



**GUIDELINE FOR COMPANIES
REGISTRATION UNDER VOLUNTARY CARBON
MARKET (VCM) DIRECTORY
VERSION 1.0**

Prepared by Malaysian Green Technology And Climate Change Corporation
(MGTC)

SEP 2023

IMPORTANT NOTICE

Applicants are advised to read and understand the content of this Guideline. The Application Form submitted must be duly completed so it can be considered for processing by Malaysian Green Technology and Climate Change Corporation.

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GUIDELINE FOR COMPANIES REGISTRATION UNDER VOLUNTARY CARBON MARKET (VCM) DIRECTORY (“Companies Registration Guideline”)

1.0 INTRODUCTION

- 1.1. The establishment of a Voluntary Carbon Market (VCM) Directory is to fulfil one of the initiatives under the Memorandum of Collaboration (MoC) between **Bursa Malaysia Berhad** and **Malaysian Green Technology and Climate Change Corporation (“MGTC”)**. The MoC was signed on **20 February 2023**. The creation of a carbon industry service providers directory serves as a valuable resource for individuals and organisations in VCM industry by listing Consultants, Validation & Verification Bodies (VVBs), VCM Project Developers and Financial Institutions (FIs), making it easier for interested parties to connect and collaborate. Both the **VCM Directory** and **VCM Handbook** are important and necessary tools to scale up Malaysia’s carbon credit supply, which is currently at nascent stage.
- 1.2. The registration involves companies that provide carbon consultancy on development of projects under carbon registries (e.g., Verra, Gold Standard, CDM, etc), or project developers, or companies that provide validation and verification services (recognised by carbon registries) or any services under the MGTC’s VCM Directory which are subjected to the Guideline and need to be complied by the registered companies.
- 1.3. This application is open to any **local company** registered with the Companies Commission of Malaysia under the Companies Act 2016 [Act 777] which has a registered address and business address in Malaysia as well as any **foreign company** legally registered and has obtained license to operate in its country, subject to the prevailing laws and regulations by the Government of Malaysia.
- 1.4. The company must meet the criteria outlined under clause 3.0, Eligibility Criteria of this Guideline..
- 1.5. Approved company shall be listed under the **VCM Directory** and will be awarded with **VCM Directory Acceptance Letter**. The letter is valid until **31st December of each approval year**, after which each applicant must renew its application with the annual fee for the following year.

- 1.6. The VCM Directory is accessible at <https://www.mgtc.gov.my/vcm>. It provides detailed information about companies that offer services such as Consultancy, Validation/Verification, VCM Project Development and Financial Services.
- 1.7. Their status as approved companies can be used as a marketing edge to approach prospect clients that wish to venture into the carbon market in Malaysia.
- 1.8. Prospective Applicant may access this Guideline at <https://www.mgtc.gov.my/vcm>. 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 or Foreign registered company that makes a formal application for VCM Directory; |
| “MGTC” | Malaysian Green Technology and Climate Change Corporation, a company limited by guarantee without share capital incorporated under the Companies Act 2016 (Laws of Malaysia Act 125) under the purview of the Ministry of Natural Resources, Environment and Climate Change; |
| “Malaysian Registered Company” | a company incorporated in Malaysia pursuant to the Companies Act 2016, 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 2016 (Laws of Malaysia Act 125); |
| “Foreign Registered Company” | a company that is validly incorporated under the respective laws of the country of origin. |

| | |
|---|--|
| <p>“VCM Directory”</p> | <p>a listing of companies that provide services of Consultancy Services, Validation/Verification Bodies (VVBs), VCM Project Developers and Financial Institutions (FIs) accessible at https://www.mgtc.gov.my/vcm which have been verified and approved by MGTC.</p> |
| <p>“VCM Directory Acceptance Letter”</p> | <p>a letter certifying that a service company has been successfully verified and approved by MGTC under VCM Directory.</p> |
| <p>“Consultants”</p> | <ol style="list-style-type: none"> 1. Carbon Project Consultant - Malaysian or Foreign registered company that makes a formal application for VCM Directory basically in consultancy services on Carbon Project Development according to selected carbon standards requirements and assist the project owner on registration and issuance of carbon credits. 2. Measurement, Reporting and Verification (MRV) Expert - Malaysian or Foreign registered company that makes a formal application for VCM Directory basically in MRV services on Carbon Project Development. The services include scientific research, IoT, technology experts. |
| <p>“Validation/Verification Bodies (VVBs)”</p> | <p>Malaysian or Foreign registered company that makes a formal application for VCM Directory basically for independent 3rd party services on validation and verification of Carbon Project Development.</p> |
| <p>“VCM Project Developers”</p> | <p>Malaysian or Foreign registered company that makes a formal application for VCM Directory basically as a developer of Carbon Project Development.</p> |
| <p>“Financial Institutions (FIs)”</p> | <p>Malaysian licensed institution under the Malaysian Laws and Regulations that makes a formal</p> |

application for VCM Directory basically in financing services on Carbon Project Development.

