

HONG KONG GREEN ORGANISATION  
CERTIFICATION



PROGRAMME  
BOOKLET  
2023

## 1. INTRODUCTION

Hong Kong is committed to building a sustainable future and ensuring that our future generations can continue to thrive in a sustainable environment. More and more companies / organisations incorporate environmental practices in their operations to reduce waste, energy, air emission, noise impact and carbon footprint, so as to reduce their impact to the environment and improve the quality of our lives.

The **Hong Kong Green Organisation Certification (HKGOC)** aims to benchmark green organisations with substantial achievements in green management, to encourage participants to adopt environmental practices in different aspects and to recognise their efforts and commitments to the environment. It is a prestigious certification scheme with high credibility. It also encourages participants to strive for self-improvement in specific environmental aspects. The recognised green organisations will be granted the title of **Hong Kong Green Organisation (HKGO)** for their achievements in multiple environmental aspects.

## 2. OVERVIEW OF HKGOC

The HKGOC is led by the Environmental Campaign Committee (ECC) alongside the Environment and Ecology Bureau and in conjunction with nine organisations, in alphabetical order, the Advisory Council on the Environment, the Business Environment Council, the Chinese General Chamber of Commerce, the Chinese Manufacturers' Association of Hong Kong, the Federation of Hong Kong Industries, the Hong Kong Chinese Importers' & Exporters' Association, the Hong Kong Council of Social Service, the Hong Kong General Chamber of Commerce and the Hong Kong Productivity Council.

Starting from 2020, HKGOC consists of four Certificates, namely " **Wastewi\$e Certificate** ", " **Energywi\$e Certificate** ", " **IAQwi\$e Certificate** " and " **Carbon Reduction Certificate** ". Information of these four Certificates is summarised in Section 3, whereas full details can be found in individual Guidebooks.

### Hong Kong Green Organisation Certification



## 2.1 Benefits of being a HKGO

The HKGO presents companies / organisations with the opportunity to demonstrate their commitment to improve their environmental performance in different aspects. By joining and fulfilling the requirements, HKGOs can enjoy many benefits, such as -

### Use of the title of HKGO

The title of **HKGO** is synonymous with demonstrating exceptional leadership within the environmental arena and can be used for showcasing members' commitment to green management. Apart from being granted a certificate, the certificate holders would be entitled to use the logo icons for their promotional and publicity purposes within the validity period.



“**Hong Kong Green Organisation**” stickers will also be granted to the certificate holders, for displaying at the glass doors / windows / other prominent places of their premises, showing to the public or clients their high level of commitment and performance to environmental protection.

### Recognition and Publicity of Environmental Achievements

Becoming a **HKGO** means going green together with the Government to achieve common environmental objectives. The ECC may commend the HKGOs for their efforts through publicity and marketing activities that will make their environmental achievements and contribution known to the public. They may be invited to seminars, events and exhibitions to share their implementation experience and outcomes to the public.

Under suitable opportunities, there may be media coverage arranged for the certificate holders. Such promotional and publicity opportunities are valuable and good means to enhance their corporate image and demonstrate their commitment to the public about their social corporate responsibility.



### Enhancing Competitiveness

Environmental practices in different aspects help streamline companies / organisations' operations and thereby increase business competitiveness. Furthermore, companies / organisations can also attract those customers who value conducting business with companies that are committed to improving environmental quality, as well as to enhance corporate image.

### Contributing to Environmental Protection

Everyone strives to live a comfortable and enjoyable life. Adopting environmental practices in different aspects can help create a better quality of life for all. Voluntary environmental agreements/charters also provide a means for organisations to support the development of best environmental practices.

## ✿ Participating in HKAEE

Certificate holders can also achieve relevant bonus points in the Hong Kong Awards for Environmental Excellence (HKAEE), which is an annual award led by the ECC, aiming to recognise the overall environmental achievements of an organisation. Details of the HKAEE are in the HKAEE Programme Booklet on the HKAEE official website (<http://www.hkaee.gov.hk>).



香港環境卓越大獎  
Hong Kong Awards for Environmental Excellence

## ✿ Recognition by Other Environmental Protection Award Programmes and Schemes<sup>1</sup>

### ○ BOCHK Corporate Low-Carbon Environmental Leadership Awards Programme

HKGOs will be given 1 bonus point on top of the full marks of the “BOCHK Corporate Environmental Leadership Awards Programme”. For the details, please visit the Programme’s website at <http://oneoneone.industryhk.org/main-en.php>.

