

**“Green Welfare NGOs”  
Support Scheme on Implementation of Energy Audits and Energy Saving  
Projects for Welfare NGO’s Premises**

**Application Form**

Please read the Guide to Application for Green Welfare NGOs : Support Scheme on Implementation of Energy Audits and Energy Saving Projects for Welfare NGO’s premises (“Guide to Application”) before completing this form.

This application form is for interested welfare NGO’s premises to apply for joining Green Welfare NGOs and provide basic information to facilitate the processing of their applications. Whether energy audit can be conducted and variable speed type air-conditioning units (VSAC) / light emitting diode (LED) lighting fixtures can be installed depends on the specific conditions of the individual premises. To facilitate the application process, interested welfare NGO’s premises should provide the relevant supporting documents and supplementary information as set out in the application form as far as possible. Applications without the necessary supporting documents or information in full will be considered at a lower priority.

**Interested NGOs shall return the completed application forms, supporting documents and supplementary information on or before 29 November 2024 (Friday) (Batch 1 applications) or 31 January 2025 (Friday) (Batch 2 applications). Original copy of the completed application form should be returned by post or by hand. Participating NGOs are advised to submit relevant supporting documents and supplementary information through electronic means as far as practicable in order to reduce the use of paper (though submission of the relevant supporting documents and supplementary information in hard copy will also be accepted). Postal and email addresses are set out below:**

Postal address: Energy Efficiency Office, 7/F., Electrical and Mechanical Service Department  
Headquarters, 3 Kai Shing Street, Kowloon, Hong Kong  
*(Please state “Application for Green Welfare NGOs” on the envelope)*

E-mail address: gwngo@emsd.gov.hk  
*(Please state the name of participating welfare NGO’s premises)*

For enquiry, please contact the Event Secretariat of EMSD by telephone at 3528 6351 or by e-mail (gwngo@emsd.gov.hk).

For application forms submitted by mail, the postmark should be dated on or before the invitation closing date. Please ensure payment of sufficient postage as underpaid mails will not be accepted. In case a Black Rainstorm Warning Signal or tropical Cyclone Warning Signal No. 8 or above is in force for any duration between 12:00 noon and 5:00 pm on the invitation closing date, the invitation closing time will be extended to 5:00 pm on the next working day.

Late or incomplete forms, forms not submitted in accordance with the format prescribed above, including application form submitted through electronic means, the application form is not personally signed by the Supervisor or Venue-in-charge of the interested welfare NGO’s premises or without an company chop of the interested welfare NGO’s premises, will not be processed. Besides, electronically scanned signature is not accepted.

**Part A –Particulars of the Interested Welfare NGO’s premises**

**Name of the Welfare**

**NGO :**

(English 英文)

(Chinese 中文)

**Name of the Welfare**

**NGO’s premises :**

(English 英文)

(Chinese 中文)

**Address of the  
Welfare NGO’s  
premises:**

**Name of Supervisor/  
\*Venue-in-charge of  
the Welfare NGO’s  
premises:**

**Position Held:**

**Telephone No.:**

**Fax No:**

**E-mail Address:**

**Contact Person:**

**Position Held:**

**Telephone No.:**

**Fax No:**

**E-mail Address:**

**Part B – Indication of Interest**

- We have read the Guide to Application to Green Welfare NGOs and are interested in joining Green Welfare NGOs by<sup>1</sup>:
  - Conducting Energy Audit
  - Replacement of existing air-conditioners<sup>2</sup> with variable-speed air-conditioners (VSAC)
  - Replacement of existing non-LED type lighting fixtures with LED lighting fixtures

If not joining all the above energy saving projects, the reason is as below:

- All existing air-conditioners are variable-speed air-conditioners (VSAC) or replaced within 5 years
- All existing lighting fixtures are LED lighting fixtures or replaced within 5 years
- Other reasons: \_\_\_\_\_

Remarks: Welfare NGO's premises shall supplement with separate spreadsheet to clearly indicate the inventory information of air-conditioners and lighting equipment, such as number of existing air-conditioners and lighting equipment; and their types and location, etc.

