



GUIDELINE FOR THE REGISTRATION OF MYHIJAU MARK PRODUCT 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 completed 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 products adopting Green Technology. Through this programme, a product can be registered as a MyHIJAU Mark Product, if it has complied with the criteria, and has been verified and approved by MGTC.
- 1.2. To qualify for registration, the Applicant and the product 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 product as an assurance that the product has been successfully complied with the requirements. Any products labelled with MyHIJAU Mark logo will assist consumer's decision making in purchasing environmentally friendly products.
- 1.5. MyHIJAU Mark registered products 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 business or company that makes a formal application for MyHIJAU Mark Product; |

| 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 Registered Business” | a business registered in accordance with the Registration of Businesses Act 1956 (Laws of Malaysia Act 197) and issued with a certificate of registration in accordance with the Registration of Businesses Act 1956 (Laws of Malaysia Act 197); |
| “Malaysian Registered Company” | a company incorporated in Malaysia pursuant to the Companies Act 2016 (Laws of Malaysia Act 777), a branch office of a company, corporation, society, association or other body incorporated outside Malaysia and a certificate of incorporation has been issued in accordance with the Companies Act 2016 (Laws of Malaysia Act 777); |
| “Malaysian Standards” | the standards recognised by the Department of Standards Malaysia, an agency established under the purview of Ministry of International Trade and Industry (MITI); |
| “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 |

| Term | Definition |
|-----------------------------------|--|
| | 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 have been verified and approved by MGTC; |
| “MyHIJAU Mark Product” | a product (including equipment and systems) that has been verified and approved by MGTC as having complied with the requirements of the MyHIJAU Mark Product; |
| “Performance Standard Compliance” | the standard on performance related to environmental declarations; |
| “Supplier” | an authorised supplier appointed by the manufacturer of product(s) adopting Green Technology (including equipment and systems) to supply such product(s) to the consumers; and |
| “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) a business registered under the Registration of Businesses Act 1956 (Laws of Malaysia Act 197) or a company incorporated in Malaysia pursuant to the Companies Act 2016 (Laws of Malaysia Act 777);
- b) the manufactures or Suppliers of product(s) adopting Green Technology (including equipment and systems) in Malaysia;
- c) in the case of a Supplier, such Supplier must be the authorised Supplier appointed by the product manufacturer; and
- d) must not be wound-up and/or liquidated.

3.2. Eligibility Criteria for Product

3.2.1. For products incorporating green technology (including equipment and systems) aiming for registration under the MyHIJAU Mark Product, they must satisfy the following general criteria as stated in National Green Technology Policy:

- a) minimise the degradation to the environment, or reduce greenhouse gas emissions;
- 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, or is a recyclable material.

3.2.2. MyHIJAU Mark products shall not include items govern by:

- a) Control of Drugs and Cosmetics Regulations 1984, the Sale of Drugs Act 1952 (Act 368), and the Poisons Act 1952 (Act 366);
- b) Arms Act 1960; and
- c) Food Act 1983.

3.2.3. Only product(s) with Green Label Certification or Performance Standard Compliance issued by Verification Bodies recognised by MGTC are eligible to apply. Currently there are four (4) types of Compliance Category recognised by MGTC which are:

- a) Any certification schemes of ISO 14024 Type I Eco Labels, including:
 - i) SIRIM Eco Labelling Scheme; *or*
 - ii) Any other certification schemes registered with Global Ecolabelling Network (GEN).
- b) Any certification schemes of ISO 14025 Type III Eco Labels, including:
 - i) SIRIM Carbon Footprint Labelling Scheme; *or*
 - ii) Any other certification schemes that comply with this international standard.

- c) Other ISO 14024 Type I-like Voluntary Sustainable Scheme (VSS) including:
- i) Energy efficiency certification schemes e.g. Energy Efficiency Rating & Labelling Scheme by Suruhanjaya Tenaga (ST);
 - ii) Water efficiency certification schemes e.g. Water Efficient Products Labelling Scheme by Suruhanjaya Perkhidmatan Air Negara (SPAN);
 - iii) Sustainable timber certification schemes e.g. Malaysian Timber Certification Scheme (MTCS)

Please refer to MyHIJAU Directory for list of recognised verification bodies.

- d) Any Performance Standard Compliance for the following products, for examples:
- i) Solar Photovoltaic Panels
 - ii) Wind Turbines
 - iii) Heat Pumps (Air Source and Ground Source)
 - iv) Micro Combined Heat and Power (CHP) Systems
 - v) Electric Vehicles
 - vi) Insulation Materials

Please refer to MyHIJAU Directory for a list of products that may be added from time to time.

3.2.4. Only certification/labelling schemes recognised by MGTC will be accepted. Standards, requirements and limitations which are lower or less stringent than existing standards, requirements and limitations adopted in Malaysia will not be eligible for registration.

(Note):

- a) Certified products by foreign Verification Bodies that are recognised by Standards Malaysia, Global Ecolabelling Network (GEN) or Accreditation Body of the respective country may be accepted if the product criteria or certification is unavailable in Malaysia.

