



Construction Industry ESG Reporting Service (Rules & Procedures)

1. Introduction

Given that the Hong Kong Exchanges and Clearing Limited (HKEX) has recently strengthened the disclosure requirements of the Environmental, Social and Governance Reporting Guide (ESG Reporting Guide) in its Listing Rules, the Construction Industry Environmental, Social and Governance Reporting Service (CIESG Reporting Service) aims to assist the listed companies in the industry in disclosing the key performance indicators (KPIs) for ESG reporting. The Construction Industry Council (CIC) will offer participating listed companies a vetted report on ESG, which summarises the companies' participation in various ESG-related activities organised by the CIC over the past year and provides relevant KPIs data, with a view to assisting companies in the industry in fulfilling their ESG reporting obligations.

2. Targets and Fees

This free-of-charge service targets construction-related companies and organisations, including construction and renovation, construction materials, infrastructure, real estate development, property investment, property management and agency, and real estate investment trust. Listed and unlisted companies or organisations are welcome to apply.

3. Eligibility Criteria

To apply for the service, a company must fulfill at least **ONE** of the registration requirements, including:

- A Registered Specialist Trade Contractor or Registered Subcontractor under the Registered Specialist Trade Contractors Scheme;
- A corporate member of the Construction Industry Sports & Volunteering Programme (CISVP);
- Having participated in Approved Technical Talents Training Programme or Collaborative/Cooperative Training Schemes;
- An/a exhibitor/supporter of BIM Space, CITAC or CIC-ZCP;
- A supplier/vendor on the CITF pre-approved list; or
- Having paid the Construction Industry Levy.

Companies are required to supply supporting documents relating to the above requirements when submitting the "Registration Form of Construction ESG Reporting Service" (Form 1), such as the certificate documents of the Registered Specialist Trade Contractors, donation or sponsorship receipts for Zero Carbon Park, and payment slips of construction industry levy. Upon the CIC's approval, an approval notice will be issued to the applicant within a month after the submission of the registration form. The CIC reserves the right of final decision to accept any application.

4. Application Procedures

A company must first fill in and submit the “Registration Form of Construction Industry ESG Reporting Service” (Form 1). Subject to the CIC’s approval, an approval notice will be issued along with the information about ESG-related activities to the applicant within a month after the submission of application. Successful applicants should fill in and submit the “Construction Industry ESG Reporting Service – Report Request Form” (Form 2) no later than a month after the submission of Form 1, and specify the date of report collection. For unsuccessful applications, the CIC will notify the applicants within a month after the submission of application.

5. How to Apply

Applicants should fill in and submit the electronic form available on the website of “Construction Industry ESG Reporting Service” at <http://www.cic.hk/ciesg>.

6. Application Deadline and Date of Report Issuance

End of Financial Year	Submission Deadline (Form 2)	Date of Report Issuance*
31 March 2021	On or before 31 March 2021	10 May to 14 May 2021
31 December 2021	On or before 31 December 2021	7 February to 11 February 2022

*For companies applying for receipt of the report at a time other than the above-listed dates, the CIC may exercise discretion on a case-by-case basis. The report can be received within 30 to 45 working days after the submission of "Form 2". Urgent applications will not be accepted.

Remarks:

- i) “CIESG Reporting Service” provides the registered companies with one “CIESG Report” annually, i.e. the registered companies cannot apply for “CIESG Report” more than once within the same financial year.
- ii) For those applicants who have NOT taken part in any CIC ESG-related activities and schemes in the past financial year, no “CIESG Report” would be issued to the applicants.

7. Registration Validity Period

Validity upon successful registration will remain in effect. Re-registration is not required. However, companies have to update the CIC if there is any change of their company information. Registered companies have to submit the Report Request Form (Form 2) before the end of each financial year to receive the “CIESG Report” for the most recent year.

8. Content of Report

The “CIESG Report” covers participating companies’ participation in CIC activities, competitions and schemes related to the environmental and social key performance within the past financial year, and provides relevant participation data in accordance with the HKEX disclosure requirements of the ESG Reporting Guide. The content of the report will be bilingual and arranged by the KPI items. Samples of CIESG report can be downloaded from the service website (<http://www.cic.hk/ciesg>).

The list of CIC activities and schemes related to the environmental and social key performance will be updated regularly on website. For enquiries on the relevant activities, please contact the CIC.

9. Request for Clarification and Revision of Report

In case of any enquiry, request for clarification or revision upon receipt of the “CIESG Report”, please email to esg@cic.hk within 14 days after receipt of the report. The CIC will respond within 14 days after receipt of the email. In case of any dispute over the application result or content of the report, the CIC will retain the final decision.

10. Disclaimer

The ESG Report provided under the CIESG Reporting Service is a summary of ESG-related CIC initiatives in which the company has participated during the financial year. The report does NOT fully comply with all disclosure requirements stated in the HKEX ESG Reporting Guideline. The participating company takes full responsibility for ensuring the information used in this report is valid and compliant.

Under no circumstances will the CIC be held responsible or held liable otherwise in any way for any claims, damages, losses, expenses, costs or liabilities whatsoever (including, without limitation, any direct or indirect damages for loss of profits, business interruption or loss of information) resulting or arising directly or indirectly from your use of this report.

11. Enquiries

For any enquiries, please contact the CIC at 2100 9000 or email to esg@cic.hk.

Flow Chart of Applying for Construction Industry ESG Report

