

MALAYSIAN GREEN TECHNOLOGY AND CLIMATE CHANGE CENTRE



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

Updated May 2020



**CERTIFIED TO ISO 9001:2015
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GUIDELINES FOR THE REGISTRATION OF MyHIJAU MARK PRODUCT (“Products Guideline”)

1.0 INTRODUCTION

- 1.1 MyHIJAU Mark refers to a recognition programme overseen by MGTC for products adopting Green Technology. Through this programme, a product can be registered as a MyHIJAU Mark Product, if it has complied with the criteria, and has been verified and approved by MGTC.
- 1.2 To qualify for registration, the Applicant and the product must meet the criteria as outlined under *items 3.1* and *3.2* of this Guideline.
- 1.3 A product registered as a MyHIJAU Mark Product is awarded with the MyHIJAU Mark Label and the MyHIJAU Mark Certificate. The MyHIJAU Mark Certificate shall be valid from the date of approval until the expiry of the validity of the Green Label Certification or the Performance Standard Compliance subject to the maximum validity period of three (3) years from the date certified, where applicable.
- 1.4 The MyHIJAU Mark Label may be printed on the product which has been successfully registered as a MyHIJAU Mark Product as a form of assurance that the product is environmentally friendly. A product labelled with the MyHIJAU Mark will assist consumer’s purchasing decisions in contributing to a greener environment.
- 1.5 Products which are successfully registered will be listed, together with the name of the registering company, in the MyHIJAU Directory, accessible at www.myhijau.my. The MyHIJAU Directory provides detailed information of a wide range of green products and services available for reference.

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

2.0 DEFINITIONS

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

Term	Definition
“Applicant”	a Malaysian registered business or 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 Environment and Water;
“Malaysian Registered Business”	a business registered in accordance with the Registration of Businesses Act 1956 (Laws of Malaysia Act 197) and issued with a certificate of registration in accordance with the Registration of Businesses Act 1956 (Laws of Malaysia Act 197);

“Malaysian Registered Company”	a company incorporated in Malaysia pursuant to the Companies Act 1965 (Laws of Malaysia Act 125), a branch office of a company, corporation, society, association or other body incorporated outside Malaysia and a certificate of incorporation has been issued in accordance with the Companies Act 1965 (Laws of Malaysia Act 125);
“Malaysian Standards”	the standards recognised by the Department of Standards 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 Product”	a product (including equipment and systems) that has been verified and approved by MGTC as having complied with the requirements of the MyHIJAU Mark recognition programme;
“Performance Standard Compliance”	the standard on performance related to environmental declarations;
“Supplier”	an authorised supplier appointed by the manufacturer of product(s) adopting Green Technology (including equipment and systems) to supply such product(s) to the consumers; and

“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) a business registered under the Registration of Businesses Act 1956 (Laws of Malaysia Act 197) or a company incorporated in Malaysia pursuant to the Companies Act 1965 (Laws of Malaysia Act 125) that manufactures or supplies product(s) adopting Green Technology (including equipment and systems) in Malaysia;
- b) in the case of a Supplier, such Supplier must be the authorised Supplier appointed by the product manufacturer; and
- c) must not be wound-up and/or liquidated.

3.2 Eligibility Criteria for Product

3.2.1 In order for a product adopting Green Technology (including equipment and systems) to qualify for registration as a MyHIJAU Mark Product, such a product must have the following criteria:

- 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, or is a recyclable material.

3.2.2 Only product(s) with Green Label Certification or Performance Standard Compliance issued by Verification Bodies recognised by MGTC are eligible to apply.

MGTC currently recognises either:

- a) Any certification schemes of ISO 14024 Type I Eco Labels, including:
- SIRIM Eco Labelling Scheme; or
 - Any other certification schemes registered with Global Ecolabelling Network (GEN).
- b) Any certification schemes of ISO 14025 Type III Eco Labels, including:
- SIRIM Carbon Footprint Labelling Scheme; or
 - Any other certification schemes that comply with this international standard.
- c) Other ISO 14024 Type I-like Voluntary Sustainable Scheme (VSS) including:
- Energy efficiency certification schemes e.g. Energy Efficiency Rating & Labelling Scheme by Suruhanjaya Tenaga (ST);
 - Water efficiency certification schemes e.g. Water Efficient Products Labelling Scheme by Suruhanjaya Perkhidmatan Air Negara (SPAN);
 - Sustainable timber certification schemes e.g. Malaysian Timber Certification Scheme (MTCS)

For the list of recognised Verification Bodies please refer to MyHIJAU Directory.

- d) Any Performance Standard Compliance for the following products, including:
- Solar Photovoltaic Panels
 - Wind Turbines
 - Heat Pumps (Air Source and Ground Source)
 - Micro Combined Heat and Power (CHP) Systems
 - Electric Vehicles
 - Insulation Materials

Please refer to MyHIJAU Directory for a complete list of products that may be added from time to time.