3.0 ELIGIBILITY CRITERIA

Applicants must meet with the following criteria:

| 3.1 Eligibility Criteria for Consultants | |
|--|--|
| Companies Requirement | <ol style="list-style-type: none"> 1. Proof of Registration: Malaysian Registered Companies <i>or</i> Foreign Registered Companies; *Provide proof of company registration in country of origin 2. Sustainability Policy to show company's commitment towards sustainability initiatives internally |
| Service Requirement | <ol style="list-style-type: none"> 1. List of staff assigned to the consultancy service offered (Minimum 3 staff members) 2. Curriculum Vitae (CV) of each of the staff member assigned to the consultancy service offered 3. Proof of employment (EPF Slip, Salary Slip or eq.) 4. Tertiary qualification certificate of employee assigned to the consultancy service offered 5. Professional Technical Competency certificate of employee assigned to the consultancy service offered 6. Procedure or guideline to demonstrate how your company carries out the service from start to finish in detail writing. The format as enclosed in Annex II. 7. Project List for: <ol style="list-style-type: none"> a. Carbon Project Consultant: Past and current project list (list of projects registered under carbon registry with their respective project ID, description, year of completion and URL Link to the documents that show linkages between the consultancy firm and the project) <i>or</i> |

| | |
|--|--|
| | <p>b. Measurement, Reporting and Verification (MRV) Expert: Past and current carbon project list (description and year of completion) relevant to the environmental and technological services offered</p> |
| <p>3.2 Eligibility Criteria for Validation/Verification Bodies (VVBs)</p> | |
| <p>Companies Requirement</p> | <p>1. Proof of Registration: Malaysian Registered Companies <i>or</i> Foreign Registered Companies; *Provide proof of company registration in country of origin</p> <p>2. Sustainability Policy to show company's commitment towards sustainability initiatives internally</p> |
| <p>Service Requirement</p> | <p>Proof of a valid accreditation by a recognised carbon credit registry program, by the United Nations Clean Development Mechanism (CDM) as a Designated Operational Entity (DOE), or by the International Accreditation Forum (IAF) member body for ISO 14065.</p> |
| <p>3.3 Eligibility Criteria for VCM Project Developers</p> | |
| <p>Companies Requirement</p> | <p>1. Proof of Registration: Malaysian Registered Companies <i>or</i> Foreign Registered Companies; *Provide proof of company registration in country of origin</p> <p>2. Sustainability Policy to show company's commitment towards sustainability initiatives internally</p> |
| <p>Developer Requirement</p> | <p>1. List of staff assigned to the developer service offered (Minimum 3 staff members)</p> <p>2. Curriculum Vitae of each of the staff member assigned to the developer service offered</p> <p>3. Proof of employment (EPF Slip, Salary Slip or eq.)</p> <p>4. Tertiary qualification certificate of employee assigned to the developer service offered</p> |

| | |
|--|---|
| | <ol style="list-style-type: none"> 5. Professional Technical Competency certificate of employee assigned to the developer service offered 6. Procedure or guideline to demonstrate how your company carries out the service from start to finish in detail writing. The format as enclosed in Annex II. 7. Past and current project document list under sectorial scopes which include: Energy (renewable/non-renewable), Energy distribution, Energy demand, Manufacturing industries, Chemical industry, Construction, Transport, Mining/Mineral production, Metal production, Fugitive emissions – from fuels (solid, oil, and gas), Fugitive emissions – from Industrial gases (halocarbons and Sulphur hexafluoride), Solvents use, Waste handling and disposal, Agriculture, forestry and other land use (AFOLU), Livestock and manure management, Carbon capture and storage |
| 3.4 Eligibility Criteria for Financial Institutions (FIs) | |
| Companies Requirement | <ol style="list-style-type: none"> 1. Malaysian Registered Companies only 2. Licensed Financial Institution under the Malaysian Laws and Regulations |
| Financial Institution Requirement | <ol style="list-style-type: none"> 1. Procedure or guideline to demonstrate how your company carries out the service from start to finish in detail writing. The format as enclosed in Annex II. 2. List of sustainable financing services currently offered and the eligibility criteria |

4.0 APPLICATION PROCEDURE

4.1. Application Form

4.1.1 An application for registration shall be **submitted to MGTC in softcopy** using the Application Form set out in **Annex I**. The application form can be downloaded at <https://www.mgtc.gov.my/vcm>.

