



Hong Kong Energy Efficiency Registration Scheme for Buildings



2018 Edition

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This Registration Scheme document is available for download at
<http://www.emsd.gov.hk/emsd/eng/pee/eersb.shtml>

1. Purpose

The Hong Kong Energy Efficiency Registration Scheme for Buildings (HKEERSB) aims to encourage building owners to outperform the statutory requirements by conferring upon them recognition and commendation through the Scheme.

This document is to give a general description on the implementation of the HKEERSB to all interested parties such as landlords, tenants, developers, property management agents, architects and engineers who are in the building and construction industry, including both the Government of the Hong Kong Special Administrative Region (the Government) and private sector.

The HKEERSB is a voluntary scheme and will not affect the compliance of all other statutory requirements in Hong Kong.

2. Background

In Hong Kong, more than half of our total annual energy use is in the form of electricity consumption, with buildings accounting for about 90% of the city's electricity use. Promoting the use of environmental protection installations, including renewable energy installations and energy efficient building installations¹ registered under the HKEERSB, in order to enhance building energy saving in Hong Kong is thus one of the Government's priority tasks.

In 1998, the HKEERSB was first launched to enhance public awareness of energy efficiency and conservation (EE&C), and to encourage the implementation of EE&C installations in buildings. It accepts application from all types of new and existing buildings equipped with energy efficient building installations in compliance with the corresponding Building Energy Code (BEC).

With an aim of effectively improving energy efficiency of buildings, the Government decided to pursue mandatory compliance with the BEC in 2009. The Buildings Energy Efficiency Ordinance (BEEO) came into full operation in September 2012. With the implementation of the BEEO, buildings built in recent years have already fulfilled the minimum energy efficiency requirements under the BEC.

To continue to encourage and promote the enhancement of energy efficiency of buildings in Hong Kong, the HKEERSB was reviewed in 2017 so that buildings/premises achieving better energy performance beyond the statutory requirements could be recognised and commended by the Scheme.

¹ Energy efficient building installations as defined under the HKEERSB include four types of central building services installations, namely (i) lighting installations, (ii) air-conditioning installations, (iii) electrical installations and (iv) lift and escalator installations.

The review of the HKEERSB brochure was completed in December 2017 after consultation with a technical task force composed of representative organisations in the building industry, including government departments, professional institutes, trade associations, utility companies and the academia.

3. Certification

3.1. The HKEERSB is applicable to all types of new and existing buildings/premises equipped with energy efficient building installations.

3.2. Certification is subject to proof that the buildings/premises have outperformed the statutory requirements. Compliance shall be proved with attaining any of the following recognition of building environmental assessment systems (BEAS):

- (a) Overall final assessment rating at the "Bronze" level or above under the BEAM Plus Assessment System ("BEAM Plus") for buildings or interiors² as promulgated by the Hong Kong Green Building Council (HKGBC); or
- (b) Individual aspect scoring (final assessment stage) at the "Bronze/Satisfactory"³ level or above under Energy Use (EU) category in any BEAM Plus Assessment System for buildings or interiors as promulgated by the HKGBC; or
- (c) The minimum award grading (or above) in other internationally recognised BEAS for buildings or interiors⁴. Applicants shall provide necessary supporting documents to prove their compliance with the energy efficiency performance under the Scheme.

3.3. For compliance details, reference can be made to clause 5 below. The EMSD reserves the right to make final decision on the compliance.

3.4. According to the nature of the BEAS certificate, the HKEERSB certificate will be specified with one of the following categories where appropriate:

- (a) New Building
- (b) Existing Building
- (c) Retrofitting Works

² Applicable to those applications with final certification of BEAM Plus New Buildings, BEAM Plus Existing Buildings, BEAM Plus Existing Buildings (Comprehensive Scheme), and BEAM Plus Interiors.

³ "Bronze/Satisfactory" level means that the percentage score in EU aspect meets the threshold for obtaining the overall rating of "Bronze" under BEAM Plus or "Satisfactory" grade under BEAM Plus Existing Buildings (Selective Scheme).

