



CIC GREEN
PRODUCT CERTIFICATION

Applicant Manual

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1 Introduction

1.1 Overview of the CIC Green Product Certification

Owned by the Construction Industry Council (CIC) and operated by the Hong Kong Green Building Council (HKGBC), the CIC Green Product Certification (CIC GPC) is a voluntary certification scheme that promotes the use of sustainable and low-carbon construction materials in Hong Kong. It offers a structured and transparent framework for evaluating the sustainability performance of building materials and products. Certified products under the scheme not only meet stringent sustainability benchmarks but also empower project owners to comply with green building standards such as BEAM Plus.

1.2 Purpose of This Manual

This manual serves the following purposes:

- To provide a general overview of the CIC GPC;
- To provide application procedures of the CIC GPC;
- To provide guidelines for the use of the CIC GPC and obligations of the Applicants;

2 Definitions and Glossary

Terms	Refer to
“Applicant”	An organisation which applies for the CIC GPC.
“Appeal Board”	The Appeal Board shall comprise a member from academia, another CSV who is not involved in handling the assessment of that application before and a Lay Member from Professional Bodies.
“Assessment Criteria”	The requirements stated in the Assessment Standards. A set of Assessment Criteria will form an Assessment Standard for a particular product category. CSV shall follow the Assessment Criteria to assess applications of the Scheme. These Assessment Criteria will be amended from time to time at the HKGBC’s sole discretion, without prior notice.
“Assessment Standards”	A document which includes the Assessment Criteria, applying to the applications for each product category.
“Certificate” or “Label”	The certificate issued under the CIC GPC.
“CCA”	Certified Carbon Auditor. An individual who is qualified to prepare CFP quantification tool and report, or verify the supporting documents against the assessment standards for particular product categories under CIC GPC.
“CSV”	Certified Scheme Verifier. A neutral person who satisfies all the requirements of CSV and is employed by the Verification Body at all material times.
“CIC GPC”	CIC Green Product Certification.
“CIC”	Construction Industry Council.
“HKAS”	Hong Kong Accreditation Service.
“HKCAS”	Hong Kong Certification Body Accreditation Scheme.
“HKGBC”	Hong Kong Green Building Council.
“HKIAS”	Hong Kong Inspection Body Accreditation Scheme.

“HOKLAS”	Hong Kong Laboratory Accreditation Scheme. An accreditation scheme operated by Hong Kong Accreditation Service. It is open to voluntary participation of any Hong Kong laboratories which perform objective testing and calibration falling within the scope of HOKLAS and meeting its criteria of competence.
“Lay Member from Professional Bodies”	An individual who is a member of a professional body other than professional bodies related to the construction industry in Hong Kong.
“Licensee”	An Applicant whose product has been certified under the CIC GPC.
“VB”	Verification Body. An organisation which is accredited under Accredited under HOKLAS, HKCAS, HKIAS or complies with ISO/IEC 17025, ISO/IEC 17021, or ISO/IEC 17020 accreditation and employ at least one CSV to verify the applications under the CIC GPC in accordance with the Assessment Standards.
“VVB”	Validation and Verification Body. An organisation which is accredited under Accredited under Hong Kong Certification Body Accreditation Scheme (HKCAS) - Certification Service: "Greenhouse Gas Assertions Validation / Verifications" or China National Accreditation Service for Conformity Assessment (CNAS) - Validation and Verification Bodies: “GHG Validation and Verification Bodies” and employ at least one CCA to verify the applications under the CIC GPC in accordance with the Assessment Standards.

3 Product Families and Product Categories

Since May 2025, the number of product categories has increased from twenty-eight to thirty-two, and they have been grouped into five product families.

The infographic displays five product families and their respective product categories:

- Mechanical, Electrical and Plumbing Products:** Air Handling Unit, Cable and Wire, Chiller, Compact Fluorescent Lamp, Cooling Tower, Electronic Ballast, Fan Coil Unit, LED Lighting, Photovoltaic Module (NEW!), VRF Split Type System, Water Pump.
- Architectural Products:** Adhesive and Sealant, Aluminium, Block for Internal Partition, Ceramic Tile, Ceramic Tile, Flooring (NEW!), Furniture, Glazing, Paint and Coating, Panel Board, Plant-based Fibre Composite, Sanitary Ware – Ceramic Product, Synthetic Carpet, Thermal Insulation, Wall Covering.
- Civil and Structural Materials:** Cement, Precast Concrete (NEW!), Ready-mixed Concrete, Reinforcing Bar and Structural Steel.
- Landscaping Product:** Pavement Block.
- General Green Product:** General Green Product (NEW!).

4 Assessment Standards

The Assessment Standards comprise two key components: the General Requirements and the Technical Requirements.

4.1 General Requirements

All Applicants shall comply with the General Requirements, which introduce the CIC GPC's framework, outlines the application procedures, and details the grades applicable to every product category under the CIC GPC.

4.2 Technical Requirements

In addition to meeting the General Requirements, Applicants shall also satisfy the specific Technical Requirements relevant to their product categories. These requirements defines the principles, requirements, and guides for quantifying and reporting the products' carbon footprint, along with other sustainability Assessment Criteria and scoring standards.

All up-to-date Assessment Standards are uploaded to the website at: <https://cicgpcuat.hkgbc.org.hk/assessment-standards>.

5 Assessment Criteria

Each Assessment Standard contains specific pre-set Assessment Criteria in the Technical Requirements, which are varied among different product categories and will be updated periodically. All Applicants who are interested in applying for the CIC GPC are required to provide information and proofs to demonstrate fulfilment of the corresponding Assessment Criteria.

All Assessment Criteria are divided into two scoring types, namely "Core Criteria" and "Non-core Criteria", based on the significance of the criteria. The Assessment Criteria are also organised according to five sustainability labels, allowing Applicants to pursue distinction in different aspects.

5.1 Core Criteria

Products shall fulfil the minimum requirement of "Core Criteria" to get a passing score which is equivalent to "Green" grade under the CIC GPC.

5.2 Non-core Criteria

Bonus Points will be topped up for products which fulfil the items under "Non-core Criteria".

5.3 Sustainability Labels



Carbon



Environment



Resource



Performance



InnoSmart

6 Grades

A grade will be awarded to products that successfully complete the application. Products that meet all the Basic Points under the Core Criteria will receive a “Green” grade. Additionally, products that achieve selected Bonus Points under the Non-core Criteria will have their final grade determined by the total number of Basic and Bonus Points accumulated.