- b) Products with a foreign certification/labelling scheme shall be evaluated against standards, requirements and limitations with Malaysian certification/labelling scheme (if available). Applicant must ensure that the Verification Body is accredited by the Accreditation Body of that respective country.
- c) Test reports of Performance Standard Compliance may be accepted for products if there is unavailable green or environmental certification/labelling scheme in Malaysia. The product(s) should be tested on the performance standard at an accredited testing laboratory by Standards Malaysia or the Accreditation Body of respective country.

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 product comply with the general criteria as provided under *clauses 3.1 and 3.2* of this Guideline before proceeding with the submission.

4.1.2. Product Criteria Documents (PCDs) or test report where applicable, must be enclosed for each Green Label Certification or Performance Standard Compliance submission.

4.1.3. The validity of the certification under clause 4.1.2 must be at least six (6) months before its expiry.

4.1.4. In cases whereby the Green Label Certification or Performance Standard Compliance had certified a product with numerous variants, for the purpose of MyHIJAU Mark application herein, the Applicant may only enter a maximum of fifty (50) product's variants per application. If there are more than fifty (50) product's variants, it shall then be made through subsequent application. The entry of product's variants shall be made in the same order and sequence

of the Green Label Certification or Performance Standard Compliance certification.

4.1.5. 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 versions 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 **RM500.00 (Ringgit Malaysia Five Hundred 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 product 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 Product Certificate is valid up to a maximum of three (3) years from the date of approval or according to the validity of the Green Label Certification or the Performance Standard Compliance certificate, whichever earlier.

4.8. Application For Renewal

4.8.1. Application for renewal can be submitted as earlier as one (1) month before the expiry date of the registration of the MyHIJAU Mark Product provided that:

- a) Green Label Certification or the Performance Standard Compliance Certificate still valid for minimum six (6) months from date of submission.
- b) In the event of Green Label Certification or the Performance Standard Compliance expired or have validity less than six (6) months from date of submission, the Green Label Certification or the Performance Standard Compliance certificate must be renewed prior to the renewal submission of MyHIJAU Mark Product.
- c) Modifications to the previously approved application are limited to the reduction in the number of products only, with no provisions for additions or replacements of products.

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

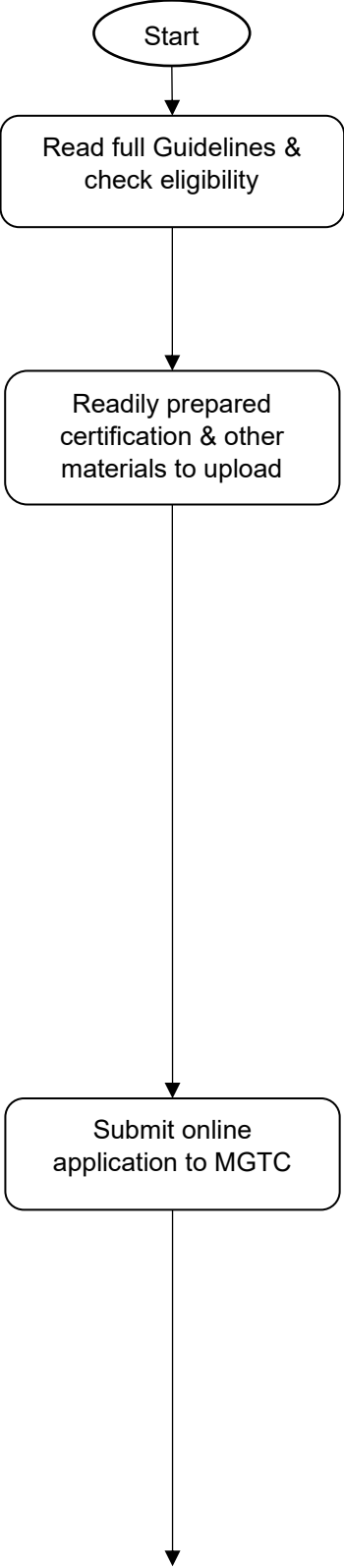
4.8.3. Failure to submit the renewal application prior to the expiry date of MyHIJAU Certificate will result in the immediate exclusion of the product from the MyHIJAU Mark Directory listing. The Applicant will have to submit a new application to re-register.