### ○ Caring Company Scheme

HKGOs will be recognised as having fulfilled the criterion on the “Caring for the Environment, Criteria 5 – Environmental Label or other recognition” under the Caring Company Scheme. For the details, please visit the Caring Company's website at <http://www.caringcompany.org.hk>.

### ○ Green Office Awards Labelling Scheme (GOALS)

HKGOs will be recognised as having fulfilled five Green Office Best Practice Criteria under the GOALS. For the details, please visit the WGO’s website at <http://thewgo.org/website/eng/goals-green-office>.

### ○ CLP Smart Energy Award

HKGOs will receive five bonus points in the “CLP Smart Energy Award”. For the detail details, please visit the CLP’s website at <https://www.clp.com.hk/en/business/smart-energy-award>.

## ✿ Enjoy Discount on Other Green Mark and Label Schemes<sup>1</sup>

### ○ Hong Kong Green Mark Certification Scheme

HKGOs will enjoy discount offers on application fee and quarterly surveillance fee for each first application for “Green Mark” certification. For the details, please visit the FHKI’s website at <http://www.qmark.org.hk>.

### ○ Hong Kong Green Label Scheme

HKGOs will enjoy discount offers on application fee for each first application for “Hong Kong Green Label” certification. For the details, please visit the Green Council’s website at <https://www.greencouncil.org/hkqls>.

<sup>1</sup> Subject to the endorsement of the respective Scheme Organisers.

## 2.2 Eligibility of HKGO

All local companies and organisations as well as their individual functional units that primarily operate within Hong Kong.

## 2.3 Route to HKGO

The applications for HKGOC, including HKGO and the four certificates under, are accepted all year round. All applications are free of charge.

In particular, participants can obtain the certificate of the **HKGO** by demonstrating their environmental practices in multiple aspects through the following three routes –

### Route 1: Winners of the HKAEE

The HKAEE winners (i.e. Gold Award, Silver Award, Bronze Award and Certificates of Merit winners) will automatically be granted the title of **HKGO**.

### Route 2: Criteria (1) + (2) + (3)

Organisations / functional units should meet *criteria 1, 2 and 3* shown in Table 1 below simultaneously.

### Route 3: Criterion (4) + Charter launched / supported by the Government + Certificate under the HKGOC

Organisations / functional units meeting *criterion 4 (either (4a), or (4b))* in Table 1 below will be eligible to be granted the title of **HKGO** if they have simultaneously signed any one of the environment-related charters<sup>1</sup> launched / supported by the Hong Kong SAR Government and possessed a valid certificate of any one of the Certificates under the HKGOC.

**Table 1: Criteria for obtaining the title of “Hong Kong Green Organisation”**

<b>Criterion 1</b>	Possesses a valid Wastewi\$e Certificate at the time of application.
<b>Criterion 2</b>	Possesses any one of the following at the time of application: (2a) A valid Energywi\$e Certificate; or (2b) A valid Carbon Reduction Certificate.
<b>Criterion 3</b>	Achieved any one of the following requirements: (3a) Possesses a valid IAQwi\$e Certificate at the time of application; or (3b) Possesses a Participation Certificate of the HKAEE at the time of application; or (3c) Completed the Stage of Detailed Assessment of the Hong Kong Green Innovations Awards at the time of application; or (3d) Having signed any of the environment-related charters <sup>2</sup> launched / supported by the Hong Kong SAR Government at the time of application.
<b>Criterion 4</b>	(4a) Possesses a valid ISO 14001 / ISO 20121 certificate at the time of application; or (4b) Having been awarded with the commendation “Hong Kong – Guangdong Cleaner Production Partners (Manufacturing)” of the Hong Kong – Guangdong Cleaner Production Partners Recognition Scheme at the time of application.
* <i>Links of relevant schemes and charters are provided in Appendix I.</i>	

Applicants using **Route 2** and **Route 3** to obtain the **HKGO** shall complete and return the Application Form (HKGOC/01R) in Appendix II. Application should be supported by documents for verifications. The Organisers will vet, endorse and grant the title of **HKGO** to successful applicants on a quarterly basis.