⁴ Other internationally recognised BEAS include, but not limited to, the United States Green Building Council's Leadership in Energy and Environmental Design ("LEED" System) for Building Design and Construction, Interior Design and Construction, or Building Operations and Maintenance; and China's GB/T 50378 – Assessment Standard for Green Building or T/CBDA2 – Assessment Standard for Green Interior Decoration ("Three Star" System).

- 3.5. The certified building/premises will be awarded a HKEERSB certificate with a validity period of five years from the date of issue. The HKEERSB certificate will not be renewed after expiration.
- 3.6. For those buildings/premises that obtain new BEAS certificates, regardless of whether their HKEERSB certificates are still valid, applicants may make a new application under the Scheme to refresh the HKEERSB certificates if necessary. Subject to the compliance with the requirements under the Scheme, a new HKEERSB certificate will be issued.

4. Scheme Administration

The EMSD is responsible for the operation of the HKEERSB. The EMSD will:

- maintain a list of participants in the HKEERSB with details such as registration number, date of registration, address, details of buildings and other related information;
- maintain a Register of registered buildings/premises, which is provided on the EMSD's website at <http://www.emsd.gov.hk> for public access; and
- review the procedures for application, registration and compliance monitoring, etc. to keep them up-to-date where required.

5. Registration and Participation Procedures

- a) All building developers, architects, government departments, and other parties involved in the building and construction industry are welcomed and encouraged to participate in the HKEERSB. Applications shall be made using the ***Application Form*** at Appendix I. All applications and enquiries shall be addressed to:

Chief Engineer / Energy Efficiency B
Energy Efficiency Office, Electrical and Mechanical Services Department
3 Kai Shing Street, Kowloon Bay

- b) ***Applications for compliance certification*** shall include basic design parameters of energy efficient building installations as well as a brief description of the choice of systems in the buildings/premises. The submission shall be accompanied by the following documents in electronic form stored on CD-ROM/DVD-ROM:
- i. Copy of a valid BEAS certificate⁵ (e.g. BEAM Plus certificate) with associated assessment report (e.g. BEAM Plus Assessment Report issued by BEAM Society Ltd)

⁵ The submitted certificate shall be within its validity period at the time of application. In case the validity period of the certificate is not defined, the validity period shall be deemed to be 24 months from the date of issue.

- or equivalent) on energy aspect showing the compliance of requirements stipulated in clause 3 above. Application for the HKEERSB certification shall be made within 24 months after the issuance of the BEAS certificate. Otherwise, the application will not be considered;
- ii. Documents (e.g. drawings, as-built photos, technical data sheets/catalogues and, where applicable, energy simulation report and other necessary information as required by the EMSD) on energy aspect submitted for obtaining the above certificate; and
 - iii. Registered Energy Assessor or Registered Professional Engineer's analysis report and certification in case non-local BEAS is adopted.
- c) In order to uphold the credibility of the registration, the EMSD may carry out random checks (including site checks) where necessary.

6. Conditions of Participation

Participants shall:

- a) submit applications and all appropriate documents in accordance with the format and procedures set out in this document;
- b) follow the procedures set out in this document;
- c) inform the EMSD within three months if the registered buildings/premises are no longer in compliance with the requirements stipulated in the HKEERSB;
- d) accept the EMSD's order to de-register the buildings/premises from the Register in case of failure to perform in accordance with the required energy performance standards as stipulated in this document;
- e) remove all forms of signs, displays, advertisements, etc. claiming that registration for energy efficiency is granted to the buildings/premises within three months upon de-registration or expiry of the HKEERSB certificate;
- f) accept that in addition to the above, the EMSD has the right to terminate the registration under the following circumstances:
 - repeated violation of the conditions set out in this document, or
 - false, inaccurate or misleading information is given on a display or an advertisement, or
 - in any other case where the EMSD is of the opinion that the registration is contrary to public interest;
- g) ensure that the information included in advertisements, signs or displays is correct;
- h) provide access to the responsible staff of the EMSD where a site inspection is required

and allow them to take measurements/photos and obtain digital records / necessary data for the equipment and installations under the scope of the registration; and

- i) inform the EMSD of any major alteration and renovation subsequent to the registration of the building and submit documentation on the new installations to prove continuous compliance.

