中電 / 評審委員會同意，申請人可為非業主，但需提交樓宇相關公用地方的登記電力賬戶號碼用作透過扣

減電費方式發放資助。

5. Person-in-charge of the Project 項目負責人
- (a) For the applications submitted by Applicant Organisation, the Person-in-charge of the Project can be 若以申請機構名義提出申請，項目負責人可為：
- The chairperson of the applicant organisation; 申請機構的主席；
 - A representative of the applicant organisation; 申請機構的代表；
 - A representative of the property management company; or 物業管理公司代表；或
 - A Qualified Service Provider as specified in paragraph 2.10.1 of the “Guide to Application – CLP Eco Building Fund”. 《中電綠適樓宇基金 - 申請指引》第2.10.1段所指定的合資格服務提供者。
- (b) For the commercial and industrial buildings without Owners’ Corporation or other owners’ organisations as specified in section 2(a), Person-in-charge of the Project can be: 沒有上文2(a)項所訂明的業主立案法團或其他業主組織之商業和工業樓宇，項目負責人可為：
- The owner of the building (for building with single ownership only); 樓宇業主（只適用於單一業主擁有的樓宇）；
 - The owner of the building as a representative for all the owners of the building (for building with multi-ownership); 樓宇業主並代表樓宇所有業主（適用於由多名業主擁有的樓宇）；
 - A representative of a property management company; or 物業管理公司代表；或
 - A Qualified Service Provider as specified in paragraph 2.10.1 of the “Guide to Application – CLP Eco Building Fund”. 《中電綠適樓宇基金 - 申請指引》第2.10.1段所指定的合資格服務提供者。

The owner of the building who submits an application on behalf of all the owners of the building and assumes the role of Project person-in-charge, should seek consent in writing from all the owners of the building and attach the relevant consent document to the Application Form. The representative of the Applicant Organisation, the representative of the property management company or a Qualified Service Provider who assumes the role of Project person-in-charge, should seek consent in writing from the Applicant Organisation / Applicant and attach the relevant consent document to the Application Form.

代表該樓宇所有業主提交申請及擔任項目負責人的該樓宇業主，須取得該樓宇所有業主的同意書，並於申請表格夾附有關同意書。而擔任項目負責人的申請機構代表、物業管理公司代表或合資格服務提供者，須取得申請機構 / 申請人的同意書，並於申請表格夾附有關同意書。

- (c) For the application submitted by non-building owner, Person-in-charge of the Project can be the Applicant or his/her representative.
若申請人是屬於非業主，項目負責人可為申請人或其代表。

The Person-in-charge of the Project assigned for the application must sign the “Declaration” in the Application Form.

申請項目負責人必須在申請表的“聲明”簽署。

6. Compliance with Buildings Energy Efficiency Ordinance 符合《建築物能源效益條例》
Please ensure the new installations comply with the relevant energy efficiency standards stipulated in the Buildings Energy Efficiency Ordinance.
請確保新裝置符合《建築物能源效益條例》所訂明的能源效益標準。

