

COVID-19 UPDATE: CONTINUITY PLAN FOR GREENBUILDINGINDEX SDN BHD



Following the extension of Malaysian Government's Condition Movement Control Order (CMCO) announcement on 26th October 2020, Green Building Index (GBI) office will **open from 28th October 2020 onwards on every Monday, Wednesday and Friday from 10:00 am till 2:00 pm only**. Any business matters are by **appointment ONLY at least a day before**. **We will not entertain any walk-in visitors to the premise**. This is in line with precautionary measures taken by the Malaysian Government to mitigate the spread of COVID-19 and safeguard the health of our communities.

Nevertheless, GBI operations and support services will continue without interruption for the duration of the CMCO period by way of a 'Virtual Office' model. GBI staff have full access to our systems, records and communications virtually and the following contingency plans will further enable the continuation of our services whilst also ensuring the safety of our staff.

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 payments made must include a proof of payment emailed to the GBI office for record purposes.
- Agreements will continue to be prepared accordingly however; hard copies will only be available for collection upon receiving email from GBI with date and time for collection.
- Consultation Sessions for project matters and inquiries will continue to be held fortnightly on Friday morning. They will be arranged in advance via teleconferencing using the 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 soft-copy format upon request. Hardcopies will only be available for collection upon receiving email from GBI with date and time 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 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 the CMCO, the best way to reach us is via email. 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

Please note that our working hours are **9:00 am to 6:00 pm, Monday to Friday**.

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

Date of issuance: 28th October 2020