

MALAYSIAN GREEN TECHNOLOGY AND CLIMATE CHANGE CENTRE



**GUIDELINES FOR THE REGISTRATION OF
MyHIJAU MARK SERVICE**

Updated May 2020



**CERTIFIED TO ISO 9001:2015
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GUIDELINES FOR THE REGISTRATION OF MyHIJAU MARK SERVICE ("Services Guideline")

1.0 INTRODUCTION

- 1.1 MyHIJAU Mark Service refers to a recognition programme overseen by MGTC for companies providing Green Technology services. A MyHIJAU Mark Service refers to a Green Technology service provider that has been verified and approved by MGTC having complied with the criteria to be registered with MyHIJAU Mark Service.
- 1.2 To qualify for registration, the Applicant must meet the criteria outlined under *items 3.1 and 3.2* of this Services Guideline.
- 1.3 A services provider registered with MyHIJAU Mark Service will be awarded with MyHIJAU Mark Label and issued MyHIJAU Mark Certificate by MGTC. The registration of a service provider as MyHIJAU Mark Service shall be valid for a period of one (1) year from the date of approval by MGTC as provided in the MyHIJAU Mark Certificate.
- 1.4 The MyHIJAU Mark Label may be printed by the successful Applicant on the company's letterhead and/or promotional materials as a form of assurance to consumers that the services it provides are environmentally friendly. With such labelling, consumers will be able to make informed purchasing decisions, knowing that, by employing services made available by providers awarded with the MyHIJAU Mark, they are indirectly contributing to a greener environment.
- 1.5 The service provided by a service provider successfully registered as MyHIJAU Mark Service will be listed in the MyHIJAU Directory, together with the name of the registering company, at www.myhijau.my, a comprehensive directory to a wide range of green products and services, categorised with detailed information for consumers' reference.

1.6 This Guideline is made available to the prospective Applicant, accessible at www.myhijau.my. MGTC reserves the exclusive right to revise and/or amend the content of this Guideline and the Terms and Conditions from time to time without prior notice.

2.0 DEFINITIONS

2.1 In this Guideline, the following terms are defined as set out below:

Term	Definition
“Applicant”	a Malaysian registered company that makes a formal application for MyHIJAU Mark Product or MyHIJAU Mark Service;
“Green Label Certification”	the environmental standards set by recognised Verification Bodies which are applicable and/or relevant to a product;
“Green Technology”	the development and application of products, equipment and systems used to conserve the natural environment and resources, which minimises and reduces the negative impact of human activities;
“MGTC”	Malaysian Green Technology and Climate Change Centre, a company limited by guarantee without share capital incorporated under the Companies Act 1965 (Laws of Malaysia Act 125) under the purview of the Ministry of Energy, Green Technology and Water Malaysia;
“Malaysian Incorporated Company”	a company incorporated in Malaysia pursuant to the Companies Act 1965 (Laws of Malaysia Act 125) and duly registered with the Companies Commission of Malaysia but does not include a branch office of a company, corporation, society,

association or other body incorporated outside Malaysia;

“MyHIJAU Directory” a listing of green products and service providers accessible at www.myhijau.my which have been verified and approved by MGTC and awarded with the MyHIJAU Mark;

“MyHIJAU Mark” a logo recognising that a product or service provider is awarded with the MyHIJAU Mark which have been verified and approved by MGTC;

“MyHIJAU Mark Certificate” a certificate certifying that a particular product or service provider has been successfully awarded with the MyHIJAU Mark which have been verified and approved by MGTC

“MyHIJAU Mark Service” the name of this Green Technology service provider registration service; or a Green Technology service provider that has been verified and approved by MGTC as having complied with the criteria to be registered as MyHIJAU Mark Service and that has been awarded with the MyHIJAU Mark Label by MGTC.

“Performance Standard Compliance” the standard on performance related to environmental declarations;

“Verification Body” a competent body that carries out the verification/certification, validation and inspection of products based on a prescribed set of standards, recognised by MGTC and accredited by Department of Standards Malaysia, or register under Global Ecolabelling Network (GEN) or accredited by Foreign Accreditation Bodies recognised by MGTC.

