**BEAM Plus EB (v1.1 and 1.2)**

**Project Assessment Process**

1. **Registration**
   - Applicant submits the BEAM Plus Project Registration to HKGBC (Online Registration Form), and make payment to "Hong Kong Green Building Council Limited".
   - Review Registration & Confirm upon receipt of the Registration Fee.
   - Issue Acknowledgement Letter to Applicant to confirm the Registration.
   - Sign Agreement with Applicants.

2. **Submission & Preliminary Technical Screening**
   - Submission of Materials for Project Assessment.
   - Issue Acknowledgement to Applicant to confirm Project Assessment Commencement.
   - Preliminary Technical Screening.
   - Assign BAS to undertake project assessment.
   - Comment on Submission.

3. **Assessment**
   - The Assessment Summary to be passed to TRC for Review and Credit Award.
   - Notify the Applicant for the Results.
   - Accept?

4. **Certification**
   - Issue the BEAM Plus EB (PA/FA) Certification/Notification.

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**Legend**
- **HKGBC**: Hong Kong Green Building Council Limited
- **BSL**: BEAM Society Limited
- **Applicant**: Applicant (includes parties who will provide project information)
- **BAS**: BEAM Assessor
- **TRC**: Technical Review Committee
- **NB**: New Buildings
- **EB**: Existing Buildings
- **PA**: Provisional Assessment
- **FA**: Final Assessment
- **CIR**: Credit Interpretation Request

**Remarks**
- Timeline for providing submission materials, supplemental information by Applicants, and carrying out CIR will be excluded from the Submission and the Assessment Process.
- Timeline for appeals will be excluded from the Assessment Process if there is any.
- The application of CIR will not be accepted between the Applicants’ submission stage and certification notification stage.
- Timeline for performance pledge will not commence until full set of submission has been received.
- Signed Assessment Agreement and payment must be received before project assessment commences.
- Timeline for awaiting for Applicant’s reply for particulars on Certificate will be excluded from the calculation of 14 days for issuing Certificates.

**Note**
- This BEAM Plus Project Assessment Flowchart is intended to facilitate project scheduling by the BEAMPlus applicants and BEAM Pro. HKGBC welcomes any comments as to support our periodic review and refinement process. Please send your suggestions and query to HKGBC Secretariat (beamplus_enquiry@hkgbc.org.hk) if you have any. Meanwhile, HKGBC and BSL will try our endeavours to adhere to the proposed timeline as stated.