



**green
building
award 2025**
環保建築大獎

Organisers :



HKGBC
香港綠色建築議會



環保建築專業議會

GBA 2025

Online Submission Guideline

Green Building Award 2025 – Online Submission

Note 1: Create an account

- Click [Create Account](#) and you will be directed to the “Create Account” page.
- Fill out the applicant information fields on the “Create Account” page. The Applicant is the main contact for the nomination. Remember to keep the email address (Login ID) and password for future reference.
- A system-generated email will then be sent to the Applicant’s mailbox. Click the activation link in the email to activate the account.

Create Account

Each applicant should register to create ONE Login Account for Nomination. Multiple nominations could be managed under one login account. An auto email will be sent to the email registered for account activation. Please fill in the below information in English.

*** Mandatory Fields**

Organisation Name *

Address *

Contact Person Name Please select First Name Last Name *

Contact Person Position *

Tel. No. *


Email (login ID) *

Re-enter Email *

Password (at least 8 characters) *

Re-enter Password *

Captcha * (please enter captcha below)

8CH2XA 

☐ * I agree and understand that the HKGBC may use my personal data, including name and email address, to keep me posted on seminars, events and news of industry development according to the [HKGBC Privacy Policy](#).

Already registered ? Click [HERE](#) to login



Applicant Account Information

Main contact point for Nomination(s)

Organisation Name Hong Kong Green Building Council

Address 1/F, Jockey Club Environmental Building, 77 Tat Chee Avenue, Kowloon Tong, Hong Kong

Contact Person Name Ms Vicky CHAN

Contact Person Position Marketing Manager

Tel. No. 3994 8876

Email (login ID) gba@hkgbc.org.hk

Your Nomination(s) Record

Ref. No.	Project	Status	Action	Delete
No records				

Reminder: Nomination is to be closed 13 Jun 2025 at 6:00pm (Hong Kong Time).

Green Building Award 2025 – Online Submission

Note 2: Submit your nomination

- Click [Login](#) and log in to your Applicant Account.
- Click “Create New Nomination” and select an award category.
- Fill out the online nomination form step by step accordingly.
- Fields marked with an asterisk (*) are mandatory.
- When you click “Next Page” or “Previous Page”, the information you filled in will be automatically saved. You are able to continue with the nomination before the deadline when you log in to your Applicant Account again.

Applicant Account Information
Main contact point for Nomination(s)

Organisation Name: Hong Kong Green Building Council
Address: 1/F, Jockey Club Environmental Building, 77 Tat Chee Avenue, Kowloon Tong, Hong Kong
Contact Person Name: Ms Vicky CHAN
Contact Person Position: Marketing Manager
Tel. No.: 3994 8876
Email (login ID): gba@hkgbc.org.hk

[Update Applicant Information](#)
[Change Password](#)

Your Nomination(s) Record

Ref. No.	Project	Status	Action	Delete
No records				

[Create New Nomination](#) [Logout](#)

Reminder: Nomination is to be closed 13 Jun 2025 at 6:00pm (Hong Kong Time).



Select Award Category
Please select **ONE** Award Category for each submission. To create another nomination, please click "Previous Page" to go back to "Applicant Account Information" and click "Create New Nomination"