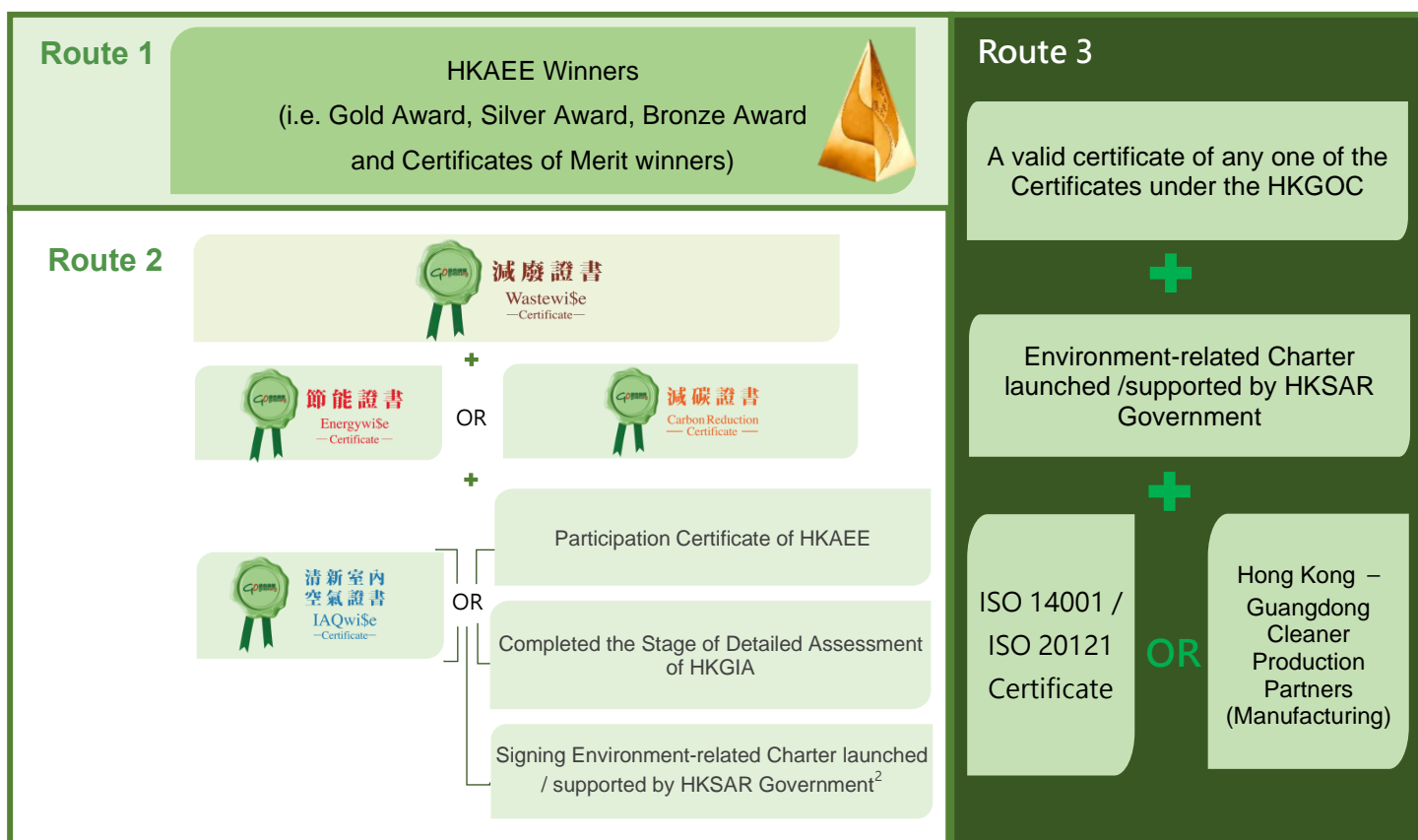
Organisations will automatically be granted the title of **HKGO** through **Route 1**. Organisations that have not received the notification are encouraged to contact the HKGOC Technical Consultant to ensure that the recognition is granted in an orderly and timely manner.

Applicants that have submitted the Application Form but have not yet received an acknowledgement message from the HKGOC Technical Consultant within 7 working days should also contact the HKGOC Technical Consultant to verify if applicable requirements have been met.

