**EV-charging at Home Subsidy Scheme**

**Guide to Applicants on**

**Acceptance of Completion of the Installation works of**

**the EV Charging-enabling Infrastructure in the Car Park**

1. According to the clause 3.1(e) of the Further Subsidy Agreement made between the Applicant of the EV-charging at Home Subsidy Scheme (“EHSS”) and the Government, the Applicant shall, after satisfactory completion of the installation works of the electric vehicle charging-enabling infrastructure (“EVCEI”) in the car park, submit the “Confirmation of Satisfactory Completion of All the Installation Work of the EVCEI in the Car Park” certified by the Consultant and the Applicant before the Government releases the final subsidy to the Applicant. This Guide is to provide guidance to Applicants on acceptance of the completion of the installation works and preparation of required documents to the Government when applying for release of the final subsidy after satisfactory completion of the installation works.
2. The Applicant shall ensure that the EVCEI installed complies with relevant rules and regulations, and keep records of the related documents and relevant certificates of the EVCEI installation works.
3. The Applicant shall submit the following documents together with the claim form for release of the final subsidies to the Environmental Protection Department after satisfactory completion of the EVCEI installation works in the car park:
4. Certificate of Satisfactory Completion of Consultancy Services (Annex 1), which shall be signed by the Applicant; and
5. Confirmation of Satisfactory Completion of All the Installation Works of Electric Vehicle Charging-enabling Infrastructure in the Car Park (Annex 2), which shall be signed by a Registered Professional Engineer (“RPE”) from the Consultant, and endorsed by the Applicant.

**Air Quality Management Division**

**Environmental Protection Department**

**January 2023**

**Annex 1**

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| **To: Director of Environmental Protection**  **Certificate of Satisfactory Completion of Consultancy Services** |
| I/We\*, being the Representative(s) of the Applicant of the EV-charging at Home Subsidy Scheme, i.e., [N*ame of Applicant, i.e., name of the Owners’ Corporation / DMC Manager / All Owners of xxxx building(s)*], who is also the Recipient of the Initial Subsidy Agreement with Agreement Number [ ] signed by the Recipient and the Government, hereby confirm that the Consultant, [*Name of Consultant*] has satisfactorily completed the Consultancy Services according to the Consultant Contract entered into between the Recipient and the Consultant dated [ ] for the installation of EV charging-enabling infrastructure in the car park of [*Name of the residential building/premises*] at [*Address of the premises*] on [*Date of completion of the installation works/issuance of Confirmation of Satisfactory Completion of All the Installation Works of Electric Vehicle Charging-enabling Infrastructure in the Car Park*].     |  |  | | --- | --- | | (Name of Applicant’s Representative@ ) |  | | (Signature) |  | | (Name of Applicant’s Representative@) |  | | (Signature) |  | |  |  | | (Stamp*#*) |  |  | | (Date) |  | |  |  |   \*delete if inappropriate  @ The Applicant’s/Recipient’s Representative(s) has / have to be authorized to sign this Certificate for and on behalf of the Recipient.  **#**if applicable |

**Annex 2**

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| **To: Director of Environmental Protection**  **Confirmation of Satisfactory Completion of All the Installation Works**  **of Electric Vehicle Charging-enabling Infrastructure in the Car Park** | | | |
| I/We\*, being the Representative(s) of the Applicant of the EV-charging at Home Subsidy Scheme, i.e., [*Name of Applicant, i.e., name of the Owners’ Corporation / DMC Manager / All Owners of xxxx building(s)*], who is also the Recipient of the Further Subsidy Agreement with Agreement Number [ ] signed by the Recipient and the Government, hereby confirm in Part B below that the Contractor, [*Name of Contractor*] has satisfactorily completed the Contractor Services according to the requirements of the Installation Works Contract entered into between the Recipient and the Contractor dated [ ] for the installation of EV charging-enabling infrastructure in the car park of [*Name of the residential building*] at [*Address of the premises*] on [*Date of completion of the installation works/issuance of Confirmation of Satisfactory Completion of All the Installation Works of Electric Vehicle Charging-enabling Infrastructure in the Car Park*]. The confirmation of satisfactory completion of all the installation works is certified by the Registered Professional Engineer (“RPE”) and confirmed by the Consultant employed by us as in Part A below:-  **Part A:**  I [*name in full of the RPE*], a Registered Professional Engineer (“RPE”) employed by the Consultant, [*name of consultant*] who has also signed in below, hereby confirm that I have inspected the car park for the installation of EV charging-enabling infrastructure (“EVCEI”) in the car park, and hereby confirm that the EVCEI installation works and A&A works (including minor works) have been satisfactorily completed all in compliance with the terms and conditions and requirements of the Installation Works Contract. I also confirm that the above EVCEI and all associated installations including the fireman’s emergency switch and fire detection system (if any) have been fully tested and commissioned to meet the relevant statutory requirements and guidelines issued by Environmental Protection Department under the EHSS.  **Inspected and Certified by:** | | | |
|  |  | Name of RPE: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | RPE Registration No.: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Confirmed and Verified by:** | | | |
|  |  | Name of the Consultant company: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | Signature of the Consultant: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | Name and Position in the Consultant: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | Company Chop of the Consultant: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Part B:**

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| --- | --- |
| (Name of Applicant’s Representative@ ) |  |
| (Signature) |  |
| (Name of Applicant’s Representative@) |  |
| (Signature) |  |
|  |  |
| (Stamp*#*) |  |  |
| (Date) |  |
|  |  |

\*delete if inappropriate

@ The Applicant’s/Recipient’s Representative(s) has / have to be authorized to sign this Certificate for and on behalf of the Recipient.

**#**if applicable