4.2. Application Submission

4.2.1. The applicant must submit completed Application Form together with the supporting documents as required under clause 3.0 in **softcopy** to MGTC at the following **email address**:

VCM Directory

Malaysian Green Technology and Climate Change Corporation

admin@myhijau.my

Attention: **VCM Team**

4.2.2. Each application form is **limited only for one (1) service category**. Separate application form must be submitted for each category in case more than one (1) service categories are applied. Separate fees will also be imposed on each category.

4.2.3. The Applicant is responsible to ensure that the submission fulfils all the criteria provided under clause 3.0 of this Guideline before proceeding with the submission.

4.2.4. MGTC must receive all information, proof of application fees payment and supporting documents before the screening process commences.

4.3. Application Fee

4.3.1. Every application submitted must be enclosed with a **non-refundable one-time registration fee**. An approved Applicant shall be listed in the directory only after payment of an annual fee is made and the listing is valid for a period of not exceeding one (1) year. Renewal of listing for every subsequent year after registration shall necessitate payment of an annual fee.

4.3.2. Fees are charged based on the type of companies which are as shown in the table below:

| Type of Companies | One-time Registration Fee | Annual Fee |
|--------------------------------|---|---|
| Malaysian registered companies | RM3,000.00* (Ringgit Malaysia Three Thousand only) | RM3,000.00* (Ringgit Malaysia Three Thousand only) |
| Foreign registered companies | USD 3,000.00* (United States Dollar Three Thousand only) | USD 3,000.00* (United States Dollar Three Thousand only) |

*The fees are subject to 6% Sales and Service Tax (SST).

which is payable to:

Company Name : Malaysian Green Technology and Climate Change Corporation

Bank Name : CIMB Islamic Bank Berhad

Branch : Serdang Perdana

Account No. : 8600434621

SWIFT Code : CIBBMYKL

Proof of payment shall be submitted together with the application form.

4.3.3. The fees tabulated above are imposed on one (1) application submission for one (1) service category. If multiple application forms are submitted for various service categories, separate fee will also be charged for each of the category applied.

4.4. Duration of Application Processing

4.4.1 The submitted application will be processed in **20 (twenty) working days** from the day of receipt of complete documents.

4.5. Application Validity

4.5.1 The approval is valid from the date of approval which is the date provided in the VCM Directory Acceptance Letter and in the VCM Directory **until 31st December of each approval year**. Listed companies need to re-apply and pay annual fee each year to renew their listings.

4.6. Application for Renewal

4.6.1. Application for renewal is to be submitted via soft copy to MGTC **not later than one (1) month before the expiry date** of the registration of the VCM Directory.

4.6.2. An annual fee as shown in clause 4.3.2. is payable by the Applicant upon submission for renewal.

4.6.3. Failure to submit the renewal prior to the expiry date of VCM Directory Acceptance Letter will result in the immediate exclusion of the product or service from the VCM Directory listing. The Applicant will have to submit a new application to re-register.

4.7. Rejection of application and/or termination of registration

4.7.1 MGTC reserves the right to reject any application if the information submitted is found to be false, inaccurate, incomplete and/or creates doubt.

If any of the above occurs, the annual fees paid will not be refunded.

4.7.2 MGTC's decision on the acceptability of the application above is final and conclusive. Any appeal will not be entertained.

4.7.3 Whilst every effort has been taken to ensure accuracy and completeness of the contents at the time this Guideline or its updated version is issued, inaccuracies may exist

due to change in circumstances and/or amendments due to a change in the policies or prevailing rules or regulations of the governing authorities. MGTC therefore does not warrant or guarantee that reliance on the information herein will result in the granting of approval for the matters applied.

5.0 SCHEMATICS OF THE APPLICATION PROCESS

| Process | Description |
|--|--|
| <pre> graph TD Start([Start]) --> Read[Read full Guideline & check eligibility] Read --> Fill[Fill the Application Form and enclosed with the supporting documents] Fill --> Pay[Make payment to MGTC] Pay --> Submit[Submit application to MGTC] Submit --> Screen{Screening by MGTC} Screen -- Incomplete --> Notify[Notify the Applicant] Screen -- Comply --> End(()) </pre> | <p><u>Check Eligibility</u></p> <ul style="list-style-type: none"> Applicants must understand the Guideline for Companies Registration Under VCM Directory before completing and submitting the application form to MGTC. <p><u>Complete the Application</u></p> <ul style="list-style-type: none"> Applicants may download the application form at https://www.mgtc.gov.my/vcm. Applicants fill in the Application Form and compile all the supporting documents as required. A non-refundable one-time registration fee as in clause 4.3 will be charged. The reference slip shall be submitted as proof of payment together with the application form. If an invoice is required, Applicants can submit request via email to admin@myhijau.my. <p><u>Submit Application to MGTC</u></p> <ul style="list-style-type: none"> MGTC must receive all information, proof of fee paid and supporting documents in softcopy form before the screening process commences. <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, Applicants will be notified via email. The Applicants need to respond within three (3) working days from the date of such notification. An acknowledgment notice of receipt of the completed application will be sent to Applicants via email thereafter. |

