

To: Executive Director  
Hong Kong Green Building Council  
1/F Jockey Club Environmental Building  
77 Tat Chee Avenue  
Kowloon Tong  
Kowloon

**CONFIDENTIAL**

## Complaint against a BEAM Pro/BEAM Affiliate

### Important Notes:

The HKGBC has the authority to investigate complaints of violation of the Rules of Conduct by BEAM Pro/BEAM Affiliates. A copy of the Rules of Conduct can be downloaded from HKGBC website. The complaint can only be handled if it is supported by evidence. HKGBC is unable to proceed on unsubstantiated allegations.

### Section 1 - Complainant's Particulars

Name (\*Mr/Mrs/Ms/Miss): \_\_\_\_\_

Telephone No. \_\_\_\_\_ Email : \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Section 2 – Complainee's Particulars

Name (\*Mr/Mrs/Ms/Miss): \_\_\_\_\_

Telephone No. \_\_\_\_\_ Email : \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

BEAM Pro / BEAM Affiliate\* No. (if known) \_\_\_\_\_



Have you taken your complaint to the BEAM Pro / BEAM Affiliate?

Yes / No \*

If yes, what was his/her response? (Attach separate sheet(s) if necessary.)

---

---

---

Have you taken your complaint to other organisation(s)?

Yes / No \*

If yes, what is/are the organisation(s) (e.g. HK Police, ICAC, etc.) and what is the outcome? (Attach separate sheet(s) if necessary.)

---

---

---

---

#### **Section 4 – Declaration**

I declare that the information contained in this complaint, including any attached pages, is true and correct to the best of my knowledge and belief.

I agree that if requested, I will provide further information within my knowledge necessary for HKGBC's disciplinary proceedings.

I agree to act as a witness to appear and give evidence at the relevant meeting or hearing when HKGBC commences disciplinary proceedings.

I understand that all personal data submitted by me will only be used for purposes that are directly related to my complaint, and may be transferred to parties who will be involved in the processing of the complaint and the undertaking of disciplinary proceedings. I understand that I have the right to request access to and correction of my personal data submitted.

Complainant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* Delete whichever is not applicable