3.0 ELIGIBILITY CRITERIA

3.1 Eligibility Criteria for Applicant

3.1.1 An Applicant must meet the following criteria:

- a) must be a Malaysian incorporated company;
- b) must not be wound-up and/or liquidated;
- c) demonstrate the competency of at least one manager/supervisor personnel with recognised qualifications for providing green technology services/systems as provided in the MyHIJAU Directory (www.myhijau.my); and
- d) demonstrate green practices through procedures or guidelines on environmental management as uploaded in MyHIJAU Directory (www.myhijau.my).

3.2 Eligibility Criteria as Service Providers

3.2.1 In order for a service provider adopting Green Technology to qualify for registration with MyHIJAU Mark Service, the Applicant must demonstrate that the service it provides will result in the end user being able to:

- a) minimise the degradation to the environment or reduce greenhouse gas emissions;
- b) promote health and/or improvement of the environment; and
- c) conserve the use of energy, water and/or other forms of natural resources, or promote the use of renewable energy.

3.3 Eligibility Criteria for Products Leased as Part of Services

The Applicant must provide Green Label Certification or Performance Standards Compliance for any products leased as part of a service to be listed in MyHIJAU Directory. Only Verification Bodies recognised by MGTC will be accepted. Certification must be valid for a minimum of six (6) months from

application date. Certification with less than 6 months' validity will not be accepted.

4.0 APPLICATION PROCEDURE

4.1 Application for Registration

4.1.1 Online Application Form

The Applicant is to complete the online application form at www.myhijau.my. The Applicant is responsible for ensuring that the company and services it provides comply with the general criteria as provided under *items 3.1* and *3.2* of this Guideline before proceeding with the submission of the application.

4.1.2 Application Fee

For the purposes of registration with MGTC, a non-refundable application fee of **RM1,000.00 (Ringgit Malaysia One Thousand only)** is payable to:

Malaysian Green Technology Corporation

CIMB Islamic Bank Berhad, Account Number: 8600434621

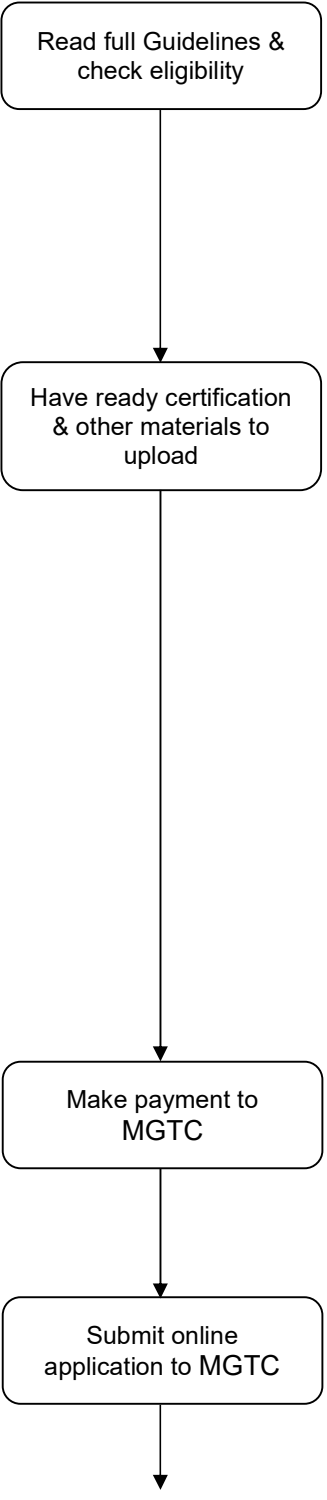
Proof of payment must be uploaded into the system for reference. The application fee is charged per application submitted.