| Process | Description |
|---|--|
| <pre> graph TD Start(()) --> Eval{Evaluation by MGTC} Eval -- Incomplete --> Notify[Notify the Applicant] Eval -- Comply --> Approv[Approval by MGTC] Approv --> Issue[MGTC Issues VCM Directory Acceptance Letter] Issue --> List[MGTC Lists the companies on VCM Directory] List --> End([End]) </pre> | <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 as stipulated in the Guideline. • a period of twenty (20) working days is required for overall evaluation. <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. <p><u>Issuance of VCM Letter of Approval</u></p> <ul style="list-style-type: none"> • Softcopy of VCM Directory Acceptance Letters will be issued to successful companies. <p><u>Listing on VCM Directory</u></p> <ul style="list-style-type: none"> • The approved companies shall be listed in the VCM Directory page assessable at: https://www.mgtc.gov.my/vcm. |

6.0 VCM DIRECTORY

Details of successful Applicants and their companies' information will be listed on VCM Directory page, accessible at <https://www.mgtc.gov.my/vcm>.

7.0 TERMS AND CONDITIONS

7.1 Use of the Logo

7.1.1 An Applicant which has successfully registered under VCM Directory may utilise the **MGTC Logo** in its advertisements and/or related promotional materials in accordance with the standard format of the MGTC Logo Guideline.

7.1.2. The approval is only for VCM Directory listings; thus, the Applicant **is prohibited to use BURSA Malaysia's Logo, MyHIJAU Mark's Logo and Ministry of Natural Resources, Environment and Climate Change's (NRECC) Coat of Arms** as parts of their promotional materials.

7.2 Update Company Information

A registered VCM Directory company ("the Company") may update its information in the directory subjects to MGTC's approval with a fee of Ringgit Malaysia: Two Hundred (RM200.00) only per access for updating company information.

7.3 Breach of the Guideline

7.3.1. The Company is deemed to breach this Guideline when:

- a. a complaint is lodged against the Company about its non-compliance with the Guideline which validity has been confirmed; and
- b. MGTC finds the information submitted by the Company to be false, inaccurate, incomplete and/or create doubt;

7.3.2. In the event of any occurrences in clause 7.3.1, MGTC shall proceed with the following actions:

- a. conducts an investigation;
- b. requests the Company to clarify on the issue complained; and
- c. decides on the gravity of the non-compliance of the Company.

7.3.3. The action to be taken by MGTC shall be:

a. Blacklisting

- i. Issue a warning and instructed the Company to comply and rectify the breach within a period not exceeding fourteen (14) days;
- ii. If the Company fail to rectify the breach within the prescribed time, MGTC will blacklist the Company for a period specified and decided by MGTC.

b. Revocation

- i. Send notice to registered or business address of the Company to give notification about MGTC intention to revoke its registration;
- ii. MGTC may give the Company an opportunity to submit a written representation of the proposed revocation within fourteen (14) days from the date the Company received the said notice of revocation;
- iii. Upon expiration of the fourteen (14) days period, MGTC may on its discretion, after considering the written representation made by the Company, decides whether to revoke the registration or not; and
- iv. The Company will be notified about the decision made by MGTC in writing.

7.3.4. Application for re-registration by the Company that has been blacklisted or revoked is subjected to MGTC's discretion.

7.4 Personal Data

Submitting the application for registration of VCM Directory under this Guideline shall constitute your agreement to the terms of MGTC Privacy Policy: <https://www.mgtc.gov.my/privacy-policy-2/>.

7.5 Indemnification

i. MGTC shall not be liable for the accuracy of information provided in the Directory or any damage/losses suffered by the applicant or any third party due to the use or misuse of the information.

ii. 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 any of the services registered under VCM Directory.

iii. To the fullest extent permitted by law, under no circumstances shall MGTC and/or any of its affiliates and/or its employees be liable to the applicant 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 damage of reputation arising, directly and/or indirectly, from the applicant's potential sale of goods or the services promoted or registered under VCM Directory.

iv. In the event of revocation of a registration of VCM Directory 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 damage to reputation arising, directly and/or indirectly, from such revocation of registration.