<sup>2</sup> Examples of environment-related charters launched and/or supported by the Hong Kong SAR Government include Carbon Reduction Charter, Food Wise Charter, Energy Saving Charter on Indoor Temperature, Energy Saving Charter on “No ILB”, Use Less, Waste Less in My Hands, Waste Check Charter, Charter on Proper Operation of Refuse Collection Vehicles, Charter on External Lighting, Energy Saving Charter, 4Ts Charter and Glass Container Recycling Charter, or any charters accepted by the Organisers.

Figure 1 below summarises possible routes for becoming a **HKGO**.

**Figure 1: Possible Routes for Becoming a HKGO**



## 2.4 Validity and Use of HKGO Title








The title of **HKGO** is valid for two years and can be renewed if the organisations meet the requirements as specified in Section 2.3. Within the validity period, the title holders are entitled to use the title, logo and stickers of **HKGO**, according to the instruction by ECC and the **Guidelines for the Use of “Hong Kong Green Organisation” Title**.



### 3. CERTIFICATES OF HKGOC

Organisations can obtain the title of “**HKGO**” through participating in the Certificate(s) under HKGOC. These Certificates aim to encourage, benchmark and recognise the efforts of organisations in different aspects of environmental initiatives. Table 2 below illustrates their basic features –

**Table 2: Certificates under HKGOC**

 <b>減廢證書</b> Wastewi\$e —Certificate—	 <b>節能證書</b> Energywi\$e —Certificate—	 <b>清新室內 空氣證書</b> IAQwi\$e —Certificate—	 <b>減碳證書</b> Carbon Reduction —Certificate—
<b>Purposes</b>			
<ul style="list-style-type: none"> <li>✦ To recognise organisations for attaining a prescribed level and number of environmental initiatives in specified environmental aspects; and</li> <li>✦ To encourage continuous self-improvement.</li> </ul>		<ul style="list-style-type: none"> <li>✦ To recognise organisations for having reduced a verified amount of overall carbon emissions in a building or premises; and</li> <li>✦ To encourage continuous self-improvement.</li> </ul>	
<b>Certificate Category</b>			
  			Certificate, with % of carbon emissions reduced specified as <b>N%</b> .
There is no prescribed limit on the number of Certificates to be issued.			
<b>Expiry Date</b>			
1 year	2 years	1 year	3 years



### 3.1 Eligibility of Certificates

The eligibility of the four Certificates are given below –

Certificates	Requirements
 <p><b>減廢證書</b> Wastewi\$e —Certificate—</p>	<p>All local companies and organisations as well as their individual functional units that primarily operate within Hong Kong.</p>
 <p><b>節能證書</b> Energywi\$e —Certificate—</p>	
 <p><b>清新室內 空氣證書</b> IAQwi\$e —Certificate—</p>	<p>Offices and indoor public areas of local companies and organisations as well as their individual functional units that primarily operate within Hong Kong.</p>
 <p><b>減碳證書</b> Carbon Reduction —Certificate—</p>	<p>There are three types of participation:</p> <ul style="list-style-type: none"> <li>• <b>Type 1</b> : Specific types of buildings within Hong Kong: residential buildings, commercial buildings, industrial buildings mainly of office – based nature and buildings of institutional purposes;</li> <li>• <b>Type 2</b> : Office-based organisations / operational units within Hong Kong; and</li> <li>• <b>Type 3</b> : Other non-industrial trades operating within Hong Kong (e.g. wholesalers, importers, exporters, product retailers, hotels, restaurants and cafés, etc).</li> </ul>








減廢證書

Wastewi\$e  
—Certificate—

## 3.2 Certification Criteria of the Certificates

### 3.2.1 Wastewi\$e Certificate

Levels	Requirements	Certificate Validity
	<ul style="list-style-type: none"> <li>✎ Successfully implemented <b>all</b> applicable Mandatory Measures listed in Part I of WW/03R2<sup>3</sup> with the relevant achievements reported (if applicable) ; and</li> <li>✎ Successfully implemented <b>at least 40%</b> of applicable non-Mandatory Measures listed in Part II of WW/03R2.</li> </ul>	1 year <sup>4</sup>
	<ul style="list-style-type: none"> <li>✎ Successfully implemented <b>all</b> applicable Mandatory Measures listed in Part I of WW/03R2 with the relevant achievements reported (if applicable) ; and</li> <li>✎ Successfully implemented <b>at least 60%</b> of applicable Non-Mandatory Measures listed in Part II of WW/03R2.</li> </ul>	
	<ul style="list-style-type: none"> <li>✎ Successfully implemented <b>all</b> applicable Mandatory Measures listed in Part I of WW/03R2 with the relevant achievements reported (if applicable) ; and</li> <li>✎ Successfully implemented <b>at least 80%</b> of applicable Non-Mandatory Measures listed in Part II of WW/03R2.</li> </ul>	