Participation is free of charge. However, participants shall be responsible for all associated expenditures (e.g. cost of deliverables, all necessary cost of obtaining the certification stipulated in clause 3 above, cost of documents and drawings submitted to the EMSD, etc.).

7. Effective Date

The HKEERSB 2018 edition takes effect on 1 January 2018.

8. Publicity of Registration

Participants are allowed to include the information of the registration in public signs, displays, advertisements, etc. and may include the logo in **Appendix II** in documents (e.g. letter heads) related to the registered buildings/premises during the validity period.

9. Complaints and Appeals

The Chief Engineer / Energy Efficiency B (CE/EEB) will deal with the complaints, who will arrange to carry out investigation on complaints and reply to the complainants the soonest possible.

Appeals against decisions or actions proposed by CE/EEB may be made to the Director of Electrical and Mechanical Services (DEMS). DEMS may invite the appellant to attend before him or his representative to provide documents and give evidence relevant to the appeal. DEMS will consider that an appellant has abandoned his appeal if he is not willing to attend meetings and/or give evidence relevant to his case. DEMS will notify the appellant of his decision and reasons for it. The decision will be final and binding.

10. Reviews

In response to technological changes and to cope with prevailing trade practices, the EMSD will review the Scheme from time to time as and when necessary.

Application Form**Part A: General Information of Building/Premises**

(1) Name of Building/Premises: (English)
(To be shown on the certificate) _____

(Chinese)

(2) Owner: _____
(English)

(Chinese)

(3) User: _____
(English)

(If different from (2))

(Chinese)

(4) Address: _____
(English)
(Site location plan in A4 size to be attached)

(Chinese)

(5) Category: ☐ New Building ☐ Existing Building
(please tick as appropriate) ☐ Retrofitting Works

(6) Type of Building: ☐ Office ☐ Residential ☐ Industrial
(please tick as appropriate) ☐ Hotel ☐ Shopping Complex ☐ Education
☐ Indoor Sports Complex
☐ Others (Please specify): _____

(7) Gross Floor Area:	Office	_____ m ²	Shopping Complex	_____ m ²
	Residential	_____ m ²	Educational	_____ m ²
	Industrial	_____ m ²	Indoor Sports Complex	_____ m ²
	Hotel	_____ m ²	Others	_____ m ²

(8) General Description of Building/Development:

(9) Programme of Project:

Commencement Date of Superstructure Works / Construction Works:

Completion Date:

(10) Submission History (Please tick as appropriate)

☐ This is the first submission.

☐ This submission is a revision of the previous submission. The reference number of the previous submission is _____.

(11) Basic design parameters of energy efficient building installations as well as a brief description of the choice of systems in the building. (Please provide additional sheets if necessary)

(i) lighting installations:

(ii) air-conditioning installations:

(iii) electrical installations:

(iv) lift and escalator installations:

(12) Certification (Please tick as appropriate)

☐ **BEAM Plus
Standard**

☐ New Buildings Version _____
☐ Existing Buildings Version _____ (☐ Comprehensive / ☐ Selective)
☐ Interiors Version _____

Certificate No.: _____

Issue Date of Certificate: _____

Overall Rating: _____

Score in Energy Use (EU) Category: _____

Copy of the certificate and softcopies of the submission on energy aspect and final assessment report issued by BEAM Society Ltd to be attached.

☐ **Other
Standard**

Please specify: _____

Certificate No.: _____

Issue Date of Certificate: _____

Overall Rating: _____

Copy of the certificate and softcopies of the submission on energy aspect and final assessment report to be attached.

Applicants shall provide necessary supporting documents to prove their compliance with the energy efficiency performance under the Scheme. The EMSD reserves the right to make final decision on the compliance.

