

Please complete this Application Form and send it together with the supporting documents by email to\*<sup>1</sup> [dp@cleanerproduction.hk](mailto:dp@cleanerproduction.hk)

The Secretariat of the Cleaner Production Partnership Programme  
 Tel : (852) 2788 5588  
 Web Site : <http://www.cleanerproduction.hk>

OFFICIAL USE ONLY

Received Date\*<sup>1</sup> :  
 Application No. :  
 Total Project Cost: HK\$  
 Funding Amount: HK\$

## FORM 2

### CLEANER PRODUCTION PARTNERSHIP PROGRAMME

#### APPLICATION FOR FUNDING SUPPORT TO CONDUCT DEMONSTRATION PROJECTS

\* Refer to the Notes for the Applicants<sup>2</sup>

PART I : PARTICULARS OF THE APPLICANT, THE FACTORY IN HONG KONG/GUANGDONG PROVINCE AND THE ENVIRONMENTAL TECHNOLOGY (ET) SERVICE PROVIDER TO CONDUCT THE DEMONSTRATION PROJECTS		
1. Particulars of the Applicant		
a) Name of Hong Kong Company	Chinese	
	English	
b) Correspondence Address <sup>4</sup>	Building	
	Street	
	District	
	City <sup>4A</sup>	Please Select
c) Contact Person (1) (Mr./Mrs./Ms.)	Please Select	
d) Contact Person (1) Position		
e) Contact Person (1) Telephone (+852 or +86)	Please Select	
f) Contact Person (1) Email		
g) Contact Person (2) (Mr./Mrs./Ms.)	Please Select	
h) Contact Person (2) Position		
i) Contact Person (2) Telephone (+852 or +86)	Please Select	
j) Contact Person (2) Email		
k) Business Registration Number <sup>5</sup> (First 8 Digits)		
l) Number of Employees in Hong Kong		

2. Particulars of the Applicant's Factory in Hong Kong/Guangdong Province at which the Demonstration Projects will be Carried Out		
a) Name of Factory	Chinese	
	English	
b) Factory Address	Building	
	Street	
	District	
	City <sup>*4A</sup>	Please Select
	Postcode	
c) Contact Person (1) (Mr./Mrs./Ms.)	Please Select	
d) Contact Person (1) Position		
e) Contact Person (1) Telephone (+852 or +86)	Please Select	
f) Contact Person (1) Email		
g) Contact Person (2) (Mr./Mrs./Ms.)	Please Select	
h) Contact Person (2) Position		
i) Contact Person (2) Telephone (+852 or +86)	Please Select	
j) Contact Person (2) Email		
k) Business Registration Number <sup>*5</sup>		
l) Number of Employees		
m) Industry Category	The eight industries under the Programme <sup>*7A</sup>	Please Select
	Industry Code <sup>*7</sup>	
	Others (please specify)	
n) Relationship with the Applicant <sup>*5,*5A,*6</sup>		Please Select

3. Particulars of the Environmental Technology (ET) Service Provider to be Appointed to Carry Out the Demonstration Projects			
a) Company Name	Chinese		
	English		
b) ET Registration Reference <sup>8</sup>			
PART II : PARTICULARS OF THE DEMONSTRATION PROJECTS			
1. Please state below the details of the Demonstration Projects.			
a) Application under Demonstration Projects (DP) (I) (Please select the technology from the list of technologies <sup>9</sup> .)		Please Select	
	Application under DP(II) (Please provide the name of the cleaner production (CP) technology or practice for demonstration.)		
b) Industrial process or peripheral facilities where the CP technology or practice are employed <sup>10</sup>			
c) Solicitation Themes of the proposed Demonstration Projects <sup>11</sup> (air pollutant emissions reduction or energy saving or effluent reduction and control or solid waste reduction )		Please Select	
d) Expected effectiveness of the CP technology or practice for demonstration	Electricity Consumption		kWh/year
	Savings (HKD per year or CNY per year)		Please Select
	Payback Period		Year
	Volatile Organic Compound (VOC)		tonne/year
	Carbon Dioxide (CO <sub>2</sub> )		tonne/year
	Nitrogen Oxide (NO <sub>x</sub> )		tonne/year
	Sulfur Dioxide (SO <sub>2</sub> )		tonne/year
	Coal Consumption		tonne/year
	Diesel Consumption		tonne/year
	Natural Gas Consumption		tonne/year
	Freshwater Consumption		tonne/year
	Effluent		tonne/year
	Biochemical Oxygen Demand (BOD)		tonne/year
	Chemical Oxygen Demand (COD)		tonne/year
	Solid Waste	Please Select	
	Reduction		tonne/year
e) Other expected effectiveness (Please provide the name of the pollutant	Name of Pollutant (1)		