7. Funding reimbursement
- (a) If the Applicant Organisation/Applicant belong to section 2(a) or 2(b) mentioned above, the funding shall be reimbursed by cheques payable to one of the following:
若申請機構/申請人是屬於第 2(a) 或 2(b)項中的類別，資助將給與以下其中一類的支票抬頭人/機構：
- (i) The Applicant Organisation, which is either Owners' Corporation, owners' organisation or residents' organisation; or
申請機構（即業主立案法團、業主組織或居民組織）；或
 - (ii) The account opened under Section 3 of Schedule 7 of the Building Management Ordinance, Cap. 344 as authorised by the applicant (please provide the relevant documentary proof).
申請機構授權根據《建築物管理條例》(第344章)附表7第(3)條開立的戶口（請提供有關的文件證明）；or
 - (iii) The Applicant or its authorised organisation (please provide the relevant documentary proof).
申請人或其授權的機構（請提供有關的文件證明）。
- (b) If the Applicant belongs to the category mentioned in section 2(c), the funding shall be reimbursed through billing credit to an electricity account registered for relevant communal area of the building.
若申請人屬於第2(c)項中的類別，資助將透過扣減樓宇相關的公用地方電力賬戶的電費。
8. If the proposed project in the application commences (i.e. contract awarded or confirmed) before the **Approval in Principle** or **Final Funding Approval** has been granted by CLP / CLP Eco Building Fund Vetting Committee, that project will usually **NOT** be considered unless there are justifiable reasons accepted by CLP / CLP Eco Building Fund Vetting Committee.
如申請書內建議的項目在未獲得中電 / 中電綠適樓宇基金評審委員會的**原則性批核**或**最終資助批核**前已展開（例如：簽定 / 批出標書），除了能提出合理及可被中電 / 中電綠適樓宇基金評審委員會接受的原因外，有關工程一般將**不會**獲得資助。
9. All sections of the Application Form should be completed with supporting documents wherever required. Where the information sought is not applicable or not available, please fill in "NA".
表格的所有部分均須填寫；如有需要，須提交證明文件。如所須填報的資料不適用或不詳，請填上“不適用”。
10. Incomplete or inaccurate information provided in the applications / notifications may affect the consideration and processing of the applications / notifications, and may result in their being deferred or rejected, and / or other administrative / legal action being taken against the parties concerned.
在有關的申請表／通知書內提供不完整或不正確的資料，將會影響本公司考慮及處理有關之申請，並可能引致申請遭延遲處理或拒絕受理，以及／或導致本公司對有關人士採取其他行政／法律行動。
11. The Application Form must be typed or printed on both sides of a paper.
申請表格須雙面打印或列印。
12. Please give clear and concise information. Additional pages may be attached to the form if such is necessary.
填報的資料須清晰簡潔。如有需要，可另加附頁。
13. Please read the "Guide To Application - CLP Eco Building Fund" carefully, and provide all details of the proposed project.
請詳閱《中電綠適樓宇基金 - 申請指引》，並提供建議項目的詳情。
14. A signed "Number of Buildings Verification Sheet" shall be submitted to CLP upon Final Funding Approval. A signed "Energy Saving Project Verification Sheet" must be submitted to CLP as soon as the Project has been completed. Under the circumstances that the project supported by the funding

was recommended in the energy audit report provided by CLP through its energy audit service, a signed “Energy Saving Installations Verification Sheet” must also be submitted to CLP.

於獲得最終資助批核後須盡快提交已簽訂的「樓宇數目核證書」予中電；並在項目完成後須盡快把已簽訂的「節能項目核證書」提交給予中電；若獲資助項目是透過中電能源審計服務所提供的能源審計報告內所建議的項目，亦須把已簽訂的「節能設備安裝完成證明書」提交給予中電。

15. 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.

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。

Personal Data Collection Statement 收集個人資料的聲明

CLP Power Hong Kong Limited (CLP) is committed to your privacy and committed to implementing the requirements of the Personal Data (Privacy) Ordinance (**Ordinance**) by taking all reasonable steps to safeguard your personal data from unauthorized access, processing, erasure or other use during collection, holding, processing, using and transfer. This Statement informs you about our responsibilities and your rights under the Ordinance in respect of our collection of your personal data. 中華電力有限公司（中電）致力保障申請機構的私隱及遵從《個人資料（私隱）條例》（《私隱條例》）之規定，採取一切合理措施，確保閣下的個人資料於收集、持有、處理、使用及轉移過程中，不會在未經授權下被查閱、處理、刪除或作其他用途。本聲明旨在告知閣下，本公司在收集閣下的個人資料方面，乃根據《私隱條例》之所應負的責任以及閣下所享有的權利。

Purpose of Collection of Personal Data 收集個人資料的用途

Personal data provided in your CLP Eco Building Fund Application Form and other related documentation will be used by CLP for:

1. considering and processing your CLP Eco Building Fund application,
2. communicating with you,
3. conducting research and performing statistical analysis,
4. conducting direct marketing activities (including making appeals for non-profit organisations that may or may not be related to CLP), and
5. other CLP operations in connect with the CLP Eco Building Fund and directly related purposes.

You may choose whether or not to provide us with personal data. However, in the absence of the personal data that was, at the time of collection, your application to the CLP Eco Building Fund may be delayed, deferred or rejected due to inability to assess your application.

閣下於中電綠適樓宇基金下之申請表及其他有關文件所提供之個人資料，將供中電用於

1. 考慮及處理閣下之中電綠適樓宇基金申請、
2. 與閣下溝通、
3. 進行研究及統計分析、
4. 進行直接促銷活動（包括為與中電有關或無關的非牟利機構作出呼籲和請求），及
5. 進行與中電綠適樓宇基金有關的中電業務及其他有直接關係的用途。

你可選擇是否提供個人資料。然而，若缺乏所需的個人資料，閣下的申請可能因為無法進行評核而導致延誤或拒絕受理。

Transfer of Personal Data 轉移個人資料

The data collected in your CLP Eco Building Fund Application Form and other related documentation will be kept in confidence. The data may however be disclosed to the following third parties for the purposes stated above:

- (a) the CLP Eco Building Fund Vetting Committee;

- (b) related CLP companies, including subsidiaries and affiliated companies within the CLP Group in Hong Kong;
- (c) service providers (including service providers outside Hong Kong and cloud service providers) engaged by CLP for any of the purposes stated above; and
- (d) entities (including entities outside Hong Kong) for conducting research and preparing statistics relating to any of the purposes stated above.

