

## Important Notes for Applicants

1. Applicants should read and understand the Smart Power Loan fund (the SPLF) Guide to Application (the **Guide**) (available at HK Electric website [www.hkelectric.com/SPLF-en](http://www.hkelectric.com/SPLF-en)), which sets out the terms and conditions of the SPLF, before completing this Application Form.
2. HK Electric will only process application submitted by an applicant who is a non-residential registered customer of HK Electric and a successful applicant of HK Electric's Smart Power Energy Audit (**SPEA**) and/or HK Electric's Smart Power Building Fund (**SPBF**) (the **Applicant**). The energy efficiency enhancement projects (the **Project**) applied under the SPLF shall be those identified through SPEA and/or approved under SPBF.
3. The Applicant is required to submit the completed Application Form and the related supporting documents/information as listed in the Application Form. Application with incomplete documents and/or without an authorised signature and official chop will not be processed.
4. For the Project approved under SPBF, HK Electric will not process the Application if the Application Form is submitted more than 3 months from the date of SPBF's Letter of Approval (as detailed in Clause 5.2 of the Guide). The Application shall also cover all the project item(s) as listed in the SPBF's Letter of Approval (as detailed in Clause 5.3 of the Guide).
5. For the Project identified through SPEA, the Applicant shall conduct jointly with HK Electric (or its designated service provider) a Joint Pre-project Inspection, and the Application will be terminated automatically if any system/equipment of the Project has been delivered to the premises as set out in the Application (as detailed in Clause 5.5 and 5.6 of the Guide).
6. No loan will be granted for any system(s)/equipment under the Project to be commissioned or installed after 31 December 2033 (as detailed in Clause 6.1 of the Guide).
7. The Bank has the sole and absolute discretion to decide if the Loan should be granted, and if granted, its amount, tenor, terms and conditions, and HK Electric does not assume any liability to the Bank in respect of the grant of the Loan (as detailed in Clause 6.1 of the Guide).
8. HK Electric has the sole and absolute discretion to vet, determine and approve the Interest Subsidy, and its decision shall be final (as detailed in Clause 4.1 of the Guide).
9. The Applicant is fully responsible for ensuring that the Project(s) comply with all applicable laws, regulations, codes of practice, guidelines, safety and technical requirements from time to time (as detailed in Clause 10.1 of the Guide).
10. Please return the completed Application Form, together with the related supporting documents/information to HK Electric by either one of the following ways:

Email: [SPLF@hkelectric.com](mailto:SPLF@hkelectric.com)

Post: Head of Customer Business Development, Customer Services Division,  
10/F, Electric Centre, 28 City Garden Road, North Point, Hong Kong

Section 1 - General Information

A. Particulars of Applicant and Premises

Applicant's Name <sup>[a]</sup>	
Nature of Business <sup>[b]</sup>	
Electricity Account Number(s)	
Name of Company/Institution	
Premises Address <sup>[c]</sup>	

[a] Should be identical to the full name of the registered customer of the electricity account.

[b] As listed in Business Registration / Incorporation Document.

[c] Should be covered by the electricity account(s) listed in this form.

B. Contact Information

Name of Contact Person		Job Title	
Contact Information	Phone Number:	Email Address:	
Correspondence Address			

C. Application Source

Please tick as appropriate.

Smart Power Building Fund (SPBF) – Continue on **Section 2**

(SPBF No.: \_\_\_\_\_ Date of Letter of Approval: \_\_\_\_\_)

Smart Power Energy Audit (SPEA) – Continue on **Sections 3 and 4**

(SPEA No.: \_\_\_\_\_ Date of Audit : \_\_\_\_\_)

Section 2 - Project(s) Approved Under SPBF

Project Item(s) <i>(as listed in the Summary of Approved Projects of the SPBF Letter of Approval)</i>	Funding / Cost	
A. Net Eligible Project Cost under SPBF <i>(as listed in the Summary of Approved Projects of SPBF Letter of Approval)</i>		HK\$
B. Approved Subsidy Amount under SPBF <i>(as listed in the Summary of Approved Projects of SPBF Letter of Approval)</i>		HK\$
C. Eligible Project Cost for SPLF = A – B		HK\$
D. Eligible Payback Period for SPLF = C / Total Estimated Annual Energy Cost Saving* <i>*Estimated annual energy saving times tariff rate as listed in Appendix B : Technical Proposal of SPBF Application Form</i>		Year(s)

