



GUIDELINE FOR THE REGISTRATION OF MYHIJAU MARK SERVICE VERSION 2.0

Prepared by
Malaysian Green Technology and Climate Change Corporation (MGTC)

APRIL 2024

IMPORTANT NOTICE

Applicants are advised to read and understand the content of this Guideline. The application submitted must be duly complete and meet the requirement as mentioned in the Guideline.

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1.0 INTRODUCTION

- 1.1. MyHIJAU Mark refers to a recognition programme overseen by Malaysian Green Technology and Climate Change Corporation (MGTC) for companies providing Green Technology services. A MyHIJAU Mark Service refers to a Green Technology service provider that has been verified and approved by MGTC having complied with the criteria to be registered with MyHIJAU Mark Service.
- 1.2. To qualify for registration, the Applicant must meet the criteria outlined under Clause 3.1 and 3.2 of this Guideline.
- 1.3. Successful application of MyHIJAU Mark will be awarded with MyHIJAU Mark Label & Certificate.
- 1.4. The MyHIJAU Mark logo can be printed on the company's letterhead and/or related promotional materials as an assurance that the service has been successfully complied with the requirements. Any services labelled with MyHIJAU Mark logo will assist consumer's decision making in selecting environmentally friendly services.
- 1.5. MyHIJAU Mark registered services will then be listed in the MyHIJAU Directory accessible at www.myhijau.my. The directory provides detail information of a wide range of green products and services that are currently available as an active listing under MyHIJAU Mark Recognition.
- 1.6. Any terms of this Guideline may at anytime and/or from time to time be amended, modified, varied or revoked by MGTC.

2.0 DEFINITION

- 2.1. In this Guideline, the following terms are defined and set out as below:

Term	Definition
"Applicant"	a Malaysian registered company that makes a formal application for MyHIJAU Mark Service;

Term	Definition
“Green Label Certification”	the environmental standards set by recognised Verification Bodies which are applicable and/or relevant to a product;
“Green Technology”	the development and application of products, equipment and systems used to conserve the natural environment and resources, which minimises and reduces the negative impact of human activities;
“MGTC”	Malaysian Green Technology and Climate Change Corporation, a company limited by guarantee without share capital incorporated under the Companies Act 1965 (Laws of Malaysia Act 125) under the purview of the Ministry of Natural Resources and Environment Sustainability;
“Malaysian Incorporated Company”	a company incorporated in Malaysia pursuant to the Companies Act 1965 (Laws of Malaysia Act 125) and duly registered with the Companies Commission of Malaysia but does not include a branch office of a company, corporation, society, association or other body incorporated outside Malaysia;
“MyHIJAU Directory”	a listing of green products and service providers which have been verified and approved by MGTC and awarded with the MyHIJAU Mark, accessible at www.myhijau.my ;
“MyHIJAU Mark”	a recognition scheme of certified green products and services that have been verified by MGTC to meet local and international environmental standards;
“MyHIJAU Mark Certificate”	a certificate certifying that a particular product or service provider has been successfully awarded with the MyHIJAU Mark, which has been verified and approved by MGTC;
“MyHIJAU Mark Service”	the name of registration for Green Technology service providers; or a Green Technology service providers who have been verified and approved by MGTC as having complied with the requirements of the MyHIJAU Mark Service;

Term	Definition
“Performance Standard Compliance”	the standard on performance related to environmental declarations;
“Verification Body”	a competent body that carries out the verification/certification, validation and inspection of products based on a prescribed set of standards, recognised by MGTC and accredited by Department of Standards Malaysia, or register under Global Ecolabelling Network (GEN) or accredited by Foreign Accreditation Bodies recognised by MGTC.

3.0 ELIGIBILITY CRITERIA

3.1. Eligibility Criteria for Applicant

An Applicant must meet the following criteria:

- a) must be a Malaysian incorporated company;
- b) must not be wound-up and/or liquidated;
- c) must demonstrate green practices through policies, procedures or guidelines on environmental management as provided in MyHIJAU Directory (<https://www.myhijau.my>);
- d) must demonstrate the competence of at least one (1) qualified personnel (manager/supervisor) with recognised qualifications in providing green technology services/systems as provided in MyHIJAU Directory (<https://www.myhijau.my>); and
- e) must have a written environmental procedures/guidelines or standard operating procedures of the service.