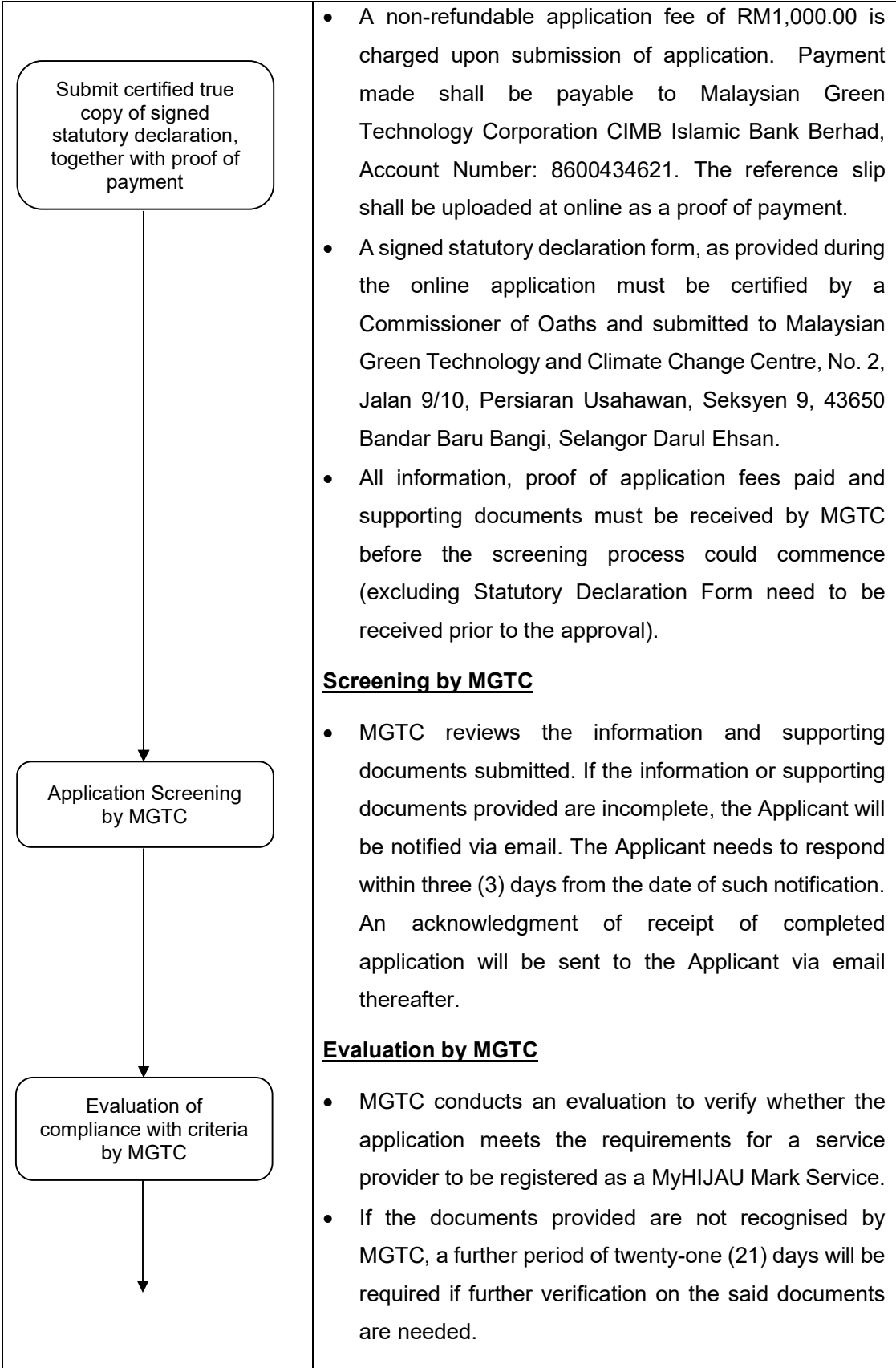
4.1.3 Statutory Declaration Form

The Statutory Declaration Form is provided online during application process and must be completed and certified by the Commissioner of Oaths. The original copy of the Statutory Declaration Form must be submitted to MGTC.

4.1.4 All information, proof of application fees paid and supporting documents must be received by MGTC before the screening process could commence (excluding Statutory Declaration Form which need to be received prior to the approval).