Part B: Information of Applicant

(1) Salutation: (Please select as appropriate)

(2) Name: (English)

(Chinese)

(3) Post:

(4) Contact No.:

(5) E-mail Address:

(6) Address:

(7) Signature:

(8) Date:

Notes to Complete this Form

1. The Director of Electrical and Mechanical Services may request the applicant to submit relevant supplementary information to satisfy the requirements of all the items in this form or refuse this application for incomplete or erroneous information in this form.
2. The applicant should provide information of all internationally recognised BEAS for buildings or interiors that are relevant to this application with photocopies of the documentary proofs. (If more space is needed, please use separate sheets and attach them to this form.)

Registration and Participation Procedures

1. All building developers, architects, government departments, and other parties involved in the building and construction industry are welcomed and encouraged to participate in the HKEERSB. All applications and enquiries shall be addressed to:

Chief Engineer / Energy Efficiency B
Energy Efficiency Office, Electrical and Mechanical Services Department
3 Kai Shing Street, Kowloon Bay

2. ***Applications for compliance certification*** shall include basic design parameters of energy efficient building installations as well as a brief description of the choice of systems in the buildings/premises. The submission shall be accompanied by the following documents in electronic form stored on CD-ROM/DVD-ROM:
 - (a) Copy of a valid BEAS certificate¹ (e.g. BEAM Plus certificate) with associated assessment report (e.g. BEAM Plus Assessment Report issued by BEAM Society Ltd 5 The submitted certificate shall be within its validity period at the time of application. In case the validity period of the certificate is not defined, the validity period shall be deemed to be 24 months from the date of issue. HKEERSB 2018 Page 4 of 9 or equivalent) on energy aspect showing the compliance of requirements stipulated in clause 3 of Scheme brochure of EERSB. Application for the HKEERSB certification shall be made within 24 months after the issuance of the BEAS certificate. Otherwise, the application will not be considered;
 - (b) Documents (e.g. drawings, as-built photos, technical data sheets/catalogues and, where applicable, energy simulation report and other necessary information as required by the EMSD) on energy aspect submitted for obtaining the above certificate; and
 - (c) Registered Energy Assessor or Registered Professional Engineer's analysis report and certification in case non-local BEAS is adopted.

¹ The submitted certificate shall be within its validity period at the time of application. In case the validity period of the certificate is not defined, the validity period shall be deemed to be 24 months from the date of issue.

3. In order to uphold the credibility of the registration, the EMSD may carry out random checks (including site checks) where necessary.

Personal Data Privacy Statement

Purpose of Personal Data Collection

1. The personal data provided by means of this form will be used by the Government for the following purposes:
 - (a) activities relating to the processing of the submission in this form; and
 - (b) facilitating communication between Government and yourself.

Classes of Transferees

2. Upon receipt of your information submission, all the data that appear in this form will be kept at the Electrical and Mechanical Services Department and disclosed to the data users of the department

Access to Personal Data

3. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22, and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

Disclaimer

4. Any attempt to offer advantage (as defined in the Prevention of Bribery Ordinance ("POBO") (Chapter 201 of the Laws of Hong Kong)) to any Government officer with a view to influencing the outcome of this application constitutes an offence under the POBO and renders the application invalid. The case will be reported to the Independent Commission against Corruption. You should report to the ICAC (Telephone No.: 2526-6366) if any government officers or their agents solicits an advantage from you in relation to this application.

Enquiries

5. Enquiries concerning the personal data collected by means of this form, including the making of access and correction, must be submitted in writing and addressed to the Director of Electrical and Mechanical Services, Electrical and Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong. For other general enquiries, please dial the Citizen's Easy Link 1823.

Logo for Publicity

Participants can include the logo in the figure in their documents concerning the registered building/premises and display the logo inside the building/premises.



Remarks: To avoid misleading the readers, if the subject building is categorised as retrofitting works in premises, the logo should contain the words “Energy Efficient Premises” instead of “Energy Efficient Building”.