3.2. Eligibility Criteria as Service Provider

For service provider incorporating green technology aiming for registration under the MyHIJAU Mark Service, they must satisfy the following general criteria that the service they provided will enable end users to:

- a) minimise the environmental impacts and reduce greenhouse gas emissions through utilisation of efficient equipments;
- b) promote health and/or improvement of the environment; and
- c) conserve the use of energy, water and/or other forms of natural resources, or promote the use of renewable energy.

3.3. Eligibility Criteria for Products Leased as Part of Services

The Applicant must provide Green Label Certification or Performance Standards Compliance for any leased products as part of the service to be listed in the MyHIJAU Directory (if relevant). Only Verification Bodies recognised by MGTC will be accepted. Certification must be valid for at least six (6) months from the date of application. Certification with a validity period less than 6 months will not be accepted.

4.0 APPLICATION PROCEDURE

4.1. Application for Registration

4.1.1. An application for registration shall be submitted to MGTC via online application accessible at <https://www.myhijau.my>. The Applicant is responsible to ensure that its services complied with the general criteria as provided under *clauses 3.1 and 3.2* of this Guideline before proceeding with the submission.

4.1.2. All documents submitted must either be in English or Bahasa Malaysia. If the original documents are not in either English or Bahasa Malaysia, The Applicant need to submit translated version in either English or Bahasa Malaysia along with certified copies of the documents in its original language. Translated documents are only acceptable if the translation is either carried out or verified by:

- a) Malaysian certified court translators;
- b) Official Malaysian government agencies;
- c) Malaysian officers in the language faculty of public universities;
- d) Malaysian officers of the appropriate embassies.

4.2. Application Fee

4.2.1 Every new and renewal application submitted must be enclosed with a non-refundable Application Fee of **RM1,000.00 (Ringgit Malaysia One Thousand only)** excluding of Sales and Service Tax (SST), payable to:

Account Holder : **Malaysian Green Technology and Climate Change Corporation**

Bank Name : **CIMB Islamic Bank Berhad**

Account Number : **8600434621**

4.2.2 Proof of payment must be uploaded into the system for reference.

4.3. Amendment

4.3.1. Once approved, there shall be no amendment on the service details.

4.3.2. The Applicant may update its business or company's information in the directory subjects to MGTC's approval with a fee of Ringgit Malaysia: Two Hundred (RM200.00) only per access.

4.4. Assignment

4.4.1. The MyHIJAU Mark Certificate shall not be assigned or transferred to another entity in the event of it ceasing its operations, and MyHIJAU Mark Certificate shall be deemed terminated.

4.5. Statutory Declaration Form

4.5.1. The Statutory Declaration Form (SDF) is provided online during application process. The Applicant must download the SDF in hardcopy and complete the details and ensure that all statements made thereof are true and accurate. The SDF shall then be executed witnessed by the Commissioner for Oaths. A copy of SDF must be attached together in the online application. The

applicant must keep the original copy and may be required to submit an original copy to MGTC office.

4.6. Duration of Application Processing

4.6.1. The submitted application will be processed in 22 (twenty-two) working days from the day of receipt of complete documents.

4.7. Application Validity

4.7.1. The MyHIJAU Mark Service Certificate is valid for one (1) year from the date of approval.

4.8. Application For Renewal

4.8.1. Application for renewal is to be submitted via online application to MGTC not later than one (1) month before the expiry date of the registration of the MyHIJAU Mark Service.

4.8.2. A non-refundable renewal Application Fee as in clause 4.2 is payable by the Applicant upon submission for renewal.

