



Circular Letter No.: 2020.166

Issue Date: 5 June 2020

Application: BEAM Plus NB Version 1.2

Effective Date: 5 June 2020 (Voluntary Use of Updated Submission Template (in Excel Format))
4 January 2021 (Compulsory Use of Updated Submission Template (in Excel Format))

Enhancement of Submission Template

1. The Technical Circular hereby announces the roll out of the updated version of submission template (in Excel Format) for all prerequisites and credits under BEAM Plus New Buildings Version 1.2.
2. To better facilitate the industry in the transitioning into the updated submission template (in Excel format), the transitional arrangement for projects submitting for the First Round of Provisional/ Final Assessment as follows:
 - a. The Applicant may opt to use EITHER the previous version of submission template (in Word format) or the updated version of submission template (in Excel format) for assessment during the grace period from 5 June 2020 to 31 December 2020.
 - b. For projects commencing the First Round of Provisional/ Final assessment submission after the grace period (i.e. on or after 4 January 2021), the Applicant MUST use the updated submission template (in Excel format) for assessment.
 - c. For projects that submit the First Round of Provisional/ Final Assessment before 4 January 2021 and are using the previous version of submission template (in Word format), the Applicant may continue to use the same version of submission template until project completion.
3. On a voluntary basis, the Applicant may switch from the previous version of submission template (in Word format) to the updated version of submission template (in Excel format) at any time during the assessment. Once the Applicant has made the switch to the updated version of submission template (in Excel format), the Applicant are not allowed to switch back to the previous version of submission template (in Word format).
4. If the Applicant decides to switch from the previous version of submission template (in Word format) to the updated version of submission template (in Excel format), the Applicant should take the ultimate responsibility in aligning the Assessor comments and ensuring that the project meets all assessment criteria.

5. Approved PA Projects: For projects that have already completed PA and have certain design and assessment approach approved, the Applicant may continue to adopt the same assessment criteria for FA. The Applicant shall clearly specify the approved design and assessment approach in the *Additional Information* section of the updated submission template (in Excel format) and provide the PA evidences (e.g. extract of the PA report, documents submitted for assessment in PA, etc) to support the intention of using the same assessment methodology as in PA.



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Chairperson of Standards Sub-committee