Main Category	Sub-Category
<input checked="" type="radio"/> New Buildings (NB)	<input checked="" type="radio"/> 1. Completed Projects (Obtained Occupation Permit or equivalent after 1 January 2022 and up till 12 June 2025) <input type="radio"/> a. Residential <input checked="" type="radio"/> b. Commercial <input type="radio"/> c. Institutional <input type="radio"/> 2. Projects Under Construction and/or Design <input type="radio"/> a. Residential <input type="radio"/> b. Commercial <input type="radio"/> c. Institutional
<input type="radio"/> Existing Buildings (EB)	<input type="radio"/> 1. Completed Projects (Projects completed from 1 January 2021 to 12 June 2025) (Revitalisation, Renovation, Rehabilitation & Responsiveness) <input type="radio"/> a. Residential <input type="radio"/> b. Commercial <input type="radio"/> c. Institutional <input type="radio"/> 2. Projects under Planning/ Design (Revitalisation, Renovation, Rehabilitation & Responsiveness) <input type="radio"/> a. Residential <input type="radio"/> b. Commercial <input type="radio"/> c. Institutional <input type="radio"/> 3. Facilities Management (Carbon/ Energy Management, Engagement with Stakeholders) <input type="radio"/> 4. Interiors (For completed projects only)
<input type="radio"/> Research & Planning (RP)	<input type="radio"/> 1. Research (For research projects completed with substantial findings/results) <input type="radio"/> 2. Planning
<input type="radio"/> Building Products & Technologies (BPT)	N/A
<input type="radio"/> Green Building Leadership (GBL)	<input type="radio"/> 1. Developers <input type="radio"/> 2. Contractors <input type="radio"/> 3. Consultants <input type="radio"/> 4. Facilities Management <input type="radio"/> 5. Green Products & Technologies Business <input type="radio"/> 6. Government, Institutions & NGOs

Save and go to [Next Page](#) [Previous Page](#)

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Green Building Award 2025 – Online Submission

Note 3: Request for an advanced invoice

- If you wish to request the invoice for the nomination fee in advance, please click the button “HERE” after providing your project / organisation name (both English and Chinese). The GBA 2025 Secretariat will contact you via email shortly.
- If you don’t need an invoice in advance, please click “Next Page” and follow the steps to complete the nomination form. You will receive the invoice in a later step after uploading the required documents.

The screenshot shows the online submission interface for the Green Building Award 2025. At the top, a progress bar displays 10 steps: 1. Project Name, 2. Project Description, 3. Building Performance, 4. Owner/Client/Developer, 5. Project Team, 6. Download Consent Form, 7. Upload Documents, 8. Nomination Fee, 9. Declaration, and 10. Invoice and Payment. Step 1 is currently active.

Nomination for New Buildings (NB)

*** Mandatory Fields**

Main Category: **New Buildings**

Sub-category: **1. Completed Projects**
(Obtained Occupation Permit or equivalent after 1 January 2022 and up till 12 June 2025)

Building Type: **b. Commercial**

Project Name (English) *:

Project Name (Chinese) *:

If you would like to receive the invoice for the nomination fee in advance, please click **HERE** after providing your project name. The GBA 2025 Secretariat will contact you shortly.

Save and go to

Reminder: Nomination is to be closed 13 Jun 2025 at 6:00pm (Hong Kong Time).

Green Building Award 2025 – Online Submission

Note 4: Download Consent Form and upload required documents

- Download the Consent Form for your nomination.
- Complete the Consent Form with authorised signature(s) and company chop(s).
- Upload the required documents listed in the Nomination Kit.
- Before clicking “Confirm to Submit”, please make sure all the information provided is true and accurate.

Nomination for New Buildings (NB)

Consent Form

Please download the Consent Form and fill all relevant details with authorised signature(s) and company chop(s). You are required to scan and upload the completed Consent Form in the next step.

[Download Consent Form](#)

Summary of Nomination

A summary of your nomination can be viewed by clicking the button below. You may keep a record by clicking "Save as PDF" inside the page.

[View Nomination Summary](#)

Save and go to [Next Page](#) [Previous Page](#)

Reminder: Nomination is to be closed 13 Jun 2025 at 6:00pm (Hong Kong Time).



Nomination for New Buildings (NB)

*** Mandatory Fields**

Required Documents

You are required to upload below documents to proceed your nomination.

