

**CONFIDENTIAL**



CONSTRUCTION  
INDUSTRY COUNCIL  
建造業議會



CIC Sustainable Finance Certification Scheme  
建造業議會可持續金融認證計劃

# **CIC Sustainable Finance Certification Scheme (SFCS)**

## **Application Form**

September 2022

## IMPORTANT NOTES

1. Please read the User Guide (hyperlink), which provides an overview of the application process and guidance, prior to completing this form.
2. Please read the guidance notes provided in each text box carefully. The guidance provided is not exhaustive and applicants are encouraged to seek professional advice where necessary.
3. The declaration shall be signed by an authorised person of the company as to conflicts of interests in any matters in connection with the application and assessment of the SFCS. This includes reasonably perceived, potential or actual conflict of interests related to the company and its employees involved in this application.
4. Applicants must complete all fields. If a question does not apply, please type "N/A". Any missing information may result in delay in the assessment process.
5. This form must be submitted with supporting documents. Please upload the supporting documents in the following formats: Word/Excel/ PPT/ PDF.

# 1 GENERAL INFORMATION

## 1.1 APPLICATION INFORMATION

Sustainable financing instrument	<input type="checkbox"/> Green Loan <input type="checkbox"/> Other Green Facilities <input type="checkbox"/> Sustainability-linked Loan <input type="checkbox"/> Other Sustainability-linked Facilities
Application level	<input type="checkbox"/> Project-level (only for green loan and other green facilities) <input type="checkbox"/> Company-level
Estimated loan/other facilities amount	HK\$      Million

## 1.2 COMPANY INFORMATION

Company name (English) Please note that this will be stated in certificate.	
Company name (Chinese) Please note that this will be stated in certificate.	
Company profile (Limited to 200 words)	
Is your company a listed company or a subsidiary of a listed company	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your company a subsidiary of a holding company?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state the name: _____
Correspondence address	

Business nature	<input type="checkbox"/> HKSAR Government/Statutory Body <input type="checkbox"/> Developer <input type="checkbox"/> Main contractor <input type="checkbox"/> Sub-contractor <input type="checkbox"/> Supplier/Manufacturer
Company website	
Business registration no.	
Contact person	Name: Position: Telephone no.: Email address:

## 2 GREEN LOAN

### 2.1 USE OF PROCEEDS

<p><b>Eligible category</b> More than one option can be selected.</p>	<input type="checkbox"/> Renewable Energy <input type="checkbox"/> Energy Efficiency <input type="checkbox"/> Pollution Prevention and Control <input type="checkbox"/> Environmentally Sustainable Management of Living Natural Resources and Land Use <input type="checkbox"/> Terrestrial and Aquatic Biodiversity Conservation <input type="checkbox"/> Clean Transportation <input type="checkbox"/> Sustainable Water and Wastewater Management <input type="checkbox"/> Climate Change Adaptation <input type="checkbox"/> Circular Economy Adapted Products, Production Technologies and Processes <input type="checkbox"/> Green Building <input type="checkbox"/> Others (such as China Green Bond Endorsed Project Catalogue and EU Taxonomy) Please refer to the User Guide (hyperlink) and specify: Standard : _____ Version (if any) : _____ Category : _____
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<p><b>Eligibility criteria</b></p> <p>Please refer to the User Guide (hyperlink) and specify criteria of the selected category.</p>	<p>Category: _____</p> <p>Criteria: _____</p>
<p><b>Framework</b></p> <p>More than one option can be selected.</p>	<p><input type="checkbox"/> The International Capital Market Association and Loan Market Association's Green Loan Principles (GLP) (2021 Edition)</p> <p><input type="checkbox"/> Climate Bond Initiatives (CBI)'s Climate Bonds Standard (2021 Edition)</p> <p><input type="checkbox"/> United Nations Sustainable Development Goals (UN SDGs)</p> <p><input type="checkbox"/> Green Bond Endorsed Project Catalogue (2021 Edition)</p> <p><input type="checkbox"/> Others, please specify: _____</p>
<p><b>Purposes of financing</b></p>	<p><input type="checkbox"/> Exclusively used to finance new eligible green projects</p> <p><input type="checkbox"/> Exclusively used to finance and refinance, in whole or in part, new or existing eligible green projects</p> <p><input type="checkbox"/> Exclusively used to refinance existing eligible green projects</p> <p>(Remarks: the section below is optional)</p> <p>If the proceeds will be used to refinance existing eligible projects, you are encouraged to provide the following information:</p> <p>Estimated share of financing versus refinancing: _____</p> <p>Name of the projects to be refinanced: _____</p> <p>Expected look-back period for refinanced projects: _____</p>
<p><b>Supporting documents</b></p> <p>Please upload supporting documents, such as green finance</p>	<p>File name: _____</p> <p>Description: _____</p>