- We understand that the energy audit and installation works (except site surveys) will last for around 4 to 6 months (subject to number of installations, site conditions and available installation timeframe), and our premises will be available during the following time slot(s) for the energy audit and installation works :
  - Monday to Friday (9:00 a.m. - 5:00p.m.)
  - Monday to Friday (5:00 p.m. - 9:00a.m.)
  - Saturday(9:00 a.m. - 5:00p.m.)
  - Saturday(5:00 p.m. - 9:00a.m.)
  - Sunday(9:00 a.m. - 5:00p.m.)
  - Sunday(5:00 p.m. - 9:00a.m.)
  - Public Holidays(9:00 a.m. - 5:00p.m.)
  - Public Holidays(5:00 p.m. - 9:00a.m.)
  - Others(You may indicate more than 4 to 6 months, period: \_\_\_\_\_)

<sup>1</sup> Please refer to details set out in paragraph 3.5 of Guide to Application.

<sup>2</sup> The existing air-conditioners involved in their application should comply with the provision under the Schedule of Accommodation. The Schedule of Accommodation of Social Welfare Department shall refer to : <https://www.swd.gov.hk/en/ngo/projectpla/scheduleof/>

## **Part C – Supporting Documents and Supplementary Information**

*Note: Interested welfare NGO's premises should provide the following relevant supporting documents and supplementary information as far as possible. If no such information is available, you may leave the item blank. Submissions without the following documents / information will still be considered at a lower priority.*

### Supporting Documents

We hereby submit the following supporting documents with this application form (Please check (✓) in the box if such document can be provided):

- Copy of documentary proof of welfare NGO's premises receiving recurrent subvention from the Social Welfare Department
- Copy of documentary proof of non-profit-making organisation (e.g. proof showing the interested welfare NGO is exempted from taxes under section 88 of the Inland Revenue Ordinance (Cap.112))
- Copy of schematic electrical wiring diagrams for the entire premises
- Copy of lighting layout drawings for the existing lighting fixtures
- Copy of air-conditioning layout drawings for the existing A/C installation (with indication of the Horsepower (HP), A/C location and whether it is inverter type)
- Copy of building layout plan (with indication of the area receiving current subvention from SWD in red line)
- Copy of electricity bills for the past 3 years
- Spreadsheet on the inventory information of existing air-conditioners and lighting equipment
- Approved Schedule of Accommodation, if applicable

Supplementary Information

(A) Information about the premises where the energy audit to be conducted/ VSAC / LED lighting fixtures are proposed to be installed

1. Year in which the premises was constructed: \_\_\_\_\_
2. The premises is:  
 Owned by the interested welfare NGO  
 Rented by private party / government department\* (Please specify the relevant department if it is the latter: \_\_\_\_\_) on tenancy term up to \_\_\_\_\_ (year when the tenancy term expires)
3. The premises is providing other welfare services (e.g. self-financed services) not receiving recurrent subvention from the Social Welfare Department?  
 Yes    No    Not sure
4. The premises where the VSAC / LED lighting fixtures are proposed to be installed is on a declared monument or graded historic building<sup>3</sup>?  
 Yes    No    Not sure
5. Is there any relocation or redevelopment plan in coming 3 years in respect of the premises where the VSAC / LED lighting fixtures is proposed to be installed?  
 Yes    No    Not sure
6. Is there any other funding source applied or to be applied for conducting energy audit/ replacement of VSAC / LED lighting fixtures?  
 Yes, (please indicate the funding source: \_\_\_\_\_ and application year: \_\_\_\_\_.)  
 No
7. Any heating facilities in the premises?  
 Yes, (please indicate the funding source: \_\_\_\_\_ and installation year: \_\_\_\_\_.)  
 No

(B) Other information

8. Is there any air-conditioning equipment to be replaced under Green Welfare NGOs, i) is having service years less than 5 years or ii) with Energy Label Grade 1?  
 Yes  
 No

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\* Please delete as appropriate

<sup>3</sup> The list of declared monument or graded historic building can be found from the following websites: -

9. Is there any lighting fixture to be replaced under Green Welfare NGOs, i) is having service years less than 5 years or ii) of LED types?