and amount of the emission reduction.)	Reduction		Unit
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<b>2. Please provide a budget plan on the following items and provide justification for the estimate<sup>*13</sup>.</b>			
<b>Consultancy Fee for the ET Service Provider</b>			
a) Budget Amount (HKD or CNY)			Please Select
<b>Budget for Equipment</b>			
b) Budget Amount (HKD or CNY)			Please Select
c) Is the equipment provided by the ET service provider?		Please Select	
d) If no, please provide the name of the supplier			
Funding support for each project is 50% of the total project cost and subject to a ceiling <sup>*12</sup> .			
<b>3. Will any proprietary equipment or system be used<sup>*13</sup>?</b> (Yes or No) If yes, please give details in the form of supporting documents.		Please Select	

**PART III : SUPPORTING DOCUMENTS**

**1 Please provide the file name of supporting documents in the column on right hand side and attach the supporting documents.**

- a) Copy of Business Registration Certificate of the Applicant issued under the Business Registration Ordinance (Cap. 310) of Hong Kong<sup>\*5</sup>; \_\_\_\_\_
- b) Copy of Business Registration Certificate of the Applicant's factory in Guangdong Province at which the Demonstration Projects will be conducted and/or documentary proof on the relationship between the Applicant and the factory<sup>\*5,\*6</sup>; \_\_\_\_\_
- c) Copies of the documentary proof of the shareholdings or equity interest of the Applicant and the Mainland enterprise operating the factory in Guangdong Province, and the Hong Kong Identity Card of the individual owner<sup>\*5</sup> (Applicable only for both the applicant and the Mainland enterprise operating the factory in Guangdong Province being owned by one individual (natural person 自然人)); \_\_\_\_\_
- d) Service contract<sup>\*14</sup> between the Applicant and the appointed ET Service Provider setting out the scope and project fee for the Demonstration Projects ; \_\_\_\_\_
- e) Quotations of major pieces of equipment to be purchased in the Demonstration Projects<sup>\*13</sup> (Quotation should list out the technical specification of the equipment.) ; \_\_\_\_\_
- f) Description of the CP Technology or Practice for Demonstration ; \_\_\_\_\_
- g) Calculation to demonstrate the expected effectiveness of the demonstrated cleaner production technology or practice ; \_\_\_\_\_
- h) Scope and methodology for evaluating the performance of CP technology under demonstration<sup>\*15</sup>; \_\_\_\_\_
- i) Details of the proprietary equipment/system and justifications for selecting such equipment/ system (Only Applicable to proprietary equipment/system<sup>\*13</sup>) ; \_\_\_\_\_
- j) Brief outline of the implementation plan including milestone of activities for the Demonstration Projects ; \_\_\_\_\_
- k) Evidence for Hong Kong Company's HKD Bank Account, such as Cheque Book Cover and Monthly Statement ; \_\_\_\_\_
- l) A scan copy of application form signed and stamped by the Hong Kong Company ; and \_\_\_\_\_
- m) Other Supporting Document (if Applicable). \_\_\_\_\_

