



**green  
building  
award 2023**  
環保建築大獎

Organisers :



# Online Submission Guideline



# Green Building Award 2023 – Online Submission

## Note 1: Create an account

- Click [Create Account](#) and you will be directed to the “Create Account” page.
- Fill out the applicant information fields on the “Create Account” page. The applicant is the main contact for the nomination. Remember to keep the email address (Login ID) and password for future reference.
- A system-generated email will then be sent to the applicant’s mailbox. Click the activation link in the email to activate the account.

### Create Account

Each applicant should register to create ONE Login Account for Nomination. Multiple nominations could be managed under one login account. An auto email will be sent to the email registered for account activation. Please fill in the below information in English.

#### \* Mandatory Fields

Organisation Name \*

Address \*

Contact Person Name  Please select  First Name \*  Last Name \*

Contact Person Position \*

Tel. No. \*

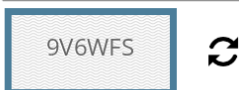
Email (login ID) \*

Re-enter Email \*

Password (at least 8 characters) \*

Re-enter Password \*

Captcha \*   
(please enter captcha below)



\* I have carefully read and fully understand the below Personal Information Collection Statement:

I agree to be kept informed by HKGBC for HKGBC activities and industry developments which may be of interest. According to the [HKGBC Privacy Policy](#), I understand that the HKGBC may use my personal data, including name and email address, to keep me posted on seminars, events and news of industry development.

Already registered? Click [HERE](#) to login



### Applicant Account Information

Main contact point for Nomination(s)

Organisation Name Hong Kong Green Building Council  
Address 1/F, Jockey Club Environmental Building,  
77 Tat Chee Avenue,  
Kowloon Tong, Hong Kong  
Contact Person Name Ms Vicky CHAN  
Contact Person Position Assistant Marketing Manager  
Tel. No. 39948876  
Email (login ID) gba@hkgbc.org.hk

#### Your Nomination(s) Record

| Ref. No.   | Project | Status | Action | Delete |
|------------|---------|--------|--------|--------|
| No records |         |        |        |        |

Reminder: Nomination is to be closed on 15 Jun 2023 at 6:00pm (Hong Kong Time)



# Green Building Award 2023 – Online Submission

## Note 2: Submit your nomination

- Click [Login](#) and log in to your Applicant Account.
- Click “Create New Nomination” and select an award category.
- Fill out the online nomination form step by step accordingly.
- Fields marked with an asterisk (\*) are mandatory.
- When you click “Next Page” or “Previous Page”, the information you filled in will be automatically saved. You are able to continue with the nomination before the deadline when you log in to your Applicant Account again.

### Applicant Account Information

Main contact point for Nomination(s)

Organisation Name Hong Kong Green Building Council  
Address 1/F, Jockey Club Environmental Building,  
77 Tat Chee Avenue,  
Kowloon Tong, Hong Kong  
Contact Person Name Ms Vicky CHAN  
Contact Person Position Assistant Marketing Manager  
Tel. No. 39948876  
Email (login ID) gba@hkgbc.org.hk

Update Applicant Information

Change Password

### Your Nomination(s) Record

| Ref. No.   | Project | Status | Action | Delete |
|------------|---------|--------|--------|--------|
| No records |         |        |        |        |

Create New Nomination

Logout

Reminder: Nomination is to be closed on 15 Jun 2023 at 6:00pm (Hong Kong Time)

### Select Award Category

Please select ONE Award Category for each submission. To create another nomination, please click "Previous Page" to go back to "Applicant Account Information" and click "Create New Nomination"

| Main Category  | Sub-Category  |
|--|---|
| <input checked="" type="radio"/> New Buildings (NB)          | <input checked="" type="radio"/> 1. Completed Projects<br>(Obtained Occupation Permit or equivalent after 1 January 2020 and up till 14 June 2023)<br><input type="radio"/> a. Residential<br><input checked="" type="radio"/> b. Commercial<br><input type="radio"/> c. Institutional<br><input type="radio"/> 2. Projects Under Construction and/or Design<br><input type="radio"/> a. Residential<br><input type="radio"/> b. Commercial<br><input type="radio"/> c. Institutional   |
| <input type="radio"/> Existing Buildings (EB)                | <input type="radio"/> 1. Completed Projects<br>(Projects completed from 1 January 2019 to 14 June 2023)<br>(Revitalisation, Renovation, Rehabilitation & Responsiveness)<br><input type="radio"/> a. Residential<br><input type="radio"/> b. Commercial<br><input type="radio"/> c. Institutional<br><input type="radio"/> 2. Projects Under Construction and/or Design<br>(Revitalisation, Renovation, Rehabilitation & Responsiveness)<br><input type="radio"/> a. Residential<br><input type="radio"/> b. Commercial<br><input type="radio"/> c. Institutional<br><input type="radio"/> 3. Facilities Management<br>(Carbon/ Energy/ Management, Engagement with Stakeholders)<br><input type="radio"/> 4. Interiors (For completed projects only) |
| <input type="radio"/> Research & Planning (RP)               | <input type="radio"/> 1. Research<br>(For research projects completed with substantial findings/results)<br><input type="radio"/> 2. Planning   |
| <input type="radio"/> Building Products & Technologies (BPT) | N/A   |
| <input type="radio"/> Green Building Leadership (GBL)        | <input type="radio"/> 1. Developers<br><input type="radio"/> 2. Contractors<br><input type="radio"/> 3. Consultants<br><input type="radio"/> 4. Facilities Management<br><input type="radio"/> 5. Green Products & Technologies Business<br><input type="radio"/> 6. Government, Institutions & NGOs  |

Save and go to [Next Page](#) [Previous Page](#)

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# Green Building Award 2023 – Online Submission

## Note 3: Download Consent Form and upload required documents

- Download the Consent Form for your nomination.
- Complete the Consent Form with authorised signature(s) and company chop(s).
- Upload the required documents listed in the Nomination Kit.
- Before clicking “Confirm to Submit”, please make sure all the information provided is true and accurate.