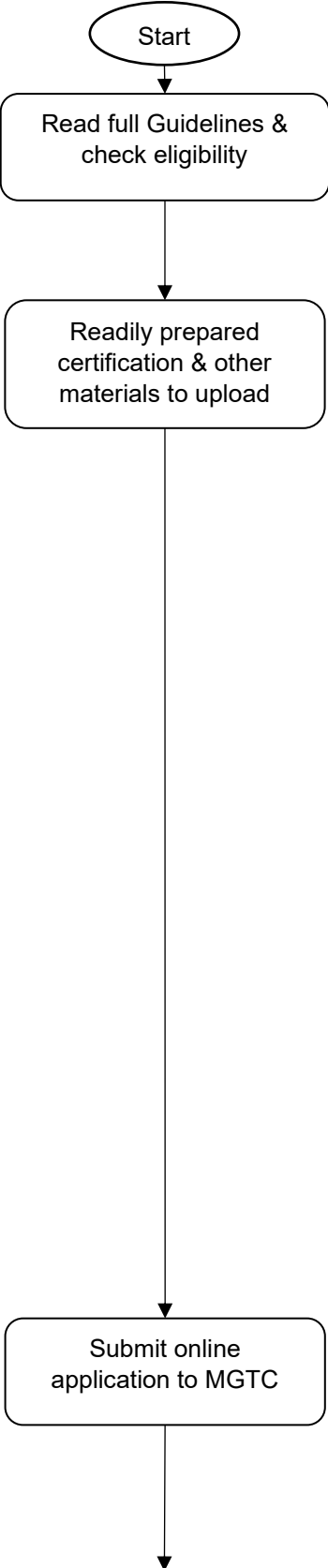
4.8.3. Failure to submit the renewal prior to the expiry date of MyHIJAU Services Certificate will result in the immediate exclusion of the service from the MyHIJAU Mark Directory listing. The Applicant will have to submit a new application to re-register

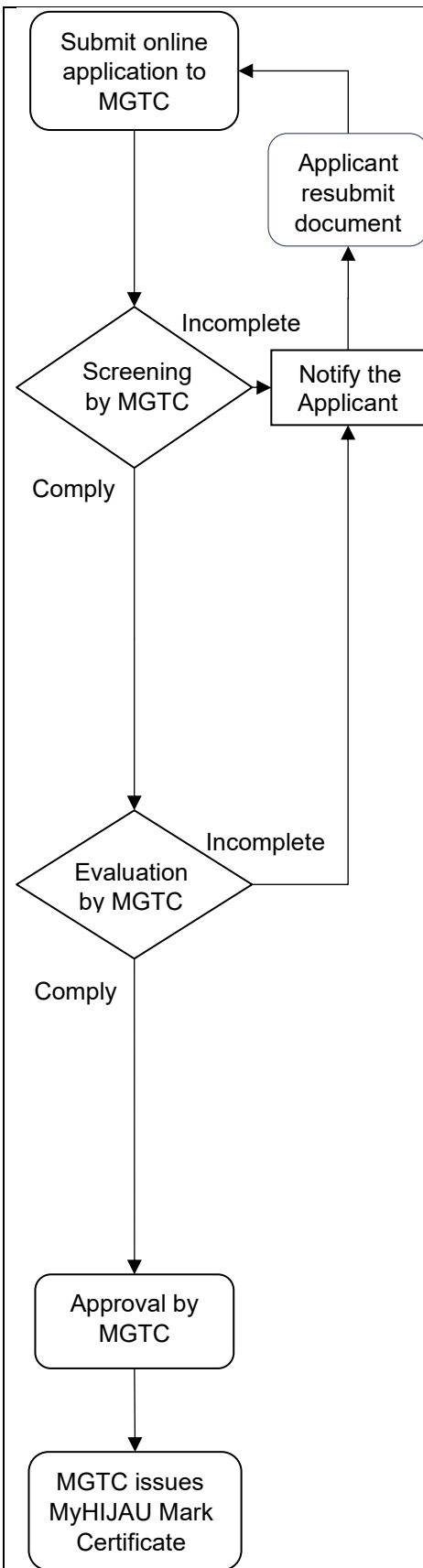
4.9. Rejection of Application and/or Termination of Registration

4.9.1. MGTC reserves the right to reject any application if the information submitted is found to be false, inaccurate, incomplete and/or creates doubt. If any of the above occurs, the Application Fee paid will not be refunded.

