Appendix 2

Paper Filing Procedures for the Impact Registration Form for Construction Projects

For any construction project whose environmental impact assessment category in the *Detailed Implementation Rules of Beijing Municipality for Classified Management Catalogue of Environmental Impact Assessment of Construction Projects (2019)* is adjusted from a report form to a registration form, but cannot go through the registration formalities in the registration system of environmental impact registration form of construction projects, construction units shall go through hardcopy filing. The procedures as follows:

**I. Fill in the environmental impact registration form.** Construction units shall fill in the paper version of the *Registration Form for the Environmental Impact of Construction Projects (Filed)* and the *Registration Form for the Environmental Impact of Construction Projects (Return Receipt)*.

**II. Onsite declaration.** Construction units shall go through the registration formalities at the relevant district-level government affairs service hall according to the construction location of a project.

**III. Real-time handling.** The district-level government affairs service hall shall accept the application immediately, complete the registration formalities on the spot, and return the *Registration Form for the Environmental Impact of Construction Projects (Return Receipt)* with the filing number to the construction units.

**IV. Information disclosure.** The *Registration Form for the Environmental Impact of Construction Projects (Filed)* shall be archived by the district-level ecological environment department, and such department shall disclose the information on the registration form of environmental impact of the construction project to the public in a timely manner on its official website.

**V. Supervision.** The ecological environment department shall carry out supervision and inspection on the construction unit’s compliance with the *Administrative Measures for Filing the Environmental Impact Registration Form for Construction Projects* by means of spot checks and inspections on the basis of reports.

Registration Form for the Environmental Impact of Construction Projects (Filed)

Confidentiality Level: Date of Completion: XXXX, 20XX

|  |  |
| --- | --- |
| **Project Name** |  |
| **Location of construction site** |  | **Floor area (m2)** |  |
| **Entity in charge of construction** |  | **Legal representative** |  |
| **Contact** |  | **Tel.** |  |
| **Project investment (RMB 10,000)** |  | **Environmental investment (RMB 10,000)** |  |
| **Proposed date of production and operation** |  |
| **Project nature** | **□ New construction □ Renovation □ Expansion** |
| **Basis of filing** | This project falls into the category of construction projects that shall fill in the environmental impact registration form as specified in the *Classified Management Catalogue of Environmental Impact Assessment of Construction Projects*. It falls into Item \_\_of Category \_\_\_. |
| **Construction content and scale** | **Construction content:****Construction scale:** |
| **Major environmental impact** | □ Waste gas | **Environmental protection measures and whereabouts of emissions** |  |
| □ Waste water |  |
| □ Solid waste |  |
| □ Noise |  |
| □ Ecological impact |  |
| □ Radiation environmental impact |  |
| **Commitment:** It is promised that the contents filled in are true, accurate and complete, and the construction project complies with the provisions of the *Administrative Measures for Filing the Environmental Impact Registration Form for Construction Projects*. All consequences caused by fraud or concealment (if any) shall be the sole responsibility of the owner.**Signature of legal representative or principal:**  |
| **Return receipt of filing** The environmental impact registration form of the project has been filed. The filing number is: |

Registration Form for the Environmental Impact of Construction Projects (Return Receipt)

Confidentiality Level: Date of Completion: XXXX, 20XX

|  |  |
| --- | --- |
| **Project Name** |  |
| **Location of construction site** |  | **Floor area (m2)** |  |
| **Entity in charge of construction** |  | **Legal representative** |  |
| **Contact** |  | **Tel.** |  |
| **Project investment (RMB 10,000)** |  | **Environmental investment (RMB 10,000)** |  |
| **Proposed date of production and operation** |  |
| **Project nature** | **□ New construction □ Renovation □ Expansion** |
| **Basis of filing** | This project falls into the category of construction projects that should fill in the environmental impact registration form as specified in the *Classified Management Catalogue of Environmental Impact Assessment of Construction Projects*. It falls into Item \_\_of Category \_\_\_. |
| **Construction content and scale** | **Construction content:****Construction scale:** |
| **Major environmental impact** | □ Waste gas | **Environmental protection measures and whereabouts of emissions** |  |
| □ Waste water |  |
| □ Solid waste |  |
| □ Noise |  |
| □ Ecological impact |  |
| □ Radiation environmental impact |  |
| **Commitment:** It is promised that the contents filled in are true, accurate and complete, and the construction project complies with the provisions of the *Administrative Measures for Filing the Environmental Impact Registration Form for Construction Projects*. All consequences caused by fraud or concealment (if any) shall be the sole responsibility of the owner.**Signature of legal representative or principal:**  |
| **Return receipt of filing** The environmental impact registration form of the project has been filed. The filing number is: |