

**CIC Green Product Certification
Certified Carbon Auditor Renewal – Project Reference Verification Letter**

Part 1 – CCA’s Personal Information

Salutation (Mr/Ms/Mrs/Dr/Ir/Prof):	
Last Name:	
First Name:	
Organisation:	
Position:	
Email:	
CCA Number:	

Part 2 – CCA’s Project Reference

The CCA should have at least **two project references related to carbon audit** for the past three years. Please provide the relevant information in the following tables.

Project Reference 1:

Project Name:	
Project Period: (MM/YY - MM/YY)	<ul style="list-style-type: none"> • <i>Period that the CCA participated in the project.</i>
Brief Description of Project Scope:	
<ul style="list-style-type: none"> • <i>Please provide project objective, scope of work, project information, etc. or other information that is considered appropriate.</i> 	
Detailed Description of the CCA’s Roles and Job Duties:	
<ul style="list-style-type: none"> • <i>Please describe the completed tasks, gained experience, project outcome, etc. or other information that is considered appropriate.</i> 	

Project Reference 2:

Project Name:	
Project Period: (MM/YY - MM/YY)	<ul style="list-style-type: none"> • <i>Period that the CCA participated in the project.</i>
Brief Description of Project Scope:	
<ul style="list-style-type: none"> • <i>Please provide project objective, scope of work, project information, etc. or other information that is considered appropriate.</i> 	
Detailed Description of the CCA's Roles and Job Duties:	
<ul style="list-style-type: none"> • <i>Please describe the completed tasks, gained experience, project outcome, etc. or other information that is considered appropriate.</i> 	

Part 3 – Employer's Verification (To be filled by Employer)

I hereby certify that the CCA has participated in the above-said projects and the descriptions presented in this letter are true and correct to the best of my knowledge.

I am personally familiar with the professional work of the CCA. Yes No

I confirm that the CCA's duties are consistent with what he/she described. Yes No

Signed by

Name:

Organisation:

Position:

Email:

**Authorised Signature with
Company Chop**



Personal Information Collection Statement

All personal data submitted will only be used for purposes which are directly related to the CIC Green Product Certification. The personal data submitted may be transferred to parties who may be involved in handling matters relating to the CIC Green Product Certification, including agencies that are authorised to receive information relating to law enforcement or prosecution. You have the right to request access to or correction of your personal data held by the Hong Kong Green Building Council. Request for access or correction of personal data should be made in writing to the Hong Kong Green Building Council by email to cicgpc@hkgbc.org.hk.