No grade will be awarded if any item under “Core Criteria” is not achieved. If an application for a series of products is submitted, the grade shall be given according to the product with the lowest point in the application.

For General Green Product, the product to be assessed shall achieve a minimum of 50 points or above in the “Selected Criteria” to be awarded a “Green” grade (i.e. a “pass”) grade under the CIC GPC.

Platinum	Gold	Silver	Bronze	Green	No Grade
					Not Applicable
≥ 90 points	80 – 89 points	70 – 79 points	60 – 69 points	50 – 59 points	< 50 points

7 Application Procedures

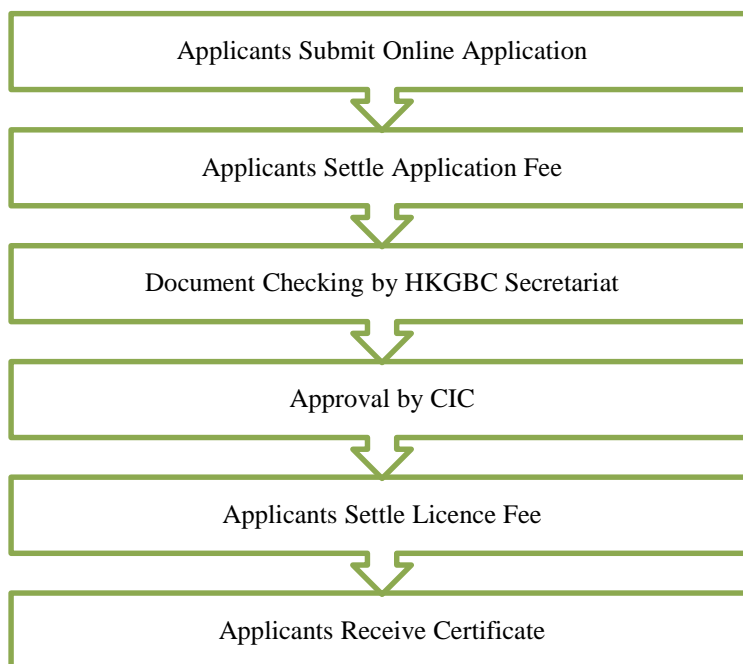
7.1 Prerequisite

All applications shall be submitted online via <https://cicgpcuat.hkgbc.org.hk/>. Only those applications fulfilling all of the following criteria will be eligible to apply for the CIC GPC:

- i. The products shall fall into at least one of the product categories under the CIC GPC;
- ii. Applicants shall be a legal entity and shall provide all required supporting documents, including but not limited to Certificate of Incorporation and Business Registration Certificate. International entities shall provide equivalent documents.
- iii. The products shall satisfy the relevant Core Criteria as stated in the Assessment Standard for the relevant product category and, if applicable, other Non-core Criteria.
- iv. The product shall satisfy the requisite quality and safety requirements under the applicable laws and regulations in Hong Kong.

7.2 General Application Procedures

The general application procedures are as follows. Different product categories may involve other specific application procedures, please also refer to 7.3 Online Application Steps for more details.



7.2.1 Before Online Application

Applicants shall select the product category according to the defined scope in each of the Assessment Standard of the CIC GPC. If a product fits into the scope of more than one product categories, the Applicants may decide to apply for one or all of the relevant product categories and submit relevant sets of application forms and documents online for application. In case an Applicant decides to apply for all relevant product categories of one product, he/ she shall submit the application forms, supporting documents and relevant fees for each of the product categories.

Applicants shall apply for all relevant tests and certificates as required in the Assessment Standards. Applicants shall make sure that all certification, laboratory reports, and documentation must be valid during the assessment process and labelling period. The validity of all laboratory reports and documentation shall be within 5 years from the date of issue. The chemical tests should be conducted by either a third party or the manufacturer, providing that they have obtained ISO 17025 certification or relevant national accreditations, such as HOKLAS or CNAS. All submissions and documentations shall be in Traditional Chinese, Simplified Chinese or English. The company names, product names and model numbers in applications and supporting documents should be aligned.

Applicants shall submit the relevant supporting documents online based on the corresponding product Assessment Standard. Applicants may refer to the following checklist for the application preparation.

Product Families and Versions	Items to be prepared prior to online applications	Remarks
Civil and Structural Materials (Version 1)	<ul style="list-style-type: none"> - Quantification tool prepared by the appointed Certified Carbon Auditor (CCA) - Carbon footprint of product (CFP) report compiled by the appointed CCA - Verification report issued by the Validation and Verification Body (VVB) 	<ul style="list-style-type: none"> - CCA List - VVB List - Self-declaration Letter for Product Name Discrepancy - Self-declaration Letter for

	<ul style="list-style-type: none"> - Supporting documents for the qualifications of the CCA and VVB - Self-declaration Letter for Product Name Discrepancy - Self-declaration Letter for Company Relationship - Mass Upload Excel, if applicable 	<ul style="list-style-type: none"> - Company Relationship - Mass Upload Excel
Non-Civil and Structural Materials (Version 1)	<ul style="list-style-type: none"> - Certification, laboratory reports, and documentation as required in the Assessment Standards - Please appoint a Verification Body (VB) prior to online submission. The appointed VB will be able to begin verifying the documents after Applicants settle the application fee. - Self-declaration Letter for Product Name Discrepancy - Self-declaration Letter for Company Relationship 	<ul style="list-style-type: none"> - VB List - Self-declaration Letter for Product Name Discrepancy - Self-declaration Letter for Company Relationship
Civil and Structural Materials (Version 2)	<p><u>CCA Route</u></p> <ul style="list-style-type: none"> - Quantification tool prepared by the appointed CCA - CFP report compiled by the appointed CCA - Certification, laboratory reports, and documentation for other sustainability labels if applicable - Verification report issued by the VVB - Supporting documents for the qualifications of the CCA and VVB - Self-declaration Letter for Product Name Discrepancy - Self-declaration Letter for Company Relationship - Application Excel <p><u>EPD Route</u></p> <ul style="list-style-type: none"> - Product-level Environmental Product Declaration (EPD) - Certification, laboratory reports, and documentation for other sustainability labels if applicable - Verification report issued by the VVB if applicable 	<ul style="list-style-type: none"> - CCA List - VVB List - Self-declaration Letter for Product Name Discrepancy - Self-declaration Letter for Company Relationship - Application Excel

