

of customers, total unit of goods produced, total no. of hotel rooms occupied, total kWh electricity generated, or total measures of freight load, etc.):

報告期內溫室氣體排放數據所涵蓋機構的其他有關營運資料，請說明(例如：乘客總人數、顧客總人數、製成產品總數量、酒店入住房間總數、總發電量(千瓦/小時)或貨運總量等):

NIL

2.3. Geographical coverage of reported GHG emission data 所報告的溫室氣體排放數據地域範圍:

Operations within Hong Kong 香港以內的營運

Operations outside Hong Kong (Please specify city(ies)/country(ies)) 香港以外的營運 (請說明城市/國家名稱):

Please also specify the percentage of GHG emissions arising from Hong Kong operations 請同時說明由香港營運所產生的溫室氣體百分比: 100 %

Subsidiaries 附屬公司 Please list out the subsidiaries covered in the GHG emission data during the reporting period: 請列出報告期內溫室氣體排放數據所涵蓋的附屬公司:

Additional information on physical boundary in relation to GHG emission reported (if applicable):

與所報告的溫室氣體排放數據相關之建築物邊界的附加資料(如適用):

Part 3 GHG Emission Reduction Measures, Future Initiatives and Targets

第三部分 減少溫室氣體排放的措施、未來計劃及目標

3.1 GHG emission reduction measures implemented during the Reporting Period

在報告期內減少溫室氣體排放的措施

No. 列序	GHG Emission Reduction Measures 減少溫室氣體排放的措施
1	Purchase recycled paper for office printing; Encourage the use of electronic copy of documents for circulation, record and filing instead of paper documents; Set duplex printing as the default mode of the printer and encourage the staff to use paper on both sides;
2	Encourage the use of public transportation instead of company car; Reduce usage of company car as far as possible; Use environmental friendly fuel such as unleaded petrol for company car; Inspect and check the company car regularly so as to ensure the car is in proper condition.
3	Adopt energy saving measures including - choosing energy efficient electrical appliance like refrigerator and micro-oven; - switching off stand-by electrical appliances when not in use; - switching off the lights and air-conditioning when not in use.

3.2 GHG emission reduction measures for future initiatives and targets

為未來計劃及目標而制訂的減少溫室氣體排放措施

No. 列序	Future Initiatives 未來計劃	Target GHG Reduction (Qualitative/ Quantitative) 減排目標 (性質/ 數量)
1	Reduce the usage of company car	Target to reduce fuel usage by 20 litres
2	Enhance current paper recycling programme and reduce the usage of paper	target to reduce paper usage by 5 kg
3	Reduce usage of electricity by setting the air-conditioning to 25 degree and switching off lights not in use	target to reduce the electricity usage by 18 units

Part 4 Verification information

第四部分 核證

Has verification Note 2 been conducted? 是否曾經進行核證? 備註 2	<input type="radio"/> Yes – please fill in the blanks below (是 – 請填寫以下空格) <input checked="" type="radio"/> No (否)
Verification body 核證機構:	
Verification standard: 核證標準:	<input type="checkbox"/> International Organization for Standardization (ISO) 14064-3:2006 - Greenhouse gases - Part 3: Specification with guidance for the validation and verification of greenhouse gas assertions 國際標準化組織 (ISO) 14064-3:2006 – 溫室氣體 - 第3部分：溫室氣體確定的證實和驗證的規範與指南
	<input type="checkbox"/> Others, please specify: (其他，請說明):
Date of verification: 核證日期:	
Remarks (e.g. various verification status for different subsidiaries): 備註(例如：各附屬公司的核證情況):	