1. **Technical presentation** * in PDF format (maximum 10 slides with a file size less than 30MB) to describe the project/organisation (the cover slide, not counted in the 10-page limit, should state clearly the project name/organisation)

[Choose File](#)
(pdf only)

2. **Ten (10) electronic image files** showing the project/organisation (in "jpg", "jpeg" or "png" format with file size less than 5 MB each, resolution of 350 dpi or above) for future publication use

Image #1 * [Choose File](#)
Image #2 [Choose File](#)
Image #3 [Choose File](#)
Image #4 [Choose File](#)
Image #5 [Choose File](#)
Image #6 [Choose File](#)
Image #7 [Choose File](#)
Image #8 [Choose File](#)
Image #9 [Choose File](#)
Image #10 [Choose File](#)

3. **Consent Form** * in "PDF" format (with company chop(s) and signature(s))

[Choose File](#)
(pdf only)


Save and go to [Next Page](#) [Previous Page](#)

Reminder: Nomination is to be closed 13 Jun 2025 at 6:00pm (Hong Kong Time).

Green Building Award 2025 – Online Submission

Note 5: Submit payment information

- An invoice for the nomination fee will be sent to the Applicant's mailbox upon submission.
- Click “Submit Payment Information” and provide cheque number or upload payment slip after the nomination fee is arranged.
- You may log in to your Applicant Account at any time to submit payment information before the deadline.
- Click “Submit” to complete the nomination.
- A system-generated confirmation email with a receipt will be sent to the Applicant's mailbox upon payment confirmation.



Nomination for New Buildings (NB)

Thank you for your nomination. An invoice for Nomination Fee has been sent to your mailbox.

Please ensure that payment is made and the payment slip and/or cheque number are uploaded to your Applicant Account prior to the nomination deadline **on or before 13 June 2025 at 6:00pm** (Hong Kong Time). Any delay in payment and/or submission will not be accepted and the Online Nomination submitted will be forfeited. Upon Nomination Fee received, a system email with a payment receipt will be sent to confirm the completion of your nomination.

Should you have any questions, please do not hesitate to contact GBA 2025 Secretariat at 3994 8876 or gba@hkgbc.org.hk.

[Submit Payment Information](#) [Your Nomination\(s\) Record](#)

or

Applicant Account Information
Main contact point for Nomination(s)

Organisation Name Hong Kong Green Building Council
Address 1/F, Jockey Club Environmental Building,
77 Tat Chee Avenue,
Kowloon Tong, Hong Kong
Contact Person Name Ms Vicky CHAN
Contact Person Position Assistant Marketing Manager
Tel. No. 39948876
Email (login ID) gba@hkgbc.org.hk

[Update Applicant Information](#)
[Change Password](#)

Your Nomination(s) Record

Ref. No.	Project	Status	Action	Delete
NB1b-04	Testing	Invoice issued	View Nomination Summary	
		Upload Payment Slip	Upload	

[Create New Nomination](#)
[Logout](#)

Green Building Award 2025 – Online Submission

Note 6: Check your nomination status

- You can log in to your Applicant Account and find your nomination status marked as “Completed” after the payment of the nomination fee is confirmed.
- Owners / Clients / Developers (if applicable) will receive a system-generated acknowledgement of their Consent Form by email upon completed submission.

Applicant Account Information
Main contact point for Nomination(s)

Organisation Name: Hong Kong Green Building Council
Address: 1/F, Jockey Club Environmental Building, 77 Tat Chee Avenue, Kowloon Tong, Hong Kong
Contact Person Name: Ms Vicky CHAN
Contact Person Position: Assistant Marketing Manager
Tel. No.: 39948876
Email (login ID): gba@hkgbc.org.hk

[Update Applicant Information](#)
[Change Password](#)

Your Nomination(s) Record

Ref. No.	Project	Status	Action	Delete
NB1b-04	Testing	Payment to be confirmed	View Nomination Summary	

[Create New Nomination](#)
[Logout](#)



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Main contact point for Nomination(s)

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Your Nomination(s) Record

Ref. No.	Project	Status	Action	Delete
NB1b-04	Testing	Completed	View Nomination Summary	

[Create New Nomination](#)
[Logout](#)



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award 2025**
環保建築大獎

**Download
Nomination Kit** 

Submit Now 

Deadline: 13 June 2025
6:00pm (Hong Kong Time)



If you find any difficulties, please feel free to contact the GBA 2025 Secretariat at 3994 8876 or gba@hkgbc.org.hk.