	<ul style="list-style-type: none"> - Supporting document for the qualification of the VVB if applicable - Application Excel 	
Aluminium and Glazing (Version 2)	<ul style="list-style-type: none"> - Certification, laboratory reports, and documentation as required in the Assessment Standards - If the Applicants want to achieve Carbon Label, they shall appoint a CCA to prepare CFP report and quantification tool, or provide the product-level EPD. - Verification report issued by the VVB - Self-declaration Letter for Product Name Discrepancy - Self-declaration Letter for Company Relationship - Application Excel 	<ul style="list-style-type: none"> - CCA List - VVB List - Self-declaration Letter for Product Name Discrepancy - Self-declaration Letter for Company Relationship - Application Excel
Non-Civil and Structural Materials (Version 2) excluding Aluminium, Glazing and General Green Product	<ul style="list-style-type: none"> - Certification, laboratory reports, and documentation as required in the Assessment Standards - Please appoint a VB prior to online submission. The appointed VB will be able to begin verifying the documents after Applicants settle the application fee. - Self-declaration Letter for Product Name Discrepancy - Self-declaration Letter for Company Relationship 	<ul style="list-style-type: none"> - VB List - Self-declaration Letter for Product Name Discrepancy - Self-declaration Letter for Company Relationship
General Green Product (Version 2)	<ul style="list-style-type: none"> - Certification, laboratory reports, and documentation as required in the Assessment Standards - Self-declaration Letter for Product Name Discrepancy - Self-declaration Letter for Company Relationship 	<ul style="list-style-type: none"> - Self-declaration Letter for Product Name Discrepancy - Self-declaration Letter for Company Relationship

7.2.2 Submit Online Application

Prior to the submission of the application and relevant payment, Applicants shall read through this applicant manual, the terms and conditions, the privacy policy, the personal information collection statement, the Assessment Standards and the Guidelines for the Use of Label carefully to familiarise themselves with their obligations and responsibilities thereunder (all together referred to as the “Terms and Conditions”). Upon confirming acceptance of the Terms and Conditions, Applicants shall be liable to any loss or damage of any kind arising and whether caused by tort (including negligence) or

breach of any provisions under the Terms and Conditions or otherwise, and the HKGBC reserves the right to take further legal action or to disqualify the relevant certified building product or material.

Applicants shall submit all the relevant documents according to the Assessment Standards of the related product categories via the online platform. After completion of the online application form, a notification email together with an application ID will be sent to the Applicant.

7.2.3 Settle Application Fee

An invoice for the non-refundable application fee will be sent to the Applicant. The Applicant shall respond by settling the payment of the application fee within 2 months (60 calendar days). Overdue payment will be considered as a cancellation of application. A non-refundable application fee shall be settled either by online payment, bank transfer or a crossed cheque according to the instructions stated in the invoice to initiate the application process.

For the applicants of non-Civil and Structural Materials (Version 1) and non-Civil and Structural Materials (Version 2) excluding Aluminium, Glazing and General Green Product, the appointed VB will be able to begin verifying the documents after Applicants settle the application fee. VB may request applicants to submit supplementary information if necessary. For details regarding the verification timeline, please contact the VB directly.

All changes of product models or product categories at this stage of the application process will be considered as a new application and a new set of application documents (including application fee) shall be submitted to the HKGBC.

Applicants are required to complete the whole application within 12 months from the date of settling the application fee. Otherwise a new submission is required and the Applicant is required to pay the application fee again.

7.2.4 Document Checking by HKGBC Secretariat

Where there is any discrepancy in the Assessment Standards before or after the application submission date, the version of the Assessment Standards available on the submission date shall prevail. However, the HKGBC reserves the right to make any changes in the Assessment Standards and may require the Applicants, VVB or VB to submit additional relevant supporting documents according to the latest Assessment Standards if necessary.

Applicants, VVB and VB shall ensure that the documents are prepared in good faith and the HKGBC reserves the right to decline any application if the certificates or test reports provided do not fulfil the aforementioned requirements. Applicants, VVB and VB are obliged to re-submit additional supporting documents upon request by the HKGBC.

To maintain the reliability of the CIC GPC, an onsite audit or product testing may be carried out by the HKGBC to verify the application's fulfilment of the Assessment Criteria. Product testing is compulsory for certain specific product categories, e.g., "Paint & Coating". The testing fee plus an administration fee (i.e. 15% of the testing fee) shall be covered by the Applicants. Should an onsite audit or product testing be required, another laboratory different from the original testing party will be engaged to ensure the integrity of the CIC GPC, and the HKGBC shall notify the Applicants in advance.

In addition, the HKGBC may contact the issue bodies to confirm the truthfulness of the submitted certification, laboratory reports, and documentation.

7.2.5 Approval by CIC

After document checking, the applications will be submitted to CIC for approval.

7.2.6 Settle Licence Fee

A grade (i.e. Green, Bronze, Silver, Gold, Platinum or Unclassified) shall be determined after the approval by CIC. Once the application is approved, the HKGBC shall notify the Applicant by a provisional application result notification email together with (1) Agreement on the Label Licence for CIC Green Product Certification; (2) Agreement on the Provision of Assessment and Certification Services; (3) a reply slip; and (4) a license fee invoice. The Applicant shall provide response to the assessment result in 45 calendar days from the issuance date of the result notification email:

- i. If the Applicant accepts the result and wishes to use the logo for promotional uses, provided that the Applicant received the “Green” grade or above, he/ she will be required to sign and return the reply slip and pay the licence fee in 2 months (60 calendar days) from issue date of the result notification email to complete the accreditation. The notification email of the provisional result is strictly prohibited to be used for promotional purpose.
- ii. If the Applicant has adverse comment on the result, he/ she can lodge an appeal upon settlement of an appeal fee of HK\$1,500 per case in 45 calendar days from the issue date of the provisional application result notification email.

If the Applicant finds the assessment result unsatisfactory, he/ she may consider resubmitting the application of an individual product separately at the required cost in full in order to get a grading for that specific product or lodging an appeal on the grading or assessment result. Please refer to section 9 for the details of appeal process.

7.2.7 Receive Certificate

The certificate will be provided to the Applicant upon settling the licence fee and returning reply slip. The relevant information of the Applicants and licensed products will be published on the [website](#) for public view.

The HKGBC may conduct a random check on the licensed products and any fee arising therefrom, together with an 15% administrative fee (i.e. 15% of the total fee), shall be covered by the Applicants.