**PART IV : DECLARATION**

I/We, the undersigned,

- a) confirm that the information given in this application as well as the accompanying information is true and correct that reflects the status of affairs as at the date of submission. I/We understand that any inaccurate/incomplete information supplied in this application will delay my/our application for funding support to conduct the Demonstration Projects under the Cleaner Production Partnership Programme (the Programme). I/We shall inform the Secretariat of the Programme immediately if there are any subsequent changes to the submitted information.
- b) confirm that I/we have not applied, or in the process of applying, or will apply for any alternative sources of funding support from the Government of the HKSAR (such as the Small and Medium Enterprises (SME) Loan Guarantee Scheme or Dedicated Fund on Branding, Upgrading and Domestic Sales (BUD Fund)) in respect of this Demonstration Projects. I/We understand that I/we will not be eligible for any subsidy/guarantee from another Government funding schemes in respect of the equipment to be procured under the Demonstration Projects in this application.
- c) confirm to employ the ET Service Provider mentioned in section 3 of Part I to carry out the Demonstration Projects.
- d) agree to follow the procurement guidelines as stipulated in the “Cleaner Production Partnership Programme: Guide to Application for Funding Support” which is available on the official website of the Programme at <http://www.cleanerproduction.hk>, when purchasing equipment in the Demonstration Projects.
- e) understand that for the engagement of ET service provider to implement the project, I/we shall follow the guidelines set out in the Guide to Application for Funding Support for Hong Kong-owned Factories, and in particular, I/we shall not engage an ET service provider who is my/our associate and/or associated person.
- f) agree to notify the Secretariat in writing (e.g. by email) about the progress of the Demonstration Projects and a proposed performance evaluation plan to evaluate the effectiveness of the demonstrated technology under the Demonstration Projects to the satisfaction of the Secretariat at the end of the fifth month after signing agreement; and a project report, which will be prepared by the said ET Service Provider, within 12 months after signing of the Funding Agreement to the satisfaction of the Secretariat. The performance evaluation plan shall include but not limited to the scope and methodology to evaluate the performance of demonstrated technology by the ET Service Provider. The content of the Demonstration Projects report shall follow the requirements of the said Guide to Application for Funding Support. If I/we fail to notify the Secretariat in writing about the progress of the Demonstration Projects and/or submit the said report within the time limit, I/we will not be entitled to receipt of any funds from the Programme and any cost incurred by me/us for the project will be solely borne by me/us.
- g) confirm that the factory mentioned in section 2 of Part I has the following relationship with the Applicant in section 1 of Part 1<sup>\*5,\*5A,\*6</sup> :
 

Please Select
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- h) understand that the Secretariat may conduct checking on the quality of the service delivery of the ET service provider employed by my/our company for carrying out the Demonstration Projects. I/We will provide necessary support to facilitate the Secretariat’s work in this area.
- i) agree to participate in the publicity and awareness promotion activities of the Programme when being invited by the Secretariat to share the findings of the Demonstration Projects and experience gained in the project with other factories. These activities may include seminars, workshops, conferences, exhibitions, etc. as well as site visits to the successful applicant’s factory on the production process where installation of equipment/modification of production process has been carried out under the Demonstration Projects, as arranged by the Secretariat under the Programme. My/ Our participation in these activities will be honorary and I/we will cooperate with the Secretariat.
- j) agree to allow and facilitate Hong Kong Productivity Council (HKPC) to carry out an independent evaluation of the performance of demonstrated cleaner production technology under Demonstration Projects after submission of the project report to the Secretariat for approval. I/We understand that HKPC makes no representation or warranty as to the accuracy, completeness, reliability or currency of the content of the independent evaluation results and makes no warranty of whatsoever nature with regards to the material used. HKPC expressly disclaims warranties of any kind including, without limitation, the implied warranties of merchantability or revenue potential, fitness for any particular purpose, non-infringement, ability to interwork with any third party service or equipment. I/We also understand that HKPC assumes no legal liability or responsibility for the use or application of the independent evaluation results and/or the material associated therewith.
- k)  The Applicant is NOT owned and/or controlled by a current HKPC Council Member or his/her associate or associated person at the time of filing application. <sup>16</sup>  
 The Applicant is owned and/or controlled by a current HKPC Council Member or his/her associate or associated person at the time of filing application <sup>16</sup> .  
 Please fill in the full name of such HKPC Council Member in the box below.