4.9.2. MGTC's decision on the acceptability of the application above is final and conclusive. Any appeal will not be entertained.

5.0 SCHEMATICS OF THE APPLICATION PROCESS

Process	Description
 <pre> graph TD Start([Start]) --> Step1[Read full Guidelines & check eligibility] Step1 --> Step2[Readily prepared certification & other materials to upload] Step2 --> Step3[Submit online application to MGTC] </pre>	<p><u>Check General Eligibility</u></p> <ul style="list-style-type: none"> Applicant must understand the MyHIJAU Mark Service Guidelines before completing and submitting the application form to MGTC via https://www.myhijau.my. <p><u>Have prepared the following:</u></p> <ul style="list-style-type: none"> Company details including company logo in JPG format, maximum 1MB in size. A concise statement outlining the Company's green policies and practices as outlined in the company's corporate collaterals. This statement should be provided in PDF format, maximum 1MB in size. Documents demonstrating the competence of at least one (1) qualified personnel (manager/supervisor) in delivering green technology services. This evidence can be in the form of a Professional Certification or any other relevant document in PDF format and maximum 10MB in size. A brief description of the Applicant's Standard Operating Procedures in providing the green technology service. Compliance standards certification for any products, including equipment (if relevant), leased as part of your services, in PDF format, maximum 10MB in size. Three (3) images reflecting the nature of each the Applicant's services, in JPG/PNG format and 100KB-1MB in size each. Services brochure in PDF format, maximum total 10MB in size. <p><u>Submit Application and Payment to MGTC</u></p> <ul style="list-style-type: none"> Applicant fills up and completes the online application form at https://www.myhijau.my, uploading all supporting documents; providing details of services provided as required. A signed statutory declaration form (SDF), as provided during the online application must be certified by a Commissioner for Oaths as stated in clause 4.5.1



- Make payment for a non-refundable Application Fee as stated in clause 4.2 during submission of application.
- All information and documentation such as competency certificate, services procedures, environmental company policy and proof of payment must be submitted for evaluation of the application.

Screening by MGTC

- MGTC reviews the information and supporting documents submitted within seven (7) working days.
- An acknowledgement of receipt of completed application will be sent to the applicant via email thereafter.
- If the information or supporting documents provided are incomplete, the Applicant will be notified via email. The Applicant needs to respond within ten (10) days from the date of such notification and the acknowledgment of receipt will only be issued once the submission requirement is satisfied.

Evaluation by MGTC

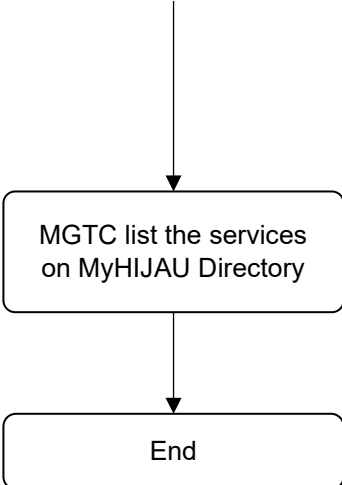
- MGTC performs an evaluation to verify whether the application meets the requirements to be registered as a MyHIJAU Mark Service as stipulated in the Guideline.
- Upon Complete submission, a period of twenty-two days (22) working days is required for overall evaluation.
- In the case of document provided is yet to be recognised by MGTC, an additional of fourteen (14) working days is required for further verification of that respective document.

Approval by MGTC

- The approval of the application shall be subjected to MGTC’s successful evaluation and clearance of payment.

Issuance of MyHIJAU Mark Certificate

- A MyHIJAU Mark Certificate will be generated online and applicant will be notified via email. No physical certificate will be issued.