<sup>3</sup> Details of WW/03R2 (Reporting and Assessment Form for Wastewi\$e Certificate) can be referred to the Wastewi\$e Certificate Guidebook.




<sup>4</sup> For renewal, participants can consider to renew in the same awarded level of requirements or pursue other levels of Certificate according to the requirements listed in Section 3.2.1.



節能證書

Energywi\$e  
— Certificate —

### 3.2.2 Energywi\$e Certificate

Levels	Requirements	Certificate Validity
	<ul style="list-style-type: none"> <li>✦ Successfully implemented <b>all</b> applicable Mandatory Measures listed in Part I of EW/03R2<sup>5</sup> with the relevant achievements reported (if applicable) ; and</li> <li>✦ Successfully implemented <b>at least 40%</b> of applicable non-Mandatory Measures listed in Part II of EW/03R2.</li> </ul>	2 years <sup>6</sup>
	<ul style="list-style-type: none"> <li>✦ Successfully implemented <b>all</b> applicable Mandatory Measures listed in Part I of EW/03R2 with the relevant achievements reported (if applicable) ; and</li> <li>✦ Successfully implemented <b>at least 60%</b> of applicable Non-Mandatory Measures listed in Part II of EW/03R2.</li> </ul>	
	<ul style="list-style-type: none"> <li>✦ Successfully implemented <b>all</b> applicable Mandatory Measures listed in Part I of EW/03R2 with the relevant achievements reported (if applicable) ; and</li> <li>✦ Successfully implemented <b>at least 80%</b> of applicable Non-Mandatory Measures listed in Part II of EW/03R2.</li> </ul>	




<sup>5</sup> Details of EW/03R2 (Assessment and Reporting Form for Energywi\$e Certificate) can be referred to the Energywi\$e Certificate Guidebook.

<sup>6</sup> For renewal, participants can consider to renew in the same awarded level of requirements or pursue other levels of Certificate according to the requirements listed in Section 3.2.2.



清新室內  
空氣證書  
IAQwi\$e  
—Certificate—

### 3.2.3 IAQwi\$e Certificate

Levels	Requirements	Certificate Validity
	<ul style="list-style-type: none"> <li>✦ <b>Not yet</b> obtained any certificate under the Environmental Protection Department (EPD)'s IAQ Certification Scheme;</li> <li>✦ Committed to participate in the EPD's IAQ Certification Scheme ; and</li> <li>✦ Demonstrated improvement on IAQ standards in comparison to past 12 months; or</li> </ul> <p>Implemented educational / promotional programmes.</p>	
	<ul style="list-style-type: none"> <li>✦ Obtained <b>Good</b> Class Certificate under EPD's IAQ Certification Scheme; and</li> <li>✦ Demonstrated further improvement on IAQ standards in comparison to past 12 months; or</li> </ul> <p>Implemented educational / promotional programmes.</p>	1 year <sup>7</sup>
	<ul style="list-style-type: none"> <li>✦ Obtained <b>Excellent</b> Class Certificate under EPD's IAQ Certification Scheme; and</li> <li>✦ Demonstrated further improvement on IAQ standards in comparison to past 12 months; or</li> </ul> <p>Implemented educational / promotional programmes</p>	

<sup>7</sup> For renewal, participants can consider to renew in the same awarded level of requirements or pursue other levels of Certificate according to the requirements listed in Section 3.2.3.



減碳證書

Carbon Reduction  
Certificate

### 3.2.4 Carbon Reduction Certificate

Participants	Requirements	Certificate Validity
First-time Participants	<ul style="list-style-type: none"> <li>Achieved <b>at least 3%</b> reduction in overall carbon footprint against the baseline<sup>8</sup>.</li> </ul>	3 years <sup>9</sup>
Participants apply for renewal of certificate <sup>10</sup>	<ul style="list-style-type: none"> <li>At least maintain the best carbon footprint reduction record among previous year(s) and have achieved <b>at least another 3%</b> reduction in overall carbon footprint against baseline within 3 consecutive years.</li> </ul>	

<sup>8</sup> Baseline refers to “baseline total emissions” or “baseline emission as measured by the value of an acceptable ratio indicator”.