Authorised Signature of Applicant  
with Company Chop:

Name (IN BLOCK LETTER):

Position:

Date:

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**Notes for the Applicant:**

- 1) Please return the completed form attaching the necessary supporting documents to the Secretariat of the Cleaner Production Partnership Programme (the Programme) to the email address listed on Page 1 of this form. The date of receipt is subject to the confirmation of the Hong Kong Productivity Council (HKPC).
- 2) For details of the requirements on the application for funding support to implement the Demonstration Projects, please refer to the document entitled "Cleaner Production Partnership Programme: Guide to Application for Funding Support" which is available on the official website of the Programme at <http://www.cleanerproduction.hk>.
- 3) Please ensure that all relevant parts of this form are completed and the information is accurate.
- 4) Please ensure that the correspondence address is correct, this address will be used to contact and mail the relevant documents of the Programme in the future.
- 4A) City refers to Hong Kong, Chaozhou, Dongguan, Foshan, Guangzhou, Heyuan, Huizhou, Jiangmen, Jieyang, Maoming, Meizhou, Qingyuan, Shantou, Shanwei, Shaoguan, Shenzhen, Yangjiang, Yunfu, Zhanjiang, Zhaoqing, Zhongshan and Zhuhai.
- 5) Please provide a copy of valid Business Registration Certificate issued by the Government of the HKSAR to prove the legal status of the Applicant. Please also provide a valid business registration document to prove the legal status of the factory in Guangdong Province or the relationship between the Applicant and the factory in Guangdong, e.g. Business Registration Certificate (營業執照) or document showing arrangement under the three forms of processing and assembly operations (相關文件展示三來一補貿易關係). In case both the applicant and the Mainland enterprise operating the factory in Guangdong are owned by one individual (natural person (自然人)), please provide the copy of the documentary proof of the shareholdings or equity interest of the Applicant and the Mainland enterprise, and the Hong Kong Identity Card of the individual owner.
- 5A) The relationship refers to
  - i) The factory is in Hong Kong which is owned and operated by the Applicant ; or
  - ii) The factory is in Guangdong which is owned and operated by a Sino-foreign equity joint venture or a co-operative joint venture established in Mainland to which the Applicant is a party ; or
  - iii) The factory is in Guangdong which is wholly-owned foreign enterprise established in Mainland with capital from the Applicant ; or
  - iv) The factory is in Guangdong which is owned and operated by a Mainland enterprise which a party to a subsisting agreement with the Applicant in relation to any of the three forms of processing and assembly operations or compensatory trade (三來一補) ; or
  - v) The factory is in Guangdong which is owned and operated by a Mainland enterprise to which a Hong Kong resident (natural person) is an owner with more than 50% shareholding or equity interest, who also possesses at least 30% shareholding or equity interest of the Applicant ; or
  - vi) The workshop is in Hong Kong which is owned and operated by the Applicant and which involves polluting processes.
- 6) Please refer to the "Cleaner Production Partnership Programme: Guide to Application for Funding Support" for the definition of "three forms of processing and assembly operations or compensatory trade (三來一補)" adopted for the purpose of the Programme.
- 7) Please refer to the "Industrial classification for national economic activities (GB/T 4754-2017)" published by the National Bureau of Statistics of China for industry code. (Only applicable to factories located in Mainland)
- 7A) The eight industries under the Programme refers to Chemical products, Food and beverage, Furniture, Metal and metal products, Non-metallic mineral products, Paper and paper products, Printing and publishing, and Textiles.
- 8) For details on the environmental technology service providers, please visit the official website of the Programme at <http://www.cleanerproduction.hk> for the relevant directory.
- 9) For details on the technology of the Demonstration Projects (I), please visit the official website of the Programme at <http://www.cleanerproduction.hk> for the latest information.
- 10) Peripheral facilities of a factory include air-conditioning system, lighting, heating and hot water supply, compressed air supply, etc.
- 11) Please refer to Annex E of the "Cleaner Production Partnership Programme: Guide to Application for Funding Support" for description of the solicitation themes of technologies for Demonstration Projects.
- 12) The project fee of Demonstration Projects will be shared between the funding of the Programme and the Applicant on a fifty-fifty basis, and the funding amount will be subjected to a ceiling of HK\$450,000 per Demonstration Projects (I) and HK\$650,000 per Demonstration Projects (II). Any cost exceeding the ceiling will have to be met by the Applicant. For details on the funding ceiling, please refer to the "Cleaner Production Partnership Programme: Guide to Application for Funding Support".
- 13) Please refer to the "Cleaner Production Partnership Programme: Guide to Application for Funding Support" for procurement guidelines.
- 14) Please refer to Annex D of the "Cleaner Production Partnership Programme: Guide to Application for Funding Support" for the sample service contract between the Applicant and the ET service provider which suggests the areas to be covered in the implementation plan.
- 15) The content of the independent evaluation proposal should summarise the scope and methodology for evaluating the performance of the CP technology.

