



APPLICATION MANUAL

Zero-Carbon-Ready Building Certification Scheme
and
Net Zero Building Certification Scheme

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1. Introduction

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1. Introduction

This manual is prepared to help Applicant to understand the Scheme and apply for certification under the Scheme.

1. Introduction

1.1 Background

According to the Intergovernmental Panel on Climate Change – IPCC, it is imperative to limit the global temperature rise to below 2°C from pre-industrial levels and pursue efforts to limit the temperature increase to 1.5°C above pre-industrial levels.

To meet this ambition, we must limit the additional carbon dioxide emissions in the atmosphere, i.e. our carbon budget, according to IPCC Reports.

However, with our rate of emission, it indicates that the budget will be exhausted in the next decade(s) or earlier.

Any further emissions will significantly reduce the likelihood of meeting the 2°C carbon budget. Therefore, staggering efforts need to be made jointly by all nations and sectors to accelerate their emission reduction.

1.2 Operational Carbon

Electricity consumption is the major form of energy supply for the majority of buildings in Hong Kong.

Only the electricity consumption within Scope 2 defined by the Greenhouse Gas Protocol will be included.

Waste, gas, and water consumptions are not taken into account as those are of a smaller proportion, but may be included at a later stage when proved to be necessary.

Zero-carbon-ready Building is initiated by the International Energy Agency - IEA defining it as “highly energy efficient and either uses renewable energy directly, or an energy supply that can be fully decarbonised.

2. Certification Scheme

2. Certification Scheme

Buildings in Hong Kong consume about 90% of the electricity and contributes around 60% of the carbon emissions. Most of the carbon emissions come from the electricity consumption within buildings. Electricity is the major form of energy supply for the majority of the buildings in Hong Kong.

Hong Kong's Climate Action Plan 2050 has set a pathway for decarbonising the electricity supply before 2050. The building sector should be playing a prominent role in decarbonising the demand side which is to reduce the energy consumption within buildings.

Building owners have been reducing their energy demand, in particular, electricity consumption, reporting their performance and applying for green finance for their improvement projects. However, the industry lacks clear definitions and benchmarking scheme to gauge energy performance of buildings. They are puzzled with what targets they need to set for their buildings in order to align with the Paris agreement.

The industry is in need of a benchmarking scheme to gauge the energy performance of their buildings together with a target setting tool that can facilitate them to set their targets to align with international carbon neutrality targets.

To address this, the Hong Kong Green Building Council (HKGBC) has established a Zero-Carbon-Ready Building Certification Scheme and a Net Zero Building Certification Scheme. The Schemes form the Operational Carbon Chapter which is part of the HKGBC Climate Change Framework for Built Environment, launched in June 2023.

2. Certification Scheme

2.1 Purpose, Objective, Target and Achievement

Purpose

The purpose of the certification schemes is to provide aligned definitions, calculation methodologies and targets among industry stakeholders.

Objective

The objectives of the Schemes are that by adopting the certification schemes, building owners can:

- benchmark and report the energy performance of their buildings
- set their targets for carbon neutrality and tracking their progress
- justify their improvement projects for green financing

Target

Zero-carbon-ready building criteria is adopted. The criteria are defined by the International Energy Agency (IEA) that zero-carbon-ready buildings are highly energy efficient and resilient buildings that either use renewable energy directly, or an energy supply that can be fully decarbonised, such as electricity or district energy.

This definition and criteria are adopted due to the fact that the concept of “Zero-Carbon-Ready Building” is well accepted internationally and Hong Kong has already committed to fully decarbonised their electricity supply.

The criteria of ‘highly energy efficient’ is established with the energy database as described below or achieving a significant reduction of energy demand making reference to international practice which is about 65% reduction from the baseline.

Achievement

Buildings can be claimed as a **Zero-Carbon-Ready Building** when it achieves the highest rating in the Zero-Carbon-Ready Building Certification Scheme and **Net Zero Energy Building** when it achieves the rating in the Net Zero Building Certification Scheme respectively.

The Scheme also purports the followings :

- **Clear identification of energy performance**
- **Benchmarking performance, reference for building design planning**
- **Add value on climate-related reporting**
- **Tenant / stakeholder engagement tool**
- **Setting of decarbonisation pathway at the building level targeting zero-carbon-ready and align with corporate decarbonisation plans**

2. Certification Scheme

- **Clear milestone criteria for Green Financing (Green Bonds & Sustainability Linked Loans)**
- **Potential for green project investors**

2. Certification Scheme

2.2 Classification of Certification

Since decarbonising Hong Kong’s electricity supply is part of the Hong Kong’s Climate Action Plan 2050 and buildings in Hong Kong are connected to the supply grid, it is more appropriate and practical for Hong Kong’s building sector to adopt “Zero-Carbon-Ready” as the target.

Classification of Certification

Zero-Carbon-Ready Building Certification

Under the Zero-Carbon-Ready Building Certification Scheme, there are three categories of certification as shown in Figure 2.2.a.

- 1) Energy Performance Certificate
- 2) Target Setting Certificate
- 3) Progress Certificate.

Net Zero Building Certification

- 1) Net Zero Energy Building Certificate

2. Certification Scheme

Below Figure 2.2.a summarized the Classification of the Schemes

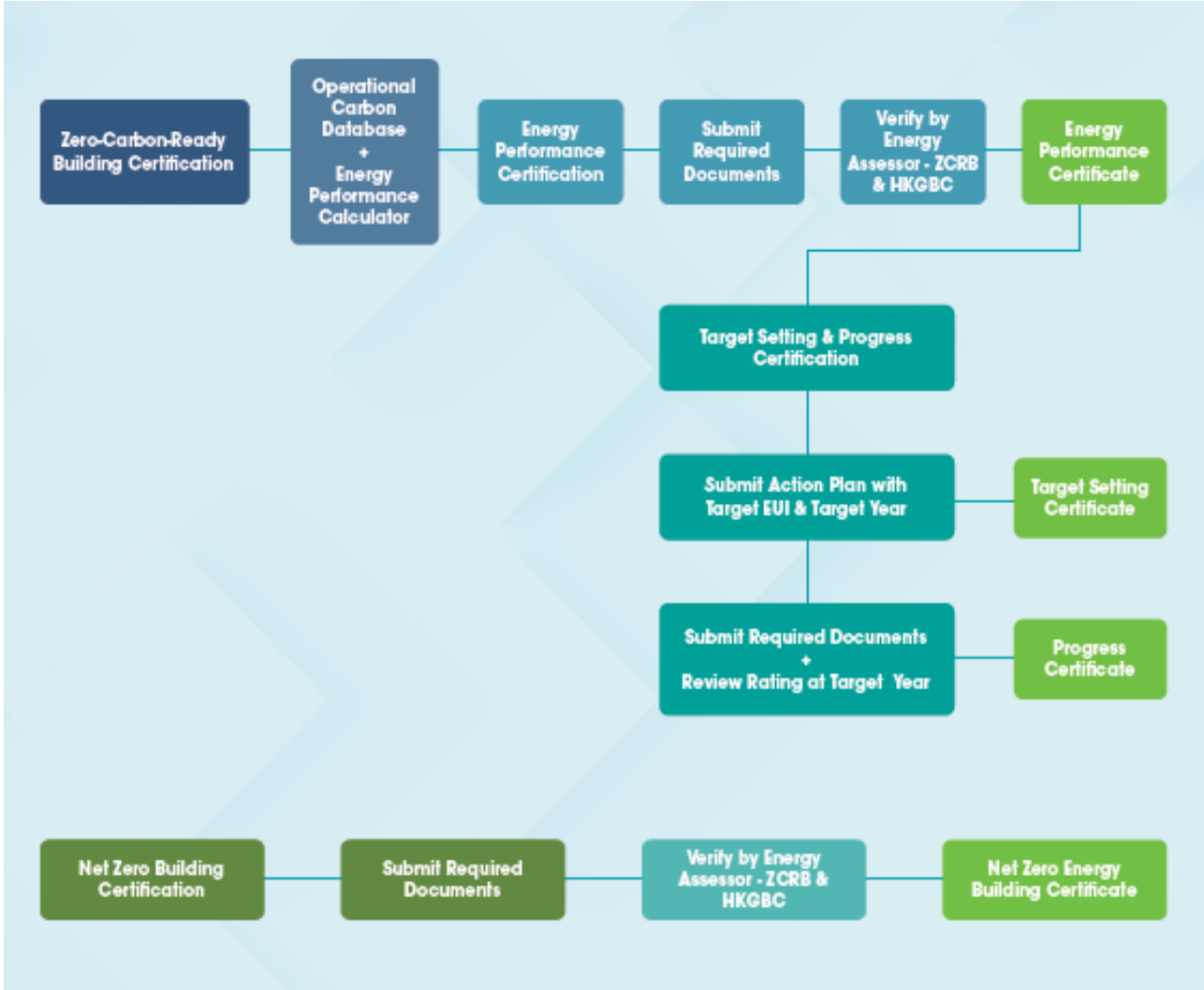
Figure 2.2.a Certification Scheme

Scheme	Certification	Route	Rating Level
Zero-Carbon-Ready Building Certification Scheme	1) Energy Performance Certificate	Route 1 (EUI)	Low
			Extra Low
			Super Low
			Zero-Carbon-Ready
		Route 2 (% reduction)	Level 1 improvement
			Level 2 improvement
			Level 3 improvement
			Level 4 improvement
	2) Target Setting Certificate	Route 1 (EUI)	Low
			Extra Low
			Super Low
			Zero-Carbon-Ready
		Route 2 (% reduction)	Level 1 improvement
			Level 2 improvement
			Level 3 improvement
			Level 4 improvement
3) Progress Certificate	Route 1 (EUI)	Low	
		Extra Low	
		Super Low	
		Zero-Carbon-Ready	
	Route 2 (% reduction)	Level 1 improvement	
		Level 2 improvement	
		Level 3 improvement	
		Level 4 improvement	
Net Zero Building Certification Scheme	4) Net Zero Energy Building Certificate	-	Net Zero Energy

2. Certification Scheme

Below Figure 2.2.b shows the Work Flow of the Certification :

Figure 2.2.b Work Flow of Certification



2. Certification Scheme

2.3 Zero-Carbon-Ready Building Certification

Zero-Carbon-Ready Building Certification Scheme is owned and operated by the Hong Kong Green Building Council (HKGBC) and aims to recognize buildings that have achieved high energy efficiency standards or reduction targets.

The targets are made reference to the requirement for achieving near zero emissions by 2050 and the best performers in the building industry.

Aims

- The building owner applying for the Scheme can evaluate the building operational efficiency against their peers in the market and set the target towards zero-carbon-ready building through an online tool.
- An appropriate rating of recognition will be given to the buildings, which have achieved outstanding energy performance while willing to set and commit the target to go for net zero through the issuance of Certificate to the eligible Applicant under the Scheme.

Performance Indicator

To truly reflect the efforts of a building in reducing its energy consumption and enhancing energy efficiency. [Energy Utilisation Index \(EUI\)](#) will be used as performance indicator as below :

Electricity consumption per year per internal floor area (kWh/sq.m. year)

Ratings

The energy performance indicator can be used to define how energy efficient the building is. The efficiency of a building is rated into four levels as follows :

By Energy Utilisation Index (By EUI)

For application using EUI as the benchmarking indicator, certification rating will be issued according to the four levels of

- Low
- Extra Low
- Super Low
- Zero-Carbon-Ready

2. Certification Scheme

By Percentage Reduction (By % Reduction)

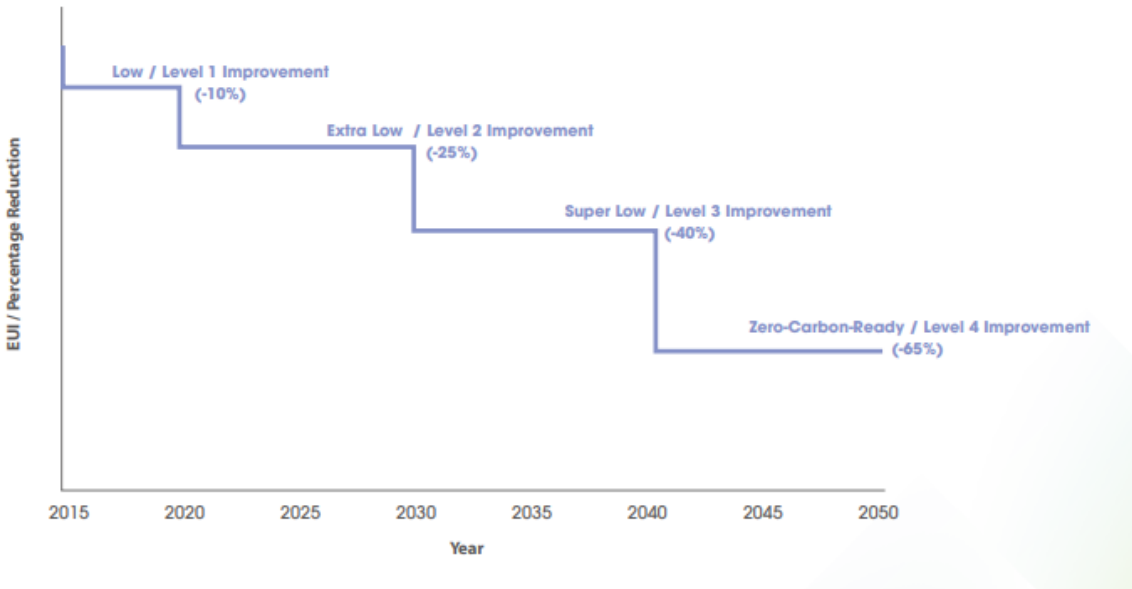
For applications using the percentage of energy reduction approach, certification rating will be issued according to the four levels of

- Level 1 Improvement
- Level 2 Improvement
- Level 3 Improvement
- Level 4 Improvement

Thresholds

The assessment levels of the certification is based on the trajectory as shown in Figure 2.3.a:

Figure 2.3.a. Suggested trajectory for buildings to achieve zero-carbon-ready rating in 2050



More aggressive targets are set for years between Year 2025 and Year 2035 as indicated in [3.3.3](#) which shall be further reviewed for years after 2035.

2. Certification Scheme

2.3.1 Energy Performance Certificate

This is a certificate to rate the energy efficiency of existing buildings and new buildings.

This is designated to recognise buildings that have achieved high energy efficiency standards or reduction achievements.

Selections of Assessment

The Energy Performance Certificates can be assessed by the following methods, namely,

- By EUI or % Reduction, and
- By Whole Building or Landlord, and
- By Existing Building or New Building.

By EUI

Through comparing building energy efficiency (EUI) against their peers.

This route is applicable to commercial building complexes including offices, retail and hotels where HKGBC has developed a database (refer to [3.4.7](#)) for similar building groups together with an online energy performance calculator ([refer to 3.4](#)).

By % Reduction

Through demonstrating significant advancements in terms of percentage of energy reduction from the baseline year of 2015.

This route is applicable for:

- Non-commercial building types where the database is not covered, or
- Commercial buildings that intend to demonstrate their reduction efforts, or
- New buildings.

By Whole Building or Landlord

The applicant may select the assessment of the premises by whole building (landlord and tenant) or landlord areas only.

By Existing Buildings

This route is to compare the energy consumption of the most recent 12 consecutive months' energy consumption with that of the baseline year of 2015.

2. Certification Scheme

By New Buildings

This route is to compare consumptions by energy simulations as required by BEAM Plus except that the baseline should be based on the Building Energy Code (BEC) 2015 edition enforced by EMSD.

In case of new buildings, Energy Performance Certificates would only be issued when the BEAM Plus Final Assessment has been obtained or all the relevant energy use credits are approved and accepted by the BEAM Society Limited before the BEAM Plus final assessment.

Four Levels of Ratings

The Energy Performance Calculator can be used to do the calculation and rate the energy performance of the building under the four ratings :

By EUI

- Low
- Extra Low
- Super Low
- Zero-Carbon-Ready

By % Reduction

- Level 1 Improvement
- Level 2 Improvement
- Level 3 Improvement
- Level 4 Improvement

2. Certification Scheme

2.3.2 Target Setting Certificate

This is for existing buildings that have received the Energy Performance Certificate and intend to set a target and strategic planning to go for Zero-Carbon-Ready building standard or the ultimate Zero-Carbon-Ready achievement or Level 4 Improvement.

Building owners are encouraged to set target towards “Zero-Carbon-Ready” or “Level 4 Improvement” rating of their building. By using the Energy Performance Calculator, the energy efficiency of the building can be rated by the performance indicator or reduction improvement ratings. Based on that, a pathway can be set towards Zero-Carbon-Ready by 2050 or earlier.

Criteria

The target setting has to fulfill the following three criteria:

- target at least one level improvement according to the four levels outlined by the Scheme, and
- at least 10% energy reduction compared to the last assessment, and
- meet the minimum threshold as per Table 2.2.2.a.