7.3 Online Application Steps

7.3.1 Civil and Structural Materials (Version 1)

Step 1 – Create Online Account

Applicants should [create](#) an online account on the CIC GPC website. Applicants will receive an email with an activation link.

Step 2 – Submit Online Application

After activating the account, please log in and submit an online application with steps as follows:

- 1) [Supplier Login](#) → 2) Select "Applications" → 3) Select “Version 1 (Civil and Structural Materials)” → 4) Select “Submit New Applications” → 5) Upload relevant information and documents → 6) Select “Submit” → 7) Repeat 2) to 4), select the application and then click “Check out”

Remarks:

1. Applicants should submit the CFP quantification tool and the CFP report prepared by CCA during online application. For the list of CCA, please click [HERE](#). Engaging CCA's services may incur additional fees. Kindly contact the CCA directly for further details.
2. Applicants should submit verification report prepared by VVB during online application. For the list of VVB, please click [HERE](#). Engaging VVB's services may incur additional fees. Kindly contact the VVB directly for further details.
3. Kindly note that the company names, product names and model numbers in applications and supporting documents should be aligned.

Applicants will receive an email regarding the successful submission of the application, together with an application ID. Please always quote your application ID when you are making an enquiry to cicgpc@hkgbc.org.hk.

Step 3 – Settle Application Fee

An invoice with payment details will be provided to the Applicants via email within 1 week for settling the [application fee](#). Kindly settle the payment using the payment methods stated in the invoice.

Step 4 – Document Checking by HKGBC Secretariat

The HKGBC Secretariat will conduct document checking. Applicants or VVB may receive feedback from the HKGBC Secretariat. Applicants or VVB may be asked to submit supplementary information as needed.

Step 5 - Approval by CIC

After document checking, the applications will be submitted to CIC for approval.

Step 6 – Settle Licence Fee

A provisional application result notification email with invoice will be provided to the Applicants for settling the [licence fee](#). Kindly settle the payment using the payment methods stated in the invoice. Agreements regarding the label licence and certification services will be provided to Applicants in the same email. Please return the reply slip according to the instructions in email.

Step 7 – Receive Certificate

Upon settling the licence fee and returning the reply slip, the Applicants will receive the e-certificate within two weeks. The relevant information of the Applicants and licensed products will be published on the [website](#) for public view.

7.3.2 Non-Civil and Structural Materials (Version 1)

Step 1 – Create Online Account

Applicants should [create](#) an online account on the CIC GPC website. Applicants will receive an email with an activation link.

Step 2 – Submit Online Application

After activating the account, please log in and submit an online application with steps as follows:

- 1) [Supplier Login](#) → 2) Select "Applications" → 3) Select "Version 1 (Civil & Structural Materials)" → 4) Select "Submit New Applications" → 5) Upload relevant information and documents → 6) Select "Submit Application" → 7) Select the application and appointed VB and then click "Submit Application"

Remarks:

1. Applicants should engage a VB for verification service. Please select the appointed VB during online application. For the list of VB, please click [HERE](#). Engaging VB's services may incur additional fees. Kindly contact the VB directly for further details.
2. Kindly note that the company names, product names and model numbers in applications and supporting documents should be aligned.

Applicants will receive an email regarding the successful submission of the application, together with an application ID. Please always quote your application ID when you are making an enquiry to cicgpc@hkgbc.org.hk.

Step 3 – Settle Application Fee

An invoice with payment details will be provided to the Applicants via email within 1 week for settling the [application fee](#). Kindly settle the payment using the payment methods stated in the invoice.

The appointed VB will be able to begin verifying the documents after Applicants settle the application fee. VB may request Applicants to submit supplementary information if necessary. For details regarding the verification timeline, please contact the VB directly.

Step 4 – Document Checking by HKGBC Secretariat

The HKGBC Secretariat will conduct document checks upon receiving the verification report from VB. Applicants or VB may receive feedback from the HKGBC Secretariat. Applicants or VB may be asked to submit supplementary information as needed.

Step 5 - Approval by CIC

After document checking, the applications will be submitted to CIC for approval.

Step 6 – Settle Licence Fee

A provisional application result notification email with invoice will be provided to the Applicants for settling the [licence fee](#). Kindly settle the payment using the payment methods stated in the invoice. Agreements regarding the label licence and certification services will be provided to Applicants in the same email. Please return the reply slip according to the instructions in email.

Step 7 – Receive Certificate

Upon settling the licence fee and returning the reply slip, the Applicants will receive the e-certificate within two weeks. The relevant information of the Applicants and licensed products will be published on the [website](#) for public view.

7.3.3 Civil and Structural Materials (Version 2)**Step 1 – Create Online Account**

Applicants should [create](#) an online account on the CIC GPC website. Applicants will receive an email with an activation link.

Step 2 – Submit Online Application

After activating the account, please log in and submit an online application with steps as follows:

- 1) [Supplier Login](#) → 2) Select "Applications" → 3) Select "Version 2" → 4) Select "Submit New Applications" → 5) Upload relevant information and documents → 6) Select "Confirm Submission" → 7) Select the application and then click "Submit Application"

Remarks:

1. To achieve Carbon Label via CCA route, Applicants should engage a CCA to prepare the CFP quantification tool and the CFP report. Please submit both the CFP quantification tool and the CFP report during online application. For the list of CCA, please click [HERE](#). Engaging CCA's services may incur additional fees. Kindly contact the CCA directly for further details.
2. To achieve Carbon Label via EPD route, please submit the product-level EPD during online application.
3. To achieve Carbon Label via CCA route or other sustainability labels, Applicants should submit verification report prepared by VVB during online application. For the list of VVB, please click [HERE](#). Engaging VVB's services may incur additional fees. Kindly contact the VVB directly for further details.
4. Kindly note that the company names, product names and model numbers in applications and supporting documents should be aligned.

Applicants will receive an email regarding the successful submission of the application, together with an application ID. Please always quote your application ID when you are making an enquiry to cicgpc@hkgbc.org.hk.

Step 3 – Settle Application Fee

An invoice with payment details will be provided to the Applicants via email within 1 week for settling the [application fee](#). Kindly settle the payment using the payment methods stated in the invoice.

Step 4 – Document Checking by HKGBC Secretariat

The HKGBC Secretariat will conduct document checking. Applicants or VVB may receive feedback from the HKGBC Secretariat. Applicants or VVB may be asked to submit supplementary information as needed.

Step 5 - Approval by CIC

After document checking, the applications will be submitted to CIC for approval.