7.6 Variations or amendments

MGTC may change, alter, amend, vary or replace the content of the Guideline by providing an updated version or notice in writing at any time as MGTC deems necessary. Such right is exercised at MGTC's sole discretion and decision, and if executed, shall not be disregarded or questioned by applicants. The aforementioned changes shall be effective on the date of publishing, posting or uploading of the updated Guideline or issuance of the notice (as relevant).

9.0 ENQUIRIES

All enquiries and correspondence regarding VCM Directory registration, and any matters incidental thereto are to be directed to MGTC at the following address:

VCM Directory

Malaysian Green Technology and Climate Change Corporation

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

10.0 ANNEX

10.1 **Annex I** - Application Form

10.2 **Annex II** – SOP Sample



APPLICATION FOR COMPANIES REGISTRATION UNDER VCM DIRECTORY

| | |
|--|---------------|
| | Date Received |
|--|---------------|

APPLICATION FORM

This application form is divided into 4 sections; A, B, C and D. You are required to fill in all necessary information before submitting your application. Please refer to the Guideline for Company Registration Under Voluntary Carbon Market (VCM) Directory Version 1.0 or its updated version thereto (the Guideline) about the detailed terms and conditions of this application.

SECTION A: COMPANY INFORMATION

A1: Company Profile

| | | | | | | |
|-----------------------------------|---|----------------------|-------------------------------------|----------------------|--------------------------|--------------------|
| Name of Company | {to fill} | | | | | |
| Registration No. | {to fill} | Incorporation Date: | {to fill in this format DD/MM/YYYY} | | | |
| Types of Company (Please tick) | <input type="checkbox"/> | Malaysian Registered | <input type="checkbox"/> | Malaysian Owned | <input type="checkbox"/> | Foreign Owned |
| | <input type="checkbox"/> | Foreign Registered | <input type="checkbox"/> | Have Malaysia Office | <input type="checkbox"/> | No Malaysia Office |
| Company Address | {to fill in below format:} {Address line 1} {Address line 2} {Postcode, City, State and Country specified below} | | | | | |
| | Postcode | {to fill} | City | {to fill} | | |
| | State | {to fill} | Country | {to fill} | | |
| | Tel. No. | {to fill} | Website | {to fill} | | |

A2: Contact Information

| | | | | |
|----------------|-----------|------------|-----------|-----------|
| CEO/MD | Title | {to fill} | Name | {to fill} |
| Designation | {to fill} | | | |
| Contact Person | Title | {to fill} | Name | {to fill} |
| Designation | {to fill} | Department | {to fill} | |
| Telephone No. | {to fill} | H/P No. | {to fill} | |
| Email Address | {to fill} | | | |

A3: Related Award/ Certification Received

| | | | | | |
|------|-----------|----------|-----------|------|-----------|
| Name | {to fill} | Award By | {to fill} | Year | {to fill} |
| Name | {to fill} | Award By | {to fill} | Year | {to fill} |

A4: Other Information

| |
|--|
| |
|--|

SECTION B: SERVICE INFORMATION

You are required to fill in the following details accordingly. Please refer to the Notes below for guidance.

| Service Name | Service Category | Service Description | Lead Consultant Information |
|--------------|------------------|---------------------|---------------------------------|
| {to fill} | {to fill} | {to fill} | {to fill as specified in Notes} |
| | | | |
| | | | |
| | | | |
| | | | |

Notes:

Please complete Section B according to the following examples:

Service Name: Please provide name(s) of the service(s) to be registered for example: “Consultant Service for Carbon Management”. You are allowed to register more than one (1) services relevant to any one (1) or more than one (1) categories listed below.

Service Category: Each service applied has to be chosen from any one (1) of these categories:

Consultants

Validation/Verification Bodies (VVBs)

VCM Project Developers

Financial Institution (FIs)

*Please choose the category most relevant to your service(s).

Service Description: Please specify the relevance of your service to VCM by providing a short description of each service that you want to register, for example: “Providing carbon advisory services”

Lead Consultant Information: Please provide your consultant information which includes:

Name:

Number of projects involved related to the category:

Number of years in Carbon Market Industry:

*Please provide **Lead Consultant Information** for each service if you are registering more than one (1) services.

You are allowed to list more than one (1) services in a single application form. All services applied must be enclosed with all the relevant supporting documents as shown in Section C2 below. No limit in the number of services that can be submitted in the same form.