CLP will disclose your personal data when required to do so by the law and may also disclose such data in response to requests from law enforcement agencies, government departments or regulatory authorities, or if explicit consent to such disclosure is given by the applicant organisation/ data subject.

本公司對中電綠適樓宇基金申請表及有關文件內的個人資料嚴格保密。然而，本公司或會就上述任何用途之需要，將該等資料向以下第三者披露：

- (a) 中電綠適樓宇基金評審委員會；
- (b) 與中電有關的公司包括中電集團在香港的子公司及其附屬公司；
- (c) 與此基金申請有關而為中電提供服務的服務供應商（包括香港以外的服務供應商及雲端服務供應商）；及
- (d) 與此基金申請有關而進行調查及統計的單位（包括香港以外的機構）。

若根據法律規定或因應執法機關、政府部門或監管機構的要求或已獲有關申請機構/資料當事人同意，中電將會披露申請機構的個人資料。

Access to and Correction of Personal Data

查閱及更正個人資料

You have a right to request access to, the correction and erasure of, your personal data in accordance with, where applicable, the provisions of the Personal Data (Privacy) Ordinance (Cap. 486), and any other data protection law as applicable. Requests for access, correction and/ or erasure of personal data, as well as withdrawal of consent, where applicable, should be made in writing to CLP Eco Building Fund Office, Business Strategy & Innovation, Customer & Business Development, CLP Power Hong Kong Limited, 7/F Shamshuipo Centre, 215 Fuk Wa Street, Sham Shui Po, Kowloon. A charge will be made to cover the cost of photocopying the data supplying to you upon your request.

根據《個人資料(私隱)條例》(第486章)及其他適用的個人資料保護法例，你有權知道中電是否擁有你的個人資料，亦可索取有關資料副本，並更正和刪除中電保存的有關資料。有關索閱、更正及 / 或刪除任何有關你的個人資料，以及撤回同意的要求(如適用)，請致函九龍深水埗福華街215號7樓，中華電力有限公司，客戶及業務拓展部業務策略及創新組，中電綠適樓宇基金辦公室。本公司會就閣下要求我們提供的個人資料收取影印費用。

Privacy Policy Statement

私隱政策聲明

You can find out more about CLP's policies on privacy and personal data protection by accessing our privacy policy statement available on the CLP website at www.clp.com.hk 你可以登入中電的網站 www.clp.com.hk 查閱中電的私隱政策聲明，以了解更多關於中電在私隱及個人資料保障方面的政策。

Terms & Conditions
條款及細則

To receive funding from the CLP Eco Building Fund, the Applicant Organisation / Applicant must agree to the following Terms and Conditions: 如欲申請並獲得中電綠適樓宇基金，申請機構／申請者必須同意以下條款及細則：

It is the responsibility of the Applicant Organisation / Applicant to obtain tendering bids or quotations for the project and to verify that the proposed system / equipment is fit for the purpose required and suitable for both installation at the proposed location and integration into the existing systems / production processes. 申請機構／申請者有責任就項目向供應商索取標書或報價及核實所建議的系統／設備符合項目需要，且適合安裝於建議的位置及能與現有的系統／生產程序兼容。

CLP Power Hong Kong Limited (CLP) and / or CLP Eco Building Fund Vetting Committee reserves the right to reject any tendering bids / quotations / cost estimates / energy saving estimates which may be unreasonable or otherwise at its absolute discretion to assess the cost and energy saving estimates. Such assessment shall be final and binding on the Applicant Organisation / Applicant. 中華電力有限公司（中電）及／或中電綠適樓宇基金評審委員會保留權利拒絕任何不合理的報價／成本預計／能源節省量估算，或有絕對自由評估成本及能源節省量的估算。此類評估將是最終定案並對申請機構／申請者附有約束力。