Step 6 – Settle Licence Fee

A provisional application result notification email with invoice will be provided to the Applicants for settling the [licence fee](#). Kindly settle the payment using the payment methods stated in the invoice. Agreements regarding the label licence and certification services will be provided to Applicants in the same email. Please return the reply slip according to the instructions in email.

Step 7 – Receive Certificate

Upon settling the licence fee and returning the reply slip, the Applicants will receive the e-certificate within two weeks. The relevant information of the Applicants and licensed products will be published on the [website](#) for public view.

7.3.4 Aluminium and Glazing (Version 2)**Step 1 – Create Online Account**

Applicants should [create](#) an online account on the CIC GPC website. Applicants will receive an email with an activation link.

Step 2 – Submit Online Application

After activating the account, please log in and submit an online application with steps as follows:

- 1) [Supplier Login](#) → 2) Select "Applications" → 3) Select "Version 2" → 4) Select "Submit New Applications" → 5) Upload relevant information and documents → 6) Select "Confirm Submission" → 7) Select the application and then click "Submit Application"

Remarks:

1. To achieve Carbon Label via CCA route, Applicants should engage a CCA to prepare the CFP quantification tool and the CFP report. Please submit both the CFP quantification tool and the CFP report during online application. For the list of CCA, please click [HERE](#). Engaging CCA's services may incur additional fees. Kindly contact the CCA directly for further details.
2. To achieve Carbon Label via EPD route, please submit the product-level EPD during online application.
3. To achieve Carbon Label via CCA route or other sustainability labels, Applicants should submit verification report prepared by VVB during online application. For the list of VVB, please click [HERE](#). Engaging VVB's services may incur additional fees. Kindly contact the VVB directly for further details.
4. Kindly note that the company names, product names and model numbers in applications and supporting documents should be aligned.

Applicants will receive an email regarding the successful submission of the application, together with an application ID. Please always quote your application ID when you are making an enquiry to cicgpc@hkgbc.org.hk.

Step 3 – Settle Application Fee

An invoice with payment details will be provided to the Applicants via email within 1 week for settling the [application fee](#). Kindly settle the payment using the payment methods stated in the invoice.

Step 4 – Document Checking by HKGBC Secretariat

The HKGBC Secretariat will conduct document checking. Applicants or VVB may receive feedback from the HKGBC Secretariat. Applicants or VVB may be asked to submit supplementary information as needed.

Step 5 - Approval by CIC

After document checking, the applications will be submitted to CIC for approval.

Step 6 – Settle Licence Fee

A provisional application result notification email with invoice will be provided to the Applicants for settling the [licence fee](#). Kindly settle the payment using the payment methods stated in the invoice. Agreements regarding the label licence and certification services will be provided to Applicants in the same email. Please return the reply slip according to the instructions in email.

Step 7 – Receive Certificate

Upon settling the licence fee and returning the reply slip, the Applicants will receive the e-certificate within two weeks. The relevant information of the Applicants and licensed products will be published on the [website](#) for public view.

7.3.5 Non-Civil and Structural Materials (Version 2) excluding Aluminium, Glazing and General Green Product**Step 1 – Create Online Account**

Applicants should [create](#) an online account on the CIC GPC website. Applicants will receive an email with an activation link.

Step 2 – Submit Online Application

After activating the account, please log in and submit an online application with steps as follows:

- 1) [Supplier Login](#) → 2) Select "Applications" → 3) Select "Version 2" → 4) Select "Submit New Applications" → 5) Upload relevant information and documents → 6) Select "Confirm Submission" → 7) Select the application and appointed VB and then click "Submit Application"

Remarks:

1. To achieve Carbon Label via EPD route, please submit the product-level EPD during online application.
2. Applicants should engage a VB for verification service. Please select the appointed VB during online application. For the list of VB, please click [HERE](#). Engaging VB's services may incur additional fees. Kindly contact the VB directly for further details.
3. Kindly note that the company names, product names and model numbers in applications and supporting documents should be aligned.

Applicants will receive an email regarding the successful submission of the application, together with an application ID. Please always quote your application ID when you are making an enquiry to cicgpc@hkgbc.org.hk.

Step 3 – Settle Application Fee

An invoice with payment details will be provided to the Applicants via email within 1 week for settling the [application fee](#). Kindly settle the payment using the payment methods stated in the invoice.

The appointed VB will be able to begin verifying the documents after Applicants settle the application fee. VB may request Applicants to submit supplementary information if necessary. For details regarding the verification timeline, please contact the VB directly.

Step 4 – Document Checking by HKGBC Secretariat

The HKGBC Secretariat will conduct document checks upon receiving the verification report from VB. Applicants or VB may receive feedback from the HKGBC Secretariat. Applicants or VB may be asked to submit supplementary information as needed.

Step 5 - Approval by CIC

After document checking, the applications will be submitted to CIC for approval.

Step 6 – Settle Licence Fee

A provisional application result notification email with invoice will be provided to the Applicants for settling the [licence fee](#). Kindly settle the payment using the payment methods stated in the invoice. Agreements regarding the label licence and certification services will be provided to Applicants in the same email. Please return the reply slip according to the instructions in email.

Step 7 – Receive Certificate

Upon settling the licence fee and returning the reply slip, the Applicants will receive the e-certificate within two weeks. The relevant information of the Applicants and licensed products will be published on the [website](#) for public view.

7.3.6 General Green Product (Version 2)

Step 1 – Create Online Account

Applicants should [create](#) an online account on the CIC GPC website. Applicants will receive an email with an activation link.

Step 2 – Submit Online Application

After activating the account, please log in and submit an online application with steps as follows:

- 1) [Supplier Login](#) → 2) Select "Applications" → 3) Select "Version 2" → 4) Select "Submit New Applications" → 5) Upload relevant information and documents → 6) Select "Confirm Submission" → 7) Select the application and then click "Submit Application"

Remarks:

1. To achieve Carbon Footprint Quantification via EPD route, please submit the product-level EPD during online application.
2. Kindly note that the company names, product names and model numbers in applications and supporting documents should be aligned.

Applicants will receive an email regarding the successful submission of the application, together with an application ID. Please always quote your application ID when you are making an enquiry to cicgpc@hkgbc.org.hk.

Step 3 – Settle Application Fee

An invoice with payment details will be provided to the Applicants via email within 1 week for settling the [application fee](#). Kindly settle the payment using the payment methods stated in the invoice.