IMPORTANT: Information on Section C (please read before proceed):

Section C below is separated by the Service Categories. You may choose which is/are suitable with your application. If you are submitting more than one (1) services at the same time, you need to fill in multiple Section C pages.

SECTION C: CHECKLIST SHEET FOR CONSULTANT (*selection*)

You are required to provide the following supporting documents. Please refer to the Notes below for guidance.

| No. | Document to submit | Attached (Please tick) | Office Use |
|-----------|---|---------------------------|------------|
| C1 | Company Registration | | |
| C1.1 | Company profile | | |
| C1.2 | Certified true copy of company registration document | | |
| C1.3 | Organisation structure | | |
| C1.4 | Sustainable policy | | |
| C2 | Service Registration | | |
| C2.1 | List of staff assigned to the environmental service offered | | |
| C2.2 | Curriculum vitae each of staff member assigned to the service offered | | |
| C2.3 | Proof of employment | | |
| C2.4 | Tertiary Qualification certificate of employee assigned to the service offered | | |
| C2.5 | Professional Technical Competency certificate | | |
| C2.6 | Standard Operating Procedure (SOP) to demonstrate on how your company carries out services | | |
| C2.7 | Past and current project list relevant to the service offered or Past and current carbon project list relevant to the service offered | | |

Details:

C1: Company Registration:

C1.2: Company Registration - to provide proof that the company is registered under the regulatory body of the country:

Malaysian Registered: to provide SSM e-profile.

Foreign Registered: to provide proof of registration in the respective country.

C1.4: Sustainable Policy - to show company's commitment towards sustainable practises (within your company, for example recycling practise, 3R, use of EE equipment and etc.)

C2: Service Registration:

C2.1: List of Staff - to provide a list of Names of Staff, their Designations and Roles for the service offered.

C2.2: Curriculum Vitae (CV) - to provide for each of the staff member submitted in C2.1

C2.3: Proof of employment - to provide proof of employment which include all staff submitted in C2.1. The document can either be:

Malaysian Registered: to provide SSM e-profile. If the staff are not eligible for EPF payment, to provide the appointment letter.

Foreign Registered: to provide proof of company registration in respective country.

C2.4: Tertiary Qualification - to provide education certificates obtained by the staff listed in C2.1.

C2.5: Professional Technical Competency - to provide the certified competency document(s) relevant to the service offered. It can be in the form of course attended, registration with professional or other relevant bodies.

C2.6: Procedure or Guideline - to provide Standard Operating Procedure (SOP) to demonstrate on how your company carries out services from start to finish in detail writing.

C2.7: Project List for:

a. Carbon Project Consultant:

The list shall include past and current projects. It must be submitted in table form, which consists of projects registered under carbon registry with their respective project ID, description, year of completion and URL Link to the documents that show linkages between the consultant firm and the projects.

b. Measurement, Reporting and Verification (MRV) Expert:

The list shall include past and current carbon projects. It must be submitted in table form, which consists of the projects' descriptions and year of completion that are relevant to the environmental and technological services offered.

SECTION C: CHECKLIST SHEET FOR VCM PROJECT DEVELOPERS (selection)

You are required to provide the following supporting documents. Please refer to the Notes below for guidance.

| No. | Document to submit | Attached (Please tick) | Office Use |
|-----------|--|---------------------------|------------|
| C1 | Company Registration | | |
| C1.1 | Company profile | | |
| C1.2 | Certified true copy of company registration document | | |
| C1.3 | Organization structure | | |
| C1.4 | Sustainable policy | | |
| C2 | Service Registration | | |
| C2.1 | List of staff assigned to the environmental service offered | | |
| C2.2 | Curriculum vitae each of staff member assigned to the service offered | | |
| C2.3 | Proof of employment | | |
| C2.4 | Tertiary Qualification certificate of employee assigned to the service offered | | |
| C2.5 | Professional Technical Competency certificate | | |
| C2.6 | Standard Operating Procedure (SOP) to demonstrate on how your company carries out services | | |
| C2.7 | Past and current project document list relevant to the service offered | | |

Details:

C1: Company Registration:

C1.2: Company Registration - to provide proof that the company is registered under the regulatory body of the country:

Malaysian Registered: to provide SSM e-profile.

Foreign Registered: to provide proof of registration in the respective country.

C1.4: Sustainable Policy - to show company's commitment towards sustainable practises (within your company, for example recycling practise, 3R, use of EE equipment and etc.)

C2: Service Registration:

C2.1: List of Staff - to provide a list of Names of Staff, their Designations and Roles for the service offered.

