

# HONG KONG QUALITY ASSURANCE AGENCY SUSTAINABLE BUILDING INDEX (HKQAA SBI)

# APPLICATION GUIDELINES OF TRAINING SUBSIDY

## **1. Eligibility of Applying for HKQAA SBI Training Subsidy**

- 1.1 HKQAA SBI training subsidy is open to public for application.
- 1.2 Applicants of HKQAA SBI training subsidy shall complete and submit the “Application Form of HKQAA SBI Training Subsidy” to HKQAA.
- 1.3 Each person can only submit one application of HKQAA SBI training subsidy.
- 1.4 Quotas are limited in each draw lot of HKQAA SBI training subsidy. Priority will be given to listed SBI verifiers and nominated person(s) of HKQAA SBI subscribers.

## **2. Prerequisites of Applying for HKQAA SBI Training Subsidy**

### 2.1 For nominated persons of HKQAA SBI subscribers

The applicants who apply for the HKQAA SBI training subsidy shall submit HKQAA SBI subscription prior to the application of HKQAA SBI training subsidy. The HKQAA SBI subscriber or the Building representative who signed on the “HKQAA SBI Subscription Form” shall sign on the “Application Form of HKQAA SBI Training Subsidy”.

### 2.2 For building professionals

The applicants who apply for the HKQAA SBI training subsidy shall submit the application of SBI verifier listing prior to the application of HKQAA SBI training subsidy. The applicants who signed on the “Application Form of SBI Verifier Listing” shall sign on the “Application Form of HKQAA SBI Training Subsidy”.

## **3. Allocation of HKQAA SBI Training Subsidy**

- 3.1 Allocation of HKQAA SBI training subsidy will be made on a draw lot basis. Priority will be given to listed SBI verifiers and nominated person(s) of HKQAA SBI subscribers.

3.2 The application of each draw lot of HKQAA SBI training subsidy shall be submitted on or before the assigned deadline. Late application will NOT be accepted.

3.3 HKQAA reserves the rights to change the allocation method of HKQAA SBI training subsidy without prior notice.

#### **4. Quota and Amount of HKQAA SBI Training Subsidy**

4.1 The amount of HKQAA SBI training subsidy is HK\$1,000 for each successful application.

4.2 There are 200 quota for HKQAA SBI training subsidy.

#### **5. Acceptance of HKQAA SBI Training Subsidy**

5.1 Successful applicants will be informed by HKQAA in writing.

5.2 Applicants who are awarded the HKQAA SBI training subsidy shall accept the subsidy by submitting full payment of the HKQAA SBI training within one month upon receiving HKQAA's written notification. Otherwise, the subsidy will automatically be withdrawn upon the payment due date without prior notice.

5.3 The HKQAA SBI training fee is non-refundable.

5.4 The ownership of HKQAA SBI training subsidy is not transferable.

#### **6. Grant of HKQAA SBI Training Subsidy**

6.1 The HKQAA SBI training subsidy will be refunded to the person(s) nominated by HKQAA SBI Subscribers for training upon successful listing of the HKQAA SBI report.

6.2 The HKQAA SBI training subsidy will be refunded to building professionals upon successful listing as an SBI Verifier.

## **7. Arrangement of Unsuccessful Applications of HKQAA SBI Training Subsidy**

7.1 All of the unsuccessful applications, unless being withdrawn by the applicants, will automatically be transferred to next round of draw lot until all quota of HKQAA SBI training subsidy are allocated.

## **8. Rights of HKQAA**

8.1 HKQAA reserves the rights to make final decisions in case of any disputes.