5.0 SCHEMATICS OF THE APPLICATION PROCESS

Process	Description
 <pre> graph TD A[Read full Guidelines & check eligibility] --> B[Have ready certification & other materials to upload] B --> C[Make payment to MGTC] C --> D[Submit online application to MGTC] </pre>	<p><u>Check General Eligibility</u></p> <ul style="list-style-type: none"> Applicant must understand the MyHIJAU Mark Service Guidelines before completing and submitting the application form to MGTC. <p><u>Have prepared the following:</u></p> <ul style="list-style-type: none"> Applicant's details including logo file in JPG format, maximum 1MB in size. Relevant professional certification or other proof of competency for at least one manager/supervisor on Applicant's staff in providing green technology services, in PDF/PNG/JPG format, maximum total 10MB in size. A brief statement of Applicant's green policies and practices as appeared in the company's corporate collaterals, in PDF/PNG/JPG format, maximum total 1MB in size. A brief description of the Applicant's Standard Operating Procedures in providing green technology services. Compliance standards certification for any products, including equipment, leased as part of your services, in PDF/PNG/JPG format, maximum total 10MB in size. One (1) image reflecting the nature of each the Applicant's services, in JPG format and 100KB-1MB in size each. The reference slip for payment of registration application fee of RM1,000.00 only. <p><u>Submit Application to MGTC</u></p> <ul style="list-style-type: none"> Applicant fills up and completes the online application form at www.myhijau.my, uploading all requested documents; providing details of services provided.



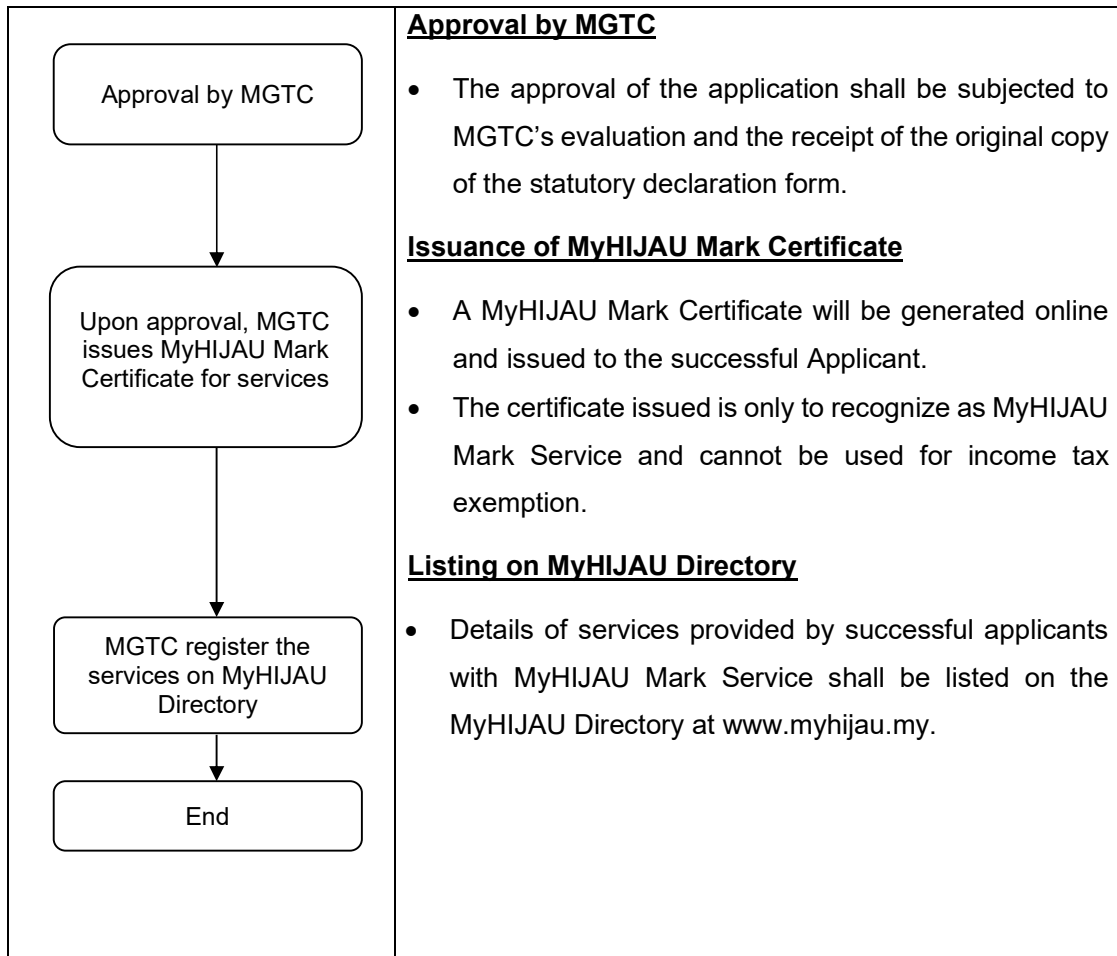
- A non-refundable application fee of RM1,000.00 is charged upon submission of application. Payment made shall be payable to Malaysian Green Technology Corporation CIMB Islamic Bank Berhad, Account Number: 8600434621. The reference slip shall be uploaded at online as a proof of payment.
- A signed statutory declaration form, as provided during the online application must be certified by a Commissioner of Oaths and submitted to Malaysian Green Technology and Climate Change Centre, No. 2, Jalan 9/10, Persiaran Usahawan, Seksyen 9, 43650 Bandar Baru Bangi, Selangor Darul Ehsan.
- All information, proof of application fees paid and supporting documents must be received by MGTC before the screening process could commence (excluding Statutory Declaration Form need to be received prior to the approval).

