 

**CIC Sustainable Finance**

**Certification Scheme (SFCS)**

**Appeal Form**

October 2021

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# Important Notes

1. Please read the User Guide (hyperlink), which provides an overview of the application process and guidance, prior to completing this form.
2. Appeals must be made within twenty-one (21) days immediately following the announcement of result. Late appeal applications will not be considered. A meeting of the Appeal Board shall be held within sixty (60) days of receipt of such notice. The Applicant will be informed of the result of appeal within twenty-one (21) days after the decision of the Appeal Board is made.
3. Appeal fee will be refunded to the applicant only if the appeal is found to be valid.
4. Repeated submission of appeals for the same issue will not be considered.
5. CIC has the right to dismiss an appeal if the Applicant does not meet the requirements in the Terms and Conditions or the User Guide, or provides false information.
6. Please read the guidance notes provided in each text box carefully. The guidance provided is not exhaustive and applicants are encouraged consider seeking professional advice where necessary.
7. The declaration shall be signed by an authorised person of the Company, to declare conflicts of interests in any matters in connection with the application and assessment of the SFCS. This includes reasonably perceived, potential or actual conflict of interests related to the company and its employees involved in this application.
8. All fields must be completed. If a question does not apply, please type “N/A”. Any missing information may result in a delay in the appeal process.
9. This form must be submitted with supporting documents. Please upload the supporting documents in the following formats: Word/Excel/ PPT/ PDF.

# General Information

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| --- | --- |
| **Application number** | SFCS-YYYY-XXX |
| **Company name** |  |
| **Contact person information** | Name: |
| Position:  |
| Telephone no.:  |
| Email address:  |

# Appeal Information

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| **Reasons for appeal** (Please keep the description within 800 words. In the event applicant wishes to submit more details for consideration, please attach relevant document(s) as supplementary information.) |
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| **Supplementary information** (The file size of each document should not exceed 20 pages or 10MB.) |
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# Payment

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| **Payment (**Appeal fee: HK$5,000)  |
| (Remarks: applicants are guided to external payment platform)  |

# Declaration

We hereby declare that:

We agree to the Declaration of Veracity of Information (hyperlink), Privacy Policy Statement and Disclaimer ([hyperlink](http://www.cic.hk/eng/main/disclaimer/)) and Terms and Conditions (hyperlink) of SFCS.

If we have any conflict of interest in any matters whatsoever in connection with the assessment of SFCS, we shall immediately make a declaration to CIC.

[ ]  We would like to report the following existing or potential conflict of interest situation.

Please describe below any relationship, transaction or position you hold (as volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between SFCS and your personal, financial or other interests.

Declaration:

[ ]  To keep you informed of CIC activities, which may be of interest to you, CIC would like to use your personal data, including your name, phone number and email address, to update you in relation to CIC activities. We agree with the proposed use of our personal data in any marketing activities arranged by CIC.

[ ]  We have read and agree with the above.

(Remarks: applicants are required to tick the box before submission)

(Remarks: Declaration of Veracity of Information will be presented with a hyperlink)

# Declaration of Veracity of Information

1. We declare that the matters stated in this form and the accompanying information are true and correct to the best of our knowledge and that we have not withheld any material fact.
2. We have read, observed and acknowledged the entire contents of this form, the User Guide (hyperlink) and the Terms and Conditions (hyperlink) of the SFCS.
3. We understand that if we make or provide any false or misleading statements or information, or withhold any material fact or other matter, CIC may dismiss this appeal. We allow CIC to conduct sample verification to check the accuracy and validity of data.
4. We agree that the personal data (as defined in the Personal Data (Privacy) Ordinance (Cap 486)) provided in this form can be used in accordance with the Privacy Policy Statement and Disclaimer (hyperlink).
5. We consent to the disclosure of all relevant information of the company by the participating financial institution to CIC and any entity or person to whom disclosure is required in relation to this application to join the SFCS.