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 effective period of CLP Eco Building Fund, the account shall be eligible for funding application with a new funding ceiling amount under Non-Residential Tariff. And its funding ceiling amount for that specific year will be equal to the new funding ceiling amount per year subtracting the approved funding amount in the same year. 如賬戶用電價目於此計劃有效期內由大量用電價目或高需求用電價目變更為非住宅用電價目，但賬戶號碼不變，其資助上限亦將變更為等於非住宅用電價目賬戶的額度。而該年的資助上限將等於非住宅用電價目賬戶的資助上限扣除在此前並於同一年所獲批的資助金額。

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 effective period of CLP Eco Building Fund, the account shall be eligible for funding application with a new funding ceiling amount under Bulk Tariff or Large Power Tariff. And its funding ceiling amount for that specific year will be equal to the new funding ceiling amount per year subtracting the approved funding amount in the same year. If the result is a negative amount, the new funding ceiling amount for that specific year will be zero for the electricity account. 如賬戶用電價目於此計劃有效期內由非住宅用電價目變更為大量用電價目或高需求用電價目，但賬戶號碼不變，其資助上限亦將變更為等於大量用電價目或高需求用電價目賬戶的額度。而該年的資助上限將等於大量用電價目或高需求用電價目賬戶的資助上限扣除在此前並於同一年所獲批的資助金額。如扣除之後，資助金額為負數，則此電力賬戶於該年新的資助上限為零。

The energy efficiency project(s) set out herein shall be undertaken by the Applicant Organisation / Applicant at its own risk. None of CLP nor any of the companies engaged by CLP, CLP's employees, directors, officers, agents, advisers or contractors shall be liable for any advice or assistance provided in connection with the energy efficiency project. 申請機構／申請者須承擔上述能源效益項目的相關風險。中電、中電僱用的公司、中電的員工、董事、主任、代理商、顧問或承辦商並不會因提供與能源效益項目相關建議或協助而負上法律責任。

Neither CLP nor the CLP Eco Building Fund Vetting Committee shall under any circumstances be responsible or liable for any incidental or consequential damages whatsoever, including without limitation damages for personal injury, death, loss of profits, loss of confidential or other information, business interruption, failure to meet any duty, arising out of or in any way related to the application of the CLP Eco Building Fund. 不論任何情況下，中電或中電綠適樓宇基金評審委員會並不會就因中電綠適樓宇基金申請引起或與其關連而導致的任何偶發性或因果性損害負上義務或法律責任，此包括但不限於人身傷害賠償、死亡、利益損失、機密或其他資料遺失、業務中斷、未能履行任何責任。

All information provided in this Application Form and subsequently to CLP and / or the CLP Eco Building Fund Vetting Committee is complete, true and correct to the best of the Applicant Organisation's / Applicant's knowledge and the Applicant Organisation / Applicant shall immediately notify CLP in writing of any change to the details of the Applicant Organisation / Applicant and / or the project. 在此申請表內或之後所提交予中電及／或中電綠適樓宇基金評審委員會的一切資料，據申請機構／申請者所知，必須為完整並真確無訛。資料如有任何更改(包括申請機構／申請者資料及／或工程項目資料)，申請機構／申請者必須立即以書面通知中電。

CLP, CLP Eco Building Fund Vetting Committee and / or the HKSAR Government may at their discretion verify the system / equipment purchase, related installation and usage and the resulting energy saving. Upon request, the Applicant Organisation / Applicant must be able to prove accuracy of information provided in this Application Form. 中電、中電綠適樓宇基金評審委員會及／或香港特別行政區政府可自行核對系統／設備的購買、相關安裝及使用，及最終的能源節省量。因應要求，申請機構／申請者必須證明此申請表內所提交資料的準確性。

CLP will disclose your application information when required to do so by the law and may also disclose such information in response to requests from law enforcement agencies or other government bodies / regulatory bodies / related organisations, or if explicit consent to such disclosure is given by the Applicant Organisation / Applicant. 若根據法律規定或因應執法機關／政府機構／有關機構的要求或已獲有關申請機構／申請者同意，中電將會披露申請機構／申請者的申請資料。

CLP reserves the right to add, vary and / or amend any of these Terms and Conditions at any time without notice to the Applicant Organisation / Applicant at the absolute discretion of CLP. 中電保留權利並有絕對自由隨時增訂及／或更改本條款及細則的任何部份，而不須通知申請機構／申請者。

In case of any inconsistency between the English version and the Chinese version of these terms and conditions, the English version shall prevail. 如本條款及細則之中文譯本與英文版本有歧義，概以英文版本為準。

These terms and conditions shall be governed and construed in accordance with the laws of the Hong Kong Special Administrative Region. 上述條款及細則須受香港特別行政區法律所規管並依其法律詮釋。