Step 4 – Verification by Vetting Committee

The Vetting Committee meeting will be organised for verifying the application. The meeting schedule for 2026 is shown in the table below. The schedule is subject to change without prior notice. Applications that are received after the application cut-off date will be handled in the next Vetting Committee meeting.

Meeting Date	Application Cut-off Date
March 2026	28 February 2026
June 2026	31 May 2026
September 2026	31 August 2026
December 2026	30 November 2026

Step 5 – Document Checking by HKGBC Secretariat

The HKGBC Secretariat will conduct document checking. Applicants may receive feedback from the HKGBC Secretariat. Applicants may be asked to submit supplementary information as needed.

Step 6 - Approval by CIC

After document checking, the applications will be submitted to CIC for approval.

Step 7 – Provisional Application Result Notification Email

A provisional application result notification email will be provided to the Applicants. Agreements regarding the label licence and certification services will be provided to Applicants in the same email. Please return the reply slip according to the instructions in email.

Step 8 – Receive Certificate

Upon returning the reply slip, the Applicants will receive the e-certificate within two weeks. The relevant information of the Applicants and licensed products will be published on the [website](#) for public view.

8 Fees**8.1 Application Fee and Licence Fee**

Applicants are required to settle the application fee to commence the application process. Applicants will be notified of the provisional application result upon approval by the CIC. The certificate shall be issued to the product once the licence fee is settled and the reply slip is submitted to the HKGBC. If the Applicants decide not to obtain the certificates for their products or fail to submit the licence fee or reply slip for the certificate within 60 calendar days from the issue date of the provisional application result notification email, the Applicants shall not have the right to use the application result for any purposes including but not limited to promotional uses.

Each licence shall last for 3 years ONLY. The product shall then be re-applied through a renewal process or new application process to ensure that it fulfills the most up-to-date Assessment Standard if the licensed products fall under product categories with revised Assessment Standards, in order to use the certificate and keeps abreast of the market trend.

For the information of application related fees, please visit: <https://cicgpcuat.hkgbc.org.hk/fees>.

8.2 On-site Audit Fee

During the verification process, the CSV may request to conduct an onsite audit according to his/ her professional judgment. The onsite audit fee varies based on the transportation fee, accommodation or any expenses arisen during the process. An administration fee equal to 15% of the total on-site audit cost will be incurred. If the Applicant fails to accept the request of onsite audit, the verification process shall be ceased and no refund of any fees paid shall be made to the Applicant.

8.3 Testing Fee

Some product categories such as Paint & Coating require laboratory test to verify their fulfilment of the Assessment Standards, subject to the judgment of the CSV and the requirement of the Assessment Criteria. Similar to the on-site audit, an administration fee equal to 15% of the total cost shall be applied to the Applicant.

8.4 Random Checking Fee

Random check (on-site audit, test, etc.) shall be conducted on the licensed products by the HKGBC if it is considered necessary. The Applicant is obliged to bear the expenses incurred by the random check and an administration fee equal to 15% of the total cost.

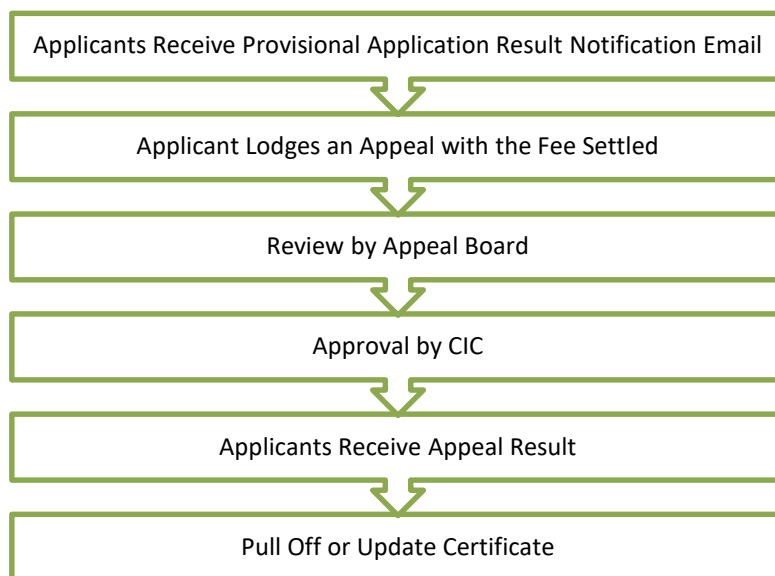
8.5 Appeal Fee

After the provisional application result has been released, the Applicant can lodge an appeal upon settlement of an appeal fee. For fee details, please visit: <https://cicgpcuat.hkgbc.org.hk/fees>.

The above fees do not include bank charges and other extra fees (e.g. fees on remittance, postage, transportation, etc.). Applicants should be responsible for settling the above expenses. All of the aforesaid fees are subject to change at the HKGBC's sole discretion, without further notice. Applicants should refer to the website (<https://cicgpcuat.hkgbc.org.hk/fees>) for the most up-to-date charges. All submitted fees are non-refundable and non-transferable.

9 Appeal

9.1 Appeal Process



9.1.1 Lodge an Appeal

In any case the Applicant is unsatisfied with the application result of the licensed products and decides to lodge an appeal, the Applicant must settle the appeal fee as listed at <https://cicgpcuat.hkgbc.org.hk/fees> and all relevant fees including but not limited to the on-site audit and testing fee together with an administration fee (i.e. 15% of the amount of the said relevant fees).

Each Applicant can lodge a formal appeal to the HKGBC once and the appeal must be lodged in 45 calendar days from the issue date of the provisional application result notification email. A formal appeal letter endorsed by the senior management of the business enterprise of the Applicant, additional supporting evidences (if available) and the settlement of appeal fee are required to initiate the appeal process.

9.1.2 Review by Appeal Board

The HKGBC shall set up an Appeal Board to review the case upon the settlement of the appeal fee by the Applicant. The Appeal Board comprises a member from academia, another CSV who is not involved in handling the assessment of that application before and a Lay Member from Professional Bodies. The results and the process of appeal cases are highly confidential and independent. All Appeal Board members or other related parties must sign a non-disclosure agreement in order to maintain the confidentiality.

All application information submitted by the Applicants will be passed to the Appeal Board for review. The HKGBC Secretariat will deliver a briefing to the Appeal Board. The Appeal Board will make final decision based on the applicant information after review.

9.1.3 Endorsement by CIC

Once the appeal results have been confirmed by the Appeal Board, a formal notification signed by CIC on the results and possible rationale behind the decision (if applicable) shall be issued.