<sup>9</sup> After submitting the first year carbon emissions report prepared by a Qualified Service Provider (QSP Report), participants will, as a minimum, submit future QSP Reports no longer than a 3-year interval. This means that the minimum requirement for participants is to submit another QSP Report in the fourth year. At the end of the second and third year of each cycle, participants will need to submit an Interim Report. Participants may also opt to submit QSP Reports within the 3-year validity period of the Certificate for early renewal. They should also at least maintain the best carbon footprint record among previous year(s) and have achieved at least another 1% reduction per year in overall carbon footprint against baseline.

<sup>10</sup> For the renewal of Carbon Reduction Certificate, participants should provide a valid and convincing explanation if they cannot further reduce their carbon footprint in the next cycle. To renew the certificate, these participants shall at least maintain the current carbon footprint level and, in addition, implement new measures with education elements. Examples of education elements include printing / using logos with proper user right granted under HKGOC on their letterheads / name cards / websites, etc. to promote HKGOC. The acceptance of explanation and endorsement of such measures are subject to the final approval of the Organisers.

## 4. ACKNOWLEDGEMENT AND ENQUIRY

### Acknowledgement

The Organisers wish to thank the Environment and Conservation Fund for funding the HKGOC.

#### Organisers



中華人民共和國香港特別行政區政府  
環境及生態局  
Environment and Ecology Bureau  
The Government of the Hong Kong Special Administrative Region  
of the People's Republic of China

Environment and Ecology Bureau



ENVIRONMENTAL  
CAMPAIGN COMMITTEE  
環境運動委員會

Environmental Campaign Committee

#### Funded by



環境及自然保育基金  
ENVIRONMENT AND CONSERVATION FUND

Environment and Conservation Fund

#### Co-organisers



Advisory Council on the Environment



BUSINESS  
ENVIRONMENT  
COUNCIL  
商界環保協會

Business Environment Council



香港工業總會  
Federation of  
Hong Kong Industries  
FHKI

Federation of Hong Kong Industries



Hong Kong General Chamber of Commerce  
香港總商會 1861

Hong Kong General Chamber of Commerce



Hong Kong Productivity Council



香港中華總商會  
CGCC The Chinese General Chamber  
of Commerce, Hong Kong

The Chinese General Chamber  
of Commerce



香港中華廠商聯合會  
The Chinese Manufacturers'  
Association of Hong Kong

The Chinese Manufacturers' Association  
of Hong Kong



香港中華出入口商會  
The Hong Kong Chinese Importers' & Exporters' Association

The Hong Kong Chinese Importers'  
and Exporters' Association



The Hong Kong Council of Social Service

## Enquiry



Tel: 2788 5903



E-mail: [enquiry@hkgoc.gov.hk](mailto:enquiry@hkgoc.gov.hk)



Website: [www.hkgoc.gov.hk](http://www.hkgoc.gov.hk)

## DISCLAIMER

The information contained in this programme booklet has been produced for guidance only. While every precaution has been taken to ensure its accuracy, no responsibility for any claims, losses or expenses as a result of any material in this publication can be accepted by the Organisers or any organisations involved in this project.

# Appendix I : Useful Links

## Hong Kong Awards for Environmental Excellence (HKAEE)

For details of the HKAEE, please visit the official website at

<https://www.hkaee.gov.hk/>

## Hong Kong Green Innovations Awards (HKGIA)

For details of the HKGIA, please visit the official website at

<https://www.hkaee.gov.hk/schemes.php#scheme2>

## Carbon Reduction Charter

For details of the Carbon Reduction Charter, please visit the Environmental Protection Department website at

<https://www.climate-ready.gov.hk/page.php?id=133&lang=1>

## Food Wise Charter

For details of the Food Wise Charter, please visit the Food Wise Hong Kong Campaign website at

<http://www.foodwisehk.gov.hk/en/food-wise-charter.php>

## Energy Saving Charter on Indoor Temperature

For details of the Energy Saving Charter on Indoor Temperature, please visit the Electrical and Mechanical Services Department website at