### Nomination for New Buildings (NB)

#### Consent Form

Please download the Consent Form and fill all relevant details with authorised signature(s) and company chop(s). You are required to scan and upload the completed Consent Form in the next step.

[Download Consent Form](#)

#### Summary of Nomination

A summary of your nomination can be viewed by clicking the button below. You may keep a record by clicking “Save as PDF” inside the page.

[View Nomination Summary](#)

Save and go to [Next Page](#) [Previous Page](#)

Reminder: Nomination is to be closed on 15 Jun 2023 at 6:00pm (Hong Kong Time)



### Nomination for New Buildings (NB)

\* Mandatory Fields

#### Required Documents

You are required to upload below documents to proceed your nomination.

1. **Technical presentation** in PDF format (maximum 10 slides with file size less than 30MB) to describe the project/organisation (the cover slide should state clearly the project name/organisation)

[Choose File](#)  
(pdf only)

2. **Ten (10) electronic image files** showing the project/organisation (in “jpg” or “png” format with file size less than 3MB each, resolution of 350 dpi or above) for future publication use

Image #1 [Choose File](#)  
Image #2 [Choose File](#)  
Image #3 [Choose File](#)  
Image #4 [Choose File](#)  
Image #5 [Choose File](#)  
Image #6 [Choose File](#)  
Image #7 [Choose File](#)  
Image #8 [Choose File](#)  
Image #9 [Choose File](#)  
Image #10 [Choose File](#)

3. **Consent Form** \* in “PDF” format (with company chop(s) and signature(s))

[Choose File](#)  
(pdf only)

Save and go to [Next Page](#) [Previous Page](#)

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# Green Building Award 2023 – Online Submission

## Note 4: Submit payment information

- An invoice for Nomination Fee will be sent to the applicant’s mailbox upon submission.
- Click “Submit Payment Information” and provide cheque number or upload payment slip after Nomination Fee is arranged.
- You may log in to your Applicant Account at any time to submit payment information before the deadline.
- Click “Submit” to complete the nomination.
- A system-generated confirmation email with a payment receipt will be sent to the applicant’s mailbox upon payment confirmation.



### Nomination for New Buildings (NB)

Thank you for your nomination. An invoice for Nomination Fee has been sent to your mailbox.

Please ensure that payment is made and the payment slip and/or cheque number are uploaded to your Applicant Account prior to the nomination deadline on or before 15 June 2023 at 6:00pm (Hong Kong Time). Any delay in payment and/or submission will not be accepted and the Online Nomination submitted will be forfeited. Upon Nomination Fee received, a system email with a payment receipt will be sent to confirm the completion of your nomination.

Should you have any questions, please do not hesitate to contact GBA 2023 Secretariat at 3994 8876 or gba@hkgbc.org.hk.

[Submit Payment Information](#) [Your Nomination\(s\) Record](#)

### Applicant Account Information

Main contact point for Nomination(s)

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**Address** 1/F, Jockey Club Environmental Building,  
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**Contact Person Name** Ms Vicky CHAN  
**Contact Person Position** Assistant Marketing Manager  
**Tel. No.** 39948876  
**Email (login ID)** gba@hkgbc.org.hk

[Update Applicant Information](#)

[Change Password](#)

### Your Nomination(s) Record

| Ref. No. | Project | Status              | Action                                  | Delete |
|----------|---------|---------------------|---|--------|
| NB1b-04  | Testing | Invoice issued      | <a href="#">View Nomination Summary</a> |        |
|          |         | Upload Payment Slip | <a href="#">Upload</a>                  |        |

[Create New Nomination](#)

[Logout](#)

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# Green Building Award 2023 – Online Submission

## Note 5: Check your nomination status

- You can log in to your Applicant Account and find your nomination status marked as “Completed” after the payment of Nomination Fee is confirmed.
- Clients / Developers (if applicable) will receive a system-generated acknowledgement of their Consent Form by email upon completed submission.

### Applicant Account Information

Main contact point for Nomination(s)

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**Address** 1/F, Jockey Club Environmental Building,  
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**Email (login ID)** gba@hkgbc.org.hk

[Update Applicant Information](#)

[Change Password](#)

### Your Nomination(s) Record

| Ref. No. | Project | Status                  | Action                                  | Delete |
|----------|---------|-------------------------|---|--------|
| NB1b-04  | Testing | Payment to be confirmed | <a href="#">View Nomination Summary</a> |        |

[Create New Nomination](#)

[Logout](#)

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**Email (login ID)** gba@hkgbc.org.hk

[Update Applicant Information](#)

[Change Password](#)

### Your Nomination(s) Record

| Ref. No. | Project | Status    | Action                                  | Delete |
|----------|---------|-----------|---|--------|
| NB1b-04  | Testing | Completed | <a href="#">View Nomination Summary</a> |        |

[Create New Nomination](#)

[Logout](#)

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Download  
Nomination Kit 

**Submit Now** 

Deadline: 15 June 2023  
6:00pm (Hong Kong Time)



If you find any difficulties, please feel free to contact GBA 2023 Secretariat at 3994 8876 or [gba@hkgbc.org.hk](mailto:gba@hkgbc.org.hk).