Table 2.2.2.a. Minimum threshold of different ratings

Year	Rating
2020	Low / Level 1 Improvement
2030	Extra Low / Level 2 Improvement
2040	Super Low / Level 3 Improvement
2050	Zero-Carbon-Ready / Level 4 Improvement

Assessment

Applicant has to submit a Target Setting Action Plan with the target level(s) for evaluation.

The Action Plan shall have to contain the followings :

- Building Information : such as building name, building address, building owner, type of building, type of central building services installations, etc.
- Executive statement committing on the target rating, target year, minimum achievement, assessment method, assessment type, etc. against the last assessment performance of the building.
- Strategy Planning Table listed out the planning of each energy saving measures, estimated saving on percentage and energy, the systems/ equipment/ technologies to be involved, relevant HKGBC initiatives (i.e. retro-commissioning, retrofitting, tenant engagement, programme, etc.), timeline, etc.
- A brief description of each energy saving measure and how it can achieve the target.
- A summary of the Action Plan.

2. Certification Scheme

The applicant has to provide their strong commitment on the target and the target setting(s) in the Action Plan so as to demonstrate and persuade the HKGBC and the Vetting Committee on their agreement.

2. Certification Scheme

2.3.3 Progress Certificate

This is for existing buildings that have set their target through the Target Setting Certification and achieved their target within the targeted timeline.

Aim

This certificate is to recognize building owners in achieving higher ratings along their pathway.

Assessment

The assessment method is the same as the Energy Performance Certificate and the target as set in the Target Setting Certificate.

The Progress Certificate will be issued as a recognition once the target set in the timeline has been achieved within the targeted year.

2. Certification Scheme

2.4 Net Zero Building Certification

Net Zero Building Certification Scheme is owned and operated by the Hong Kong Green Building Council (HKGBC) and aims to recognize buildings that the building's renewable energy produced in-situ is not less than its energy consumption in each year. The targets are made reference to the requirement for achieving carbon neutrality by 2050.

2.4.1 Net Zero Energy Building Certificate

This certificate requires that the annual on-site renewable energy generation shall be equal to or more than the annual energy consumption of the existing buildings and new buildings.

Assessment

Renewable energy generated may be directly used within a building, stored and used within a building, or fed back to the grid.

When renewable energy is fed to grid without Fit-in-tariff arrangement, the renewable energy generated should be equal to or more than the annual energy consumption of the building.

When renewable energy is fed to grid but with Fit-in-tariff arrangement and is also connected to the building load, the Renewable Energy Certificate obtained should be larger or equal to the balancing of the building energy consumption.

It is required that equipment generating the renewable energy should be located within the site boundary of the building/ development in the application.

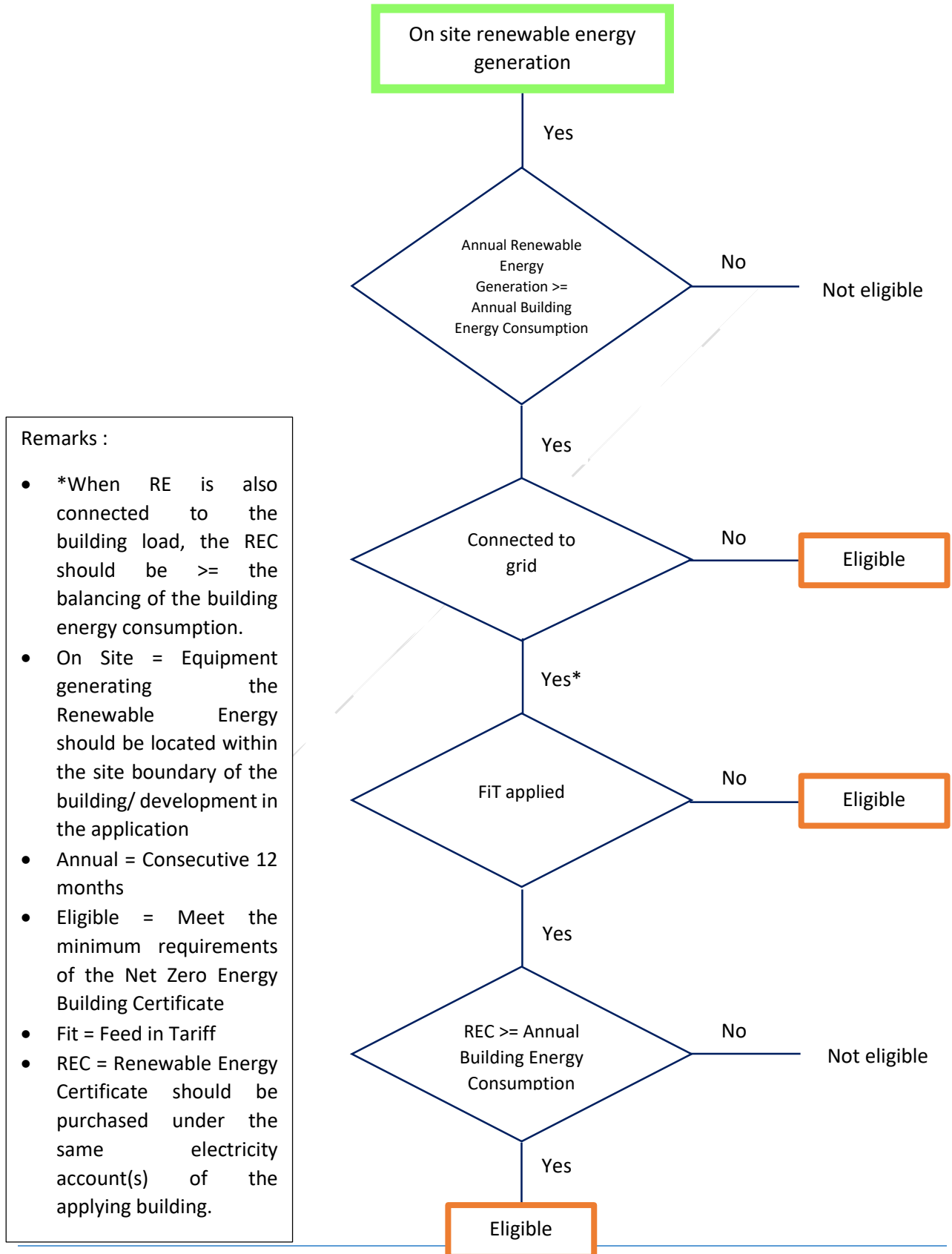
The annual energy consumption of the building shall be the cumulative energy consumption during a 12 consecutive month period.

The Renewable Energy Certificate should be purchased under the same electricity account(s) of the applying building.

2. Certification Scheme

Below Figure 2.4.1.a shows the Decision Flow Chart of Defining On Site Renewable Energy vs Net Zero Energy.

Fig. 2.4.1.a Decision Flow Chart



3. Application and Certification Process

3. Application and Certification Process

3.1 Application Process

To apply the Certification Scheme, the Applicant (owner or owner's representative) shall engage an Energy Assessor-ZCRB (EA-ZCRB) who shall carry out the duty to provide detailed and independent assessment and verification services of the building's energy systems based on the building's data and information for submission.

To engage your own Energy Assessor-ZCRB, please find their contact information –

<https://zcrbc.hkgbc.org.hk/pages/assessors>.

3. Application and Certification Process

3.1.1 Approaches

There are various application approaches to suit for the different building scenarios.

The following Table 3.1.1.a details the approaches of application suitable for the building.

Table 3.1.1.a Application approaches

Certification Scheme	Type of Certificate	Building Classification	Methods of Application				
			By Energy Performance Calculator		By Energy Simulation	By Target Setting Action Plan	By Renewable Energy vs Consumption
			*EUI	**% Reduction			
		a), b)					
Zero-Carbon-Ready Building Certification	Energy Performance Certificate	New Building	(not applicable)		yes (% reduction)	(not applicable)	
		Existing Building	yes	yes	(not applicable)		
	Target Setting Certificate	New Building	(not applicable)				
		Existing Building	(not applicable)			yes	(not applicable)
	Progress Certificate	New Building	(not applicable)				
		Existing Building	yes	yes	(not applicable)		
Net Zero Energy Building Certification	Net Zero Energy Building Certificate	New Building and Existing Building	Refer to 2.4.1				

3. Application and Certification Process

Remarks:

* Commercial building types only (office/ retail/ hotel)

** Commercial or non-commercial building types

^ In case of new building application, Energy Performance Certificate would only be issued when the BEAM Plus final assessment has been obtained or all the relevant energy use credits (such as compliance assessment) are approved and accepted by BEAM Society Limited before BEAM Plus final assessment.

For those buildings having chilled water supply fed from District Cooling System, new buildings shall adopt the same performance coefficient corresponding to BEAM Plus for the energy simulation modelling, existing buildings shall adopt the “% reduction” method for the application. Alternative approaches shall subject to the approval by the Vetting Committee.

- a) Existing Building: “Building that has been occupied for at least 24 consecutive months after the occupation permit/ occupation approval granted and has a logging of the building operating data and an average occupancy of minimum 80% over the assessment period can apply by ‘Existing Building’.”
- b) New Building: “Building that is being constructed or has been constructed or in use for a period of less than 24 consecutive months after the occupation permit/ occupation approval granted can apply by ‘New Building’.”

3. Application and Certification Process

3.1.2 Procedures

Building Owners or their representatives, i.e. consultants, building management, property management, facility management, etc. can apply for the scheme.

The applicant or owner (owner of the application) should create an user account and obtain the Application No. via HKGBC(online or by email) to start the application process.

To apply for the certificates, the following procedures shall be followed :

3. Application and Certification Process

3.1.2.1 For Energy Performance Certificate (existing building)

For Energy Performance Certificate (existing building) application, Applicant (owner) is required to apply for certification via our [online](#) platform, submit the contact and building information and engage an Energy Assessor-ZCRB to conduct an independent assessment.

Application Flow

Once registration and payment are completed, the Energy Assessor-ZCRB can assess and review the application, input and upload the required building data and information together with the list of supporting documents, via the platform. The application details will then pass to the Applicant for confirmation before submitted to HKGBC for review and evaluation.

Anyone can try the online calculator to see the result. The only issue – the record shall only be available on their local machine, no backup / records will be saved in HKGBC server.

For the online platform, the following describes the stages of application flow along the line :

1. **Draft** – The applicant (owner) shall create an user account, then they can save the application records in its “draft” status in HKGBC server, and it is editable by the Owner themselves at this stage.
2. **Apply** – To continue, the Owner shall upload the basic building information as required, and continues with the action “apply”.
3. **Applying** – Then the Owner can assign the Energy Assessor-ZCRB (EA-ZCRB) for the application and it will be marked as “applying” (the status that the application is not yet paid).
4. **Applied** – The owner shall receive an invoice for payment. When the payment has been confirmed, the system shall make the record as “applied”, then the record will be no longer editable by the Owner.
5. **Pending Submission** – The application will then be assigned to the EA-ZCRB, who can take over the application and take necessary follow up steps with the Owner. EA-ZCRB can download the documents uploaded by the Owner, and organise the supporting documents as required and upload them in a separate folder. Once the EA-ZCRB assesses that the application is ready for submission, the assigned EA-ZCRB will mark the record as “pending submission” to let the Owner to confirm the application submission.
6. **Submitted** – The Owner can then preview the `preliminary result` at this stage, and if there are no further revisions, the Owner can confirm to submit, making the application record to “submitted”.
7. **Approved** – Once the owner confirms the submission and the status changed to “submitted”, HKGBC shall start the checking and vetting process on the application. When the submission is confirmed valid and approved, the application shall be turned to “approved”.
8. **Certification** – Once the application is approved, the HKGBC shall start the “certification” process, inform the applicant of the result for the award of the certificate and prepare the certificate for issuance.

3. Application and Certification Process

Remark : Owner – User (applicant) that owns a particular application on the Certification Schemes and is given the full access to information for the application. The Owner has to engage an Energy Assessor-ZCRB to apply for the certifications.

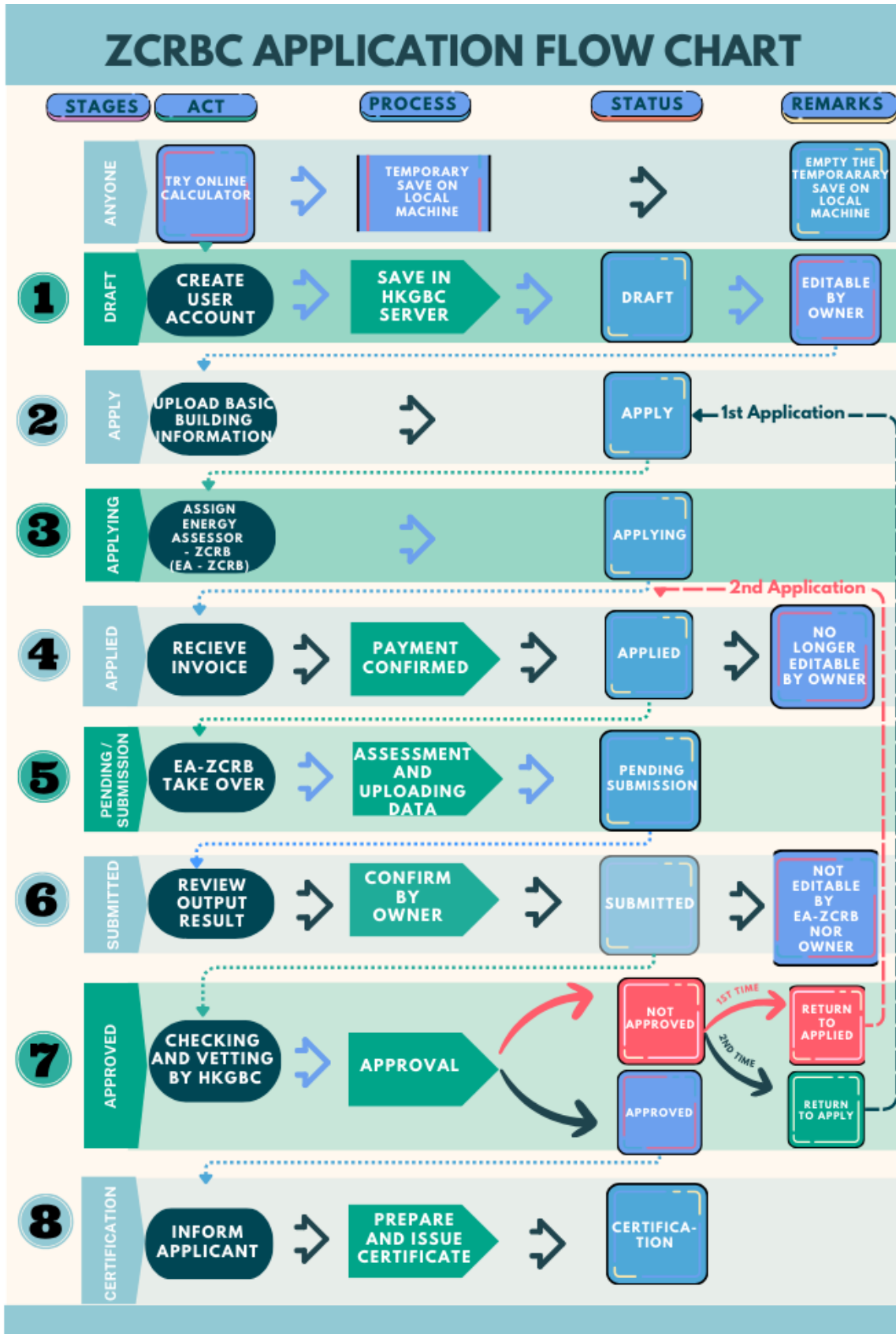
In the case that the application is not approved by the HKGBC, it shall be returned to the applicant and the application stage – “Applied” so that the EA-ZCRB can re-submit the documents and calculations accordingly within 2 months. This process shall be allowed once without re-payment.

Should the application is still un-successful and rejected by HKGBC twice. The applicant has to submit with a new application from the application stage – “Apply”.

3. Application and Certification Process

Please see below the Application Flow Chart :

Figure 3.1.2.1.a Application Flow Chart



3. Application and Certification Process

3.1.2.2 For Energy Performance Certificate (new building),

Target Setting Certificate (existing building),

Progress Certificate (existing building),

Net Zero Energy Building Certificate (existing building and new building).

For Energy Performance Certificate (new building), Target Setting Certificate (existing building), Progress Certificate (existing building) and Net Zero Energy Building Certificate (existing building and new building) applications,

the applicant

- 1) must first contact the HKGBC for the application of these certificates through email – zcrbc@hkgbc.org.hk
- 2) then complete the registration and provide the basic building information as required,
- 3) engage an Energy Assessor-ZCRB in the list,
- 4) settle the payment,
- 5) prepare the required data and information, and supporting documents by the Energy Assessor-ZCRB
- 6) confirm their application and submit all the supporting documents to the HKGBC through e-mail (zcrbc@hkgbc.org.hk).

Once submission is confirmed,

- the HKGBC shall start the checking and vetting procedures on the application.