<p>strategy and framework.</p> <p><i>The file size of each document should not exceed 20 pages or 10MB.</i></p>	
<p><b>Eligible Project (for project-level application only)</b></p>	
<p><b>Project name (English)</b></p> <p>Please note that this will be stated in certificate.</p>	
<p><b>Project name (Chinese)</b></p> <p>Please note that this will be stated in certificate.</p>	
<p><b>Location</b></p>	
<p><b>Project description</b> (Limited to 200 words)</p>	
<p><b>Highlights of green elements and estimated environmental impact</b></p> <p>Please refer to the User Guide for more information.</p>	

## 2.2 PROJECT EVALUATION AND SELECTION

<p><b>Environmental sustainability objectives</b></p>	
<p><b>Process for project evaluation and selection</b></p>	<p><input type="checkbox"/> Applicant has set up a governance body to evaluate and select eligible projects based on the above criteria and manage their environmental risks (i.e. destruction caused to the surrounding natural environment), with the following responsibilities:</p> <ul style="list-style-type: none"> <li>• Reviewing and validating the pool of eligible projects as suggested by the relevant project teams based on the use of proceeds and other requirements</li> <li>• Monitoring the eligible projects during the life of the sustainable financing instruments</li> <li>• Preparing and recommending any changes or updates to the green finance strategy to the Board of Directors of the company for approval</li> <li>• Preparing and approving sustainable financing instrument reports</li> <li>• Paying attention to continuous developments in the sustainable finance market and maintaining conformance with best market practices</li> </ul> <p><input type="checkbox"/> Others, please specify: _____</p>
<p><b>Structure of governance body (optional)</b></p>	<p><input type="checkbox"/> The governance body comprises senior members to evaluate and select eligible projects</p> <p>Please specify the most senior position: _____</p> <p><input type="checkbox"/> The governance body comprises cross-functional representatives to evaluate and select eligible projects</p>

	<p>Please specify the names of the departments:</p> <p>_____</p> <p><input type="checkbox"/> The governance body/committee will meet regularly to oversee the governance of the green investment strategy</p> <p>Please specify the frequency (e.g. annually or semi-annually or quarterly):</p> <p>_____</p>
<p><b>Supporting documents</b></p> <p>Please upload supporting documents, such as on governance structure, meeting minutes and policies.</p> <p><i>The file size of each document should not exceed 20 pages or 10MB.</i></p>	<p>File name: _____</p> <p>Description: _____</p>



## 2.3 MANAGEMENT OF PROCEEDS

<p><b>Internal governance process</b></p> <p>Please elaborate on the internal governance process through which the company can track the allocation of funds towards green projects and manage the remaining amount of proceeds.</p>	
<p><b>Documentation</b></p>	<p><input type="checkbox"/> Applicant will establish a register of funds, which contains the following information:</p> <ul style="list-style-type: none"> <li>• issuer/ borrower entity transaction date</li> <li>• principal amount of proceeds</li> <li>• repayment or amortisation profile</li> <li>• maturity date</li> <li>• name and basic information of eligible projects to which proceeds have been allocated in accordance with the defined criteria</li> <li>• amount of proceeds allocated to each project</li> <li>• remaining amount of proceeds that have not been allocated to eligible projects</li> </ul> <p><input type="checkbox"/> Others, please specify: _____</p>
<p><b>Supporting documents</b></p> <p>Please upload supporting documents, such as on governance structure,</p>	<p>File name: _____ Description: _____</p>

meeting minutes and policies.

*The file size of each document should not exceed 20 pages or 10MB.*

## 2.4 REPORTING

<p><b>Reporting period</b></p> <p>Applicant shall prepare a report within one year from the date of issuance of each sustainable financing instrument and continue to report regularly at this selected interval until the full allocation of the proceeds. The report will provide information on the allocation of the proceeds and the environmental impacts of funded green projects.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Annually</li> <li><input type="checkbox"/> Semi-annually</li> <li><input type="checkbox"/> Quarterly</li> </ul>
<p><b>Means of reporting</b></p> <p>Please select the appropriate reporting channel. More than one option can be selected.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Publish a standalone green finance report</li> <li><input type="checkbox"/> Information published as part of the financial report</li> <li><input type="checkbox"/> Information published as part of the sustainability / Environmental, Social and Governance report</li> <li><input type="checkbox"/> Information published as part of the relevant project documents such as project progress report.</li> <li><input type="checkbox"/> Others, please specify: _____</li> </ul>