Process	Description
 <pre> graph TD A[] --> B[MGTC list the services on MyHIJAU Directory] B --> C[End] </pre>	<ul style="list-style-type: none"> The certificate issued is only to recognize as MyHIJAU Mark Service and cannot be used for income tax exemption. <p><u>Listing on MyHIJAU Directory</u></p> <ul style="list-style-type: none"> The approved MyHIJAU Mark Service shall be listed in the MyHIJAU Directory page assessable at https://www.myhijau.my/directory.

6.0 MyHIJAU DIRECTORY

Upon successful application of MyHIJAU Mark Recognition Scheme, list of services together with its details such as services information, certificate info, company information and contact person will be listed in MyHIJAU Directory, accessible at <https://www.myhijau.my/directory>.

TERMS AND CONDITIONS

This Guideline Terms and Conditions shall be applicable to Applicant as long as the MyHIJAU Mark Label is being used.

7.0 USE OF THE MyHIJAU MARK

7.1. Labelling

7.1.1. An Applicant that has successfully registered its services may utilise the MyHIJAU Mark Label on the company's letterhead and/or related promotional materials in accordance to the standard format of the MyHIJAU Mark Label. Please refer to MyHIJAU Mark Branding Guideline for details.

7.1.2. The use of the MyHIJAU Mark Label shall be in accordance with the colour code specifications advised to the Applicant.

7.2. Revocation by MGTC

7.2.1. The use and publication of the MyHIJAU Mark Label will be revoked in the event of any of the following occurs:

- a) the MyHIJAU Mark Certificate expires;
- b) the service providers who are successfully registered with MGTC to be certified as MyHIJAU Mark Service fails to comply with this Guideline;
- c) the approved service providers used any label similar to MyHIJAU Mark Label and/or misused the MyHIJAU Mark Label; or
- d) forging or altering any of the documents, information, certificate or any other details (supplied by the Applicant), for the purpose of complying with MyHIJAU Mark requirements and standards

7.2.2. Any revocation in accordance with *clause 7.2.1* above, a revocation notice shall be issued to the Applicant. The rights to use the MyHIJAU Mark Label shall be revoked with immediate effect.

7.2.3. All MyHIJAU Mark Label must be removed from the service provider's company's letterhead and promotional materials within four (4) weeks from the date of the revocation notice in accordance with clause 7.2.2 above.

7.2.4. Such service provider will be withdrawn from the MyHIJAU Directory and will no longer be deemed as MyHIJAU Mark Service.

7.2.5. The Applicant may make an appeal on such revocation by providing its justification and such appeal must be submitted to MGTC within fourteen (14) working days from the notice of revocation.

7.2.6. In the event of revocation of the registration of a MyHIJAU Mark Service for whatsoever reasons as provided in the revocation notice furnished by MGTC to the Applicant, to the fullest extent permitted by law, under no circumstances

shall MGTC and/or any of its affiliates and/or its employees be liable for any special punitive, exemplary, incidental and/or consequential damages and/or for any loss of profits, loss of any existing and/or anticipated revenues and/or damages to reputation arising, directly and/or indirectly, from such revocation of registration.

7.2.7. In the event of a revocation, the application fees paid to MGTC in accordance with clause 4.2 above by the Applicant is not refundable.

8.0 CONFIDENTIALITY AND PERSONAL DATA

- 8.1 Any information, including any technical and business information, disclosed by Applicant to MGTC which MGTC acquires, processes, sighted and/or perceived information belonging to the Applicant; and any other information in connection with the MyHIJAU Mark application process and information related to personal data in line with the Personal Data Protection Act 2010, shall be treated as confidential information and must be maintained in confidence by MGTC.
- 8.2 MGTC undertakes to keep all such confidential information secret and ensure that the confidential information is protected with at least the same degree of care and the security measures that MGTC would apply to its confidential information, being no less a standard than all reasonable care. MGTC undertakes not to use nor disclose any such confidential information to any person either during or after the period of this MyHIJAU Mark application process, except to the government, its employees or its agents as may be necessary to process the MyHIJAU Mark application or except as otherwise authorised by the Applicant.
- 8.3 On the personal data of the Applicant, its directors, and employees, it shall be deemed consent for its use as provided hereunder for the personal data to be used and handled in accordance to MGTC Privacy Policy (<https://www.mgtc.gov.my/privacy-policy-2/>).

