

**Summary of Carbon Footprint for Listed Companies**  
上市公司碳足跡摘要

**Submission and Declaration of Consent for Disclosure**  
**提交及同意披露資料聲明**

**To :** Mr. Lawrence Liu, Environmental Protection Department  
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**致:** 環境保護署(跨境及國際事務組) 廖永熙先生  
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I hereby submit the completed “Summary of Carbon Footprint for Listed Companies” and supplementary information (where appropriate) to the Environmental Protection Department of the Government of the Hong Kong Special Administrative Region (EPD) for the purpose of disclosure through the website of the “Carbon Footprint Repository for Listed Companies in Hong Kong” for public access.

本人謹呈上已填妥的「上市公司碳足跡摘要」及補充資料(如適用)予香港特別行政區環境保護署(環保署)，以用作透過「香港上市公司碳足跡資料庫」網站向公眾披露之用途。

**From :**  
提交者:

|   |   |                        |           |                                       |
|---|---|------------------------|-----------|---------------------------------------|
| <b>Signature :</b><br>簽署:                   | Chan Tai Man  |                        |           |                                       |
| <b>Full Name in Block Letters:</b><br>正楷姓名: | CHAN TAI MAN  |                        |           |                                       |
| <b>Job Title/Position:</b><br>職位:           | SUSTAINABILITY MANAGER                                    |                        |           |                                       |
| <b>Company Name:</b><br>公司名稱:               | ABC COMPANY   |                        |           |                                       |
| <b>Company Address :</b><br>公司地址:           | FLAT A, 1/F, ABC BUILDING, 123 LOW CARBON ROAD, HONG KONG |                        |           |                                       |
| <b>Telephone No.:</b><br>聯絡電話:              | 2123 0000   | <b>Fax No.:</b><br>傳真: | 2123 1111 | <b>Date :</b><br>日期: 11 November 2013 |
| <b>E-mail :</b><br>電郵:                      | chantaiman@abc-company.com                                |                        |           |                                       |



## Summary of Carbon Footprint for Listed Companies 上市公司碳足跡摘要

| Part 1 Reporting Entity Information<br>第一部分 報告機構資料  |                                 |
|---|---------------------------------|
| <b>1.1 Company information 公司資料</b>   |                                 |
| <b>Name of reporting entity:</b><br>報告機構名稱:   | Eng: ABC Company<br>中文: 甲乙丙有限公司 |
| <b>Stock code:</b><br>股份代號:   | 12345                           |
| <b>Hang Seng Industry Classification 恆生行業分類 (HSIC)</b> (Please see <a href="#">Appendix</a> / 請參考 <a href="#">附件</a> ):   |                                 |
| (i) <b>Industry:</b> (e.g. Services – 30)<br>行業: (例如: 服務業 – 30)   | 30                              |
| (ii) <b>Sector:</b> (e.g. Transportation – 304)<br>業務類別: (例如: 運輸 – 304)   | 304                             |
| <b>1.2 Basis of information reported in this form (e.g. weblink(s) to the carbon audit report, GHG accounting report, Environmental, Social and Governance report (ESG report) or sustainability report (GHG emission-related chapter) of the reporting entity, etc)</b><br>報告內容的基礎 (例如: 報告機構的碳審計報告、溫室氣體排放核算報告、「環境、社會及管治報告」或可持續發展報告(與溫室氣體排放有關的章節)之網絡連結等): |                                 |
| Corporate Sustainability Report available at <a href="http://www.abc-company.com/SR.pdf">www.abc-company.com/SR.pdf</a> . Reported data also covers emissions of sister company's DE Corporations (stock code: 98765)   |                                 |
| 企業之可持續發展報告上載於 <a href="http://www.abc-company.com/SR_c.pdf">www.abc-company.com/SR_c.pdf</a> . 此表格內之數據已包括另一同系公司丁戊集團 (上市編號: 98765)   |                                 |