C2.2: Curriculum Vitae (CV) - to provide for each of the staff submitted in C2.1

C2.3: Proof of employment - to provide proof of employment which include all staff submitted in C2.1. The document can either be:

Malaysian Registered: to provide SSM e-profile. If the staff are not eligible for EPF payment, to provide the appointment letter.

Foreign Registered: to provide proof of company registration in respective country.

C2.4: Tertiary Qualification - to provide education certificates obtained by the staff listed in C2.1.

C2.5: Professional Technical Competency - to provide the certified competency document(s) relevant to the service offered. It can be in the form of course attended, registration with professional or other relevant bodies.

C2.6: Procedure or Guideline - to provide Standard Operating Procedure (SOP) to demonstrate on how your company carries out services from start to finish in detail writing.

C2.7: Project List : the list shall include past and current project documents under sectorial scope which includes: Energy (renewable / non-renewable), Energy distribution, Energy demand, Manufacturing industries, Chemical industry, Construction, Transport, Mining/Mineral production, Metal production, Fugitive emissions – from fuels (solid, oil, and gas), Fugitive emissions – from Industrial gases (halocarbons and Sulphur hexafluoride), Solvents use, Waste handling and disposal, Agriculture, forestry and other land use (AFOLU), Livestock and manure management, Carbon capture and storage

SECTION C: CHECKLIST SHEET FOR VVBs SERVICES (selection)

You are required to provide the following supporting documents. Please refer to the Notes below for guidance.

| No. | Document to submit | Attached (Please tick) | Office Use |
|-----------|---|---------------------------|------------|
| C1 | Company Registration | | |
| C1.1 | Company profile | | |
| C1.2 | Certified true copy of company registration document | | |
| C1.3 | Organization structure | | |
| C1.4 | Sustainable policy | | |
| C2 | Service Registration | | |
| C2.1 | Proof of a valid accreditation based on service offered | | |

Details:**C1: Company Registration:**

C1.2: Company Registration - to provide proof that the company is registered under the regulatory body of the country:

Malaysian Registered: to provide SSM e-profile.

Foreign Registered: to provide proof of registration in the respective country.

C1.4: Sustainable Policy - to show company's commitment towards sustainable practises (within your company, for example recycling practise, 3R, use of EE equipment and etc.)

C2: Service Registration:

C2.1: Proof of a valid accreditation by a recognized carbon credit registry program - by the United Nations Clean Development Mechanism (CDM) as a Designated Operational Entity (DOE), or by the International Accreditation Forum (IAF) member body for ISO 14065.

SECTION C: CHECKLIST SHEET FOR FINANCIAL INSTITUTION SERVICES (selection)

You are required to provide the following supporting documents. Please refer to the Notes below for guidance.

| No. | Document to submit | Attached (Please tick) | Office Use |
|-----------|--|---------------------------|------------|
| C1 | Company Registration | | |
| C1.1 | Company profile | | |
| C1.2 | Proof of Licensed financial Institution | | |
| C2 | Service Registration | | |
| C2.1 | Standard Operating Procedure (SOP) to demonstrate on how your company carries out services | | |
| C2.2 | List of sustainable financing services | | |

Details:**C1: Company Registration:**

C1.2: Proof of Licensed financial Institution - to provide proof as a Licensed Financial Institution under the Malaysian Laws and Regulations.

C2: Service Registration:

C2.1: Procedure or Guideline - to provide Standard Operating Procedure (SOP) to demonstrate on how your company carries out services from start to finish in detail writing.

C2.2: List of sustainable financing services - the List of sustainable financing services currently offered and the eligibility criteria.

SECTION D: DECLARATION

You are required to make a declaration for this submission to ensure the application is valid to be processed.

1. I am authorised to make this declaration on behalf of the applicant. I am also authorised to provide the information and documents contained herein.
2. I declare that the information contained in this Application Form including its supporting documents are true, accurate, correct, complete and reflection of the original documents in our record keeping.
3. MGTC reserves the right to reject, discontinue or cancel the approval if at any time MGTC finds the information provided herein is untrue, inaccurate, incorrect or altered from the original which could have misled into the decision.
4. I agree to all the terms and conditions contained in this Application Form and the Guideline.
5. I hereby give my consent for my personal data to be processed by MGTC for this application.

| Signature | | Company Stamp | |
|-------------|--|---------------|--|
| | | | |
| Name | | | |
| Designation | | | |
| ID Card No. | | | |
| Date | | | |

SUBMISSION

Completed form and supporting documents must be submitted in **softcopy to the email below or hard copy to the following address** and attention to:

Senior Director
 Green Growth
 Malaysian Green Technology and Climate Change Corporation (MGTC)
 No. 2, Jalan 9/10,
 Persiaran Usahawan, Seksyen 9,
 43650 Bandar Baru Bangi,
 Selangor Darul Ehsan, Malaysia.