3.2.3 Only certification/labelling schemes recognised by MGTC will be accepted. Standards, requirements and limitations which are lower or less stringent than existing standards, requirements and limitations adopted in Malaysia will not be eligible for registration.

(Note):

- a) Certified products by foreign Verification Bodies that are recognised by Standards Malaysia, Global Ecolabelling Network (GEN) or Accreditation Body of the respective country may be accepted if the **product criteria or certification is unavailable** in Malaysia.
- b) Products with a foreign certification/labelling scheme shall be evaluated **against standards, requirements and limitations** with Malaysian certification/labelling scheme (if available). Applicant must ensure that the Verification Body is accredited by the Accreditation Body of that respective country.

- c) Test reports of Performance Standard Compliance may be accepted for products if there is **unavailable green or environmental certification/labelling scheme** in Malaysia. The product(s) should be tested on the performance standard at an accredited testing laboratory by Standards Malaysia or the Accreditation Body of respective country.

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 and upload all requested supporting documents, including Green Label Certification or Performance Standard Compliance. The Applicant is responsible to ensure that the company's product 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 Product Criteria Documents (PCDs) or test report where applicable, must be enclosed for each Green Label Certification or Performance Standard Compliance submission.

- 4.1.3 The validity of the certification must be **at least six (6) months from its expiry**.

- 4.1.4 If a certificate applies to more than one product, the Applicant should enter the products listed on this certificate one after another.

4.1.5 Application Fee

For the purposes of registration, a **non-refundable** application fee of **RM500.00 (Ringgit Malaysia Five Hundred only)*** is payable to:

Malaysian Green Technology And Climate Change Centre

CIMB Islamic Bank Berhad, Account Number: 8600434621

Proof of payment must be uploaded into the system for reference.

***(Note)**

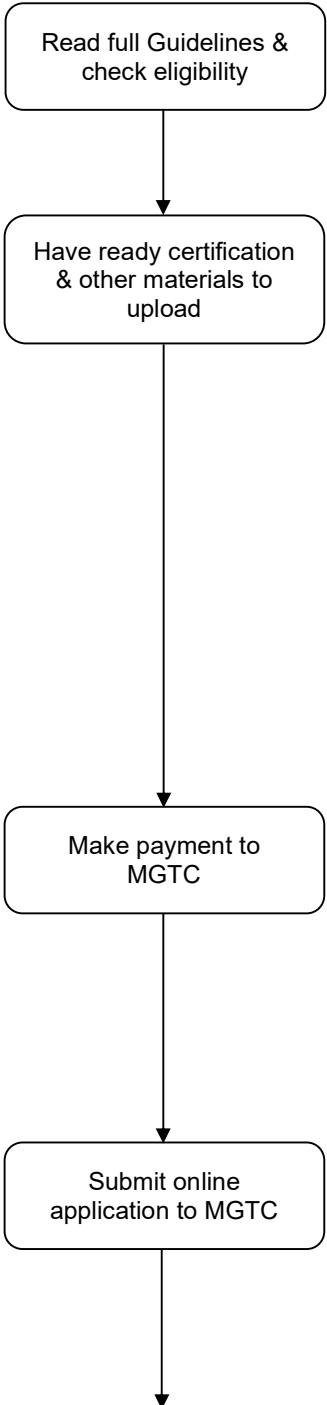
- a) More than one product may be registered within a single certificate.
- b) A fee of RM500.00 (Ringgit Malaysia Five Hundred only) is applicable only for a single certificate submission.

4.1.6 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 Statutory Declaration Form must be submitted to MGTC.

4.1.7 All information, proof of application fees paid and supporting documents must be received by MGTC via online before the screening process could commence (excluding original copy of 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] D --> E[] </pre>	<p><u>Check General Eligibility</u></p> <ul style="list-style-type: none"> Applicant must understand the MyHIJAU Mark Product Guidelines before completing and submitting the application form to MGTC. <p><u>Have prepared the following:</u></p> <ul style="list-style-type: none"> Company details including company logo in JPG format, maximum 1MB in size. Green Label Certification or Performance Standard Compliance (where applicable) for your product, valid for minimum 6 months from date of submission, in PDF/PNG/JPG format, maximum total 10MB in size. Three (3) images of each of your products (photographed at different angles), in JPG format and 100KB-1MB in size each. Product brochure in PDF/PNG/JPG format, maximum total 10MB in size, if available. Letter of Authorization or Distribution Agreement if you are not the manufacturer of this product in PDF/PNG/JPG format, maximum 10MB in size. Your references slip for payment of registration application fee of RM500.00 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, ensuring that products listed on the same Green Label Certification or Performance Standard Compliance are entered during the same submission. A non-refundable application fee of RM500.00 will be charged upon submission of application.