9.1.4 Receive Appeal Result

The Applicant shall be notified of the appeal results within 60 calendar days after the formal appeal is lodged. The appeal results will be the final judgment and each Applicant can only lodge one appeal for each of his/ her applications and repetitive submission of the application will not be entertained.

9.1.5 Pull Off or Update Certificate

The certificate awarded may be updated or removed or remain unchanged, subject to the decision of the Appeal Board and the endorsement of the CIC. The Appeal Board directly reports to the CIC if there is any dispute arising from the appeal. The maximum period of the Appeal Process is 90 calendar days.

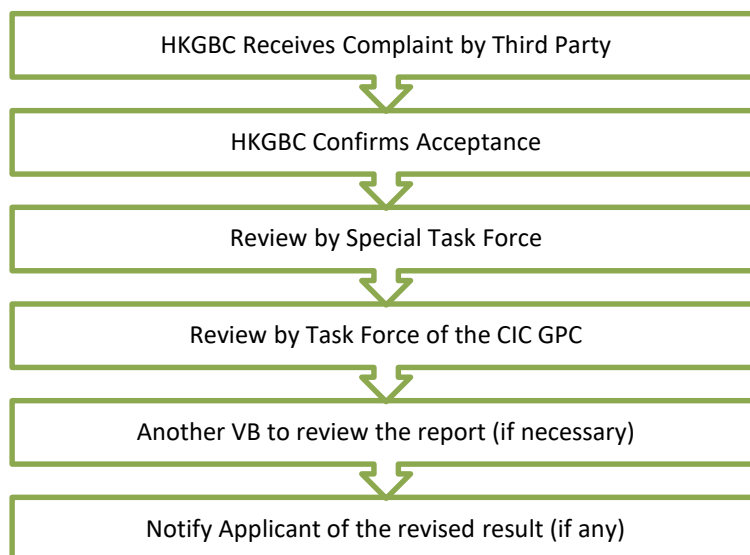
10 Renewal

Each licence will expire in 3 years. All application details, Assessment Standards, fees, and Terms and Conditions are subject to change and therefore Applicants should always refer to the most up-to-date version of the aforesaid documents. A reminder will be sent to the certificate holder in around 6 months (180 calendar days) before the end of validity period of the certificate. The certificate holder shall review the renewal requirements and respond to the HKGBC on his/ her intent to renew the certificate. If the certificate holder wishes to renew the application, he/ she is suggested to submit the renewal application in 2 months (60 calendar days) before the end of validity period of the certificate. Certificates shall ONLY be issued or PERMITTED to be used for promotional purposes upon settlement of the licence fee.

For renewal requirements, please visit: <https://cicgpcuat.hkgbc.org.hk/fees>.

11 Third Party Complaint

11.1 Complaint Proces



11.1.1 Confirm Acceptance

Upon receipt of a complaint filed by a third party, the HKGBC shall conduct a preliminary technical screening and acknowledge the receipt of such a complaint to the Complainant. If the complaint case is accepted by the HKGBC, the Applicant will be notified. If the complaint case is not accepted, the case will be closed.

11.1.2 Review by Special Task Force

A special task force will be set up to review the complaint once it is accepted by the HKGBC. After the preliminary review of the complaint, the special task force shall decide whether the complaint should be passed to the Taks Force of the CIC GPC for further review and whether additional supporting documents are required. If the decision is negative, the complaint will be closed.

11.1.3 Review by Task Force of the CIC GPC

The Task Force of CIC GPC shall review the complaint and decide whether the complaint is required to be reviewed by another VVB or VB. If so, another VVB or VB shall be selected by the HKGBC to review the complaint and submit the review results to the Task Force of CIC GPC. If not, the Task Force of CIC GPC will review the original verification report and make a final decision on whether the results should be changed. Once the result is determined, the Applicant shall be notified of the finalised result and whether the certificate shall be unchanged, re-issued or ceased.

If the Task Force of CIC GPC decides to amend the certification result, the HKGBC shall notify the Applicant of the changes. In the event that the result is not acceptable to the Applicant, the Applicant shall lodge an appeal upon settlement of the appeal fee. (Please refer to 9 Appeal).

12 Guidelines for the Use of the CIC Green Product Certification

The award of a CIC Green Product Certification Label indicates that a building product / material has been certified and complies with the requirements laid down in the Scheme. Upon completion of the accreditation, the Label will be issued according to the corresponding grade to certify the green building products.

The guidelines for the use of the CIC Green Product Certification Label define (i) the eligibility of using the Label; (ii) how the Label can be used on a product / material and / or any promotional materials by the Label holders; and (iii) the consequences of the misuse of the Label.

Eligibility of Using the Label

12.1. The Label Holder shall sign the reply slip to confirm acceptance of “Agreement on the Label Licence for the CIC Green Product Certification” and return the signed reply slip to the HKGBC after settling the payment of the licence fee.

12.2. Upon receipt of the signed reply slip and the Licence Fee, the HKGBC shall issue an authorisation letter to grant the Label Holder a non-transferrable, revocable permission to use the Label and the artwork of the corresponding Label. The provided artwork shall be embedded with the licence number of the awarded product. Omission of the number in any uses shall be regarded as a violation of the terms and conditions contained herein.

12.3. The Label Holder must assume complete responsibility for the use of the Label and make sure that the building product / material bearing the Label is in compliance with the guidelines provided by the Agreement. The Label Holder acknowledges that the CIC is the proprietor of the Label and the owner of the goodwill in the Label and shall only use the Label for the purposes and in the manner as described herein.

12.4. The validity of the Label will be shown on the certificate issued to the successful Label Holder. The Label shall be displayed on the certified building product / material within its valid period, provided that the licence fee has been settled

for the use of the Label. Immediately after the Label expires or is revoked, any use of the Label on the building product / material or promotional materials must be ceased, even if any appeal or complaint to that building product has been lodged.

12.5. The company information of the Applicant and product information, such as MSDS, where applicable, shall be listed on the website of the CIC Green Product Certification at <https://cicgpcuat.hkgbc.org.hk> (hereafter referred to as the “Website”) for the sake of transparency without further notice to the Applicant.

12.6. All content of the self-declarations submitted by the Applicant during the application process shall be deemed as part of the product information of the product certified under the Scheme. The aforesaid product information shall be made available to the public by means of, including but not limited to, company website, product packaging or promotional leaflet.

