



APPLICATION FOR COMPANIES REGISTRATION UNDER VCM DIRECTORY

	Date Received
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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)	Malaysian Registered		Malaysian Owned		Foreign Owned	
	Foreign Registered		Have Malaysia Office		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

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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 mislead 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			