Once the application is approved,

- the HKGBC shall proceed the “certification” process, inform the applicant of the result for the award of the certificate and prepare the certificate for issuance.

In the case that the application is not approved,

- the HKGBC shall return the submission to the applicant so that the EA-ZCRB can re-submit the documents and calculations accordingly within 2 months. This process shall be allowed once without re-payment.

Should the application is still un-successful and rejected twice,

- the applicant has to submit with a new application and pay the application fee again.

3. Application and Certification Process

3.2 Certification Process

Once the applicant confirmed the submission to the HKGBC and payment completed, HKGBC will kick start to review and check the submission to its correctness, integrity and validity of the information provided by the applicant and its compliance with the Certification Scheme requirements.

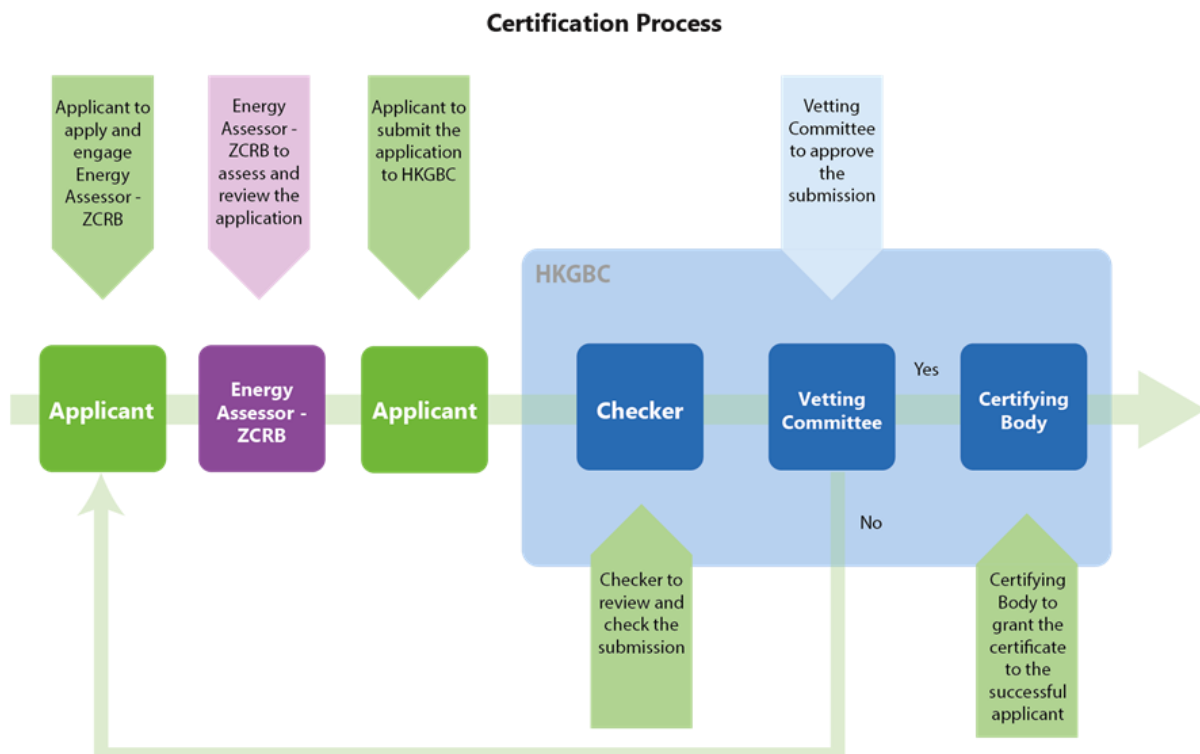
After checked by HKGBC, the submission shall be passed to the Vetting Committee for vetting and approval.

Once the submission is approved by the Vetting Committee, HKGBC shall prepare the e-certificate for granting to the successful applicant for collection.

However, should the Vetting Committee determines the application to be unsuccessful, the HKGBC will notify the Applicant of the result and the Applicant is allowed to resubmit the application with the necessary information of the same application within 2 months without re-payment once.

You may refer to Figure 3.2.a which depicts the certification process flow of the scheme.

Fig. 3.2.a – Certification Process of the Scheme



3. Application and Certification Process

3.2.1 Duty and Scope of Checker and Vetting Committee

With reference to the Certification Process (Fig.3.2.a), the followings shall carry out their duties and scopes as follows :

Checker (HKGBC)

Upon received from the applicant of their application on the Certification Scheme, HKGBC shall take up the role as the checker of the application submission to check and review the submission documents as laid down in the application requirements.

The submission documents shall include the documents as enlisted in the [5.1 List of Supporting Documents](#) and all the submission materials that are to support their application for the Certification Scheme.

The Checker shall verify the correctness, integrity and validity of the information provided by the applicant before passing to the Vetting Committee for approval.

Vetting Committee

The Vetting Committee is formed for the purpose to approve, monitor and advise on all matters relating to the Zero-Carbon-Ready Building Certification Scheme and the Net Zero Building Certification Scheme assessment, tools development and the operation.

The vetting committee members would have extensive industry experience in the aspect of operational carbon, carbon neutrality, energy performance and efficiency and energy and electricity consumption of buildings.

The main task is to approve assessment results, interprets the tools and provides interpretation and guidelines, approves on matters relating to the development of the tools and to hear and make decision on all appeals submitted by the applicants.

The nomination to join the Vetting Committee is as an individual.

The validity period of the Vetting Committee Members is initially on a 6 months bases starting in Sep 2023, following that shall be on a 2-year term period bases.

The Vetting Committee Meetings shall be arranged on an as-needed bases for discussion and approval of all related matters. Minimum 3 members should be presented at each meeting.

3. Application and Certification Process

3.2.2 Appeal of Certification Result

A may submit an appeal to the Secretariat within 4 weeks of receiving the notification of certification results.

The only valid grounds for appeal are: the checkers have disregarded material facts in the checking process or procedure has not been properly followed.

The candidate shall submit a letter stating the question(s)/ issue(s) being disputed and the grounds of the appeal.

HKGBC will set up a Review Panel which shall finish the review work within 60 calendar days.

The Review Panel shall be formed from the members of the Vetting Committee who are not on the first vetting procedure of the application. Minimum 3 members should be selected.

The decision of the Review Panel will be conveyed to the candidate via the Secretariat. The decision of the review panel shall be final.

3. Application and Certification Process

3.3 Building Eligibility and Criterion

Eligibility and Criterion

Under the Zero-Carbon-Ready Building Certification Scheme and Net Zero Building Certification Scheme, there are 4 categories of certificates and 6 scenarios, namely,

- Energy Performance Certificate – existing building by EUI (route 1)
- Energy Performance Certificate – existing building by % reduction (route 2)
- Energy Performance Certificate – new building by % reduction
- Target Setting Certificate – existing building only by EUI or by % reduction
- Progress Certificate – existing building only by EUI or by % reduction
- Net Zero Energy Building Certificate – new building and existing building

The followings list the eligibility and criterion for each type of certificates

3.3.1 For Energy Performance Certificate – Existing Building by EUI (Route 1)

- The building shall be in majority served by centralized air-conditioning system (i.e. central chiller plant or similar), air handling units (AHUs) and/or fan coil unit (FCUs). That is buildings served majority by unitary air-conditioning units shall not be accepted in this certification scheme.
- The air-conditioning load fed by the centralized air-conditioning plant system shall cover minimum 90% of the air-conditioned area of the building.
- In average, a minimum 80% occupation rate of the premises over the assessment period.
- The assessment period shall be either from Jan 2021 to Dec 2021 or start from Jan 2023 or after but not more than 18 months prior to the application date with a set of consecutive 12 months energy data over the assessment period.
- The carbon attribute of electricity part in the overall energy shall be more than 90% (applicable for non-office and non-retail premises building only).
- For those buildings that having the chilled water supply fed from District Cooling System, existing buildings shall adopt the “% reduction” method for the application. However, should the applicant intend to use an alternative approach submission by EUI (route 1), the use of the performance efficiency of the District Cooling System may be made reference to the New Building’s [requirements](#) but this alternative submission shall be subject to the approval by the [Vetting Committee](#).

3. Application and Certification Process

3.3.2 For Energy Performance Certificate – Existing Building by % Reduction (Route 2)

- The building shall be in majority served by centralized air-conditioning system (i.e. central chiller plant or similar), air handling units (AHUs) and/or fan coil unit (FCUs). That is buildings served majority by unitary air-conditioning units shall not be accepted in this certification scheme.
- The air-conditioning load fed by the centralized air-conditioning plant system shall cover minimum 90% of the air-conditioned area of the building.
- In average, a minimum 80% occupation rate of the premises over the assessment period.
- The assessment period shall be either from Jan 2021 to Dec 2021 or start from Jan 2023 or after but not more than 18 months prior to the application date with a set of consecutive 12 months energy data over the assessment period.
- The carbon attribute of electricity part in the overall energy shall be more than 90% (applicable for non-office and non-retail premises building only).
- The baseline year shall be Year 2015 or if a building that is occupied after 2015, the year with the highest energy consumption shall be taken as the baseline year within the first 3 years after occupation permit or occupation approval granted.
- For those buildings without Year 2015 energy bills, it may consider (case by case) later years, i.e. Yr2015 and onward years. By selecting later years than Yr2015, it will require the owner to declare the situation in letter form with their management's confirmation and signature in their application. In addition, in the subsequent applications of the same premises, the baseline year can't be changed unless prior baseline year energy bills are acquired later, i.e. Year 2015."
- For those buildings that having the chilled water supply fed from District Cooling System, existing buildings shall adopt the "% reduction" method for the application. However, should the applicant intend to use an alternative approach submission by EUI (route 1), the use of the performance efficiency of the District Cooling System may be made reference to the New Building's [requirements](#) of BEAM Plus but this alternative submission shall be subject to the approval by the [Vetting Committee](#).

3. Application and Certification Process

3.3.3 For Energy Performance Certificate – New Building by % Reduction

- The building shall be in majority served by centralized air-conditioning system (i.e. central chiller plant or similar), air handling units (AHUs) and/or fan coil unit (FCUs). That is buildings served majority by unitary air-conditioning units shall not be accepted in this certification scheme.
- The air-conditioning load fed by the centralized air-conditioning plant system shall cover minimum 90% of the air-conditioned area of the building.
- The carbon attribute of electricity part in the overall energy shall be more than 90% (applicable for non-office and non-retail premises building only).
- The Energy Simulation Modelling methodology (which is corresponding to the BEAM Plus requirements and endorsed by a BEAM Pro NB) to be adopted and the output results, full occupation rate shall be used.
- For those buildings having chilled water supply fed from District Cooling System, new buildings shall adopt the same performance coefficient corresponding to BEAM Plus for the energy simulation modelling.
- For those new building planning to apply the Energy Performance Certificate – Existing Building by EUI (route 1) in future, they should make reference to the eligibility and criterion as stated in [3.3.1](#) for the requirements.
- If a New Building apply on or before Year 2025, % reduction assessment shall remain (i.e. -10%/-25%/-40%/-65%)
- Thereafter, the % reduction percentage shall be improved to
 - -15%/-30%/-45%/-70% up to Year 2030 and after Year 2030, the % reduction percentage shall be further improved to
 - -18%/-33%/-48%/-73% up to Year 2035

3. Application and Certification Process

3.3.4 For Target Setting Certificate – Existing Building only

- Received the Energy Performance Certificate and the assessment result of the energy performance indicator or percentage reduction of the building, and
- the same eligibility, criteria and assessment as the Energy Performance Certificate shall be met and
- target at least one level improvement according to the four levels outlined by the Scheme, and
- at least 10% energy reduction compared to the last assessment, and
- meet the minimum threshold as per Table 3.3.4.a.

Table 3.3.4.a. Minimum threshold of different ratings

Year	Rating
2020	Low / Level 1 Improvement
2030	Extra Low / Level 2 Improvement
2040	Super Low / Level 3 Improvement
2050	Zero-Carbon-Ready / Level 4 Improvement

3. Application and Certification Process

3.3.5 For Progress Certificate – Existing Building only

- Obtained the Target Setting Certificate and the target set in the timeline has been achieved on or before the targeted year and
- the same eligibility, criteria and assessment as the Target Setting Certificate shall be met and
- Reference to the [Energy Performance Certificate – Existing Building by EUI \(Route 1\)](#) and [Energy Performance Certificate – Existing Building by % Reduction \(Route 2\)](#)

3. Application and Certification Process

3.3.6 For Net Zero Energy Building Certificate – Existing Building and New Building

- When RE is also connected to the building load, the REC should be \geq the balancing of the building energy consumption.
- On Site = Equipment generating the Renewable Energy should be located within the site boundary of the building/ development in the application
- Annual = Consecutive 12 months
- Eligible = Meet the minimum requirements of the Net Zero Energy Building Certificate
- Fit = Feed in Tariff
- REC = Renewable Energy Certificate should be purchased under the same electricity account(s) of the applying building.
- The carbon attribute of electricity part in the overall energy shall be more than 90%.
- The average building occupancy should be more than 80% during the assessment period.

3. Application and Certification Process

3.4 Energy Performance Calculator

HKGBC has developed the web tool – [Energy Performance Calculator \(the Calculator\)](#) for calculating the energy performance indicator of existing buildings and new building for office, retail and hotel premises under the “Zero-Carbon-Ready Building Certification Scheme”

The Energy Performance Calculator can be used to :

- Benchmark the energy performance of a building with similar types of buildings.
- Facilitate building owners to set targets and pathways to go for carbon neutrality.
- Track a building’s progress on their pathway to carbon neutrality.

Development of the Energy Performance Calculator

Under the Scheme, an Energy Performance Calculator has been developed to facilitate the building sector to set targets and track their building energy performance status in advancing net zero emissions.

HKGBC have analysed and re-constructed the data from the data source as stipulated in [3.4.7](#) to ensure the robustness of the tool.

Four Levels of Ratings

The Energy Performance Calculator can be used to do the calculation and rate the energy performance of the building under the four ratings :

By EUI

- Low
- Extra Low
- Super Low
- Zero-Carbon-Ready

By % Reduction

- Level 1 Improvement
- Level 2 Improvement
- Level 3 Improvement
- Level 4 Improvement

3. Application and Certification Process

3.4.1 Input/ Output Data

Input Data

Reference to the [Input Data Sheets](#) for the information/ data required.

Here are some commonly used terms in the Calculator :

[Internal Floor Area \(IFA\)](#) – With reference to the Building Energy Efficiency Ordinance (Cap.610), ‘**total internal floor area**’, in relation to a building, a space or a unit, means the sum of the floor area of all enclosed spaces measured to the internal faces of enclosing external and/or party walls for the whole building – reference shall be made to the Code of Measuring Practice of the Hong Kong Institute of Surveyors for the measuring details.

[Energy Utilisation Unit \(EUI\)](#) – The unit shall be kWh / m² / annum; means dividing total electricity consumption in whole building in kWh / annum for a specific 12-month period by the total internal floor area in m² of the building.

[Central Building Services Installation \(CBSI\)](#) – It includes the majority of the building services installations, namely lighting installations, air-conditioning installations, electrical installations and lift and escalator installations – reference shall be made to the Code of Practice for Building Energy Audit of Electrical and Mechanical Services Department.

[Electricity Bill\(s\)](#) – A bill for money owed for electricity used by landlord / tenant, “One Unit” means one kilowatt hour of electricity.

It is important that there are evidences and proofs of the electricity consumption of the buildings. Therefore, the applicant must provide the electricity bills from the two power companies for the main energy meter readings, and/ or for sub-meters, if not available, the logging data such as BMS, CCMS, EMS, etc. should be provided with proven records.

Refer to [5.3 Definitions](#) for the general interpretations of the other terms.

Output Data

Once the data input is completed, the result can be obtained by clicking on the “**RESULT**” button.

The output data shall include (original and after normalization),

- the rating of the assessment building (the 4 levels),
- the resultant Energy Performance Index, i.e. the EUI of the assessment building,
- the percentage reduction from the baseline year,
- the benchmarking values of the 4 levels,
- other input and output information and data for reference review.

3. Application and Certification Process

3.4.2 Building Information

The basic building information required shall be,

- Building name, owner and building address.
- Document proof of the owner of the application.
- Contact name, telephone number and email address of the responsible person.
- A photo/ image of the applying building which shall be posted in the website after the certificate is issued. (max. 5MB in .jpg format) – optional
- Application number of the Energy Performance Certificate and/or Target Setting Certificate of the building. (if applicable)
- Documents as detailed in below to be provided by the Energy Assessor-ZCRB. (to be provided after payment confirmed)

3.4.3 Landlord or Whole Building

The applicant may select to apply the certification by whole building or landlord portion only.

There are different sets of EUIs for the whole building or landlord assessments in the database for benchmarking.

Single tenant buildings can also apply and the total consumptions data shall be input in the Landlord only boxes.

