

**CIC Green Product Certification  
Certified Scheme Verifier Renewal – Project Reference Verification Letter**

Part 1 – CSV’s Personal Information

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

Part 2 – CSV’s Project Reference

The CSV should have at least **two project references related to verification of building products** for the past three years. Please provide the relevant information in the following tables.

Project Reference 1:

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

Project Reference 2:

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

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

I hereby certify that the CSV 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 CSV.  Yes  No

I confirm that the CSV'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](mailto:cicgpc@hkgbc.org.hk).