Section 3 - List of Project(s) Under SPEA

Project No.	Existing System / Equipment			New Energy Efficient System / Equipment				Already Included in SPBF? (Yes/No)
	System / Equipment	Rated Power / Capacity	Qty.	System / Equipment	Rated Power / Capacity	Qty.	Expected Commissioning Date	

Section 4 - Energy Saving Assessment for Project(s) Under SPEA

Project No. (same as Section 3)	Existing System/ Equipment	New Energy Efficient system / Equipment			Other funding source <sup>4</sup> (HK\$)	Eligible Project Cost for SPLF (HK\$)	Est. Annual Electricity Saving (kWh)	Est. Annual Electricity Cost Saving <sup>5</sup> (HK\$)	Eligible Payback Period for SPLF (Years)	
	Annual Electricity Consumption <sup>1</sup> (kWh)	Est. Annual Electricity Consumption <sup>2</sup> (kWh)	Material Cost <sup>3</sup> (HK\$)	Installation Cost <sup>3</sup> (HK\$)						A

Notes:

1. Based on electricity consumption data of the nearest 12 months
2. Assume no change in daily operation pattern before and after the retrofit
3. Material and installation costs are the quotation prices or actual purchase order prices
4. Includes any contributions, grants, loans or rebates
5. Based on the average electricity prices of the nearest 12 months

Substantiation Document / Information to be Submitted Under Sections 3 and 4

- i. Copy of quotation(s) or proof of purchase for the new energy efficient system(s)/equipment
- ii. Detailed calculations of annual energy consumptions, energy saving, cost saving and payback periods
- iii. Copy of tenancy/leasing agreement if the premises are rented
- iv. Project information including but not limited to project time schedule, design outline and system schematics (if applicable)
- v. Details of funding from other funding schemes (including the name of the funding scheme, the funding organization, amount of fund applied or granted (please specify whether the fund has been granted or not), etc.) (if applicable)

Personal Data Collection Statement

**Purpose of Collection**

The personal data and other related information provided by you in the Application Form will be used by HK Electric solely for the purposes of processing your application. The provision of personal data and other related information in the Application Form is voluntary. However, if you do not provide adequate and accurate data, we may not be able to process your application.

**Transfer of Personal Data**

Your Application Form, inspection records, and other related information may be provided to the HKSAR Government for auditing and verification purposes. The particulars submitted by you will also be provided to other departments or the banks participating in the SPLF or the service provider assigned by HK Electric for the purposes of verifying the particulars provided and other purposes related to the SPLF.

HK Electric will disclose your personal data when required to do so by law or in response to requests from law enforcement agencies or the Government, or if explicit consent to such disclosure is given by you.

**Access to Personal Data**

To request a full copy of the Privacy Policy Statement, for enquiry, for data access and correction, please refer to the website: [www.hkelectric.com](http://www.hkelectric.com), email us at [personaldata@hkelectric.com](mailto:personaldata@hkelectric.com), call us at 2887 3411, fax to 2510 7667 or write to 9/F Electric Centre, 28 City Garden Road, North Point for the attention of the Personal Data Protection Officer.

Applicant Declaration

I/We declare that the information provided in this form is true and correct. I/We have read and agree to be bound by the Terms and Conditions of the SPLF (as set out in the SPLF's Guild to Application and may be revised from time to time). I/We also acknowledge that I/we have read and understand the Important Notes for Applicants section of this Application Form and the Personal Data Collection Statement above.

<b>Name of the Applicant*</b>	<b>Signature and Company Chop (if applicable)</b>
<b>Job Title (if applicable)</b>	<b>Date</b>

\* The registered customer for personal applicant, or the authorised signing person for other types of applicant.