

## COVID-19 UPDATE: CONTINUITY PLAN FOR GREENBUILDINGINDEX SDN BHD



Following the Prime Minister's Conditional Movement Control Order (CMCO) announcement, Green Building Index (GBI) office will **open starting from 19<sup>th</sup> May 2020**. In line with precautionary measures taken by the Malaysian government to mitigate the spread of COVID-19 and safeguard the health of our communities, contingency plans will be in place to further enable the continuation of our services whilst also ensuring the safety of our staff, volunteers and visitors.

### **Project Matters**

- All applications and submissions should be forwarded to GBI office via email. Large files may be uploaded via WeTransfer, Dropbox, Google Drive, etc...
- All payment made must include a proof of payment emailed to the GBI office for record purposes.
- Agreements will continue to be prepared accordingly however; hardcopies will only be available for collection once we are back in the office and until further notice. GBI will inform you via email when your agreement is ready for collection.
- Consultation Session for project matters and inquiries will continue to be held fortnightly on Friday morning. They will be arranged in advanced via teleconferencing using Zoom app. Please email GBI office to schedule an appointment
- All Site Verifications will be postponed until further notice.
- Project Certificates (except Green Cost Certificates) will be issued in softcopy format upon request. Hardcopies will only be available for collection once we are back in the office and until further notice. GBI will inform you via email when your certificate is ready for collection.

### **GBIF and GBICxS Matters**

- All new applications and renewals are to be submitted by email to GBI office.
- All payments made must include a proof of payment emailed to the GBI office for record purposes.

### **Event Matters**

- CPD event application and other inquiries related to GBI events may be emails to GBI office.

### **Contact Information**

During CMCO and until further notice, the best way to reach us is via email and call. Should you require further information or have any additional inquiry related to the matters above, please do not hesitate to email us at [info@greenbuildingindex.org](mailto:info@greenbuildingindex.org) or call us at 03 2201 6066.

*Thank you for your support and patience as we work together to stem the spread of COVID-19.*