Process	Description
<pre> graph TD A[Submit certified true copy of signed statutory declaration together with proof of payment] --> B[Application Screening by MGTC] B --> C[Evaluation of compliance with criteria by MGTC] C --> D[] </pre>	<p>Payment shall be made to Malaysian Green Technology And Climate Change Centre CIMB Islamic Bank Berhad, Account Number: 8600434621. The reference slip shall be uploaded at online as proof of payment.</p> <ul style="list-style-type: none"> • 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). <p><u>Screening by MGTC</u></p> <ul style="list-style-type: none"> • 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. <p><u>Evaluation by MGTC</u></p> <ul style="list-style-type: none"> • MGTC performs an evaluation to verify whether the application meets the requirements for a product to be registered as a MyHIJAU Mark Product. • If the Green Label Certification or the Performance Standard Compliance submitted by the Applicant is not recognised by MGTC, a period of twenty-one (21) days is required for further verification on the

Process	Description
<pre> graph TD A[Approval by MGTC] --> B[Upon approval, MGTC issues MyHIJAU Mark Certificate for product(s)] B --> C[MGTC list the product(s) on MyHIJAU Directory] C --> D[End] </pre>	<p>Performance Standard Compliance or Green Label Certification.</p> <p><u>Approval by MGTC</u></p> <ul style="list-style-type: none"> The approval of the application shall be subjected to MGTC’s successful evaluation and the receipt of the original copy of the Statutory Declaration Form. <p><u>Issuance of MyHIJAU Mark Certificate</u></p> <ul style="list-style-type: none"> A MyHIJAU Mark Certificate will be generated online. <p><u>Listing on MyHIJAU Directory</u></p> <ul style="list-style-type: none"> The approved MyHIJAU Mark Product shall be listed on the MyHIJAU Directory at www.myhijau.my.

6.0 MyHIJAU DIRECTORY

Details of the successful Applicant and its MyHIJAU Mark Product 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 which has successfully registered its product may utilise the MyHIJAU Mark Label on the product packaging, in advertisements and/or related promotional materials of the product in accordance to the standard format of the MyHIJAU Mark Label.

7.1.2 The use of the MyHIJAU Mark Label shall be in accordance with the colour code specifications advised to the Applicant. The MyHIJAU Mark Label should appear next to the Green Label or Performance Standard Compliance label(s) awarded to the MyHIJAU Mark Product. The usage of certification label(s) on the MyHIJAU Mark Product, including its packaging, advertisements and/or promotional materials should adhere to the guideline provided by the respective recognised Verification Bodies.

7.2 Revocation by MGTC

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

- a) the MyHIJAU Mark Certificate expires;
- b) the manufacturer, the Supplier or their agent who are successfully registered, fails to continue to comply with this Guideline;
- c) the approved manufacturer, the Supplier or their agent used any label similar to MyHIJAU Mark Label in respect of any goods similar to the MyHIJAU Mark Product and/or used the MyHIJAU Mark Label on any goods other than the MyHIJAU Mark Product;
- d) forging or altering any of the documents, information, certificate or any other details (supplied by the company), for the purpose of complying with MyHIJAU Mark requirements and standards; and

- e) Fail to meet the requirements of the Verification Bodies certification/labelling schemes.

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 from the particular product's packaging, advertisement and promotional materials must be removed within four (4) weeks from the date of the revocation notice furnished in accordance with *item 7.2.2* above. Such product will be withdrawn from the MyHIJAU Directory and will no longer be deemed as a MyHIJAU Mark Product. The company shall cease to use the MyHIJAU Mark Label.

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

MyHIJAU Mark Label is valid from the date of approval, which is the date provided in the MyHIJAU Mark Certificate, or until the expiry of the validity of

the product's Green Label Certification or Performance Standard Compliance subject to the maximum validity period of three (3) years of the MyHIJAU Mark certification date.

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 Product or upon renewal of the Green Label Certification or the Performance Standard Compliance.

9.2 A non-refundable **renewal application fee of RM500.00** (Ringgit Malaysia Five Hundred only) for each Green Label Certification or Performance Standard Compliance submitted is payable by the 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 product from MyHIJAU Directory listing immediately. The Applicant has to submit a new application to register their products that were previously certified as a MyHIJAU Mark Product.

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 Product.

- 10.3 In the event of revocation of the registration of a MyHIJAU Mark Product 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 Product 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 lawfully 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 a Receiver or Liquidator of Law
 - c. the company is not the subject of a Court Order of 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 exemplary, incidental and/or consequential damages, whether arising directly or indirectly, which may be taken, made against and/or caused to MGTC by _____ 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