

Application Form 4 (for Exemption Account)

Please note below the documents to be provided with completed application form:

Item	Examples of supporting documents
1. Construction work completion date	
1.1 Change of completion date (if applicable)	Letter granting extension of time from client or his agent / Relevant correspondence from client or his agent / Latest works programme certified by client or his agent
2. Estimated remaining quantity of construction waste generated	
2.1 Detailed information	Relevant marked-up site plans and drawings, latest works programme and detailed calculations certified by client or his agent
3. Government contracts	
3.1 Discrepancy between Disposal Delivery Form and Chit records	Explanation with supporting evidence / records for the discrepancy
4. Term contracts	
4.1 Works in progress or to be carried out	Works orders issued within the contract period showing works commencement and completion dates and any other relevant documents (e.g. excavation permits)
5. Contracts within Defects Liability Period (DLP)	
5.1 Defects to be rectified during DLP	Contract document showing DLP provision, latest defects list / relevant correspondence from client or his agent, waste quantity certified by client or his agent

Notes:

- (i) Only copies of documents to be submitted and they will not be returned to the applicant.
- (ii) Additional information and supporting documents may be required for individual cases.
- (iii) EPD staff may conduct site inspection(s) to assess the latest work progress against the submitted information.
- (iv) Applicant should ensure consistent company chop is used in applications.
- (v) Re-submission of same documents should be avoided.