3.4.4 EUI or % Reduction

The Calculator can be used for assessing existing buildings either by EUI or % Reduction method :

- Assessment by EUI can benchmark the building operational efficiency against their peers in the market and set the target towards zero-carbon-ready building through the online Calculator.
- Assessment by % Reduction can recognise the building which have achieved outstanding energy reduction performance while willing to set and commit the target to go for carbon neutrality along the pathway.

3.4.5 Classification of Buildings

Both existing buildings and new buildings are eligible for the application.

Existing buildings shall adopt the building energy data logging records for inputting in the Energy Performance Calculator for obtaining the output result of the building's performance rating.

New buildings shall utilize the energy simulation modelling method to generate the building energy consumption for inputting in the Energy Performance Calculator for obtaining the output result of the building's performance rating.

3. Application and Certification Process

3.4.6 Normalisation

Normalisation Method

When assessing the [EUI](#) of existing building against the “target performance level” (TPL), it is required to normalise the EUI of existing building so that the scope of energy content should be aligned with the database that used to develop the TPL.

Adjustment

Example :

As some of the commercial buildings in Hong Kong offer 24-hour air-conditioning to the tenants, which will potentially increase the energy intensity of these buildings due to the additional energy consumption after normal operation hours. The Scheme allows buildings with such provision to adjust their EUI values by extracting the additional energy consumption by the 24-hour air-conditioning operation so that the comparison between buildings with or without 24-hour air-conditioning becomes compatible.

The [Database](#) is obtained from the result of the first mandatory energy audit of part of the commercial buildings of HKSAR during the Year 2012-15.

It only composed of purely office buildings and purely retail buildings and pure hotel buildings with corresponding premises area >80% of the total building area.

The EUI target for building complex composed of both retail, office and hotel shall be determined by the following equation :

$$\text{EUI}_{\text{bldg target}} = \frac{\text{EUI}_{\text{office target}} * \% \text{IFA office} + \text{EUI}_{\text{retail target}} * \% \text{IFA retail} + \text{EUI}_{\text{hotel target}} * \% \text{IFA hotel}}{(\% \text{IFA office} + \% \text{IFA retail} + \% \text{IFA hotel})}$$

Exclusions

Regarding the database, carpark area was excluded from the total building area and some of the “specific areas” as listed below,

- Carpark,
- footbridge,
- subways,
- Government, Institution or Community, GIC
- ice rink,
- laboratory, data centre, etc.,
- electric vehicle charger, EV*
- photovoltaic, PV*

*Because, electric vehicle charging and photovoltaic (PV) systems are not included in the database at that period of time. Therefore, they shall also be excluded from the EUI calculation.

3. Application and Certification Process

Hence, all the [Central Building Services Installation \(CBSI\)](#) energy consumption related to carpark and the aforesaid “specific serving areas” and the corresponding areas of the assessment buildings shall be excluded when determining the EUI value.

The CBSI energy consumption can be recorded by means of power meter or digital platform (e.g. BMS, CCMS, EMS, etc.) on a monthly base and input to the Calculator.

All the corresponding [Internal Floor Areas](#) can be recorded by the layout plans of the buildings and input to the Calculator.

Operating Hours

It is generalised that the year-round normal operating hours are based on :

- office – 3,432 hours (i.e. approx. 12h x 5.5d x 52wk)
- retail – 4,732 hours (i.e. approx. 13h x 7d x 52wk)
- hotel – 8,760 hours (i.e. approx. 24h x 365d) respectively.

For building premises with annual operating hours different to the normal hours, the energy consumption for various premises, type (A1 to A7b) during such “out of normal” hours shall be normalised by the Calculator :

- (A1) – 24 hours operating hotels
- (A2) – 24 hours air-conditioned office
- (A3) – 24 hours air-conditioned retail shop
- (A4) – Office with 24 hours chilled water supply for server room
- (A5) – Overtime air-conditioned office
- (A6) – General air-conditioned retail shop
- (A7a) – Retail shops – Chinese/Western Restaurant(s)/ Food Court
- (A7b) – Retail shops – Supermarket

For building complex with “occasionally” overtime air-conditioning supply upon request would not be taken into account in the above normalisation process.

Out of Normal Hours Consumption Input

The followings consumption input to the Calculator are required for out of normal hours premises :

- *02:00 to 05:00 Combined Chiller Plant for 24hrs chilled water supply for premises A4 premises and chilled water supply for premises A1, A2 & A3
- *02:00 to 05:00 Separate Chiller Plant for 24hrss chilled water for A4 premises (exclude other 24hurs premise such as premises A1, A2 & A3)
- *02:00 to 05:00 CBSI system
- ^20:00 to 23:00 CBSI system

3. Application and Certification Process

*02:00-05:00 is the 3 hours/day annual energy consumption of chiller plant for 24-hours chilled water supply to server room and 24 hours office, retail and hotel premises (A1, A2, A3 & A4).

^20:00-23:00" is the 3 hours/day annual energy consumption of CBSI for night time CBSI for overtime office as well as restaurants and supermarket with operating hours/day larger than that of retail units (A5, A6, A7a & A7b) and the 24hrs operating premises.

Sea Water Pump House (SWPH)

For air-conditioning system using seawater pump house (SWPH) as the heat rejection system, since the energy consumption of SWPH would not be included in the power metering system of the building, a percentage of the total building energy consumption shall be applied for normalisation calculation unless actual consumption has been input in the Calculator.

Renewable Energy

Renewable energy that fits into the Feed-in Tariff (FiT) Scheme will be included in the Scheme as a way of energy reduction.

3. Application and Certification Process

3.4.7 Database

Database and baseline

The HKGBC has established a database and set the baseline for Energy Utilisation Index (EUI) for commercial buildings (office, retail and hotel). The database is established from the relevant data collected in the last mandatory energy audit prescribed by the Electrical & Mechanical Services Department (EMSD) in 2012-2015, surveys of office premises and BEAM Plus submissions to ensure the robustness of the tool.

- Electrical and Mechanical Services Department (EMSD) energy audit database
- EMSD benchmarking tool database
- HKGBC Benchmarking and Energy Saving Tool (HKBEST) Series database
- BEAM Plus (New Buildings) database
- China PRC and GZ (for reference and cross checking with HKGBC reconstructed database)
- Singapore energy benchmarking database (for reference and cross checking with HKGBC reconstructed database)
- Science-based target initiative (as reference for determining % reduction for target setting that can link with the carbon budget by IPCC for below 2°C)

The baseline is set as the 50th percentile of the database for the Energy Performance Calculator and the certification.

Development of the tool also made reference to the Science Based Target initiative (SBTi) for determining the percentage reduction for target setting that can link with the carbon budget defined by Intergovernmental Panel on Climate Change (IPCC) for below 2°C.

Only the electricity consumption within Scope 2 defined by the Greenhouse Gas Protocol is included in the Schemes. Other energy consumptions may be taken into account at a later stage when proved to be necessary.

According to the Hong Kong's Climate Action Plan 2050, the Government has set energy reduction targets and decarbonisation strategies for buildings, using the operational conditions of 2015 as the comparison basis. Therefore, the baseline year, 2015 set in this Framework is in line with the baseline year set in the Hong Kong's Climate Action Plan 2050 for determining the percentage reduction of building's energy consumption.

It will not be practical to go for accuracy as each building is designed and operating differently. The emphasis is more on consistency. The Calculator has provided the normalisation method and default values for some unusual situations that have a significant impact on the outcomes.

3. Application and Certification Process

3.5 Supporting Documents

The applicant is required to provide the supporting documents to support their application upon submission for evaluation. Lack of the documents may render the application unsuccessful or invalid. (in .pdf except otherwise stated)

The basic information to be provided shall be:

For applicants:

- Building information

For Energy Assessors-ZCRB:

- Building data

The Energy Assessor-ZCRB has to check and verify the validity, correctness and integrity of the building data to their best knowledge and professionalism in support of the application.

Invalid or incorrect or false information may render the application unsuccessful and invalid. If found, the Energy Assessor-ZCRB may be disqualified from the application of the certification.

The applicant/ Energy Assessor-ZCRB is required to provide a Check List of the Supporting Documents with their submission for checking.

You may refer to Appendix 5.1 for the List of Supporting Documents required for each types of certificates,

- [Appendix 5.1.1 – Energy Performance Certificate \(Existing Building\)](#)
- [Appendix 5.1.2 – Energy Performance Certificate \(New Building\)](#)
- [Appendix 5.1.3 – Target Setting Certificate \(Existing Building\)](#)
- [Appendix 5.1.4 – Progress Certificate \(Existing Building\)](#)
- [Appendix 5.1.5 – Net Zero Energy Building Certificate \(Existing Building\)](#)
- [Appendix 5.1.6 – Net Zero Energy Building Certificate \(New Building\)](#)

3. Application and Certification Process

3.6 Fee and Validity

Fees of Certificates

To join the Scheme, two types of fees are required, namely the “Application Fee” and the “Renewal Fee”. The former is for the first-time application and the second is for the renewal of the certificate after expiry. Refer to below table for details of the fee structure.

The Owner/ Applicant may need to pay the service fee to the assigned Energy Assessor-ZCRB. HKGBC has no involvement in this service fee and it is subject to the agreement between the Owner/ Applicant and the assigned Energy Assessor-ZCRB.

Table 3.6.a Fee Schedule

	ZCRB Energy Performance Certificate	ZCRB Target Setting Certificate	ZCRB Progress Certificate	Net Zero Energy Building Certificate	EA-ZCRB
Application Fee	HK\$5,500 For 3 years (EB) / 2 years (NB)*	HK\$5,500	HK\$1,100	HK\$5,500 For 3 years (EB) / 2 years (NB)*	HK\$1,100 (Training with Examination) HK\$550 / 3 years (Registration)
Renewal Fee	HK\$4,400	/	/	HK\$4,400	HK\$550

*For patron members of the HKGBC, they are eligible for the first two free quota of the application of each type of the certificates, namely, Energy Performance Certificate and Target Setting Certificate on their first submissions.

The patron member privilege shall expire on 30 June 2024.

You may consult HKGBC Secretarial for [enquiries](#) and details.

3. Application and Certification Process

Validity of Certificates

The Certificate will remain valid for the period as stated unless suspended or terminated due to violation or non-compliance with the Scheme requirements.

The Certificate shall expire immediately and shall become invalid immediately upon change of information for the Application such as ownership (Business Registration) of the building, any material renovation works to the Applicant’s building and/or any material modification to the Applicant’s electrical and mechanical equipment, as determined in the sole discretion of the HKGBC.

The Applicant is required to renew the Certificate upon expiration or choose to re-apply for the Scheme if the Certificate has been terminated.

A new application needs to be submitted together with the updated documents. The format of the Certificate of the Scheme is shown as below:

Table 3.6.b Validity Period

	Energy Assessor -ZCRB	Energy Performance Certificate	Target Setting Certificate	Progress Certificate	Net Zero Energy Building Certificate
Year	3 Yrs	3 Yrs (EB) 2 Yrs (NB)	Targeted Year (+1 Yr buffer)	/	3 Yrs (EB) 2 Yrs (NB)

3. Application and Certification Process

3.7 Printing Information on the Certificates

Selected application information and results shall be printed on the certificates to be presented to the applicant.

Upon the applicant submits their application to HKGBC, they are abide by the agreement that the information could be published by the HKGBC on its websites and other publications for viewing by the public.

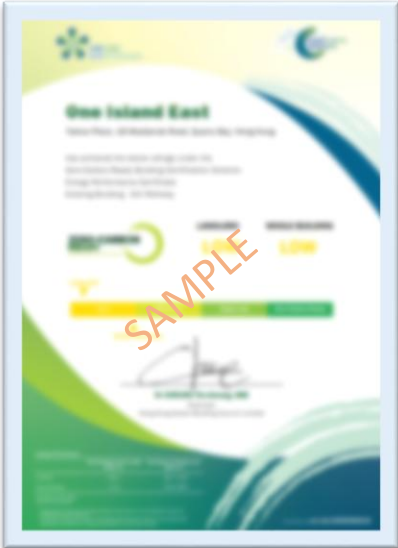
The information shall include the following basic information/ data (as appropriated) :

Printing Information on Certificates

Certification No.
Building Name
Building Address
Type of Certificate
Building Classification
Assessment Method
Assessment By
Assessment Year
Baseline Year
Target Year
Rating Achieved
Whole Building
Landlord
Whole Building EUI
Whole Building EUI Range
Landlord EUI
Landlord EUI Range
Target Rating
Whole Building % Reduction
Whole Building % Reduction Range
Landlord % Reduction
Landlord % Range
Target % Reduction
Issue Date
Validity

3. Application and Certification Process

Samples of the certificates



Energy Performance Certificate



Target Setting Certificate



Progress Certificate



Net Zero Energy Building Certificate

3. Application and Certification Process

3.8 List of Certified Buildings

The certified buildings and the building information and data shall be published in the HKGBC website or publications for the public's review.

Should the owner/ applicant do not wish to publish such information and data, they should inform HKGBC accordingly within 10 working days after the confirmation of the award.

For the certified buildings in the list, you may refer to the relevant website for the details and updates – <https://zcrbc.hkgbc.org.hk/pages/certified-buildings>

4. Energy Assessor-ZCRB

4. Energy Assessor-ZCRB

The Applicant (owner or owner's representative) has to engage an Energy Assessor-ZCRB (EA-ZCRB) to apply for certifications.

4.1 Registration Scheme

Energy Assessor-ZCRB is eligible to conduct assessment for both Zero-Carbon-Ready Building Certification Scheme and Net Zero Building Certification Scheme application after taken the corresponding training course(s) and pass the examination(s) organised by the Hong Kong Green Building Council (HKGBC) and accredited by the HKGBC as the qualified Energy Assessor-ZCRB.

Energy Assessor-ZCRB could publish or print the title in full – Energy Assessor-ZCRB or in abbreviation – EA-ZCRB while their status of the Energy Assessor-ZCRB qualifications are maintained valid.

4.1.1 Pre-qualification Requirement

The Energy Assessor-ZCRB has to be a qualified Registered Energy Assessor (REA) under the [Buildings Energy Efficiency Ordinance \(Cap.610\)](#) and has taken the training course(s) and passed the examination(s) organised by HKGBC.

The EA-ZCRB's REA qualification under the Buildings Energy Efficiency Ordinance (Cap.610) should be kept valid at the time of registration and maintained throughout the period.

4.1.2 Duty

The duty of the Energy Assessor-ZCRB is to provide detailed and independent assessment and verification services of the building's energy systems based on the building's data and information.

4.1.3 Fees

The following fee schedule and validity period shall apply :

Fee Schedule

Training & Examination Fee	- HK\$1,100
Energy Assessor Registration Fee	- HK\$550/ 3 years
Renewal Fee	- HK\$550/ 3 years

4. Energy Assessor-ZCRB

4.1.4 Validity and Renewal

Validity Period

The validity shall expire after 3 years from the accredited date.

Energy Assessor-ZCRB (New Registration)	- 3 years
Energy Assessor-ZCRB (Renewal)	- 3 years

Renewal

Renewal is required to maintain the qualification of the Energy Assessor-ZCRB for the Certification Scheme process.

The Energy Assessor-ZCRB is reminded to abide by the [Code of Practice and Code of Conduct](#) throughout the period. Fail to do so may lead to disqualification for their status or renewal.

4.1.5 Training and Examination

Training of Energy Assessor-ZCRB (EA-ZCRB)

Target Audience

This Training is targeted for professional practitioners who has the intention to involve in the Certification Scheme process.

Learning Objectives

Upon completion of the Training, practitioners should have the ability and knowledge to:

- Fully understand the process of the **Scheme** and give professional advice to the building owner/ management/ operator/ applicant.
- Provide a detailed and independent assessment and verification services of the building's energy systems based on the building's data and information under the Scheme.
- Use the building data to carry out the performance assessment of the building under the **Scheme**.
- Fully understand the use of the web tool and the energy performance calculator.
- Carry out the application of the **Scheme**.

Candidates who has completed the training, passed the examination and fulfilled the pre-qualification requirements are eligible to be an Energy Assessor-ZCRB accredited by HKGBC under the Energy Assessor Registration Scheme.

4. Energy Assessor-ZCRB

Training and Examination

The followings would be provided in the training :

- Introduction
 - Certification Scheme
 - Application and Certification Process
 - Energy Assessor-ZCRB
 - Examination
-
- A 60-minute examination shall be included in the training.
 - The examination shall include multiple choice questions and practical test of the Energy Performance Calculator on web.
 - Those candidates who failed the examination can re-take once at the next training courses within 6 months without paying the training fee.
 - For subsequent attempt, training fee shall apply.

The training materials shall be in English.