<p><b>Allocation reporting</b></p> <p>Please select information to be included in the allocation report. More than one option can be selected.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> A list of green projects to which the proceeds have been allocated</li> <li><input type="checkbox"/> Brief description of the projects</li> <li><input type="checkbox"/> Distribution of proceeds earmarked to eligible green projects at category level</li> <li><input type="checkbox"/> Distribution of proceeds earmarked to eligible green projects at project level</li> <li><input type="checkbox"/> Proportion of net proceeds used for financing versus refinancing</li> <li><input type="checkbox"/> Balance of any allocation proceeds invested in cash and/or cash equivalents</li> <li><input type="checkbox"/> Others, please specify: _____</li> </ul>
<p><b>Impact reporting</b></p> <p>Please refer to the User Guide (hyperlink) and list out applicable key performance indicators (KPIs) for impact reporting.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Total carbon emissions (permanent works)</li> <li><input type="checkbox"/> Total carbon emissions (temporary works and site impacts)</li> <li><input type="checkbox"/> Low-carbon materials (%)</li> <li><input type="checkbox"/> Clean energy (%)</li> <li><input type="checkbox"/> Waste recycling rate (%)</li> <li><input type="checkbox"/> Other indicators, please specify: _____</li> </ul>
<p><b>Methodology for each selected KPI</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> CIC Carbon Assessment Tool (CAT)</li> <li><input type="checkbox"/> Other methodologies, please specify: _____</li> </ul>

## 3 OTHER GREEN FACILITIES

### 3.1 PURPOSE OF TRADE INSTRUMENT

<b>Project Profile</b>	
<b>Project name (English)</b> Please note that this will be stated in certificate.	
<b>Project name (Chinese)</b> Please note that this will be stated in certificate.	
<b>Location</b>	
<b>Project description</b> (Limited to 200 words)	
<b>Eligible category</b> More than one option can be selected.	<input type="checkbox"/> Renewable Energy <input type="checkbox"/> Energy Efficiency <input type="checkbox"/> Pollution Prevention and Control <input type="checkbox"/> Environmentally Sustainable Management of Living Natural Resources and Land Use <input type="checkbox"/> Terrestrial and Aquatic Biodiversity Conservation <input type="checkbox"/> Clean Transportation <input type="checkbox"/> Sustainable Water and Wastewater Management <input type="checkbox"/> Climate Change Adaptation <input type="checkbox"/> Circular Economy Adapted Products, Production Technologies and Processes <input type="checkbox"/> Green Building <input type="checkbox"/> Others (such as China Green Bond Endorsed Project Catalogue and EU Taxonomy) Please refer to the User Guide (hyperlink) and specify: Standard : _____ Version (if any) : _____ Category : _____

<p><b>Framework</b> More than one option can be selected.</p>	<p><input type="checkbox"/> The International Capital Market Association and Loan Market Association’s Green Loan Principles (GLP) (2021 Edition)</p> <p><input type="checkbox"/> Climate Bond Initiatives (CBI)’s Climate Bonds Standard (2021 Edition)</p> <p><input type="checkbox"/> United Nations Sustainable Development Goals (UN SDGs)</p> <p><input type="checkbox"/> Green Bond Endorsed Project Catalogue (2021 Edition)</p> <p><input type="checkbox"/> Others, please specify: _____</p>
<p><b>Highlights of green elements and estimated environmental impact</b> Please refer to the User Guide (hyperlink) for more information.</p>	
<p><b>Project schedule</b></p>	<p>Start date (i.e. contract award date): <u>[YEAR]</u> <u>[MONTH]</u> <u>[DAY]</u></p> <p>Completion date (i.e. contract completion date): <u>[YEAR]</u> <u>[MONTH]</u> <u>[DAY]</u></p>
<p><b>Supporting documents</b> Please upload supporting documents, such as contract, meeting minutes and policies.  <i>The file size of each document should not exceed 20 pages or 10MB.</i></p>	<p>File name: _____</p> <p>Description: _____</p>