Contact Person:
VCM Directory Team
 Email: admin@myhijau.my

FOR OFFICE USE

This section is to be filled by MGTC personnel only.

| | | | |
|------------------|-------------|-------------|--|
| Received Date | | | |
| Completeness | Complete | | |
| | In-Complete | Remark | |
| Officer Name | | Date Verify | |
| Overall Comments | | | |

Annex II - SOP Sample

Service SOP is a document that shows the service process in details start from the beginning of the service for example approaching client or client grant the job till to the end of the service which will also include maintenance. The steps of the process must be in details writing (flow chart accepted only as attachment for details SOP). The example as shown below:

| CITY AND COUNTY OF HONOLULU DEPARTMENT OF DESIGN AND CONSTRUCTION | | STANDARD OPERATING PROCEDURES PROFESSIONAL SERVICES CONTRACTING | | |
|--|--|--|---|----------------|
| SUBJECT SELECTION OF PROFESSIONAL SERVICE PROVIDERS | | PROCEDURE ID CONTRACT 3 | | |
| EFFECTIVE DATE (MM/DD/YYYY) JAN 11 2012 | CURRENT REVISION (PAGE OR ATTACHMENT) Pages 1 & 2; Attachments 1 & 5 | APPROVED <i>Chris Johnson</i> | DISTRIB. ADM, MED, FD, CD, WD, LD | PAGE 1 of 2 |
| PURPOSE: To select and contract well qualified consultants for each project. | | | | |
| POLICY STATEMENT: The Department of Design and Construction (DDC) is authorized to contract with consultants to accomplish planning, design, and construction management of capital improvement projects and to provide specialized expertise, as needed. SAMPLE SOP TAKEN FROM GOOGLE IMAGE | | | | |
| RESPONSIBILITY: DDC Administration and all Divisions; Department of Budget and Fiscal Services (BFS). | | | | |
| SCOPE: <ul style="list-style-type: none"> • Create Selection Committee to rank Qualified Service Providers (QSPs) for a specific project. • Selection Committee ranks QSPs for the specific project. • Provide ranking results to BFS. | | | | |
| PROCEDURE: When a DDC division determines that a consultant in a specific Service Category is needed for a project, the division shall propose a Selection Committee (SC) for that project, comprised of a minimum of 3 persons with sufficient education, training, and licenses or credentials related to the Service Category, and with no conflicts of interest, to rank QSPs for the project. The Division Chief shall be responsible to ensure that the SC members will be impartial and independent. After the proposed SC has been approved by the DDC Director, it shall be submitted to the BFS Chief Procurement Officer for approval prior to convening the SC (Attachment 1). The submittal to the BFS Chief Procurement Officer shall also include a signed affidavit from each SC member attesting to the following (Attachment 2): <ol style="list-style-type: none"> 1. The SC member has no personal business, or any other relationship that will influence their decision in the applicable evaluation, review, or selection process; 2. The SC member agrees not to disclose any information on the applicable evaluation, review, or selection process; 3. The SC member agrees that their names will become public information upon award of the contract; 4. The SC member has no personal or private interest or relationship that will cause a reasonable person, knowing all the facts, to question the person's impartiality; 5. If at any time the SC member has an interest or relationship as described in paragraphs 1 or 4, they shall (a) disclose it in writing to their appointing authority or the Council (if the person signing the affidavit is employed at the Council) and to the Ethics Commission as soon as the conflict becomes apparent, and (b) remove themselves from participating in the matter; and 6. Should the SC member have any questions regarding potential conflicts of interest, they will contact the Ethics Commission at ethics@honolulu.gov or 768-7786. <p>Once approved, the SC shall evaluate the submittals of all QSPs listed by the Review Committee for the subject Service Category relative to the selection criteria identified in HRS 103D-304(e) and rank at a minimum the top 3 QSPs (see Contract 1). The referenced selection criteria are as follows:</p> <ol style="list-style-type: none"> 1. Experience and professional qualifications relevant to the project type, 2. Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies, 3. Capacity to accomplish the work in the required time, and 4. Any additional criteria determined in writing by the SC to be relevant to the project's needs or to be necessary and appropriate to ensure full, open, and fair competition for the professional services contract(s). | | | | |
| DDC SOP CONTRACT 3 | | PAGE 1 OF 2 | | |

Must have Service Name, Purpose, Scope, details process starting from approaching client, client give job, do a meeting, site visit, start development, testing and functional, hand over and maintenance after that.