9.0 DISCLAIMER

- 9.1 MGTC disclaims all responsibilities and/or liabilities of any kind whatsoever for any loss, fitness for use of product, fitness for a particular purpose, injury, liability, claim and/or damage of any kind resulting and/or arising from, and/or in any way related to, the abuse and/or counterfeiting of the MyHIJAU Mark.
- 9.2 To the fullest extent permitted by law, under no circumstances shall MGTC and/or any of its affiliates and/or its employees be liable for any special punitive, exemplary, incidental and/or consequential damages and/or for any loss of profits, loss of any existing and/or anticipated revenues and/or damages to reputation arising, directly and/or indirectly, from the sale and/or use of any MyHIJAU Mark Service.
- 9.3 Whilst every effort has been taken to ensure accuracy and completeness of the contents at the time this Guideline or its updated version is issued, inaccuracies may exist due to change in circumstances and/or amendments due to a change in the policies or prevailing rules or regulations of the governing authorities. MGTC therefore does not warrant or guarantee that reliance on the information herein will result in the granting of approval for the matters applied.

10.0 ENQUIRIES

All enquiries and correspondences regarding MyHIJAU Mark Service registration, and any matters incidental thereto are to be addressed to MGTC at the following address:

MyHIJAU Mark Secretariat

Malaysian Green Technology and Climate Change Corporation

No. 2, Jalan 9/10

Persiaran Usahawan, Seksyen 9

43650 Bandar Baru Bangi

Selangor Darul Ehsan

Phone: 03-8921 0800, Fax: 03-8921 0801

Email: admin@myhijau.my

ANNEX 1

STATUTORY DECLARATION (SAMPLE ONLY)

I, _____ (name of applicant), (NRIC/Passport No.: _____)
_____) of _____
(address) do solemnly and sincerely declare that:

1. I am the director/managing director/chief executive officer/chief operating officer/sole proprietor/partner/owner or the equivalent of _____ (Company's name and address) and I am duly authorised to affirm this declaration on behalf of the Company.
2. I hereby declare that the supporting documents and the application with the products/services name _____ (list products/services name here or attachments), submitted by _____ (Company's name) are absolutely accurate, genuine and complete.
3. I hereby declare that _____ (Company's name) have been incorporated on _____ (date of its incorporation), in good standing. Furthermore, I hereby guarantee that:
 - a. the company is not wound up
 - b. the company affairs are not being administered by a Receiver of Law
 - c. the company is not the subject of a bankruptcy or an order for compulsory winding up
4. I make this declaration with full awareness of MGTC's reliance on this declaration.
5. I undertake to indemnify MGTC in full and against, including but not limited to, any special, consequential, incidental and/or consequential damages, whether arising directly or indirectly, which may be taken, made against and/or caused to MGTC by reason of the inaccurate and/or false supporting documents and the application referred to in 2 above.
6. I hereby declare and undertake to have read and fully understood the Products Guidelines/Services Guidelines including the relevant Terms and Conditions for the MyHIJAU Mark registration.
7. I hereby declare that I fully agree and understand that the MyHIJAU Mark Certificate will be revoked as a consequence of any breach of the Products Guidelines/Services Guidelines including the relevant Terms and Conditions for the MyHIJAU Mark registration.
8. I hereby undertake to notify and inform MGTC in the event of any knowledge of events which may lead to the revocation of the MyHIJAU Mark Certificate.

I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Statutory Declarations Act 1960.

Subscribed and solemnly declared by the
abovenamed,

(name
of applicant)

Please use online SDF for the submission

at _____ (town)
in the State of/Federal Territory
of _____
this _____, 20____
(Year)

-
(Signature of the abovenamed -
director/managing director/chief executive
officer/chief operating officer/sole
proprietor/partner/owner or equivalent)

Before me,

-
Commissioner for Oaths