<http://www.energysaving.gov.hk/indoortemperature/2015/en/charter/index.html>

## Energy Saving Charter on “No ILB”

For details of the Energy Saving Charter on “No ILB”, please visit the Electrical and Mechanical Services Department website at

[http://www.energysaving.gov.hk/no-ilb/en/charter/about\\_charter/index.html](http://www.energysaving.gov.hk/no-ilb/en/charter/about_charter/index.html)

## Charter on Proper Operation of Refuse Collection Vehicles (Chinese Version Only)

For details of the Charter on Proper Operation of Refuse Collection Vehicles (Chinese Version Only), please visit the Environmental Protection Department website at

[http://www.epd.gov.hk/epd/tc\\_chi/environmentinhk/waste/prob\\_solutions/rcv\\_charter.html](http://www.epd.gov.hk/epd/tc_chi/environmentinhk/waste/prob_solutions/rcv_charter.html)

## Charter on External Lighting

For details of the Charter on External Lighting, please visit the Environment Bureau website at

<http://www.charteronexternallighting.gov.hk/en/index.html>

## Hong Kong – Guangdong Cleaner Production Partners Recognition Scheme

For details of the Hong Kong – Guangdong Cleaner Production Partners Recognition Scheme, please visit the official website at

[http://www.cleanerproduction.hk/en\\_index.asp](http://www.cleanerproduction.hk/en_index.asp)

## Energy Saving Charter & 4Ts Charter

For details of the Energy Saving Charter & 4Ts Charter, please visit the Environment Bureau website at

<http://www.energysaving.gov.hk/en/home/index.html>





## Appendix II : Application Form for Hong Kong Green Organisation

Organisations using **Route 2** and **Route 3** may complete and submit the Application Form with supporting document by email or post.

<p><b>HKGOC Technical Consultant (Hong Kong Productivity Council)</b>          Address: HKPC Building, 78 Tat Chee Avenue, Kowloon          Tel: 2788 5903    Email: enquiry@hkgoc.gov.hk</p>
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Organisations that have automatically become eligible to be granted the title of HKGO through **Route 1** but yet have not received the notification are encouraged to contact the HKGOC Technical Consultant to ensure the recognition to be awarded orderly and timely.

### Organisation Information

Organisation Name	(Chinese)		
	(English)		
Functional Unit (if applicable)	(Chinese)		
	(English)		
Contact Person		Position :	
Telephone number		Email:	
Address	(Chinese)		
	(English)		
Existing HKGO membership No. (if applicable)	GO - _____ - _____		

Please put a "✓" in the box provided and fill in the membership number(s), if applicable.

<b>Criterion 1</b>	<input type="checkbox"/> (1) a valid Wastewi\$e Certificate (Membership no. : WW - _____ )
<b>Criterion 2</b>	<input type="checkbox"/> (2a) a valid Energywi\$e Certificate (Membership no. : EW - _____ ) <input type="checkbox"/> (2b) a valid Carbon Reduction Certificate (Membership no. : CL - _____ )
<b>Criterion 3</b>	<input type="checkbox"/> (3a) a valid IAQwi\$e Certificate (Membership no. :IAQ - _____ ) <input type="checkbox"/> (3b) a Participation Certificate of HKAEE (Year(s) of Participation: _____ ) <input type="checkbox"/> (3c) Completed the Stage of Detailed Assessment of HKGIA (Year(s) of Participation: _____ ) <input type="checkbox"/> (3d) Signed Environment-related Charters launched / supported by HKSAR Government (Name of Charters: _____ )
<b>Criterion 4</b>	<input type="checkbox"/> (4a) Obtained valid ISO 14001 / ISO 20121 certificate* ( <i>*delete if inappropriate</i> ) (Certificate no: _____    Expiry Date: _____ ) <input type="checkbox"/> (4b) Awarded the commendation of "Hong Kong - Guangdong Cleaner Production Partners (Manufacturing)" of the Hong Kong - Guangdong Cleaner Production Partners Recognition Scheme (Year of Commendation Awarded: _____ )

How do you know about the Hong Kong Green Organisation Certification? (can select more than one)