Important Notes

1. Enrollment is processed on a first-come-first-serve basis.
2. An official confirmation will be sent via email upon payment settled.
3. Payment is non-refundable unless the event is cancelled by the organiser.
4. Payment is non-transferrable unless a written request is received by the organiser one week before the training start.
5. Payment will not be refunded to absentees.
6. For online training, link will be provided to the paid participants for entering the online classroom. Please use your registered name as user name or your attendance will not be recorded.
7. Attendance of late comers who arrive more than 10 minutes after course start time or participants who leave early without seeking prior consent of the organiser will not be recorded.
8. Certificate will be distributed to participants in 10 working days after the training, passed the examination and upon payment settled.
9. In case of insufficient enrolment, HKGBC has the right to postpone or cancel the training. Affected applicants will be notified and refunded.
10. Training will be postponed or cancelled with a full refund in the event of a typhoon signal no. 8 or above, or a black rainstorm signal is hoisted 3 hours before the event commences.

For enrolment of the training course, please pay attention to the [HKGBC website](#) for announcement.

4. Energy Assessor-ZCRB

Rules for Examination

All candidates should complete the Energy Assessor-ZCRB trainings organised by HKGBC before attending the examination or re-taking.

Candidates should prepare their own training materials for the open-book examination, both electronic and printed versions of the training materials are acceptable. Candidates are strongly advised to review the training materials that is provided by the HKGBC before the examination.

The examination may conduct in either paper (physical) or online formats. Candidates should pay attention to the latest arrangement announced via email or on the [website](#).

For physical examination, candidates should bring their own stationery, i.e. non-erasable ball pen(s) and a laptop or tablet for connecting to the internet for the examination.

For online examination, candidates should prepare their own electronic devices, i.e. computer, laptop or tablet, for connecting to the internet for the examination(s). In case of having computer glitch, candidates should report to the HKGBC Secretariat immediately, late reporting will not be accepted and the candidates will need to re-take the examination(s) by settling additional fee in case of fail.

Candidates are warned that any offences of the following terms may lead to disqualification from the examinations:

- Obtaining knowledge of the contents of questions prior to the examination.
- Copying from the work of other candidates. (Note: Possession of unauthorised materials / devices found on/ in the examination desk or on the candidates will be considered sufficient grounds for a charge of premeditated cheating and this will lead to disqualification.)
- Communicating or attempting to communicate in any form with persons inside or outside the examination venue during an examination session.
- Attempting to take away any examination materials from the examination venue without authorisation.
- Attempting to copy or record examination questions (in any format).
- Impersonation or requesting others to impersonate.
- Deliberately disturbing or causing a nuisance to other candidates.
- Disobeying the instructions of the HKGBC Secretariat and/or being excessively rude to the HKGBC Secretariat.
- Leaving the examination venue before the end of the session without authorisation.

4. Energy Assessor-ZCRB

4.1.6 To become an Energy Assessor-ZCRB

To become an Energy Assessor-ZCRB, one has to be a qualified Registered Energy Assessor (REA) registered under the [Buildings Energy Efficiency Ordinance \(Cap.610\)](#) and has taken the training course(s) and passed the examination(s) organised by the HKGBC.

The EA-ZCRB's REA qualification should be valid at the time of application and maintained throughout the period.

Should the EA-ZCRB's qualification of the REA ceased to exist, the EA-ZCRB should inform the HKGBC Secretariat immediately within one month for processing.

Candidates are required to apply to the HKGBC and pay the required fee for the accreditation by the HKGBC before becoming the Energy Assessor-ZCRB.

Candidates are required to apply within 1 years of receiving the notification of examination results. Failed to do so, the candidate will have to retake the training and the examination and pay the fee.

For the arrangement, please contact : HKGBC Secretariat (3994 8888 or zcrbc@hkgbc.org.hk)

4.1.7 List of Energy Assessors

The EA-ZCRB and their contact details (telephone number and email address) would be published in the HKGBC website for the public's enquiry and review on the **Scheme**.

For the list of the Energy Assessor-ZCRB, you may refer to the relevant website for the details and updates – <https://zcrbc.hkgbc.org.hk/pages/assessors>.

4.1.8 Code of Practice and Code of Conduct

The Energy Assessor-ZCRB are regulated to comply to the Code of Practice and Code of Conduct as stipulated in [5.9 Code of Practice and Code of Conduct](#).

4.1.9 Appeal of Examination Result

A candidate may submit an appeal to the Secretariat within 4 weeks of receiving the notification of examination results.

The only valid grounds for appeal are: the examiners have disregarded material facts in the examination or procedure has not been properly followed.

The candidate shall submit a letter stating the examination question(s)/ issue(s) being disputed and the grounds of the appeal.

HKGBC will set up a Review Panel which shall target to finish the review work within 60 calendar days.

The decision of the Review Panel will be conveyed to the candidate via the Secretariat. The decision of the Review Panel shall be final.

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5.1 List of Supporting Documents

The following supporting documents shall be submitted with the respective certification submission in support of the application for evaluation.

Lack of the documents may render the application unsuccessful or invalid.

(in .pdf except otherwise stated)

5. Appendices

5.1.1 Supporting Documents for Energy Performance Certificate (Existing Building)

Supporting Documents

Zero-Carbon-Ready Building Certification - Energy Performance Certificate (existing building)

The applicant is required to provide the followings to support their application upon submission for evaluation. Lack of the documents may render the application unsuccessful or invalid. (in .pdf except otherwise stated)

For Applicant (owner or owner's representative)

The applicant (owner or owner's representative) should provide the followings in support of their application :

1. Building name, owner and building address.
2. Document proof of the owner of the application.
3. Contact name, telephone number and email address of the responsible person.
4. A photo/ image of the applying building which shall be posted in the website after the certificate is issued. (max. 5MB in .jpg format).
5. Documents as detailed in below to be provided by the Energy Assessor-ZCRB.

For Energy Assessor-ZCRB

The Energy Assessor-ZCRB should carry out their scope of duty in offering their professional service to provide a detailed and independent assessment and verification services of the building's energy systems to the applicant (owner or owner's representative) of the building in relation to the application.

The documents should include but not limited to :

1. Duly signed "Energy Assessor Declaration Form". (enclosed)
2. Type of building.
3. Type of air-conditioning installations and system of the building.
4. The as-built floor layout plans of the building showing the boundary of the building premises (including the renewable energy equipment) and highlighting in colour the differentiation of the areas/ space in the application (in .pdf and .dwg whichever applicable). [provide updated version in terms of the internal floor area]
5. Spreadsheet of the internal floor areas and breakdown calculations in .pdf and .excel. [should be corresponding to the as-built floor plans]
6. Spreadsheet of the electricity consumption data and breakdown calculations of the building, respective areas/ space and equipment in the application in .pdf and .excel (monthly or quarterly where applicable & appropriate). [provide sub-meter measurements, such as, variable load system/ equipment, etc.]
7. Copy of the electricity bill(s) from the local utility companies in Hong Kong (whichever applicable) to prove the energy consumption of the building in the application.
8. Confirmation proof of the electricity consumption data of the sub-meter readings used in the application (other than the electricity bills from the utility companies) where applicable & appropriate. e.g. logging data from BMS, CCMS, EMS, etc.
9. Confirmation proof of the operating schedule showing the operating hours/day, workdays/ week, special facilities, operation mode, etc. for various landlord and/or

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- tenant premises (e.g. air-conditioning on/off schedule for landlord and/or tenant premises) of the building in the application, logging data from BMS, CCMS, EMS, etc.
10. Schematic diagram(s) showing the relevant central chilled water plant, waterside installations/ equipment and chilled water distribution used in the application. [provide update version, also showing sub-meter(s)]
 11. Schematic diagram(s) showing the relevant airside installations/ equipment used in the application. [provide update version]
 12. Schematic diagram(s) showing the relevant electricity supply and distribution circuitries and the location(s) and meter number(s) of the energy meter(s) used in the application. [provide update version, also showing sub-meter(s)]
 13. In case the electricity consumption data of the CBSI equipment is not available at certain premises, alternatively calculations based on the record of the corresponding lighting layouts and equipment schedules (showing number and power rating of the lightings & equipment) and operating hours that is to accumulate the energy consumption of corresponding premises may be accepted in the application where applicable and appropriate.
 14. Confirmation proof of the carbon attribute of electricity part in the overall energy is more than 90%. (applicable for non-office and non-retail premises building only) [such as, fuel gas consumption bills, burning fuel purchase orders, etc.]
 15. Confirmation proof of the average building occupancy is more than 80% during the assessment period.
 16. Energy Performance Calculator – provide the Input Data Sheet and output result in .pdf and .excel. (enclosed)
 17. Endorsement List of the submitted documents/ records/ information are up-to-date for the application.
 18. Measurements of Energy Saving Measures carried out in the recent 10 years.

Encl.

[Energy Assessor Declaration Form](#)

[Input Data Sheet](#)

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Energy Assessor Declaration Form

To Hong Kong Green Building Council,

1. I conducted independent verification for the Zero-Carbon-Ready Building Certification Scheme/ Net Zero Building Certification Scheme* application as shown below and hereby certify that the information provided in this application is true and correct.

Application ID : _____

Applicant's Name : _____

Building Name : _____

Building Owner : _____

Building Address : _____

2. I understand that I am bound by the Code of Practice and Code of Conduct for the Certification Scheme and I will fully conform to the rules and requirements during the course of carrying out my duty as Energy Assessor-ZCRB for this application.

(Signature)

Name (full) :

Energy Assessor-ZCRB Number : EA-ZCRB-

Date :

*Delete as appropriated

5. Appendices

5.1.2 Supporting Documents for Energy Performance Certificate (New Building)

Supporting Documents

Zero-Carbon-Ready Building Certification - Energy Performance Certificate (new building)

The applicant is required to provide the followings to support their application upon submission for evaluation. Lack of the documents may render the application unsuccessful or invalid. (in .pdf except otherwise stated)

For Applicant (owner or owner's representative)

The applicant (owner or owner's representative) should provide the followings in support of their application :

1. Building name, owner and building address.
2. Document proof of the owner of the application.
3. Contact name, telephone number and email address of the responsible person.
4. A photo/ image of the applying building which shall be posted in the website after the certificate is issued. (max. 5MB in .jpg format).
5. Documents as detailed in below to be provided by the Energy Assessor-ZCRB.

For Energy Assessor-ZCRB

The Energy Assessor-ZCRB should carry out their scope of duty in offering their professional service to provide a detailed and independent assessment and verification services of the building's energy systems to the applicant (owner or owner's representative) of the building in relation to the application.

The documents should include but not limited to :

1. Duly signed "Energy Assessor Declaration Form". (enclosed)
2. Type of building.
3. Type of air-conditioning installations and system of the building.
4. The as-built floor layout plans of the building showing the boundary of the building premises (including the renewable energy equipment) and the differentiation of the areas/ space in the application (in .pdf and .dwg whichever applicable). [provide updated version in terms of internal floor area]
5. Spreadsheet of the internal floor areas and breakdown calculations in .pdf and .excel. [should be corresponding to the update floor plans]
6. Spreadsheet of the electricity consumption data and breakdown calculations of the building, respective areas/ space and equipment in the application in .pdf and .excel (monthly or quarterly where applicable & appropriate).
7. The operating schedule showing the operating hours/day, workdays/ week, special facilities, operation mode, etc. for various landlord and/or tenant premises (e.g. air-conditioning on/off schedule for landlord and/or tenant premises) of the building in the application.

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8. Schematic diagram(s) showing the relevant central chilled water plant, waterside installations/ equipment and chilled water distribution used in the application. [provide update version, also showing sub-meter(s)]
9. Schematic diagram(s) showing the relevant airside installations/ equipment used in the application. [provide update version]
10. Schematic diagram(s) showing the relevant electricity supply and distribution circuitries and the location(s) and meter number(s) of the energy meter(s) used in the application. [provide update version, also showing sub-meter(s)]
11. All lightings and equipment schedules (numbers and power rating of lightings & equipment) and operating schedule of the CBSI equipment that is to accumulate the energy consumption of corresponding premises in the application.
12. Confirmation that the carbon attribute of electricity part in the overall energy shall be more than 90%. (applicable for non-office and non-retail premises building only)
13. Confirmation that full building occupancy shall be adopted in the calculation in the baseline and assessment period.
14. The Energy Simulation Modelling report (the methodology shall be corresponding to the BEAM Plus requirements to be adopted) and the output results for the calculation of the energy consumption.
15. Energy Performance Calculator – provide the Input Data Sheet and output result in .pdf and .excel. (enclosed)
16. Endorsement List of the submitted documents/ records/ information are up-to-date for the application.

Encl.

[Energy Assessor Declaration Form](#)

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Energy Assessor Declaration Form

To Hong Kong Green Building Council,

1. I conducted independent verification for the Zero-Carbon-Ready Building Certification Scheme/ Net Zero Building Certification Scheme* application as shown below and hereby certify that the information provided in this application is true and correct.

Application ID : _____

Applicant's Name : _____

Building Name : _____

Building Owner : _____

Building Address : _____

2. I understand that I am bound by the Code of Practice and Code of Conduct for the Certification Scheme and I will fully conform to the rules and requirements during the course of carrying out my duty as Energy Assessor-ZCRB for this application.

(Signature)

Name (full) :

Energy Assessor-ZCRB Number : EA-ZCRB-

Date :

*Delete as appropriated

5. Appendices

5.1.3 Supporting Documents for Target Setting Certificate (Existing Building)

Supporting Documents

Zero-Carbon-Ready Building Certification – Target Setting Certificate (existing building)

The applicant is required to provide the followings to support their application upon submission for evaluation. Lack of the documents may render the application unsuccessful or invalid. (in .pdf except otherwise stated)

For Applicant (owner or owner's representative)

The applicant (owner or owner's representative) should provide the followings in support of their application :

1. Building name, owner and building address.
2. Document proof of the owner of the application.
3. Contact name, telephone number and email address of the responsible person.
4. A photo/ image of the applying building which shall be posted in the website after the certificate is issued. (max. 5MB in .jpg format)
5. Application number of the Energy Performance Certificate of the applying building.
6. Documents as detailed in below to be provided by the Energy Assessor-ZCRB.

For Energy Assessor–ZCRB

The Energy Assessor–ZCRB should carry out their scope of duty in offering their professional service to provide a detailed and independent assessment and verification services of the building's energy systems to the applicant (owner or owner's representative) of the building in relation to the application.

The documents should include but not limited to :

1. Duly signed "Energy Assessor Declaration Form". (enclosed)
2. Type of building.
3. Type of air-conditioning installations and system of the building.
4. The as-built floor layout plans of the building showing the boundary of the building premises (including the renewable energy equipment) and the differentiation of the areas/ space in the application (in .pdf and .dwg whichever applicable). [in terms of the internal floor area]
5. Schematic diagram(s) showing the current central chilled water plant, waterside installations/ equipment and chilled water distribution used in the application. [provide update version]
6. Schematic diagram(s) showing the current airside installations/ equipment used in the application. [provide update version]
7. Schematic diagram(s) showing the current electricity supply and distribution circuitries and the location(s) and meter number(s) of the energy meter(s) used in the application. [provide update version]
8. Confirmation that the target goal shall achieve at least the next level improvement according to the four levels outlined by the Scheme and shall have at least 10% energy

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reduction compare to the latest assessment in the Energy Performance Certificate of the applying building and meet the minimum threshold as per Table 1.

9. A Target and Strategy Plan detailed the actions, processes, system(s), equipment, technologies, methodologies(also refer to HKGBC Retrofitting Guidebook), timeline and target year(s) to go for the zero-carbon ready building standard.
10. Endorsement List of the submitted documents/ records/ information are up-to-date for the application.

Table 1. Minimum threshold of different ratings

Year	Rating
2020	Low / Level 1 Improvement
2030	Extra Low / Level 2 Improvement
2040	Super Low / Level 3 Improvement
2050	Zero-Carbon-Ready / Level 4 Improvement

Encl.

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Energy Assessor Declaration Form

To Hong Kong Green Building Council,

1. I conducted independent verification for the Zero-Carbon-Ready Building Certification Scheme/ Net Zero Building Certification Scheme* application as shown below and hereby certify that the information provided in this application is true and correct.

Application ID : _____

Applicant's Name : _____

Building Name : _____

Building Owner : _____

Building Address : _____

2. I understand that I am bound by the Code of Practice and Code of Conduct for the Certification Scheme and I will fully conform to the rules and requirements during the course of carrying out my duty as Energy Assessor-ZCRB for this application.

(Signature)

Name (full) :

Energy Assessor-ZCRB Number : EA-ZCRB-

Date :

*Delete as appropriated

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5.1.4 Supporting Documents for Progress Certificate (Existing Building)

Supporting Documents

Zero-Carbon-Ready Building Certification - Progress Certificate (existing building)

The applicant is required to provide the followings to support their application upon submission for evaluation. Lack of the documents may render the application unsuccessful or invalid. (in .pdf except otherwise stated)

For Applicant (owner or owner's representative)

The applicant (owner or owner's representative) should provide the followings in support of their application :

1. Building name, owner and building address.
2. Document proof of the owner of the application.
3. Contact name, telephone number and email address of the responsible person.
4. A photo/ image of the applying building which shall be posted in the website after the certificate is issued. (max. 5MB in .jpg format) – optional
5. Application number of the Energy Performance Certificate and Target Setting Certificate of the applying building.
6. Documents as detailed in below to be provided by the Energy Assessor-ZCRB.