12.7. The Label must be used in accordance with this Agreement and the Guidelines for the Use of the Scheme’s Label at <https://cicgpcuat.hkgbc.org.hk/download/useoflabel.pdf>, or otherwise shall be regarded as misuse of the Label.

12.8. The guidelines in “Guidelines for the Use of the CIC Green Product Certification” are subject to change from time to time at the HKGBC’s sole discretion without prior notice. Please always refer to the “Guidelines for the Use of the CIC Green Product Certification” for the up-to-date version of the guidelines on the Scheme website.

Note:

- a) The use of the Label shall be ceased if an appeal or a complaint case is upheld against the applicant. The appeal board of the HKGBC has the final right to resume the use of the Label.
- b) Each Application is valid for a term of 3 years and will expire by the time the assessment criteria / guides are revised, whichever occurs later. The product shall then be re-assessed through a new application process to ensure that the Application fulfills the most up-to-date assessment criteria / guides for using the Label. The licence of the Label shall expire in three years. Any use of the Label shall be ceased if the Application or the licence expires.
- c) The Label shall only be used by the Label Holder. Other parties such as distributors and agents are permitted to use the Label only when written consent is obtained from the Label Holder. Otherwise, other parties are required to apply through assessment procedures before they are permitted to use the Label.

On a product / material

12.9. The Label can only be applied to the certified building product / material produced at the authorised manufacturing site(s).

12.10. The artwork of the Label must be legible and readily identifiable with 300 dpi resolution. The size of the Label can be enlarged or reduced proportionally, but it cannot be changed or distorted in any other way.

12.11. The Label shall be directly applied to each product / material except where the physical characteristics of the products do not permit, in which case, the Label may be applied to the individual packaging unit or the warranty card.

12.12. The Label is NOT transferable from one product to another.

12.13. The Label Holder shall not simply make reference to the intent to submit a product / material for certification or the expectation that the product may be certified in the future. For example, a Licensee shall not state “Approval by the CIC Green Product Certification is pending” or “Submission for the CIC Green Product Certification has been made”.

12.14. Adaptation of the artwork of the Label is strictly prohibited.

On Promotional Materials

12.15. The Label may be incorporated into a wide variety of promotional materials, ranging from advertising materials to direct mail items, article, prints and electronic catalogues, websites, user manuals, booklets, signage, news releases and newsletters.

12.16. No Label or aspect thereof shall be incorporated as part of the business name, business stationery, internet domain name, or brand name / trademark for products / product lines. This includes both the designs aspects and words aspects.

12.17. If the certified building product / material is shown in the promotional materials with non-certified building product / material, the Label must appear as close as possible to the certified building product / material.

12.18. If the Label Holder chooses to use only textual information in the promotional materials to describe the building product / material, the following wording shall be used:

“Certified under the CIC Green Product Certification”, and followed by the Label no.

Consequences of the Misuse of the Label

12.20. Any act such as addition and/or omission of certain information of the product by the Label Holder with or without the intention of breaching the conditions stated in this guideline provided herein shall be considered as an act of misuse of the Label.

12.21. A random check shall be conducted to investigate any misuse of the Label and the HKGBC reserves the right to revoke the permission for the use of any Label if any misuse is found.

12.22. The HKGBC shall have the right to make an investigation, including, but not limited to, providing support to the relevant enforcement body without giving notice to the Label Holder once the HKGBC has received such complaint.

12.23. The HKGBC shall have the right to revoke the permission to use the Label and terminate the agreement in relation to the Label with no compensation if there is any evidence of misuse of the Label by the Label Holder.

12.24. The HKGBC shall have the right to claim from the Label Holder for any lost and cost incurred by the HKGBC as a result of the misuse of the Label including any costs given rise by legal proceedings, public notification, etc.

12.25. The Label Holders will be given two chances to rectify the misconducts on using the Label. If the Label Holders refuse to comply with the guidelines for the use of the Label after being warned by the HKGBC, they are required to cease using the Label on any materials.

12.26. The Label Holder shall indemnify the HKGBC against all liabilities, costs, expenses, damages and losses (including but not limited to any direct, indirect or consequential losses, loss of profit, loss of reputation, and all interest, penalties and legal costs (calculated on a fully indemnity basis) and all other reasonable professional costs and expenses) suffered or incurred by the HKGBC arising out of or in connection with any breach by the Label Holder of the terms hereof or any misuse of the Label by the Label Holder.

The image of the Label on all materials should meet the following requirements:

- a) Label can be enlarged or reduced on proportion.
- b) Distortion is not allowed.
- c) The Label must be placed on a white background and it should be used in full colour whenever possible.
- d) The Label should be placed with colours, size and position of optimal visibility.

Specification of Label



Gradient color:



RGB: 39 68 31
 CMYK: 78 46 97 53
 #27441f



RGB: 53 168 73
 CMYK: 78 8 100 0
 #35a849



RGB: 43 168 74
 CMYK: 79 6 100 0
 #2ba84a

Others:



RGB: 29 53 29
 CMYK: 78 50 87 64
 #1d351d

Gradient color:



RGB: 72 40 31
 CMYK: 47 73 75 63
 #48281f



RGB: 226 186 147
 CMYK: 11 27 44 0
 #e2ba93



RGB: 108 76 62
 CMYK: 44 63 70 37
 #6c4c3e

Others:



RGB: 98 53 46
 CMYK: 41 75 72 48
 #62352e





Gradient color:



RGB: 160 161 165
CMYK: 40 32 30 0
#a0a1a5



RGB: 165 166 161
CMYK: 59 47 51 17
#a5a6ab



RGB: 239 238 237
CMYK: 5 4 4 0
#efeed

Others:



RGB: 120 123 126
CMYK: 55 45 43 9
#787b7e

Gradient color:



RGB: 179 128 45
CMYK: 27 49 99 8
#b3802d



RGB: 246 222 125
CMYK: 4 9 62 0
#f6de7d



RGB: 255 241 165
CMYK: 1 2 43 0
#fff1a5

Others:



RGB: 178 127 44
CMYK: 27 49 99 8
#b27f2c

Gradient color:



RGB: 33 34 34
CMYK: 72 65 64 73
#212222



RGB: 106 111 107
CMYK: 59 47 51 17
#6a6f6b



RGB: 175 175 173
CMYK: 33 26 28 0
#afafad



RGB: 73 100 46
CMYK: 70 39 99 30
#49642e

Others:



RGB: 56 55 57
CMYK: 70 63 60 54
#383739