## Part 2 Greenhouse Gas (GHG) Emissions

### 第二部分 溫室氣體排放

#### 2.1 GHG Emission Data 溫室氣體排放數據

|   |  |   |                                       |
|---|--|---|---------------------------------------|
| <b>Reporting period (yyyy/m/d):</b><br>報告期 (年/月/日):           |  | 2011/4/1 to/至 2012/3/31                           |                                       |
| <b>GHG Accounting Standard / Guideline:</b><br>溫室氣體核算標準 / 指引: | <input checked="" type="checkbox"/> EPD/ EMSD Guidelines 環境保護署/ 機電工程署指引<br><input type="checkbox"/> GHG Protocol 溫室氣體議定書<br><input type="checkbox"/> International Organization for Standardization (ISO) 14064 國際標準化組織 (ISO) 14064<br><input type="checkbox"/> Others, please specify: (其他, 請說明): _____ |   |                                       |
| <b>Operational boundary</b><br>營運邊界 <sup>1</sup> :            | <b>Brief description on emission sources</b><br>排放來源簡述   | <b>Emission data</b><br>排放數據                      |                                       |
| Scope 1 範圍 1:   | fuel use for company car 公司用車之燃料   | 123.00  | tonnes CO <sub>2</sub> -e<br>公噸二氧化碳當量 |
| Scope 2 範圍 2:   | Electricity 用電   | 1234.00   | tonnes CO <sub>2</sub> -e<br>公噸二氧化碳當量 |
| Scope 3 範圍 3:   | paper waste at landfill, staff commute<br>運往堆填區的廢紙; 員工交通   | 123.00  | tonnes CO <sub>2</sub> -e<br>公噸二氧化碳當量 |
| <b>Reported GHG emissions in total:</b><br>所報告的溫室氣體排放總和:      |  | <b>1480.00 tonnes CO<sub>2</sub>-e / 公噸二氧化碳當量</b> |                                       |

#### 2.2 Company related information 與公司有關的資料

|   |                  |
|---|------------------|
| Total number of full-time-equivalent employees of the entity(s) covered in the reported GHG emission data during the reporting period:<br>報告期內溫室氣體排放數據所涵蓋機構的相等於全職僱員總人數:   | <u>1234</u>      |
| Total gross floor area owned/controlled by the entity(s) covered in the reported GHG emission data during the reporting period (m <sup>2</sup> ):<br>報告期內溫室氣體排放數據所涵蓋機構擁有/ 控制的總樓面面積(平方米):  | <u>5432</u>      |
| Total revenue of the entity(s) covered in the reported GHG emission data during the reporting period (HK\$ million):<br>報告期內溫室氣體排放數據所涵蓋機構的總收入(百萬港元):  | <u>1,234,500</u> |
| Other information which is relevant to the entity's business operations covered in the reported GHG emissions during the reporting period, please specify (e.g., total no. of passengers, total no. of customers, total unit of goods produced, total no. of hotel rooms occupied, total kWh electricity generated, or total measures of freight load, etc.): , <u>Freight load in tonnes</u> (please specify)<br>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): 貨運總量(以公噸計) (請說明) | <u>54,321</u>    |

#### 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:

|   |   |
|---|---|
| <input checked="" type="checkbox"/> Operations within Hong Kong 香港以內的營運<br><input type="checkbox"/> Operations outside Hong Kong (Please specify city(ies)/country(ies)) _____<br>香港以外的營運 (請說明城市/國家名稱): _____<br>Please also specify the percentage of GHG emissions arising from Hong Kong operations: <u>0%</u><br>請同時說明由香港營運所產生的溫室氣體百分比: |   |
| <input checked="" type="checkbox"/> Subsidiaries<br>附屬公司  | [Please list out the subsidiaries covered in the GHG emission data during the reporting period:]<br>請列出報告期內溫室氣體排放數據所涵蓋的附屬公司:<br><u>DE Corporations 丁戊集團</u><br>_____<br>_____ |

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):

Only office (Headquarters in Central) is included. 只包括公司於中環總部之數據

**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.     | use of biodiesel 轉用生物柴油                     |
| 2.     | change of car to hybrid 轉用混合能源汽車            |
| 3.     | encourage paper recycling 鼓勵紙張回收            |

**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.     | change of lighting to LED 轉用LED燈                                  | target to save 5,000 kWh per annum<br>目標減少一年約5,000kWh用電  |
| 2.     | staff workshop and talk on sustainability 舉辦更多關於可持續發展相關之員工培訓      | improve low carbon culture 提升企業低碳文化  |
| 3.     | conduct carbon audit exercise on subsidiary in China 為國內企業引進碳審計計劃 | expand the awareness of low carbon operations within the group, target to start 2013 report for all China operations 提升整體集團對低碳營運之關注, 目標於2013年開展至全中國之營運 |