For Energy Assessor–ZCRB

The Energy Assessor–ZCRB should carry out their scope of duty in offering their professional service to provide a detailed and independent assessment and verification services of the building's energy systems to the applicant (owner or owner's representative) of the building in relation to the application.

The documents should include but not limited to :

1. Duly signed "Energy Assessor Declaration Form". (enclosed)
2. Type of building.
3. Type of air-conditioning installations and system of the building.
4. The as-built floor layout plans of the building showing the boundary of the building premises (including the renewable energy equipment) and highlighting in colour the differentiation of the areas/ space in the application (in .pdf and .dwg whichever applicable). [provide updated version in terms of the internal floor area]
5. Spreadsheet of the internal floor areas and breakdown calculations in .pdf and .excel. [should be corresponding to the as-built floor plans]
6. Spreadsheet of the electricity consumption data and breakdown calculations of the building, respective areas/ space and equipment in the application in .pdf and .excel (monthly or quarterly where applicable & appropriate). [provide sub-meter measurements, such as, variable load system/ equipment, etc.]
7. Copy of the electricity bill(s) from the local utility companies in Hong Kong (whichever applicable) to prove the energy consumption of the building in the application.

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8. Confirmation proof of the electricity consumption data of the sub-meter readings used in the application (other than the electricity bills from the utility companies) where applicable & appropriate. e.g. logging data from BMS, CCMS, EMS, etc.
9. Confirmation proof of the operating schedule showing the operating hours/day, workdays/ week, special facilities, operation mode, etc. for various landlord and/or tenant premises (e.g. air-conditioning on/off schedule for landlord and/or tenant premises) of the building in the application, logging data from BMS, CCMS, EMS, etc.
10. Schematic diagram(s) showing the relevant central chilled water plant, waterside installations/ equipment and chilled water distribution used in the application. [provide update version, also showing sub-meter(s)]
11. Schematic diagram(s) showing the relevant airside installations/ equipment used in the application. [provide update version]
12. Schematic diagram(s) showing the relevant electricity supply and distribution circuitries and the location(s) and meter number(s) of the energy meter(s) used in the application. [provide update version, also showing sub-meter(s)]
13. In case the electricity consumption data of the CBSI equipment is not available at certain premises, alternatively calculations based on the record of the corresponding lighting layouts and equipment schedules (showing number and power rating of the lightings & equipment) and operating hours that is to accumulate the energy consumption of corresponding premises may be accepted in the application where applicable and appropriate.
14. Confirmation proof of the carbon attribute of electricity part in the overall energy is more than 90%. (applicable for non-office and non-retail premises building only) [such as, fuel gas consumption bills, burning fuel purchase orders, etc.]
15. Confirmation proof of the average building occupancy is more than 80% during the assessment period.
16. Energy Performance Calculator – provide the Input Data Sheet and output result in .pdf and .excel. (enclosed)
17. Endorsement List of the submitted documents/ records/ information are up-to-date for the application.
18. Measurements of Energy Saving Measures carried out in the recent 10 years.

Encl.

[Energy Assessor Declaration Form](#)

[Input Data Sheet](#)

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Energy Assessor Declaration Form

To Hong Kong Green Building Council,

1. I conducted independent verification for the Zero-Carbon-Ready Building Certification Scheme/ Net Zero Building Certification Scheme* application as shown below and hereby certify that the information provided in this application is true and correct.

Application ID : _____

Applicant's Name : _____

Building Name : _____

Building Owner : _____

Building Address : _____

2. I understand that I am bound by the Code of Practice and Code of Conduct for the Certification Scheme and I will fully conform to the rules and requirements during the course of carrying out my duty as Energy Assessor-ZCRB for this application.

(Signature)

Name (full) :

Energy Assessor-ZCRB Number : EA-ZCRB-

Date :

*Delete as appropriated

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Input Data Sheet

(Click [here](#))

Energy Performance Calculator
 Input Data Sheet
 < For Energy Performance Certificate and Progress Certificate >

Building Information
 Building Name: [Blank]
 Building Address: [Blank]
 Address Postcode: [Blank]
 Date of Building: [Blank]
 Type of Construction: [Blank]
 Type of Heating System: [Blank]

General Information
 Building Use: [Blank]
 Number of Floors: [Blank]
 Total Floor Area: [Blank]

Building Orientation
 Orientation: [Blank]

Building Construction
 Wall Construction: [Blank]
 Floor Construction: [Blank]
 Roof Construction: [Blank]

Heating System
 Heating System: [Blank]
 Heating System Type: [Blank]

Boiler
 Boiler Type: [Blank]
 Boiler Efficiency: [Blank]

Other Heating System
 Other Heating System: [Blank]

Other Information
 Other Information: [Blank]

Energy Performance
 Energy Performance: [Blank]

Energy Performance Certificate
 Energy Performance Certificate: [Blank]

Progress Certificate
 Progress Certificate: [Blank]

Notes
 Notes: [Blank]

Table 1: Heating System Performance

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Boiler	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000
Other Heating System	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000

Table 2: Energy Performance

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Boiler	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000
Other Heating System	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000

Table 3: Energy Performance Certificate

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Boiler	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000
Other Heating System	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000

Table 4: Progress Certificate

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Boiler	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000
Other Heating System	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000

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5.1.5 Supporting Documents for Net Zero Energy Building Certificate (existing building)

Supporting Documents (draft)

Net Zero Building Certification – Net Zero Energy Building Certificate (existing building)

The applicant is required to provide the followings to support their application upon submission. Lack of the documents may render the application unsuccessful or invalid. (in .pdf except otherwise stated)

For Applicant (owner)

The applicant (owner) should provide the followings in support of their application :

1. Building name, building owner and building address.
2. Document proof of the owner of the building.
3. Contact name, telephone number and email address of the responsible person.
4. A photo/ image of the applying building which shall be post in the website after the certificate is issued. (max. 5MB in .jpg format)
5. Documents as detailed in below to be provided by the Energy Assessor-ZCRB.

For Energy Assessor–ZCRB

The Energy Assessor–ZCRB should carry out their scope of duty in offering their professional service to provide a detailed and independent assessment and verification services of the building's energy systems to the applicant (owner or owner's representative) of the building in relation to the application.

The documents should include but not limited to :

1. Duly signed "Energy Assessor Declaration Form". (enclosed)
2. Type of building.
3. Type of CBSI installations, equipment and system of the building.
4. The as-built floor layout plans of the building showing the boundary of the building premises (including the renewable energy equipment) and highlighting in colour the differentiation of the areas/ space in the application (in .pdf and .dwg whichever applicable). [provide updated version in terms of the internal floor area]
5. Spreadsheet of the internal floor areas and breakdown calculations in .pdf and .excel. [should be corresponding to the as-built floor plans]
6. Spreadsheet of the annual renewable electricity generation and annual electricity consumption data and breakdown calculations of the building, respective areas/ space and equipment in the application in .pdf and .excel.
7. Copy of the electricity bill(s) from the local utility companies in Hong Kong (whichever applicable) to prove the energy consumption of the building in the application.
8. Confirmation proof of the electricity consumption data of the sub-meter readings used in the application (other than the electricity bills from the utility companies) where applicable & appropriate. e.g. logging data from BMS, CCMS, EMS, etc.
9. The operating schedule showing the operating hours/day, workdays/ week, special facilities, operation mode, etc. for various landlord and/or tenant premises (e.g. air-conditioning on/off schedule for landlord and/or tenant premises) of the building in the application.
10. Schematic diagram(s) showing the relevant CBSI equipment/ systems used in the application. [provide update version]

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11. Schematic diagram(s) showing the relevant electricity supply and distribution circuitries and the locations and meter numbers of the energy meter(s) used in the application. [provide update version]
12. All lightings, plug-in load and equipment schedules (numbers and power rating) and operating schedule of the equipment that is to accumulate the energy consumption of corresponding premises in the application (where applicable).
13. Confirmation proof of the carbon attribute of electricity part in the overall energy is more than 90%. [such as, fuel gas consumption bills, burning fuel purchase orders, etc.]
14. Confirmation proof of the average building occupancy is more than 80% during the assessment period.
15. Endorsement List of the submitted documents/ records/ information are up-to-date for the application.
16. Measurements of Energy Saving Measures carried out in the recent 10 years.

Encl.

[Energy Assessor Declaration Form](#)

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Energy Assessor Declaration Form

To Hong Kong Green Building Council,

1. I conducted independent verification for the Zero-Carbon-Ready Building Certification Scheme/ Net Zero Building Certification Scheme* application as shown below and hereby certify that the information provided in this application is true and correct.

Application ID : _____

Applicant's Name : _____

Building Name : _____

Building Owner : _____

Building Address : _____

2. I understand that I am bound by the Code of Practice and Code of Conduct for the Certification Scheme and I will fully conform to the rules and requirements during the course of carrying out my duty as Energy Assessor-ZCRB for this application.

(Signature)

Name (full) :

Energy Assessor-ZCRB Number : EA-ZCRB-

Date :

*Delete as appropriated

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5.1.6 Supporting Documents for Net Zero Energy Building Certificate (new building)

Supporting Documents

Net Zero Building Certification – Net Zero Energy Building Certificate (new building)

The applicant is required to provide the followings to support their application upon submission for evaluation. Lack of the documents may render the application unsuccessful or invalid. (in .pdf except otherwise stated)

For Applicant (owner)

The applicant (owner) should provide the followings in support of their application :

1. Building name, building owner and building address.
2. Document proof of the owner of the building.
3. Contact name, telephone number and email address of the responsible person.
4. A photo/ image of the applying building which shall be post in the website after the certificate is issued. (max. 5MB in .jpg format)
5. Documents as detailed in below to be provided by the Energy Assessor-ZCRB.

For Energy Assessor–ZCRB

The Energy Assessor–ZCRB should carry out their scope of duty in offering their professional service to provide a detailed and independent assessment and verification services of the building's energy systems to the applicant (owner or owner's representative) of the building in relation to the application.

The documents should include but not limited to :

1. Duly signed "Energy Assessor Declaration Form". (enclosed)
2. Type of building.
3. Type of CBSI installations, equipment and system of the building.
4. The as-built floor layout plans of the building showing the boundary of the building premises (including the renewable energy equipment) and highlighting in colour the differentiation of the areas/ space in the application (in .pdf and .dwg whichever applicable). [provide updated version in terms of the internal floor area]
5. Spreadsheet of the internal floor areas and breakdown calculations in .pdf and .excel. [should be corresponding to the as-built floor plans]
6. Spreadsheet of the annual renewable electricity generation and annual electricity consumption data and breakdown calculations of the building, respective areas/ space and equipment in the application in .pdf and .excel.
7. The operating schedule showing the operating hours/day, workdays/ week, special facilities, operation mode, etc. for various landlord and/or tenant premises (e.g. air-conditioning on/off schedule for landlord and/or tenant premises) of the building in the application.
8. Schematic diagram(s) showing the relevant CBSI equipment/ systems used in the application. [provide update version]
9. Schematic diagram(s) showing the relevant electricity supply and distribution circuitries and the locations and meter numbers of the energy meter(s) used in the application. [provide update version]

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10. All lightings, plug-in load and equipment schedules (numbers and power rating) and operating schedule of the equipment that is to accumulate the energy consumption of corresponding premises in the application.
11. Confirmation that the carbon attribute of electricity part in the overall energy shall be more than 90%.
12. Confirmation that full building occupancy has been used in the calculation during the assessment period.
13. The Energy Simulation Modelling report (the methodology shall be corresponding to the BEAM Plus requirements to be adopted) and the output results for the calculation of the energy consumption.
14. Endorsement List of the submitted documents/ records/ information are up-to-date for the application.
15. Measurements of Energy Saving Measures carried out in the design.

Encl.

[Energy Assessor Declaration Form](#)

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Energy Assessor Declaration Form

To Hong Kong Green Building Council,

1. I conducted independent verification for the Zero-Carbon-Ready Building Certification Scheme/ Net Zero Building Certification Scheme* application as shown below and hereby certify that the information provided in this application is true and correct.

Application ID : _____

Applicant's Name : _____

Building Name : _____

Building Owner : _____

Building Address : _____

2. I understand that I am bound by the Code of Practice and Code of Conduct for the Certification Scheme and I will fully conform to the rules and requirements during the course of carrying out my duty as Energy Assessor-ZCRB for this application.

(Signature)

Name (full) :

Energy Assessor-ZCRB Number : EA-ZCRB-

Date :

*Delete as appropriated

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5.2 FAQs

For the Frequent Asked Questions, you may refer to the relevant webpages for details and updates – [Application Manual - FAQ](#)

Frequent Asked Questions

20230922

	<u>Questions</u>	<u>Answers</u>
1.	Which building types are eligible to apply?	All new and existing building types are eligible to join the Scheme. For the best certificate to apply, please refer to the website, or consult the Energy Assessors-ZCRB.
2.	What if my premises is a new building, is it eligible to apply for certification?	New building with detailed design plan and energy simulation model is eligible for applying certifications. However, the validity of new building certifications is only 2 years and applicant has to apply for energy performance assessment in order to maintain the recognition.
3.	Who are the target applicants of the Scheme?	Eligible applicants shall be the building owners, consultants, management companies, or their representatives, etc. who are eligible to obtain the building information/ data of the premises for the application. The copy of documentary proof of the identity shall be provided upon request. HKGBC reserves the right to determine the eligibility of any application.
4.	How many certifications can be applied under the Scheme? How to differentiate these certifications?	There are three types of certificates included in the Zero-Carbon-Ready Building Scheme. They are Energy Performance Certificate, Target Setting Certificate and Progress Certificate. For details, please refer to the website.
5.	For the certification applications, can I use renewable energy certificates outside Hong Kong?	For the current Scheme, only the renewable energy certificates issued by the two utility companies in Hong Kong (ie.

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		CLP Power Hong Kong and HK Electric) are eligible for applying the certificate.
6.	How to become an Energy Assessor-ZCRB (EA-ZCRB)?	<p>To be an EA-ZCRB of the Scheme, one must:</p> <ul style="list-style-type: none"> a) be a qualified Registered Energy Assessor (REA) of Electrical and Mechanical Services Department (EMSD) of HKSAR Government under The Buildings Energy Efficiency Ordinance Cap. 610; b) have completed the training and passed the examination of the Scheme offered by the HKGBC Secretariat; and c) be registered with the HKGBC Secretariat as an Energy Assessor-ZCRB.
7.	What are the roles of the Energy Assessor-ZCRB of this Scheme?	<p>An EA-ZCRB, who should be a Registered Energy Assessor (REA) under the Buildings Energy Efficiency Ordinance (Cap.610) is required to provide a detailed and independent verification services of the building's energy systems to the Applicant.</p> <p>This requires identifying the internal floor areas, reviewing electricity bills, documents and building data to substantiate building usage, building energy use, number and type of energy end-use equipment, using of the energy performance tools to assess energy performance rating and the possible future energy improvement measures for target setting according to the Scheme so as to fulfil the application requirements.</p>
8.	If I have paid for the certification and would like to opt out, can the registration fee be refunded?	Once you have paid for the certification application, the registration fee cannot be refunded.
9.	If my premises is sharing use of the landlord's common chiller plant, what should I input?	<p>Your building should be serving by a central chiller plant or district plant covering 90% of the premises.</p> <p>You should choose "Combined" if your premises is feeding from the landlord's chiller plant or "Separated" if your premises served from your own chiller plant in the application.</p>

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10.	What makes the difference between a combined chiller plant and a separated chiller plant?	Choosing the combination use of chiller plant shall have a nominated energy consumption factor adjustment to the overall building energy consumption in calculating the output.
11.	I can't acquire our tenant's energy data, should I ignore the tenant fill-in boxes and apply for the landlord portion only?	You may choose the route "Landlord" in the application.
12.	I have only a few tenant's energy data and operating hours, does that affect the output?	You should input the total energy consumption of all the tenants in the premises for the "Whole Building" application.
13.	What information and documents are required for the submission of the application for the Scheme?	<p>You should refer to the Supporting Document list to provide the document proof to support your application, i.e. the floor plans, internal floor area schedule, the electricity bills issued by the utility company, the schematics, etc. for assessment.</p> <p>For details, please refer to the website.</p>
14.	Should I leave "blank" or input "0" where there is no data input required?	You should leave blank where there is no data input required.
15.	Why can't I input the baseline data earlier than year 2015?	The assessment need to set a baseline for benchmarking, year 2015 has been set for the base year as the immediate year after the peak carbon emission in year 2014 in HK.
16.	How the benchmarking is derived for the four rankings?	<p>The four level benchmarking indicators are:</p> <p>For EUI route, "Low", "Extra Low", "Super Low" and "Zero-Carbon-Ready".</p> <p>For % Reduction route, "Level 1 improvement: - 10%; Level 2 improvement: - 25%; Level 3 improvement: - 40% and Level 4 improvement: -65%.</p> <p>For details, please refer to the website.</p>

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17.	Why there is a different ranking for my building using the two different routes for assessment, namely “by EUI” or “by % reduction” ?	<p>We encourage the building to strive to reduce energy consumption from year to year. The “EUI” method shall benchmark the peer buildings in Hong Kong, however the “% reduction” method shall recognise the effort of your building on the reduction over the years.</p> <p>Also, you may consult the Energy Assessors-ZCRB who should be able to advise you the best out of the two routings.</p>
18.	Why can't I input the box “other non-air-conditioning area”?	<p>This box is intentionally blocked for input so that you can finally check if the “other non-air-conditioning area” match your holistic building floor area schedule.</p>

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5.3 Definitions

For the Definitions of the Manuals, you may refer to the relevant webpages for details and updates – [Application Manual - Definitions](#)

Definitions:			20230830a
<u>Items</u>	<u>Short form</u>	<u>Definition</u>	<u>References</u>
Air Conditioning	A/C	The process of cooling, heating, dehumidification, humidification, air distribution or air purification.	https://www.emsd.gov.hk/beeo/en/pee/EA C 2021.pdf
Air-Conditioning/ Air-Conditioned Area		A space within boundaries maintained to operate at desired temperature through cooling, heating, dehumidification or humidification, using means other than only natural or forced fan ventilation.	
Above Ground		Located or occurring on or above the surface of the ground.	
Applicant		User making an application of an assessment on the Certification Schemes and is given full access to information for the application.	
Below Ground		A space below ground level.	
Carpark		An area of ground for parking cars.	
Central Building Services Installation	CBSI	(a) a building services installation in a prescribed building that does not solely serve a unit of that building; or (b) a building services installation in a prescribed building that has no common area except an installation that – (i) solely serves a unit of that building; and (ii) is owned by a person who is not the owner of that building.	https://www.emsd.gov.hk/beeo/en/pee/EA C 2021.pdf
Chilled Water	CHW	Water that is delivered from the central chiller plant to the premises for purposes of air conditioning.	
Common Area		A common area is some shared space or amenity between unit owners or shareholders of a common interest development.	
Electricity Bill(s)		A bill for money owed for electricity used by landlord / tenant, "One Unit" means one kilowatt hour of electricity.	

