

**“Solar Harvest -
Solar Energy Support Scheme for
Schools and Welfare Non-Governmental Organisations”**

Expression of Interest Form

Please read the Guide to Application for Solar Harvest - Solar Energy Support Scheme for Schools and Welfare Non-Governmental Organisations (“Guide to Application”) before completing this form.

This expression of interest (“EOI”) form is for eligible welfare non-governmental organisations (“NGOs”) to express interest in joining Solar Harvest and provide basic information to facilitate the processing of their applications. Whether a solar energy generation system can be installed depends on the specific conditions of the individual sites. During the EOI stage, eligible welfare NGOs should provide the supporting documents and supplementary information as set out in the EOI form as far as possible, so that their applications can be processed more quickly. Applications without the necessary documents or information in full will still be considered but will be accorded with lower priority.

Interested welfare NGOs should return the completed EOI forms, supporting documents and supplementary information on or before 30 December 2022 (Friday) (Batch 1 applications) or 31 March 2023 (Friday) (Batch 2 applications)¹. Original copy of the completed EOI form should be returned by post. We encourage participating welfare NGOs to submit supporting documents and supplementary information through electronic means as far as practicable in order to reduce the use of paper (submission of the relevant documents and information in hard copy will also be accepted). Postal and email addresses are set out below:

Postal address: Energy Efficiency Office, 7/F., Electrical and Mechanical Services Department
Headquarters, 3 Kai Shing Street, Kowloon, Hong Kong
(Please state Solar Harvest on the envelope)

E-mail address: solarharvest@emsd.gov.hk.
(Please state the name of participating welfare NGOs in the email)

For enquiry, please contact the Event Secretariat of EMSD by telephone at 3155 3977 or by e-mail (solarharvest@emsd.gov.hk).

For EOI forms submitted by mail, the postmark should be dated on or before the invitation closing date. Please ensure payment of sufficient postage as underpaid mails will not be accepted. In case a Black Rainstorm Warning Signal or tropical Cyclone Warning Signal No. 8 or above is in force for any duration between 12:00 noon and 6:00 pm on the invitation closing date, the invitation closing time will be extended to 6:00 pm on the next working day. Late or incomplete forms, or forms not submitted in accordance with the format prescribed (including EOI form submitted through electronic means, the EOI form is not personally signed by the Head or Deputy Head of the eligible welfare NGOs or without an original seal of the eligible welfare NGOs) will not be processed. Besides, electronically scanned signature is not accepted.

¹ Please refer to paragraphs 5.2 and 5.3 of the Guide to Application for further details on the application deadlines.

Part A – Particulars of the Eligible Welfare NGO

Name of the Welfare NGO: (English) _____

(Chinese) _____

Contact Address: _____

Name of Head/ Deputy Head* of the Welfare NGO: _____

Position Held: _____

Telephone No.: _____ **Fax No:** _____

Contact Person: _____

Position Held: _____

E-mail Address: _____

Telephone No.: _____ **Fax No:** _____

Part B – Indication of Interest

(Please tick the appropriate box)

1 We have read the Guide to Application and are interested in joining Solar Harvest by (please choose one only) :

Installation of a new solar energy generation system

On rooftop

At a location other than rooftop,

please specify the proposed location (e.g. ground level) and its address:

One-off installation / replacement of components of an existing solar energy generation system

Year in which the existing system was installed: _____

Capacity (kW): _____

Grid connected: _____

Yes / No *

Already joined the Feed-in Tariff (FiT) Scheme: _____

Yes / No *

Condition of the existing system:

Out of service Others, please specify: _____

Malfunction components of the existing system:

Unknown Known, please specify: _____

Location and address of the existing system: _____

2 We indicate our preference that we will join the FiT Scheme and understand that the electricity generated by the solar energy generation system will be provided to the power companies. (applicable for installation of a new solar energy generation system only)

If the eligible welfare NGO does not wish to join the FiT Scheme, please specify the source of finance for supporting the on-going operation and maintenance of the solar energy generation system:

3 We understand that the installation works (except site surveys) will last for around 8 weeks (subject to site conditions), and our premises will be available during the following time slot(s) for the installation works :

July to August 2023

Others, please indicate more than one 8-week period:

Part C – Supporting Documents and Supplementary Information

Note: Eligible welfare NGOs should provide the following supporting documents and supplementary information as far as possible, so that their submissions can be processed more quickly. If no such information is available, you may leave the item blank. Submissions without the following documents / information will still be considered but will be accorded with lower priority. Unless otherwise specified, eligible welfare NGOs which would like to apply for one-off installation / replacement of components of existing solar energy generation systems should also provide the following supporting documents and supplementary information as far as possible.