\*Please use separate sheet(s) where the space provided in the form is not sufficient 如表格內提供的空位不足夠, 請另加紙張填寫

**Part 4 Verification**  
**第四部分 核證**

**4.1 Verification information 核證資料**

|   |   |
|---|---|
| <b>Has verification<sup>2</sup> been conducted?</b><br><b>是否曾經進行核證？</b>                                     | <input checked="" type="checkbox"/> Yes – please fill in the blanks below 是 – 請填寫以下空格<br><input type="checkbox"/> No 否  |
| <b>Verification body 核證機構:</b>  | <u>XYZ Company</u>  |
| <b>Verification standard:</b><br><b>核證標準:</b>   | <input checked="" 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<br>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<br><br><input type="checkbox"/> Others, please specify:<br>其他 (請說明): _____ |
| <b>Date of verification (yyyy/m/d):</b><br><b>核證日期 (年/月/日):</b>   | 2013/5/31   |
| <b>Remarks (e.g. various verification status for different subsidiaries):</b><br><b>備註(例如: 各附屬公司的核證情況):</b> | Not applicable 不適用  |

<sup>1</sup> GHG emissions (direct and indirect) and removals in relation to the buildings can be broadly classified into three separate scopes as below –

- Scope 1 – direct emissions and removals;
- Scope 2 – energy indirect emissions; and
- Scope 3 – other indirect emissions.

The definitions of Scopes 1, 2 and 3 emissions can be found in the “Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for Buildings (Commercial, Residential or Institutional Purposes) in Hong Kong (2010 Edition)”

與建築物有關的溫室氣體排放（直接或間接）及減除，可概括分為以下三個不同的範圍 –

- 範圍 1 -- 直接溫室氣體排放及減除;
- 範圍 2 -- 使用能源間接引致的溫室氣體排放；以及
- 範圍 3 -- 其他間接溫室氣體排放。

有關溫室氣體排放範圍 1、2及3的定義，可參照《香港建築物（商業、住宅或公共用途）的溫室氣體排放及減除的核算和報告指引》（2010年版）

<sup>2</sup> The reporting entity is encouraged to carry out verification of the GHG emissions by an independent verifier. Independent verification of GHG emissions can facilitate the management to have better understanding of the carbon footprint of the company's operation and identify areas for improvement, provide credibility and quality assurance on the disclosure of carbon footprint, and enhance the corporate image in respect of transparency and accountability. In December 2012, the Hong Kong Accreditation Service (HKAS) introduced accreditation service for ISO 14064 GHG validation and verification for validation/verification bodies' voluntary application. Accredited validation/verification bodies' technical competence is rigorously assessed by HKAS, so that the reliability of their results can be assured. Relevant HKAS-accredited validation/verification bodies, once available, will be announced at HKAS's website at: <http://www.itc.gov.hk/en/quality/hkas/hkcas/about.htm>.

我們鼓勵報告機構聘請獨立核證人核證溫室氣體排放，溫室氣體排放的獨立核證能促使管理層對公司營運引致的碳足跡有更佳的了解，並找出可作改善的地方；此舉亦為所披露的碳足跡資料提供可信性和質量保證，在透明度和問責層面提升企業形象。2012年12月香港認可處就 ISO 14064 審定和核查推出認可服務，供審定/核查機構自願申請。獲認可審定/核查機構的技術能力由香港認可處進行嚴格評審，因此能確保其審定/核查結果更為可靠。當有獲香港認可處認可的相關審定/核查機構，將在香港認可處網站公布：<http://www.itc.gov.hk/ch/quality/hkas/hkcas/about.htm>。

**Hang Seng Industry Classification 恒生行業分類****Industry 行業**

|                                      |
|--------------------------------------|
| Energy 能源業 – 00                      |
| Materials 原材料業 – 05                  |
| Industrial Goods 工業製品業 – 10          |
| Consumer Goods 消費品製造業 – 20           |
| Services 服務業 – 30                    |
| Telecommunications 電訊業 – 35          |
| Utilities 公用事業 – 40                  |
| Financials 金融業 – 50                  |
| Properties & Construction 地產建築業 – 60 |
| Information Technology 資訊科技業 – 70    |
| Conglomerates 綜合企業 – 80              |