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Energy Assessor-ZCRB	EA-ZCRB	<p>The Energy Assessor-ZCRB is eligible to conduct assessment for both Zero-Carbon-Ready Building Certification and Net Zero Building Certification Schemes application.</p> <p>The duty of the Energy Assessor-ZCRB is to provide detailed and independent assessment and verification services of the building's energy systems based on the building's data and information to the applicant.</p> <p>The Energy Assessor-ZCRB has to be a Registered Energy Assessor (REA) under the Buildings Energy Efficiency Ordinance (Cap.610) and has taken a training course and passed an examination organised by HKGBC.</p>	EA-ZCRB
Energy Utilisation Index	EUI	In relation to the total energy consumption of the central building services installations in a building, means dividing total energy consumption for a specific period by the total internal floor area of the building.	https://www.emsd.gov.hk/beeo/en/pee/EA_C_2021.pdf
Existing Building	EB	Building that has been occupied and used for at least 24 consecutive months after the occupation approval and has had a logging of the building operating data and an average occupancy of minimum 80% over the assessment period can be applied by Existing Building.	-
Feed-in Tariff	FiT	<p>The Feed-in Tariff (FiT) Scheme is an important new initiative to promote the development of renewable energy (RE) under the current Scheme of Control Agreements (SCAs), which were signed between the Government and the respective two power companies in April 2017.</p> <p>Under the scheme, people who install solar or wind energy generation systems at their premises can sell the RE they generate to the power companies at a rate higher than the normal electricity tariff rate.</p>	https://www.gov.hk/en/residents/environment/sustainable/renewable/fee_dintariff.htm
Government, Institution or Community	GIC	Any public institution, body, office or agency established by, or on the basis of, the Treaty.	
Hotel		<p>Those premises classified as hotels in accordance with Hong Kong Standard Industrial Classification (HSIC) v2.0 Code 5501.</p> <p>Outdoor gardening area and car-park area are excluded in the calculation of the internal floor area of the premises.</p> <p>Restaurants and other food and drinks serving</p>	

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		places, retail shops which are rented out and operated under a separate business license should be excluded.	
Internal Floor Area	IFA	<p>The Internal Floor Area of a unit comprises the enclosed internal space of the unit for the exclusive use of the occupier including balconies, toilet and lift lobbies forming part of that unit.</p> <p>It shall be the area contained within the enclosed walls of that unit measured to the interior face of the external wall or separating wall. All internal partitions and columns within the unit shall be included.</p> <p>Internal Floor Area only denotes the enjoyable internal space of the premises and has no correlation with the building structure. (Unit in m²)</p>	https://www.hkis.org.hk/hkis/general/mis/Cod eofMeasuringPractice.pdf
Landlord		The owner, lessor, or sublessor to manage the premises or to receive rent from a tenant under a rental agreement.	
New Building	NB	Building that is being erected or has been constructed or adapted for occupation or in use for a period of less than 24 consecutive months after the Occupation Approval has been issued can be applied by New Building.	
Operational Period		The period of time scheduled for execution of a given set of tactical actions as specified in the Operation Schedule. Operational Periods can be of various lengths, depends on the operation.	
Owner		<p>User that owns a particular application on the Certification Schemes and is given the full access to information for the application.</p> <p>The Owner has to engage an Energy Assessor-ZCRB to apply for certifications.</p>	
Renewable Energy Certificate	REC	<p>Power Supply Companies provides Renewable Energy Certificates (REC) for customers to purchase for achieving their renewable energy / environmental targets while supporting the local renewable energy development.</p> <p>Customers who have purchased REC possess the right to claim the environmental benefits (energy only shall be considered)</p>	<p>https://www.hk electric.com/en /smart-power/renewable-energy/renewable-energy-certificates</p> <p>https://www.clp</p>

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		associated with the amount of electricity carried in REC.	.com.hk/en/business/low-carbon-solutions/renewable-energy/feed-in-tariff-business
Restaurant / Food Court		Area / Space serving difference cuisines.	
Retail		An area designated in a retail store to display and sell products, provide customer service and checkout.	
Sea Water Pump House	SWPH	A pump house located at the seafront to supply sea water for heat rejection purpose for cooling the central chiller plant system.	https://www.aud.gov.hk/pdf_e/e53ch11.pdf
Supermarket		An area / space which sells most types of food and other goods needed in the home.	
Tenant		A person or entity entitled under a rental agreement to the use and occupancy of premises to the exclusion of others.	
Office		Area / space used as a place for commercial, professional, or bureaucratic work.	

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5.4 Useful Links

For the useful links references, you may refer to the relevant webpages for details and updates – <https://zcrbc.hkgbc.org.hk/pages/useful-link>.

1. Hong Kong Green Building Council Limited (HKGBC) – <https://www.hkgbc.org.hk/>
2. HKGBC Climate Change Framework For Built Environment (2024) - <https://general.hkgbc.org.hk/download/ccf/index.php?ref=94123331>
3. HKGBC Retrofitting Guidebook (2024) - <https://retrofitting.hkgbc.org.hk/guidebook/download.php?ref=32814347>
4. HKGBC RCx Training and Registration Scheme - <https://retro.hkgbc.org.hk/textdisplay.php?serial=4>
5. HKGBC Guidebook for Sustainable Built Environment <https://general.hkgbc.org.hk/download/sbe/index.php?ref=48940745>
6. Energy Utilisation Indexes and Benchmarking Tools (EMSD) - <https://ecib.emsd.gov.hk/index.php/en/overview>
7. Technical Guidelines on Retro-commissioning 2018 (EMSD) - <https://www.rcxrc.emsd.gov.hk/uploads/media/63c8e4c15d859/emsd-tg-rcx-main-content-en-rev1.pdf>
8. Technical Guidelines on COP for Energy Efficiency of Building Services Installation 2021 (EMSD) –
9. https://www.emsd.gov.hk/beeo/en/pee/TG-BEC_2021.pdf

5.5 Enquiries

For any enquiries, you may refer to the below contact.

1/F, Jockey Club Environmental Building, 77 Tat Chee Avenue, Kowloon Tong, Hong Kong.

+852 3994 8888

zcrbc@hkgbc.org.hk

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5.6 Private Policy

Privacy Policy

This Privacy Policy applies to the Hong Kong Green Building Council Limited (“HKGBC”) and the Website <https://www.hkgbc.org.hk/> (“Website”). In this Privacy Policy the terms “we”, “us” and “our” are a reference to the HKGBC.

The HKGBC respects personal data and is committed to fully implementing and complying with the data protection principles and all relevant provisions of the Personal Data (Privacy) Ordinance (“the Ordinance”).

1. About the HKGBC and this Privacy Policy

The HKGBC recognises the importance of safeguarding your personal information. We need to obtain personal information about you in the course of providing our services to the Website user.

We want you to understand the terms and conditions surrounding the capture and use of any information we gather. This Privacy Policy discloses what information we gather, how we use this information and how you can correct or change it. Changes to this document are done periodically.

2. Use of HKGBC's logo

Use of the HKGBC's logos including scheme without prior written approval from the HKGBC is prohibited.

Please contact the HKGBC via email enquiry@hkgbc.org.hk if you need further information.

3. Information Collection

We may gather two types of information from you:

- (1) Personal information, provided by you for the services we offer;
- (2) Information generated by our system which tracks traffic to our Website;
- (3) Building data and information provided by you and the Energy Assessor - ZCRB for the verification and assessment use; and
- (4) Other data provided by you.

Personal information we would collect includes but not limited to:

- (1) Individual's name;
- (2) Business Registration;
- (3) Organisation name;
- (4) Job title;

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- (5) Email address(es);
- (6) Business and/ or correspondence addresses;
- (7) Business and mobile phone numbers; and
- (8) Fax number.

Building data and information we would collect includes but not limited to:

- (1) Building information (e.g. Building Name, Building Owner, Address, Internal Floor Area, schematics etc.);
- (2) Data of equipment/ systems/ plants (e.g. operating period, sub-meter(s) consumption etc.);
- (3) Electricity bills, manual calculation;
- (4) Floor plan of the building; and
- (5) Photo of building.

4. Use of Personal Information

We use the collected personal information to communicate and deliver information including but not limited to:

- (1) Organisation updates of HKGBC;
- (2) HKGBC organised, co-organised and supported events and functions;
- (3) Membership administration and communication;
- (4) Sponsorship and other membership-related activities.

To ensure that HKGBC handles personal data in a professional manner, we maintain the following privacy principles, and under the circumstances stated in clause 8. below:

- (a) HKGBC only collects personal information that we consider relevant and necessary to carry out professional activities organised, co-organised and/ or supported by HKGBC.
- (b) HKGBC may pass your personal information to other related organisations or parties and appointed service providers directly involved in activities with HKGBC, as permitted by law.
- (c) HKGBC will not disclose your personal information to any external organisations unless we have obtained your prior consent or we are required by law to do so.
- (d) HKGBC may be required to disclose your personal information to governmental bodies or regulators per statutory requirements, but we will only do so under strict authority.
- (e) HKGBC strives to maintain an accurate and up-to-date record of your personal information. HKGBC adheres to strict security standards and procedures to protect your personal information from any unauthorised access by anyone, including our staff.

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All staff of HKGBC and all third parties with permitted access to your information are required to respect your confidentiality and observe the privacy principles. HKGBC values professionalism and integrity in our work. With our commitment and devotion to observe these principles, we assure your confidentiality in full.

You have the option to opt out from receiving any future marketing material at any time by contacting the HKGBC.

5. Voluntary Submission of Information

You may use the Website without disclosing personally identifiable information, and we will not obtain such information about you unless you choose to submit it to us. Any information you submit will only be used internally. Submission of information authorises such internal use by us. In particular, please note that submission of an email address and/ or telephone number authorises us to contact you via email or by call.

6. Individual Profile

This is your personal account for your own personal HKGBC related activities. Please do not share your login information. Once you log onto the Website you can keep your personal and contact information up to date if you move, change your information except email address. You agree to accept responsibility for all the activities that occur under your account or password.

7. Holding, correction and updating of personal information

Any personal information that you provide to us will be collected and held by us at 1/F Jockey Club Environmental Building, 77 Tat Chee Avenue, Kowloon Tong, Hong Kong. Under the Ordinance, you have the right to access to, and to correct, the personal information we hold. If you find that information we hold about you is incorrect, please contact us immediately for update if required.

8. Email

Our Website provides opportunities for Users to email information to other individuals. This functionality is merely for sharing of information and does not incur any direct selling or commercial purpose.

9. Disclosure of Information

We will not rent, sell or exchange information about you to any third parties (other than appointed service providers) except what you have provided prior consent to disclose, or except what you would expect to be disclosed, or except what we have indicated we may disclose; or except what we are legally obliged to disclose.

10. Protection and Security of Personal Information

We take responsible steps to protect all personal information collected or held about our Members and/ or Users from being misused and lost, and from unauthorised access, modification and disclosure.

11. Other Sites

Our Website contains links to third party websites, for your convenience and information.

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When you access a third party website, please understand that we are not responsible for the privacy practices of the corresponding website. We suggest that you review the privacy policies of each website you visit.

12. Cookies

We may use a cookie file containing information that can identify the computer you are working from. You can choose to refuse cookies by turning them off in your browser and/or deleting them from your hard drive. You will not be able to maintain a logged in session if cookies are not used.

13. Changes to this Privacy Policy

We reserve the right to change this Privacy Policy at any time. Not all changes to our Privacy Policy will require the consent of our Users. We will notify our Users of any change to our information handling policy that requires your consent before implementing.

14. Failure to provide information

Failure to provide the necessary personal information when requested may result in certain services not being available to you.

15. Coverage and Complaints

The above covers the privacy policy of the Hong Kong Green Building Council Limited (HKGBC). If you have any complaint on the basis that you observe your privacy has been breached because of our failure in complying with this privacy policy, you could contact us by the following methods:

By post:

HKGBC Secretariat
Hong Kong Green Building Council Limited
1/F, Jockey Club Environmental Building
77 Tat Chee Avenue
Kowloon Tong
Hong Kong

By phone: +852 3994 8888

By email: zcrbc@hkgbc.org.hk

For enquiries with respect to Policy related matters, please contact as above.

This policy is written in English. If there is any inconsistency between the Chinese translation and the English version of this policy, the English version shall prevail.

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5.7 Disclaimer

The material contained in this manual has been prepared by the Hong Kong Green Building Council Limited ("HKGBC"), on the basis of the most current information available to it. HKGBC believes, to the best of its knowledge, that all information given is reliable, but makes no guarantee of its accuracy.

HKGBC and the organisations and individuals represented in this manual are not responsible for any errors or omissions contained in this manual, and reserve the right to make changes without notice. The said parties take no responsibility in respect of any use or reference to this manual or the information contained in it, and are not liable in any event for any damages whatsoever arising out of or related to this manual or the information it contains.

Users of this manual should not take any of the information in this manual as being advice or recommendation, and should not rely on the information in this manual for any purposes.

No user of this manual may distribute, modify, transmit, or use the contents of this manual in any manner for public or commercial purposes without written permission from HKGBC. All materials and information in this manual may be downloaded for non-commercial or personal use only. Under no circumstances should the use of this manual be construed as granting a license or right to use any of the intellectual property rights displayed in this manual, without the written permission of HKGBC

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5.8 Terms and Conditions

1. NIL

2. ACCEPTANCE OF THESE TERMS

2.1 By accessing and/or using the Website or the Assessment Tools or the Application information, you agree to be bound by and accept these Terms.

2.2 Your access and/or use of the Website, Assessment Tools and Application information is contingent upon you first agreeing to be bound by these Terms and the Privacy Policy. You must cease using the Website or the Assessment Tools or the Application information immediately if you do not agree to accept all of these Terms.

2.3 You must cease accessing or using the Website or the Service and must not accept these Terms if:

(a) you are not of legal age to form a binding contract with the HKGBC; or

(b) you are a person barred from accessing or using the Website under the laws of Hong Kong or under the applicable laws of the jurisdiction you are ordinarily resident in or from which you are accessing the Website from.

3. CHANGE OF TERMS

3.1 We may amend the Terms from time to time in our sole discretion without notice or liability to you. By continuing the Application process or to use the Website following such amendments to the Terms, you agree to be bound by such amendments.

4. CHANGES TO THE WEBSITE

4.1 We may, in our sole discretion and at any time, without notice to you, add to, amend or remove any Website Content or Your Content, or alter the presentation, substance, or functionality of the Website or the Service.

4.2 The HKGBC reserves the right, but shall have no obligation to, pre-screen, review, flag, filter, modify, refuse or remove any or all Website Content or Your Content from the Website, at its sole discretion.

5. YOUR CONDUCT

5.1 You agree to use the Website and participate under the Scheme only for purposes that are permitted by:

(a) these Terms; and

(b) any applicable law, regulation or generally accepted practices or guidelines in the relevant jurisdictions.