- 16) For the purpose of this application,
- (a) a “person” shall mean any person or body of persons whether incorporated or unincorporated
- (b) “associate” of a person means:
- (i) a relative or partner or director of that person; or
- (ii) a company one or more of whose directors is in common with one or more of the directors of that person.
- (c) “associated person” of a person means:
- (i) any person who has control, directly or indirectly, over that person;
- (ii) any person who is controlled, directly or indirectly, by that person; or
- (iii) any person who is controlled by, or has control over, the first-mentioned person in (i) or (ii);
- (d) A person having “control” over another person means the power of that person to secure:
- (i) by means of the holding of shares or interests or the possession of voting power in or in relation to that person under control or any other person;
- (ii) by virtue of powers conferred by any constitution, memorandum or articles of association, partnership, agreement or arrangement (whether legally enforceable or not) affecting that person under control or any other person; or
- (iii) by virtue of holding office as a director in that person under control or any other person;
- that the affairs of the person under control are conducted in accordance with the wishes of that person exercising control
- (e) “director” means any person occupying the position of a director by whatever name called and includes a de facto or shadow director; In the context of HKPC, it means a member of HKPC appointed under section 9 of the Hong Kong Productivity Council Ordinance (Cap. 1116)
- (f) “relative” means the spouse, parent, child, brother or sister of the relevant person, and, in deducing such a relationship, an adopted child shall be deemed to be a child both of the natural parents and the adopting parent and a step child to be a child of both the natural parents and the step parent
- 17) Requirements of all applications, agreements and projects:
- (a) Notwithstanding anything to the contrary in the application guide, application form and/or the agreement(s) signed between the applicant and the HKPC in respect of the project, HKPC, upon consultation with the Government, reserves the right to disqualify the applicant on the grounds that the applicant has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the evaluation is necessary in the interest of national security, or is necessary to protect the public interest
- (b) HKPC, upon consultation with the Government, may immediately terminate the agreement(s) upon the occurrence of any of the following events:
- (i) HKPC believes that the applicant has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
- (ii) HKPC believes that the continued engagement of the applicant or the continued performance of the project is contrary to the interest of national security; or
- (iii) HKPC reasonably believes that any of the events mentioned above is about to occur.
- 18) The personal data and information provided in this form will be used for processing of the Demonstration Projects application under the Programme. The personal data and information may be disclosed or transferred to relevant government departments and authorities for verification. Other than these, such data and information will also be disclosed to other parties where the Applicant has given consent to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance. The Applicant may contact the Secretariat in written for correction of or access to personal data after submission of this form.
- 19) Companies registered in Hong Kong under the Business Registration Ordinance (Cap. 310) operating a workshop in Hong Kong which involves polluting processes such as paint-spraying and curing, solvent cleaning of metal parts and components, and vehicle engine testing, etc.
- 20) HKPC may use the personal data and information collected from this form and send the promotional and marketing materials in relation to the products and/or services offered by HKPC and its business partners to the Applicant via email, SMS, fax or telephone call.

If the Applicant does not consent to receive promotional and marketing materials, please select “No” in the box on the right.

Please Select