Supporting Documents

We hereby submit the following supporting documents with this EOI form (Please tick the appropriate box if such document can be provided):

- Copy of documentary proof of welfare NGOs receiving recurrent subvention from the Social Welfare Department
 - Copy of documentary proof of non-profit-making organisation (e.g. proof showing the eligible welfare NGO is exempted from taxes under section 88 of the Inland Revenue Ordinance (Cap.112))
 - Copy of building records on the location of the proposed solar energy generation system (e.g. rooftop, ground level) :
 - Framing diagram
 - Slab details
 - Beam details
 - Building plan
 - Waterproof records
 - Other relevant documents, please specify:
-
- Copy of schematic electrical wiring diagrams for the proposed location of solar energy generation systems (e.g. rooftop, ground level)

Supplementary Information (Please tick the appropriate box)

(A) Information about the premises where the solar energy generation system is proposed to be installed

1. Year in which the premises where the solar energy generation system is proposed to be installed was constructed: _____
2. The premises where the solar energy generation system is proposed to be installed is:
 Owned by the eligible welfare NGO
 Rented from private party / government department*
(Please specify the relevant department if it is the latter: _____)
on tenancy term up to _____ (year when the tenancy term expires)
3. The premises where the solar energy generation system is proposed to be installed is on a declared monument or graded historic building²?
 Yes No Not sure
4. Is there any relocation or redevelopment plan between now and the end of 2033 in respect of the premises where the solar energy generation system is proposed to be installed?
 Yes No Not sure

(B) Information about the location where the solar energy generation system is proposed to be installed

5. For solar energy generation system preferred by the eligible welfare NGO for installation on rooftop or locations other than rooftop:
 - (i) It is provided with protective barriers with height of not less than 1.1 metre and is known to be safe and accessible for the installation, operation and maintenance of the solar energy generation system.
 Yes No Not sure
 - (ii) There is no known water leakage problem identified at the rooftop, especially at the proposed location for installation of the solar energy generation system.
 Yes No Not sure
 - (iii) The usable area of the proposed location for installing the solar energy generation system is at least 100 m².
 Yes No Not sure

² The list of declared monument or graded historic building can be found from the following websites: -
<https://www.amo.gov.hk/en/historic-buildings/monuments/index.html>
<https://www.amo.gov.hk/en/historic-buildings/historic-buildings-hk/assessment/index.html>

(C) Other information (Please tick the appropriate box)

6. Our organisation has an existing functioning solar energy generation system which (a) is located at the premises where the solar energy generation system is proposed to be installed; and (b) does not require one-off installation / replacement of components under Solar Harvest.

Yes, please specify:

Year in which this existing system was installed: _____

Capacity (kW): _____

No

7. Our organisation has obtained / is applying for alternative funding (e.g. the Environment and Conservation Fund) or subsidy for the purpose of installing solar energy generation systems at the premises concerned.

Yes, please specify:

No

8. Our organisation has submitted more than one EOI form under Solar Harvest.

Yes, please specify: ____ number of EOI form submitted in respect of the following premises:

No

9. Our organisation envisages that there might be concerns from the local community (e.g. glare effect, visual impact) in respect of the installation of the solar energy generation system at the proposed location of the premises.

Yes, please provide details and how the concerns could be addressed:

No

10. Our organisation confirms to show interest to adopt flexible PV panels to install the solar energy generation system if there is insufficient loading or building record at the proposed location of the premises in order to fulfil the loading requirements.

Yes

No

Part D – Agreement and Confirmation

1. We agree and confirm that –
 - (a) the Government and its authorised users shall have the right to use (including copying, issuing and making available to the public copies of, and making an adaptation of) this EOI form and its supporting documents and all the related materials submitted by the participating welfare NGOs;
 - (b) the EOI form, supporting documents and all the related materials submitted by the participating welfare NGOs do not and will not infringe the intellectual property rights of any person; and
 - (c) the participating welfare NGOs shall indemnify the Government against all losses, liabilities, claims and expenses that it may suffer or incur as a result of any allegation of or claim for infringement of the intellectual property rights of any person arising from the Government's use or possession of all the documents and materials submitted by the participating welfare NGOs.
2. We have completed the corresponding section of the EOI form, together with supporting documents and all the related materials for application of the “Solar Harvest”.

Signature of Head /Deputy Head*
of the Welfare NGO
with Official Chop: _____

Name of Head /Deputy Head*
of the Welfare NGO: _____

Position Held: _____

Date: _____

Part E – Disclaimer

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

Personal Data Collection Statement

Purpose of Collection

The personal data and other related information provided by you in the Expression of Interest (“EOI”) form, supporting documents, supplementary information and progress reports will be used by the Electrical and Mechanical Services Department (“EMSD”) for the purpose of processing your application under the “Solar Harvest”. The provision of personal data and other related information in the EOI form, supporting document, supplementary information and progress report is voluntary. However, if you do not provide adequate and accurate data, we may not be able to process your application.

Disclosure of Information

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

Access to Personal Data

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

Signature of Head /Deputy Head*
of the Welfare NGO _____

Name of Head /Deputy Head*
of the Welfare NGO: _____

Date: _____

Note:

- This EOI form can be downloaded from HK RE Net - <https://re.emsd.gov.hk/english/gen/4S/4S.html>.
- This EOI form may be amended by the EMSD as and when necessary.