5.2 You agree not to use the Website or any Website Content:

(a) in any way that is unlawful and/or breaches any applicable laws, regulations, codes, guidelines or orders;

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(b) to contravene or infringe upon any third party's rights (including Intellectual Property Rights); or

(c) to send, communicate, knowingly receive, upload, download or use any material or engage in any harassing, disruptive, offensive, abusive, threatening, indecent, defamatory, obscene or menacing behaviour, or behaviour that causes annoyance, inconvenience, needless anxiety or are intended to deceive.

5.3 You agree that:

(a) you will not engage in any activity that interferes with or disrupts the Website or the servers and networks through which the Website is provided;

(b) you will not copy, reproduce, download, re-publish, sell, distribute or resell any part of the Website or Website Content;

(c) you will not copy, reproduce, download, compile or otherwise use any part of the Website or Website Content for the purposes of operating a business that competes with the Website, or otherwise commercially exploits the Website, or the Assessment Tools, or Application information or Website Content;

(d) use of the Website, or the Assessment Tools, or the Application information, or any Website Content for any purpose not expressly permitted in the Terms is prohibited;

(e) when using the Website or the Assessment Tools, or the Application information, you, and your employees, sub-contractors, agents or affiliates, shall not install, import or transmit (and shall take reasonable measures to prevent against the installation, importation or transmission of) any Disabling Codes or similar malicious instructions, codes, techniques or devices capable of disrupting, disabling, damaging or shutting down the Website, or the Assessment Tools, or the Application information, or other telecommunications or computer systems or devices;

(f) you shall not take any action or allow any third party to take any action that would enable you, or any third party, to gain unauthorised access to, or to tamper with or use any of our computer systems or networks; and

(g) you are solely responsible for, and the HKGBC has no responsibility to you or to any third party (including any Users) for any breach of your obligations under these Terms, and for the consequences of any such breach.

6. THE APPLICATION PROCESS

6.1 First-time and Renewal Application

6.1.1 First-time Applicants will have to pay an application fee to the HKGBC in accordance with the fee structure set out at <https://zcrbc.hkgbc.org.hk/> to start the Application process. It should be noted that once the temporary account has been approved and changed to paid account upon confirmation of payment, the registration fee cannot be refunded.

6.1.2 The Certificate and Label will remain valid with the same Applicant and building and will be terminated once the ownership of the building changes. Applicants are required to renew their certificate and label if they would like to continue with the use of the certificate and label after the validity period. They have to submit the Application together with the

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relevant documents again for certificate and label renewal. A renewal fee as set out at <https://zcrbc.hkgbc.org.hk/> will be charged.

6.2 Verification Assessment

6.2.1 The Energy Assessors-ZCRB shall conduct the services for Verification Assessment at their own discretion.

6.2.2 We are not obliged to ensure that:

(a) all decisions of the Energy Assessor-ZCRB for the verification of documents and information submitted are appropriate;

(b) all specific energy conservation advice given by the tool to Applicants are accurate;

6.2.3 The HKGBC would only verify the Business Registration Copy on the date of the Applicant's submission. However, the renewal of Business Registration Copy shall be solely responsible by the Applicant.

6.2.4 After the completion and final submission of the Verified Assessment form to us to proceed to the Application, Applicants can only review but not amend information in the application.

6.3 Application Processing

6.3.1 They will review the information in the application at HKGBC's own discretion.

6.3.2 The HKGBC, if necessary, may conduct random on-site checking to 10% of the application premises. In this case, the Applicant will be notified of the arrangement and should provide the support and necessary arrangement to facilitate the on-site visit.

6.3.3 If necessary, they will request supplementary information from the Applicant for evaluation. Evaluation of the Application will only start when information is sufficient on HKGBC's discretion.

6.3.4 The Application result will be released to the Applicant through email after the end of the application evaluation.

6.3.5 If the Application is successful, the Certificate and Label will be sent to the Applicant afterwards.

6.3.6 The HKGBC holds the final decision over the result of any Application in case of any dispute.

6.3.7 The HKGBC has the right, in its sole discretion, to refuse or terminate an Application, for any reason whatsoever (including but not limited to breach of any of these Terms) and at any time.

7. HANDLING OF APPEALS AND COMPLAINTS

7.1 Handling of Appeals

7.1.1 The payment process for an appeal application fee as set out at <https://zcrbc.hkgbc.org.hk/> will be notified to the Applicant.

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7.1.2 All the documents and information of the appeal cases will be collected and kept by the HKGBC for future references.

7.1.3 The HKGBC has the right, in its sole discretion, to refuse or terminate an appeal, for any reason whatsoever (including but not limited to breach of any of these Terms) and at any time.

7.1.4 The HKGBC holds the final decision over all handling procedures and result of any appeal in case of any dispute.

7.2 Handling of Complaints

7.2.1 Any person may lodge a complaint in writing, giving reasons and description of the causes for grievance against:

- (a) the Scheme operation;
- (b) the Energy Assessor-ZCRB;
- (c) the Certificates and Label Holder;
- (d) any other matters of relevance to the Scheme

7.2.2 The handling process of any complaint will be decided solely on the discretion of The HKGBC.

7.2.3 The HKGBC is not obliged to give any feedback or reply in whatsoever format to any person who has lodged a complaint.

8 GENERAL OBLIGATIONS OF APPLICANTS

8.1 The Applicant shall at all times:

- (a) comply with the obligations and requirements as required;
- (b) ensure the documents they provide are true and accurate;
- (c) inform the HKGBC for any updated and change of any information (i.e. company name, address,). However, existing certificate and label will become invalid;
- (d) allow the HKGBC to publicise the list of successful and certified premises of the Scheme;
- (e) use and display the Certificate and Label honestly and truthfully to any person concerned;
- (f) endeavour to ensure that the Certificate and Label awarded is not used in a misleading manner;
- (g) maintain the energy performance of the premises

8.2 The Applicant shall cooperate with the HKGBC and Energy Assessor-ZCRB and provide them with full support during on-site assessment(s) as required during the course of the Application and to provide all necessary information.

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8.3 In the event that the Applicant fails to meet any of the above obligations, the HKGBC may, at its sole discretion, terminate the registration of the building and request the return of the Certificate and Label.

9 USE OF CERTIFICATE AND LABEL

9.1 The validity period of the Certificate and Label is stated in the website – <https://zcrbc.hkgbc.org.hk/pages/certification#validity> Applicants are required to submit a renewal application if they would like to continue with the use of the certificate and label after the validity period.

9.2 The Applicant shall not use the Certificate and Label in any manner whatsoever that may cause the HKGBC and/or any parties to incur any liability whatsoever. Furthermore, the Applicant shall not make any statement regarding its Certificate and Label that the HKGBC may reasonably consider to be misleading.

9.3 The ownership and copyright of the Certificate and Label remains with the HKGBC. The Certificate and Label should be returned to the HKGBC at the expense of the Applicant upon the decision by the HKGBC to terminate the registration of Applicant's premise.

9.4 The Certificate and Label are not allowed to be displayed in any buildings other than the registered address.

9.5 Applicant may only use the Certificate and Label on publicity materials or advertisements with the prior written approval from the HKGBC Secretariat.

9.6 Using the Certificate and Label on publicity materials or advertisements, reprinting and displaying in premises other than the registered address of the premises and so on without the explicit permission of the HKGBC shall be considered as unauthorised use of the Certificate and Label which may lead to the termination of registration.

9.7 Notwithstanding anything to the contrary in these Terms, the Certificate and Label shall expire immediately and shall become invalid immediately upon the carrying out of any material renovation works to the Applicant's building and/or any material modification to the Applicant's electrical and mechanical equipment, as determined in the sole discretion of the HKGBC.

10 TERMINATION OF LABEL USE

10.1 The HKGBC has the right to terminate the registration of the premise and use of Certificate and Label of the Applicant at its sole and absolute discretion with the approval of the HKGBC for any of the following reasons:

- (a) The Applicant fails to prove of the genuineness of the application data;
- (b) The Applicant behaves in a dishonest or fraudulent manner which jeopardizes or damages the reputation or interests of the Scheme;
- (c) The Applicant fails to maintain the energy performance of the building

10.2 Upon the notification of termination, the Applicant shall return the Certificate and Label to the HKGBC within 2 weeks.

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10.3 In the event that the certification status is terminated, the Applicant shall immediately cease the use of any advertisement bearing the Certificate or Label.

10.4 The premises which have had its Certificate and Label terminated may re-apply for certification 6 months after the termination.

10.5 The Applicant must follow the application procedures like a first time application for re-application and pay the application fee. The HKGBC reserves the right to reject, any such re-application if it sees fit to do so in order to protect the reputation or interests of the Scheme.

11. THIRD PARTY MATERIAL

11.1 You acknowledge and agree that the HKGBC shall not be obligated to, but reserves the right at its sole discretion, to actively monitor or exercise any control whatsoever over any Third Party Material. The HKGBC does not endorse, verify or otherwise certify any Third Party Material.

12. INTELLECTUAL PROPERTY RIGHTS

12.1 You acknowledge and agree that the HKGBC or its licensors, own all legal rights, titles and interest, including any Intellectual Property Rights, in and to the Website the Assessment Tools and the Information.

12.2 You acknowledge that any Intellectual Property Rights in any Website Content shall belong to the HKGBC and/or its licensors. You shall not modify, copy, rent, lease, loan, sell, distribute or create derivative works based on the Website Content (either in whole or in part) unless you have received the HKGBC's express authorisation in writing.

12.3 Nothing in these Terms shall give you a right to use any of the HKGBC's trade names, trademarks, service marks, logos or domain names.

12.4 You agree that you shall not remove, obscure, or alter any proprietary rights notices (including copyright and trade mark notices) which may be affixed to or contained within the Website or Website Content.

13. NOTIFICATION OF INFRINGEMENT OF YOUR INTELLECTUAL PROPERTY RIGHTS

13.1 This Clause 13 is without prejudice to Clauses 16 and 17 of these Terms.

13.2 In the event that you believe any of your Intellectual Property Rights have been infringed on the Website by a User or any Third Party Provider, you may notify us in writing via our contact details stated at <https://zcrbc.hkgbc.org.hk/>. To facilitate the processing of any notice received by us from you, you must include the following:

- (a) a reference to this Clause 13.2 of the Terms;
- (b) proof of your identity;
- (c) your contact details;
- (d) proof of your ownership of the Intellectual Property Rights;
- (e) a copy of, and the hyperlinks to, the relevant item on or that part of the Website that allegedly infringes your Intellectual Property Rights; and

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(f) a description of the alleged infringement.

13.3 Upon receipt of your notice and the required information stated in Clause 13.2, we may (in our sole discretion) take any action we deem appropriate, which may include any of the following:

(a) remove any listings and/or the alleged infringing Website Content; or

(b) notify the Third Party Provider responsible for the listing(s) regarding your claim of infringement of Intellectual Property Rights.

13.4 You shall indemnify and hold the HKGBC harmless from Losses arising out of and/or in relation to any Intellectual Property Rights infringement claim made by you, any amendment, deletion or removal of a Website Content (including Third Party Material) or termination or suspension of an Application pursuant to your Intellectual Property Rights infringement claim.

13.5 Any action taken by the HKGBC shall not be construed as any endorsement or rejection of any Intellectual Property Rights infringement claim. Any claims regarding Intellectual Property Rights infringement shall be resolved by the relevant parties.

14. HYPERLINKS

14.1 The Website may include hyperlinks to other websites, content or resources, which are hosted, offered or provided by third parties unrelated to the HKGBC. You understand and agree that:

(a) The HKGBC has no control over and does not monitor such third party websites, content, or resources;

(b) The HKGBC makes no guarantee or warranty, and is not responsible for any such external sites, content or resources (or any products, goods or services promoted, referred to or offered on such external sites or resources); and

(c) The HKGBC does not endorse any websites linked to the Website, or any advertising, products, goods, services or other materials on or available from such websites or resources.

15. APPLICANTS WARRANTIES

15.1 By submitting any of the Forms, an Applicant warrants that:

(a) the Applicant is validly registered and incorporated;

(b) the Applicant's name and address provided by the Applicant is identical to the information on the Applicant's Business Registration Certificate;

(c) all information submitted by the Applicant are accurate;

(d) none of the information submitted by the Applicant infringe and/or may infringe any rights, including intellectual property rights, belonging to a third party; and

(e) the Applicant has permission to provide the information submitted.

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16. WARRANTIES AND DISCLAIMERS

16.1 All Website Content is for your general reference only, and any information on the Website is not intended to amount to any advice or recommendation on which you should rely on for any purposes.

16.2 All Website Content has been prepared by the HKGBC, on the basis of the most current information available to it. The HKGBC believes, to the best of its knowledge, that all information given is reliable, but makes no guarantee of its accuracy.

16.3 The HKGBC and all offices, organisations and personnel represented in the Website are not responsible for:

- (a) any errors or omissions contained in this Website;
- (b) any use or reference to this Website or any of the Website Content;
- (c) any liability of any damages whatsoever arising out or related to this Website or the Website Content;
- (d) any dealings between the Applicant and the Energy Assessor-ZCRB for Application of the Scheme;
- (e) any consequence arising as a result of applying for the Scheme, use of Certificate and Label, cessation of joining the Scheme, result of the publication or announcement of premises;
- (f) This Clause 16.3 shall survive after termination or cessation of use of Certificate and Label.

16.4 The HKGBC and all offices, organisations and personnel represented in the Website reserve the right to make any changes to any Website Content without notice.

16.5 You expressly understand and agree that your use of the Information, Assessment Tools and Website:

- (a) is at your sole risk and that the Service and Website is provided “as is” and “as available”;
- (b) does not form a “contract of sale” between the HKGBC and you, for the purposes of the Sale of Goods Ordinance (Cap. 26), as the HKGBC is not acting as a “seller” of any goods.

16.6 You are responsible to ensure that your use of the Website Content and any Third Party Material complies with your requirements and all applicable legal requirements.

16.7 The HKGBC and all offices, organisations, appointed contractors, agents affiliated to the company, or personnel shall not accept any responsibility or liability whatsoever in relation to any claims that may be against the said parties.

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5.9 Code of Practice and Code of Conduct

The following rules set out the standard of professional conduct required of every Energy Assessor-ZCRB. The rules consist of five principal requirements. Under each principal requirement, examples are given to illustrate how it is applied to the work of the Practitioner.

Unless the context otherwise requires, the following words shall have the following meanings:
- “Organisation” shall mean Hong Kong Green Building Council Limited. - “Practitioner” shall mean an Energy Assessor-ZCRB. - “Profession” shall mean the profession consisting of Energy Assessor-ZCRB.

1. A Practitioner shall uphold the value, dignity and reputation of the Profession. In pursuance of this rule, a Practitioner shall, inter alia:
 - (a) uphold the value of green building and endeavour to implement the principles of green building in his or her work;
 - (b) conduct himself or herself in a manner so as to uphold the dignity, standing and reputation of the Profession; and
 - (c) not carry out any act that will bring the Profession and the Organisation into disrepute.
2. A Practitioner shall abide by laws related to the Profession. In pursuance of this rule, a Practitioner shall, inter alia:
 - (a) abide by ordinances, regulations and other statutory instruments that govern his or her professional work such as those related to environmental protection; and
 - (b) abide by ordinances, regulations and other statutory instruments that govern ethics and matters related to the Profession such as prevention of bribery, health and safety.
3. A Practitioner shall comply with the rules and regulations of the Organisation. In pursuance of this rule, a Practitioner shall, inter alia:
 - (a) be cooperative in his or her dealings with the Organisation, including responding to any enquiry and/or notice of hearing when inquiry into suspected misconduct has to be carried out; and
 - (b) follow any rules and regulations made by the Organisation, which may be related to sitting of examination, use of logos and labels, making of submissions, etc.
4. A Practitioner shall respect the intellectual property rights of the Organisation. In pursuance of this rule, a Practitioner shall, inter alia:
 - (a) protect proprietary, confidential or other classified information (e.g. training materials) provided to them by the Organisation and not misuse them;
 - (b) not make or keep copies, excerpts or notes of examination materials in the examinations, and not divulge any information learnt or obtain from such examinations; and
 - (c) not infringe any trademarks, patents or copyrights possessed by the Organisation.

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5. A Practitioner shall conduct his or her business in a competent, ethical and objective manner. In pursuance of this rule, a Practitioner shall, inter alia:
 - (a) ensure adequate maintenance of his or her professional competence;
 - (b) not undertake responsibility that he or she is not qualified and competent to discharge;
 - (c) not provide information about his or her qualifications, capacity and competency that is non-factual, misleading or fraudulent; and
 - (d) disclose any real or potential conflicts of interest to his or her client and immediately refrain from participating in work involving such conflicts.

End



Hong Kong Green Building Council
(HKGBC)

Application Manual

for
Zero-Carbon-Ready Building Certification Scheme
and
Net Zero Building Certification Scheme

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