### 3.2 EVALUATION OF UNDERLYING ACTIVITY

<p><b>Environmental sustainability objectives</b></p>	
<p><b>Process for project evaluation and selection</b></p>	<p><input type="checkbox"/> Applicant has set up a governance body to evaluate and select the project and manage their environmental risks (i.e. destruction caused to the surrounding natural environment).</p> <p><input type="checkbox"/> Others, please specify: _____</p>
<p><b>Structure of governance body (optional)</b></p>	<p><input type="checkbox"/> The governance body comprises senior members to evaluate and select eligible projects</p> <p>Please specify the most senior position: _____</p> <p><input type="checkbox"/> The governance body comprises cross-functional representatives to evaluate and select eligible projects</p> <p>Please specify the name of the departments: _____</p> <p><input type="checkbox"/> The governance body/committee will meet regularly to oversee the governance of the green investment strategy</p> <p>Please specify the frequency (e.g. annually or semi-annually): _____</p>

<p><b>Supporting documents</b></p> <p>Please upload supporting documents, such as on governance structure, meeting minutes and policies.</p> <p><i>The file size of each document should not exceed 20 pages or 10MB.</i></p>	<p>File name: _____</p> <p>Description: _____</p>
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### 3.3 REPORTING

<p><b>Reporting period</b></p> <p>Applicant shall prepare a report within one year from the date of issuance of each sustainable financing instrument and continue to report regularly at this selected interval until completion of the work. The report will provide information on the environmental impacts of the green projects.</p>	<p><input type="checkbox"/> Annually</p> <p><input type="checkbox"/> Semi-annually</p> <p><input type="checkbox"/> Quarterly</p>
<p><b>Means of reporting</b></p> <p>Please select the appropriate reporting channel. More than one option can be selected.</p>	<p><input type="checkbox"/> A standalone green finance report</p> <p><input type="checkbox"/> Information published as part of the financial report</p> <p><input type="checkbox"/> Information published as part of the sustainability / environmental, social and governance report</p> <p><input type="checkbox"/> Information published as part of the relevant project documents such as project progress report.</p> <p><input type="checkbox"/> Others, please specify: _____</p>

<p><b>Impact reporting</b></p> <p>Please refer to the User Guide (hyperlink) and list out applicable key performance indicators (KPIs) for impact reporting.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Total carbon emissions (permanent works)</li> <li><input type="checkbox"/> Total carbon emissions (temporary works and site impacts)</li> <li><input type="checkbox"/> Low-carbon materials (%)</li> <li><input type="checkbox"/> Clean energy (%)</li> <li><input type="checkbox"/> Waste recycling rate (%)</li> <li><input type="checkbox"/> Other indicators, please specify: _____</li> </ul>
<p><b>Methodology for each selected KPI</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> CIC Carbon Assessment Tool (CAT)</li> <li><input type="checkbox"/> Other methodologies, please specify: _____</li> </ul>



## 4 SUSTAINABILITY-LINKED LOAN/ OTHER SUSTAINABILITY-LINKED FACILITIES

### 4.1 COMPANY'S SUSTAINABILITY GOVERNANCE

<p><b>Governance structure</b></p>	<p><input type="checkbox"/> Applicant has set up a governance body to oversee the company's sustainability strategy. Please select the most appropriate options (more than one option can be selected) and provide further details.</p> <p><input type="checkbox"/> The governance body comprises senior members to evaluate and select eligible projects</p> <p>Please specify the most senior position: _____</p> <p><input type="checkbox"/> The governance body comprises cross-functional representatives to evaluate and select eligible projects</p> <p>Please specify the name of the departments: _____</p> <p><input type="checkbox"/> The governance body/committee will meet regularly to oversee the governance of the green investment strategy</p> <p>Please specify the frequency (e.g. annually or semi-annually or quarterly): _____</p>
<p><b>Sustainability vision and objectives</b></p> <p>Please also specify sustainability</p>	

<p>certificates / ratings to which the company is seeking, if any.</p>	
<p><b>Supporting documents</b></p> <p>Please upload supporting documents, such as on sustainability strategy, policies and processes.</p> <p><i>The file size of each document should not exceed 20 pages or 10MB.</i></p>	<p>File name: _____</p> <p>Description: _____</p>