- Yes
- No

10. We agree and confirm that –

- (a) the Government and its authorised users shall have the right to use (including copying, issuing and making available to the public copies of, and making an adaptation of ) this application form and its supporting documents and all the related materials submitted by the participating welfare NGO’s premises;
- (b) the application form, supporting documents and all the related materials submitted by the participating welfare NGO’s premises do not and will not infringe the intellectual property rights of any person; and
- (c) the participating welfare NGO’s premises shall indemnify the Government against all losses, liabilities, claims and expenses that it may suffer or incur as a result of any allegation of or claim for infringement of the intellectual property rights of any person arising from the Government's use or possession of all the documents and materials submitted by the participating welfare NGO’s premises.

Signature of Supervisor / Venue-in-charge  
\* of the welfare NGO’s premises: \_\_\_\_\_

Name of Supervisor / Venue-in-charge \*  
of the welfare NGO’s premises: \_\_\_\_\_

Date : \_\_\_\_\_

Company Chop : \_\_\_\_\_

**Part D – Disclaimer**

Any attempt to offer advantage (as defined in the Prevention of Bribery Ordinance (“POBO”) (Chapter 201 of the Laws of Hong Kong)) to any Government officer with a view to influencing the outcome of this application constitutes an offence under the POBO and renders the application invalid. The case will be reported to the Independent Commission Against Corruption. You should report to the ICAC (Telephone No.: 2526-6366) if any government officers or their agents solicits an advantage from you in relation to this application.

Signature of Supervisor / Venue-in-charge  
\* of the welfare NGO’s premises: \_\_\_\_\_

Name of Supervisor / Venue-in-charge \*  
of the welfare NGO’s premises: \_\_\_\_\_

Date : \_\_\_\_\_

Company Chop : \_\_\_\_\_

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\* Please delete as appropriate

## **Personal Data Collection Statement**

### Purpose of Collection

The personal data and other related information provided by the applicant in the application form, supporting documents, supplementary information and progress reports will be used by the Electrical and Mechanical Services Department (“EMSD”) for the purpose of application processing under the “Green Welfare NGO : Support Scheme on Implementation of Energy Audits and Energy Saving Projects for Welfare NGO’s Premises”. The provision of personal data and other related information in the application form, supporting document, supplementary information and progress report is voluntary. However, if adequate and accurate data were not provided, we may not be able to process your application.

### Disclosure of Information

The EMSD may keep your application form, supporting documents, supplementary information and progress reports, in the EMSD Registry and may include the personal data and other related information you provided in the application form, supporting documents, supplementary information and progress reports, in a register / catalogue, which will be made available for public inspection. Where necessary, the particulars submitted by the applicant may also be provided to other bureaux / departments / organisations / persons for the purposes of verifying the particulars provided and other purposes related to the application.

### ***Access to Personal Data***

The applicant has a right to request access to, and to request the correction of, the personal data and other related information you supplied in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486). Such requests should be made in writing to the EMSD (Attn.: Energy Efficiency Office, 7/F., Electrical and Mechanical Service Department Headquarters, 3 Kai Shing Street, Kowloon, Hong Kong).

Signature of Supervisor / Venue-in-charge  
\* of the welfare NGO’s premises: \_\_\_\_\_

Name of Supervisor / Venue-in-charge \*  
of the welfare NGO’s premises: \_\_\_\_\_

Date : \_\_\_\_\_

Company Chop : \_\_\_\_\_

Note:

- Please photocopy this Form if more than one is required.
- This Form may be amended by the EMSD as and when necessary.

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\* Please delete as appropriate