

Organisers:



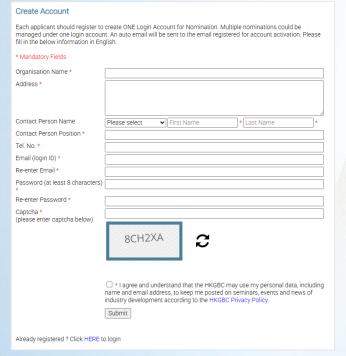


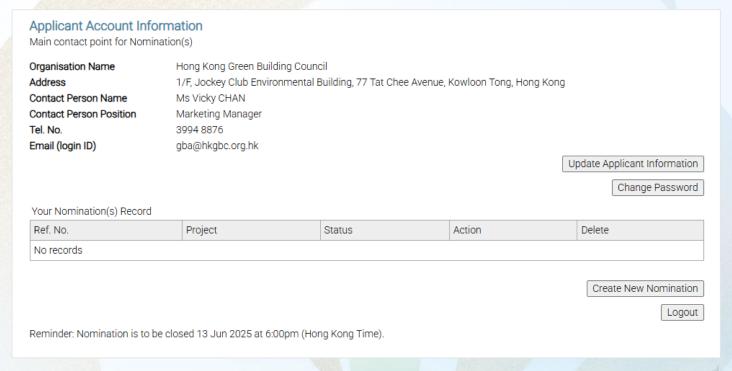
## **GBA 2025**

# **Online Submission Guideline**

#### Note 1: Create an account

- Click <u>Create Account</u> 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.

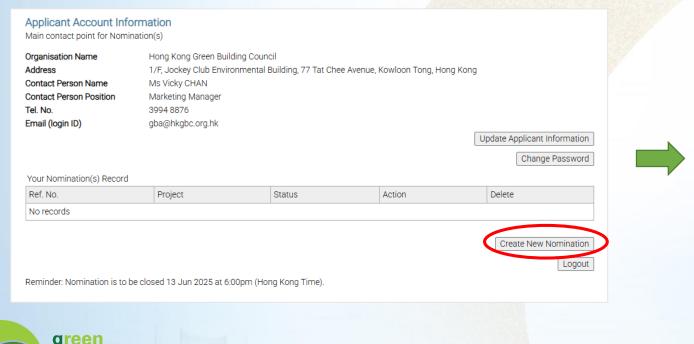


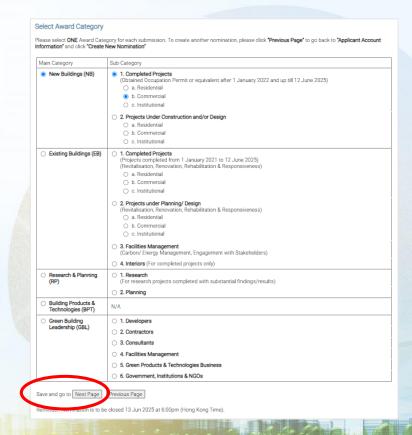




### Note 2: Submit your nomination

- Click <u>Login</u> 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.