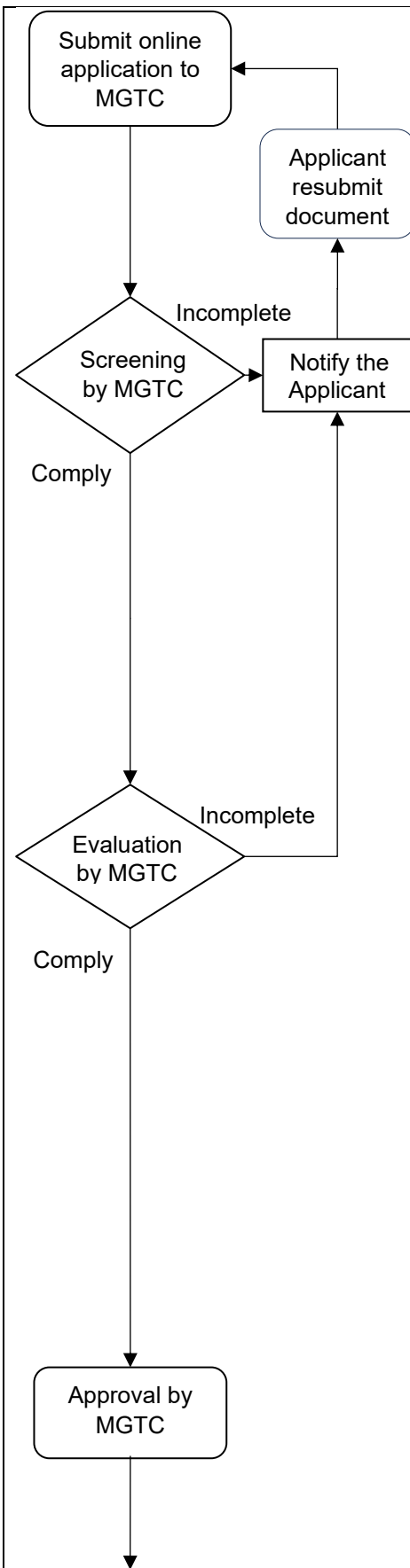
4.9. Rejection of Application and/or Termination of Registration

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] Step3 --> End[] </pre> | <p><u>Check General Eligibility</u></p> <ul style="list-style-type: none"> • Applicant must understand the MyHIJAU Mark Product 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. • Green Label Certification or Performance Standard Compliance (where applicable) for your product, valid for minimum 6 months from date of submission, in PDF format, maximum total 10MB in size. • Letter of Authorization (LOA) or Distribution Agreement if you are not the manufacturer of this product in PDF format, maximum 10MB in size. • Three (3) images of each of your products (photographed at different angles), in JPG/PNG format and 100KB-1MB in size each. • Product 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 products as required, ensuring that products listed on the same Green Label Certification or Performance Standard Compliance are entered during the same submission. • A 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 such as test report and other supporting documents including 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.

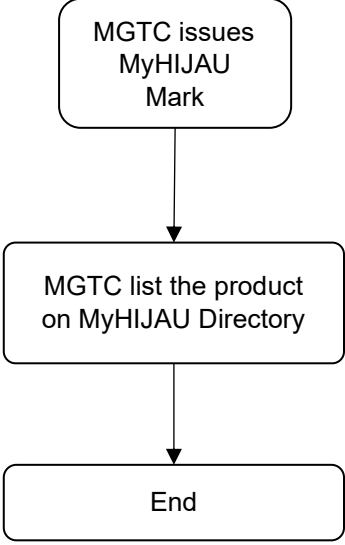
Evaluation by MGTC

- MGTC performs an evaluation to verify whether the application meets the requirements to be registered as a MyHIJAU Mark Product 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 Green Label Certification or the Performance Standard Compliance certificate submitted by the Applicant is yet recognised by MGTC, an additional fourteen (14) working days is required for further verification of that respective Performance Standard Compliance or Green Label Certification.

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

| Process | Description |
|--|--|
|  <pre> graph TD A[MGTC issues MyHIJAU Mark] --> B[MGTC list the product on MyHIJAU Directory] B --> C[End] </pre> | <ul style="list-style-type: none"> A MyHIJAU Mark Certificate will be generated online and applicant will be notified via email. No physical certificate will be issued. <p><u>Listing on MyHIJAU Directory</u></p> <ul style="list-style-type: none"> The approved MyHIJAU Mark Product shall be listed in the MyHIJAU Directory page accessible at https://www.myhijau.my/directory. |

6.0 MyHIJAU DIRECTORY

Upon successful application of MyHIJAU Mark Recognition Scheme, list of products together with its details such as product 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 products may utilise the MyHIJAU Mark Label on the product packaging, in advertisements and/or related promotional materials of the product 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. The MyHIJAU Mark Label should appear next to the Green Label or Performance Standard Compliance label(s) awarded to the MyHIJAU Mark Product. The usage of certification label(s) on the MyHIJAU Mark Product, including its packaging, advertisements and/or promotional materials should adhere to the guideline provided by the respective recognised Verification Bodies.

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 approved Company, Manufacturer, Supplier or Agent who are successfully registered with MGTC for certified MyHIJAU Mark Product fails to comply with any of the terms and conditions of this Guideline;
- c) the approved Company, Manufacturer, Supplier or Agent used any label similar to MyHIJAU Mark Label on goods similar to the MyHIJAU Mark Product and/or used the MyHIJAU Mark Label on any goods other than the certified MyHIJAU Mark Product;
- 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; or
- e) Fail to meet the requirements of the Verification Bodies certification/labelling schemes or any new government directions.

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 from the particular product's packaging, advertisement and promotional materials that is readily available must be removed within four (4) weeks from the date of the revocation notice.

7.2.4. Such product will be withdrawn from the MyHIJAU Directory and will no longer be deemed as a MyHIJAU Mark Product.

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 Product 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 Product.
- 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 Product 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)

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