**Sector 業務類別**

|   |
|---|
| Oil & Gas 石油及天然氣 – 001                                |
| Coal 煤炭 – 002   |
| Gold & Precious Metals 黃金及貴金屬 – 051                   |
| Diversified Metals & Minerals 一般金屬及礦石 – 052           |
| Basic Materials 原材料 – 053                             |
| Industrial Goods 工業製品 – 100                           |
| Automobiles 汽車 – 201                                  |
| Household Goods & Electronics 家庭電器及用品 – 202           |
| Textiles, Clothing & Accessories 紡織及服飾 – 203          |
| Food & Beverages 食物飲品 – 204                           |
| Health & Personal Care 保健護理用品 – 205                   |
| Agricultural Products 農業產品 – 206                      |
| Retailers 零售 – 301                                    |
| Hotels, Casinos & Leisure Facilities 酒店、賭場及消閒設施 – 302 |
| Media & Entertainment 媒體及娛樂 – 303                     |
| Transportation 運輸 – 304                               |
| Support Services 支援服務 – 305                           |
| Telecommunications 電訊 – 350                           |
| Utilities 公用事業 – 400                                  |
| Banks 銀行 – 501  |
| Insurance 保險 – 502                                    |
| Other Financials 其他金融 – 503                           |
| Properties 地產 – 601                                   |
| Construction 建築 – 602                                 |
| IT Hardware 資訊科技器材 – 701                              |
| Software & Services 軟件服務 – 702                        |
| Semiconductors 半導體 – 703                              |
| Conglomerates 綜合企業 – 800                              |

Source: Hang Seng Indexes (<http://www.hsi.com.hk/HSI-Net/HSI-Net>)

來源: 恆生指數 (<http://www.hsi.com.hk/HSI-Net/HSI-Net>)

## Summary of Carbon Footprint for Listed Companies

### 上市公司碳足跡摘要

#### **Personal Information Collection Statement**

#### **個人資料收集聲明**

##### **Purpose of Collection**

1. The personal data provided by means of the Summary of Carbon Footprint for Listed Companies (the Summary) will be used by the Environmental Protection Department for one or more of the following purposes :
  - a. activities relating to the processing of the Summary;
  - b. statistical and any other legitimate purpose; and
  - c. to facilitate communication between Government and yourself.
2. The provision of personal data in the process of your submission of the Summary is voluntary. However, if you do not provide the required information, we may not be able to process the Summary you submitted.

##### **個人資料收集用途**

1. 環境保護署將會把經「上市公司碳足跡摘要」(「摘要」)所收集到的個人資料，用於下列一項或多項用途：
  - (甲) 與處理「摘要」有關的工作；
  - (乙) 作統計和任何其他法定用途；及
  - (丙) 方便政府跟你聯絡。
2. 提供個人資料純屬自願性質。不過，如果你不提供所需的一切資料，本署未必能夠處理你所提交的「摘要」。

##### **Classes of Transferees**

3. The personal data you provided by means of the Summary may be disclosed to :
  - a. other data processors, and other government bureaux and departments for the purposes mentioned in paragraph 1 above; and
  - b. other persons as permitted by the relevant legislation.

##### **轉移資料與受讓人的類別**

3. 你在「摘要」上提供的個人資料，本署可能會向下列人士披露：
  - (甲) 索取該等資料以作上文第一段用途的其他資料處理者，和其他政府決策局及部門；及
  - (乙) 按有關法例獲准的其他人士。



## **Access to Personal Data**

4. Subject to provisions under section 18 and 22 and principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance, you have a right of access and correction with respect to your personal data. Your right of access includes the right to obtain a copy of the personal data provided for the Summary.
5. Enquiries concerning the personal data collected by means of the Summary and request for access and making correction of personal data collected should be addressed to the following:

Senior Environmental Protection Officer (Knowledge Management) ,  
Environmental Protection Department,  
33/F, Revenue Tower  
5 Gloucester Road  
Wanchai  
Hong Kong

## **查閱個人資料**

4. 你有權查閱及更正所提供的個人資料，惟該權利受個人資料(私隱)條例第 18 條及第 22 條及附表 1 第 6 原則的規限。你的查閱權利包括可向本署索取你就「摘要」所提供的個人資料副本。
5. 關於個人資料的查詢，以及查閱和提出更正所提供個人資料的要求，可來信致函以下地址：

香港灣仔告士打道 5 號稅務大樓 33 樓  
環境保境署  
高級環境保護主任（知識管理）