Screening by MGTC

- MGTC reviews the information and supporting documents submitted. If the information or supporting documents provided are incomplete, the Applicant will be notified via email. The Applicant needs to respond within three (3) days from the date of such notification. An acknowledgment of receipt of completed application will be sent to the Applicant via email thereafter.

Evaluation by MGTC

- MGTC conducts an evaluation to verify whether the application meets the requirements for a service provider to be registered as a MyHIJAU Mark Service.
- If the documents provided are not recognised by MGTC, a further period of twenty-one (21) days will be required if further verification on the said documents are needed.



6.0 MyHIJAU DIRECTORY

Details of the successful Applicant and its MyHIJAU Mark Service will be listed on MyHIJAU Directory, accessible at www.myhijau.my.

TERMS AND CONDITIONS

7.0 USE OF THE MyHIJAU MARK

7.1 Labelling

7.1.1 An Applicant that has successfully registered with MGTC to be certified as MyHIJAU Mark Service may utilise the MyHIJAU Mark Label on the company's letterhead and/or promotional materials. MGTC will provide the standard format of the MyHIJAU Mark Label to the successful Applicant.

7.1.2 The use of the MyHIJAU Mark Label shall be in accordance with the colour code specifications advised to the Applicant.

7.2 Revocation by MGTC

7.2.1 The use and publication of the MyHIJAU Mark Label on MyHIJAU Mark Service will be withdrawn in the event any of the following occurs:

- a) the MyHIJAU Mark Certificate expires;
- b) the service providers who are successfully registered with MGTC to be certified as MyHIJAU Mark Service fails to comply with this Guideline;
- c) the approved service providers used any label similar to MyHIJAU Mark Label and/or misused the MyHIJAU Mark Label; and
- d) forging or altering any of the documents, information, certificate or any other details supplied by the successful Applicant, for the purpose of complying with MGTC's specifications and standards or different than the declaration made related to the MyHIJAU Mark Service listed in the MyHIJAU Mark Certificate.

7.2.2 Any revocation in accordance with *item 7.2.1* above, a revocation notice shall be issued and the appeal (if any) must be submitted within fourteen (14) days.

- 7.2.3 All MyHIJAU Mark Label must be removed from the service provider's company's letterhead and promotional materials within four (4) weeks from the date of the revocation notice furnished by MGTC in accordance with *item 7.2.2* above. Such service provider will be withdrawn from the MyHIJAU Directory and will no longer be deemed as MyHIJAU Mark Service.
- 7.2.4 In accordance with *item 10.0* below, upon revocation for whatever reason, the company shall have no claims for damages from MGTC.
- 7.2.5 Upon receipt of the revocation notice, the company may appeal in writing within fourteen (14) days from the date of the revocation notice.
- 7.2.6 In the event of a revocation, the registration fees paid to MGTC in accordance with *item 4.1.5* above by the company is not refundable and the right to use the MyHIJAU Mark Label shall be revoked with immediate effect.
- 7.2.7 This Guideline shall be applicable as long as the MyHIJAU Mark Label is being used.

8.0 VALIDITY

Registration of a service provider as MyHIJAU Mark Service is valid for a period of one (1) year from the date of approval by MGTC, which is the date as provided in the MyHIJAU Mark Certificate.

9.0 RENEWAL

- 9.1 Application for renewal is to be submitted to MGTC not later than one (1) month from the expiry of the registration of the MyHIJAU Mark Service.