<input type="checkbox"/> Mass media (e.g. TV and newspaper) <input type="checkbox"/> Social Media (e.g. Facebook, Youtube and Instagram) <input type="checkbox"/> Roving exhibitions <input type="checkbox"/> Through the Technical Consultant <input type="checkbox"/> Referral from another company/organisation (Please specify the name of the company/organisation: _____ ) <input type="checkbox"/> Outdoor advertisement or posters	<input type="checkbox"/> Official website or eDMs <input type="checkbox"/> Experience Sharing Seminars held by the Organiser <input type="checkbox"/> Through participation in Hong Kong Awards for Environmental Excellence (HKAEE) or Hong Kong Green Innovations Awards (HKGIA) <input type="checkbox"/> Through commerce chambers/trade associations (Please specify name of chamber/association: _____ ) <input type="checkbox"/> Others (Please specify: _____ )
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**Please read the consent statement on the next page before signing and submitting this application form.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Organisation Chop**

Please immediately call the HKGOC Hotline (Tel:2788 5903) if no acknowledgement of application is received within 7 working days from the date of application.

The HKGOC Technical Consultant (Hong Kong Productivity Council, HKPC) has adopted a Personal Data (Privacy) Policy. You may contact HKPC's Personal Data Controlling Officer for further details. You have the right to request access to, and amend your personal data in relation to your application. If you wish to exercise these rights, please send email to: edm@hkpc.org.

#### CONSENT STATEMENT

I hereby declare that the information given above is accurate to the best of my knowledge, and agree that all decisions made by the Organisers (i.e. Environment and Ecology Bureau and Environmental Campaign Committee and its Secretariat) are final and binding in all aspects relating to the HKGOC.

I agree that personal data (including name, phone number, correspondence address and email address) provided by me will be used for the purpose of the administration, evaluation and management of my application. I understand if I cannot provide the relevant personal data, the assessment of my application by the Organisers and the Technical Consultant may be affected.

HKGOC Technical Consultant (Hong Kong Productivity Council, HKPC) intends to use the personal data (including your name, phone number, correspondence address and email address) that you have provided to promote the latest development, consultancy services, events and training courses of HKPC. Should you find such use of your personal data not acceptable, please indicate your objection by ticking the box below.

I object to the proposed use of my personal data in any marketing activities arranged by HKGOC Technical Consultant (HKPC).

The Environment and Ecology Bureau (EEB) and/or the Environmental Campaign Committee (ECC) and its Secretariat also intend to use the personal data (including your name, phone number, correspondence address and email address) that you have provided to promote the latest development, policies, activities and schemes of the EEB and/or the ECC. Should you find such use of your personal data not acceptable, please indicate your objection by ticking the box below.

I object to the proposed use of my personal data in any marketing activities arranged by the EEB and/or the ECC and its Secretariat.

## **Data Retention Policy**

This policy stipulates the kinds of personal data collected, means of collecting personal data, duration of retention, ways of using the personal data and data security measures for the HKGOC.

### **1. Purpose of collection of personal data**

The personal data provided in the Application Form and Assessment and Reporting Form for the HKGOC will be used for the following purposes –

- (a) for the administration, evaluation and management of the application for HKGOC by the Technical Consultant(s) of the HKGOC; and
- (b) for the promotion of latest environment-related development, policies, activities and schemes by the Environment and Ecology Bureau and/or the Environmental Campaign Committee and its Secretariat.

### **2. Category of personal data**

Each participating company / organisation of HKGOC is asked to provide the (i) name, (ii) phone number, (iii) correspondence address and (iv) email address of a contact person ("Contact Person") in the Application Form and Assessment and Reporting Form of HKGOC.

### **3. Means of collection**

The provision of personal data by the Contact Person in the HKGOC Application Form and Assessment and Reporting Form is voluntary. The HKGOC Application Form and Assessment and Reporting Form can be submitted by email. If participating companies / organisations of HKGOC do not provide sufficient information, the processing of their applications may be affected.

### **4. Access to Personal Data**

Each Contact Person has the right to request access to and correction of his/her personal data as stipulated in the Personal Data (Privacy) Ordinance (Chapter 486). Enquiries concerning the personal data collected by means of the HKGOC Application Form and Assessment and Reporting Form should be addressed to [edm@hkpc.org](mailto:edm@hkpc.org).

### **5. Duration of retention**

The personal data collected from the Contact Person will be erased or destroyed 24 months after the completion of the assessment of HKGOC each year.