## 4.2 TARGET SETTING

<p><b>Key sustainability performance indicators</b> Please refer to the User Guide (hyperlink) for more details.</p>	<p><input type="checkbox"/> Total carbon emissions (permanent works)  <input type="checkbox"/> Total carbon emissions (temporary works and site impacts)  <input type="checkbox"/> Low-carbon materials (%)  <input type="checkbox"/> Clean energy (%)  <input type="checkbox"/> Waste recycling rate (%)  <input type="checkbox"/> Other indicators, please specify:          _____</p>
<p><b>Methodology for each selected sustainability performance indicator</b></p>	<p><input type="checkbox"/> CIC Carbon Assessment Tool (CAT)  <input type="checkbox"/> Other methodologies, please specify:          _____</p>
<p><b>Sustainability performance targets (SPT)</b></p>	<p>Base year: _____          Performance in the base year: _____          Target year: _____          Performance in the target year: _____</p>
<p><b>Framework</b> More than one option can be selected.</p>	<p><input type="checkbox"/> The Loan Market Association's Sustainability Linked Loan Principles (SLLP) (2021 Edition)  <input type="checkbox"/> Climate Bond Initiatives (CBI)'s Climate Bonds Standard (2021 Edition)  <input type="checkbox"/> United Nations Sustainable Development Goals (UN SDGs)  <input type="checkbox"/> Green Bond Endorsed Project Catalogue (2021 Edition)  <input type="checkbox"/> Others, please specify: _____</p>
<p><b>Loan characteristics</b> Please elaborate if economic outcomes are linked to whether the selected SPT(s) are met.</p>	<p>We are considering:  <input type="checkbox"/> Interest rate discount  <input type="checkbox"/> Margin reduction  <input type="checkbox"/> Others, please specify: _____</p>
<p><b>Verification</b></p>	<p><input type="checkbox"/> Intent to arrange post-lending verification under the SFCS  <input type="checkbox"/> Intent to engage other qualified verification body for post-lending verification  <input type="checkbox"/> Others, please specify: _____</p>

<p><b>Supporting documents</b></p> <p>Please upload supporting documents, such as sustainability / environmental, social and governance reports, external review reports on SPT and key performance indicator setting, working files and meeting minutes.</p> <p><i>The file size of each document should not exceed 20 pages or 10MB.</i></p>	<p>File name: _____</p> <p>Description: _____</p>
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### 4.3 REPORTING

<p><b>Reporting period</b></p> <p>Applicant shall publish a report within one year from the date of issuance of each sustainable financing instrument and continue to report regularly at this selected interval until the full allocation of the proceeds/ completion of work. The report will provide information on the allocation of the proceeds and/or the environmental impacts of the green projects.</p>	<p><input type="checkbox"/> Annually</p> <p><input type="checkbox"/> Semi-annually</p> <p><input type="checkbox"/> Quarterly</p>
<p><b>Means of reporting</b></p> <p>Please select the appropriate reporting channel. More than one option can be selected.</p>	<p><input type="checkbox"/> A standalone green finance report</p> <p><input type="checkbox"/> Information published as part of the financial report</p> <p><input type="checkbox"/> Information published as part of the sustainability / environmental, social and governance report</p> <p><input type="checkbox"/> Information published as part of the relevant project documents such as project progress report.</p> <p><input type="checkbox"/> Others, please specify: _____</p>

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## 5 DECLARATION

We hereby declare that:

We agree to the Declaration of Veracity of Information ([hyperlink](#)), Privacy Policy Statement and Disclaimer ([hyperlink](#)) and Terms and Conditions ([hyperlink](#)) of SFCS.

If we have any conflict of interest in any matters whatsoever in connection with the assessment of SFCS, we shall immediately make a declaration to CIC.

We would like to report the following existing or potential conflict of interest situation.

Please describe below any relationship, transaction or position you hold (as volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between SFCS and your personal, financial or other interests.

Declaration:

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To keep you informed of CIC activities which may be of interest to you, CIC would like to use your personal data, including your name, phone number and email address, to update you in relation to CIC activities. We agree with the proposed use of our personal data in any marketing activities arranged by CIC.

(Remark: sign to confirm)

(Remark: Declaration of Veracity of Information will be presented with a hyperlink)

## DECLARATION OF VERACITY OF INFORMATION

1. We declare that the matters stated in this form and the accompanying information are true and correct to the best of our knowledge and that we have not withheld any material fact.
2. We have read, observed and acknowledged the entire contents of this form, the User Guide (hyperlink) and the Terms and Conditions (hyperlink) of the SFCS.
3. We understand that if we make or provide any false or misleading statements or information, or withhold any material fact or other matter, CIC may terminate this application. We allow CIC to conduct verification to check the accuracy and validity of data.
4. We agree that the personal data (as defined in the Personal Data (Privacy) Ordinance (Cap 486)) provided in this form can be used in accordance with the Privacy Policy Statement and Disclaimer (hyperlink).
5. We consent to the disclosure of all relevant information of the company by the participating financial institution to CIC and any entity or person to whom disclosure is required in relation to this application to join the SFCS.
6. After this application has been approved, we agree that the basic information of the company will be published on the website under “list of certifications” for public information.