

	重要步驟 Application Procedure	注意事項 Remarks
1	<ul style="list-style-type: none"> 申請者填妥申請表格，並繳交申請行政費 Applicants fill in the application form and submits initial application fee \$500 申請行政費為 \$500 元，此費用將在申請被接納後扣減，轉作認證申請費，不設退款 This fee will be deducted from the certification fee, fee non-refundable 	<ul style="list-style-type: none"> 面積如超過 500 平方米，需分開申辦 Each application covers a maximum area of 500 sq. meters
2	<ul style="list-style-type: none"> 收到申請表格後，我們會確認申請，並提供《建構蝴蝶園基本指引》小冊子 BGCP will confirm the application and provide the booklet "Basic Guidelines for Building a Butterfly Garden" 申請者細閱《建構蝴蝶園基本指引》 Applicants should carefully read the "Basic Guidelines for Building a Butterfly Garden" 	<ul style="list-style-type: none"> 認證申請費包括： <ul style="list-style-type: none"> A. 實地評估及撰寫評估記錄及認證建議書（最多兩次） B. 蝴蝶園認證證書 C. 戶外蝴蝶園認證《國際蝴蝶脈絡》標誌（建議展示在蝴蝶園）
3	<ul style="list-style-type: none"> 確認申請後，須繳交認證申請費，費用為 \$5,000 元（可扣回之前的申請費用 \$500，餘額為\$4,500 元） After our confirmation of application, the applicant submits with remaining certification fee \$4,500. (Fees \$5,000 deduct the \$500 initial application fee) 	<ul style="list-style-type: none"> Certification fee includes : <ul style="list-style-type: none"> A. Maximum two on-site assessments, assessment notice and improvement suggestion B. Butterfly Garden Certification C. Weatherproof "International Butterfly Network" plaque (suggest to display in the butterfly garden)
4	<ul style="list-style-type: none"> 我們會檢查申請資料是否符合認證範圍及齊全 BGCP reviews if the application is complete and within the scope of certification. 確認實地評估日期 BGCP confirm on-site assessment date 	<ul style="list-style-type: none"> 如資料不全或欠交費用者，須於接獲通知後 30 日內補交有關資料或費用 For incomplete application or outstanding payment, relevant additional information or fees must be submitted within 30 days upon receiving notification.
5	<ul style="list-style-type: none"> 首次實地評估後，我們會發出評估記錄及認證建議書 After the first on-site assessment, BGCP will issue assessment report with certification suggestions. 申請者須於認證建議書發出日期 3 個月內，依據內容作出蝴蝶園改善；並預約第二次評估日期 The applicant must improve the butterfly garden according to the report within 3 months from the date of the report and make an appointment for the second assessment date. 	<ul style="list-style-type: none"> 如首次評估已達到認證資格則不會進行第二次評估 If the first assessment has reached the certification qualification, the second assessment will not be conducted.

6	<ul style="list-style-type: none"> 進行第二次實地評估 <p>Conduct a second on-site assessment.</p>	
7	<ul style="list-style-type: none"> 認證委員會開會審核有關申請後，我們會發出最終評估通知書 <p>BGCP committee meets to review the application, a final assessment notice will be issued.</p>	
8	<ul style="list-style-type: none"> 被否決認證申請的蝴蝶園，會收到未獲認證通知書。如欲再次認證，須從新遞交申請表格及費用 <p>Failed application will receive a notice of rejection. If you want to continue certification, you must submit a new application and fees.</p> <ul style="list-style-type: none"> 如獲認證的蝴蝶園，會收到蝴蝶園認證證書，及戶外蝴蝶園認證《國際蝴蝶脈絡》標誌 <p>If the butterfly garden is certified, it will receive a Butterfly Garden Certificate and a weatherproof plaque of “International Butterfly Network”.</p>	<ul style="list-style-type: none"> 未獲認證的申請，費用不會發還 <p>Application fees are non-refundable</p>
9	<ul style="list-style-type: none"> 維持保養和持續性 <p>Maintenance the garden and prepare for annual certification.</p>	<ul style="list-style-type: none"> 發出之認證證書及標誌為有效期一年，之後每年須於期滿日前辦理續證申請 <p>The certification issued are valid for one year, after which the renewal application must be processed before the expiration date every year.</p> <ul style="list-style-type: none"> 續證費用為 \$3,000 <p>Annual Renewal fees \$3,000</p>