- 9.2 A non-refundable renewal application fee of RM1,000.00 (Ringgit Malaysia One Thousand only) for each Applicant upon submission for renewal.
- 9.3 Failure to submit the renewal prior to the expiry date of certificate will result in the exclusion of the service provider from MyHIJAU Directory listing immediately. The Applicant has to submit a new application to register their services that were previously certified as a MyHIJAU Mark Service.

10.0 DISCLAIMER

- 10.1 MGTC disclaims all responsibilities and/or liabilities of any kind whatsoever for any loss, fitness for use of product, fitness for a particular purpose, injury, liability, claim and/or damage of any kind resulting and/or arising from, and/or in any way related to, the abuse and/or counterfeiting of the MyHIJAU Mark.
- 10.2 To the fullest extent permitted by law, under no circumstances shall MGTC and/or any of its affiliates and/or its employees be liable for any special punitive, exemplary, incidental and/or consequential damages and/or for any loss of profits, loss of any existing and/or anticipated revenues and/or damages to reputation arising, directly and/or indirectly, from the sale and/or use of any MyHIJAU Mark Service.
- 10.3 In the event of revocation of the registration of a MyHIJAU Mark Service for whatsoever reasons as provided in the revocation notice furnished by MGTC to the company, to the fullest extent permitted by law, under no circumstances shall MGTC and/or any of its affiliates and/or its employees be liable for any special punitive, exemplary, incidental and/or consequential damages and/or for any loss of profits, loss of any existing and/or anticipated revenues and/or damages to reputation arising, directly and/or indirectly, from such revocation of registration.

11.0 ENQUIRIES

All enquiries and correspondences regarding MyHIJAU Mark Service registration and any matters incidental thereto are to be addressed to MGTC at the following address:

MyHIJAU Mark

Malaysian Green Technology and Climate Change Centre

No. 2, Jalan 9/10

Persiaran Usahawan, Seksyen 9

43650 Bandar Baru Bangi

Selangor Darul Ehsan

Phone: 03-8921 0800 Fax: 03-8921 0801

Email: admin@myhijau.my

STATUTORY DECLARATION (SAMPLE ONLY)

I, _____ (name of applicant), (NRIC/Passport No.: _____) of _____ (address) do solemnly and sincerely declare that:

1. I am the director/managing director/chief executive officer/chief operating officer/sole proprietor/partner/owner or the equivalent of _____ (Company's name and address) and I am duly authorised to affirm this declaration on behalf of the Company.
2. I hereby declare that the supporting documents and the application with the products/services name _____ (list products/services name here or attachments), submitted by _____ (Company's name) are absolutely accurate, genuine and complete.
3. I hereby declare that _____ (Company's name) have been incorporated on _____ (date of its incorporation), in good standing. Furthermore, I hereby guarantee that:
 - a. the company is not wound up
 - b. the company affairs are not being administered by the Court of Law
 - c. the company is not the subject of a petition for bankruptcy or an order for compulsory winding up
4. I make this declaration with full knowledge and awareness of MGTC's reliance on this declaration.
5. I undertake to indemnify MGTC in full and against, including but not limited to, any damages, exemplary, incidental and/or consequential damages, whether arising directly and/or indirectly, which may be taken, made against and/or caused to MGTC by reason of accepting the inaccurate and/or false supporting documents and the application referred to item 2 above.
6. I hereby declare and undertake to have read and fully understood the Products Guidelines/Services Guidelines including the relevant Terms and Conditions for the MyHIJAU Mark registration.
7. I hereby declare that I fully agree and understand that the MyHIJAU Mark Certificate will be revoked as a consequence of any breach of the Products Guidelines/Services Guidelines including the relevant Terms and Conditions for the MyHIJAU Mark registration.
8. I hereby undertake to notify and inform MGTC in the event of any knowledge of events which may lead to the revocation of the MyHIJAU Mark Certificate.

I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Statutory Declarations Act 1960.

Subscribed and solemnly declared by the
abovenamed,

_____ (name of applicant)

at _____ (town)

in the State of/Federal Territory -
of _____

this _____, 20_____
(Year)

(Signature of the abovenamed -
director/managing director/chief
executive officer/chief operating
officer/sole proprietor/partner/owner or
equivalent)

Before me,

-
Commissioner for Oaths