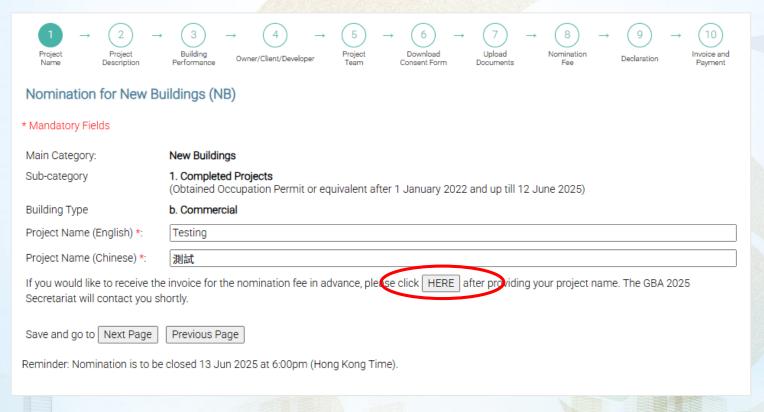






#### Note 3: Request for an advanced invoice

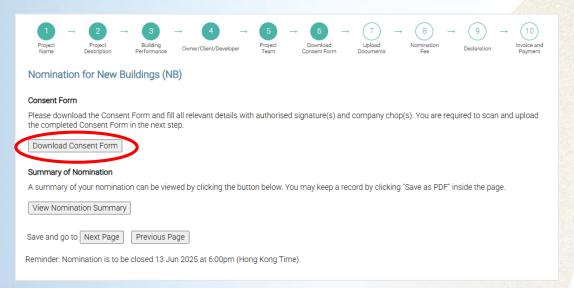
- If you wish to request the invoice for the nomination fee in advance, please click the button "HERE" after providing your project / organisation name (both English and Chinese). The GBA 2025 Secretariat will contact you via email shortly.
- If you don't need an invoice in advance, please click "Next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

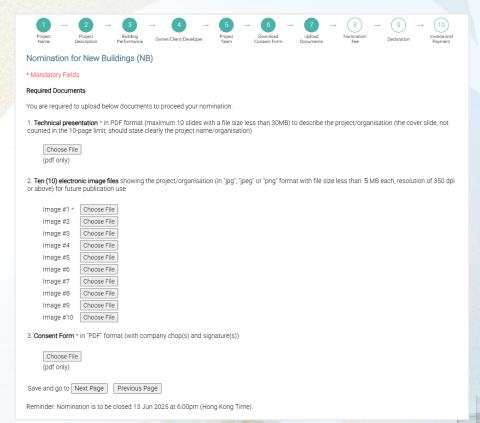




#### Note 4: Download Consent Form and upload required documents

- 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.

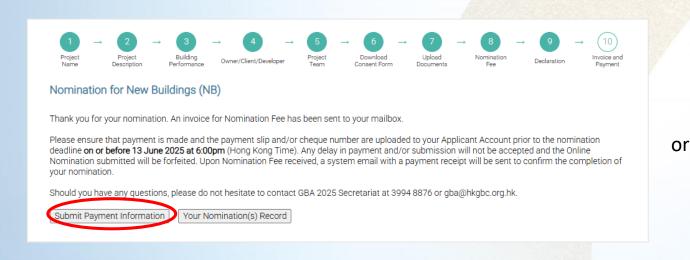


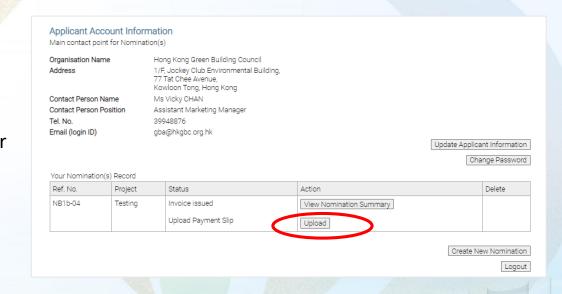




#### Note 5: Submit payment information

- 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.

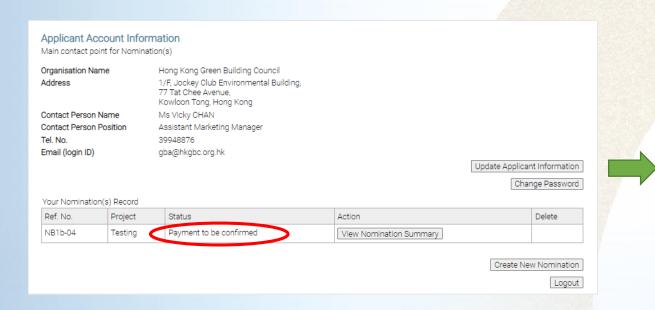


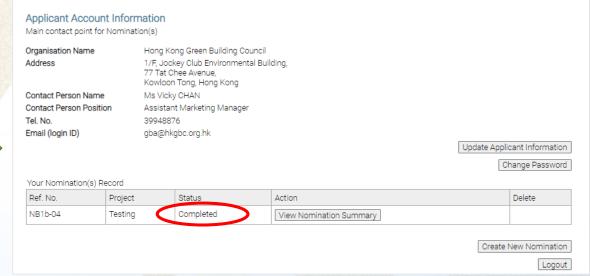




#### Note 6: Check your nomination status

- 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.













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 <a href="mailto:gba@hkgbc.org.hk">gba@hkgbc.org.hk</a>.