

Form EE7 表格 EE7

The Government of the Hong Kong  
Special Administrative Region  
Buildings Energy Efficiency Ordinance  
(Chapter 610, Section 14, 19, 24)

Application Form for Duplicate of  
Certificate of Compliance Registration,  
Form of Compliance and/or  
Energy Audit Form

香港特別行政區政府  
建築物能源效益條例  
(第610章 第14, 19, 24條)

申請遵行規定登記證明書、  
遵行規定表格及/或  
能源審核表格的複本

Official use only  
此欄不用填寫  
Receipt Date 收件日期：

Reference Number 參考編號：

Note 注意：

Please read the "Notes to Complete this Form" "Submission and Payment Instructions" and "Personal Data Privacy Statement" attached and complete all the items in block letters.

請閱讀於附頁的「填寫本表格的須知事項」、「呈交及繳款指示」及「個人資料私穩聲明」，並以正楷填寫各項資料。

I hereby apply for the following duplicate (Please tick only one of the following boxes for each application):

本人現欲申請下列複本(每個申請只可在以下空格加上一個✓號)：

- Certificate of Compliance Registration 遵行規定登記證明書  
Registration No. of Certificate of Compliance Registration (if known):  
遵行規定登記證明書的註冊號碼(如已知悉)： \_\_\_\_\_
- Form of Compliance 遵行規定表格  
Reference No. of Form of Compliance (if known):  
遵行規定表格的參考編號(如已知悉)： \_\_\_\_\_
- Energy Audit Form 能源審核表格  
Reference No. of Energy Audit Form (if known):  
能源審核表格的參考編號(如已知悉)： \_\_\_\_\_

Section A 甲部：Information of Building/Unit/Common Area 建築物/單位/公用地方資料

Information of Building 建築物資料	
Name of Building: 建築物名稱:	English 英文 _____ Chinese 中文 _____
Address of Building: 建築物地址:	Street No. 街道號碼 _____ Street 街道 English 英文 _____ Chinese 中文 _____
	District 地區 English 英文 _____ Chinese 中文 _____
	<input type="checkbox"/> HK 香港 <input type="checkbox"/> Kowloon 九龍 <input type="checkbox"/> New Territories 新界

**Information of Relevant Unit / Common Area (Only applicable to the application for duplicate of Form of Compliance)**  
**有關單位 / 公用地方的資料 (只適用於申請遵行規定表格的複本)**

Name: 名稱:	English 英文 _____
	Chinese 中文 _____
Location: 位置:	Flat/Room 室 _____
	Floor 樓 _____
	Block 座 _____
	Other Description 其他說明 _____

**Section B 乙部 : Information and Documentary Proof of Applicant 申請者資料及證明文件**

**Information of Applicant 申請者資料**

Type 類別 (Please tick in the appropriate box 請在適當空格加上「✓」號)

- Developer of the above building (only apply for duplicate of Certificate of Compliance Registration)  
上述建築物的發展者 (只可申請遵行規定登記證明書的複本)
- Owner of the above building (only apply for duplicate of Certificate of Compliance Registration or Form of Compliance or Energy Audit Form)  
上述建築物的擁有人 (只可申請遵行規定登記證明書或遵行規定表格或能源審核表格的複本)
- Incorporated Owners of the above building (only apply for duplicate of Certificate of Compliance Registration or Form of Compliance or Energy Audit Form)  
上述建築物的業主立案法團 (只可申請遵行規定登記證明書或遵行規定表格或能源審核表格的複本)
- Owner of the above unit (only apply for duplicate of Certificate of Compliance Registration or Form of Compliance)  
上述單位的業主 (只可申請遵行規定登記證明書或遵行規定表格的複本)
- Tenant of the above unit (only apply for duplicate of Certificate of Compliance Registration or Form of Compliance)  
上述單位的租戶 (只可申請遵行規定登記證明書或遵行規定表格的複本)
- Occupier of the above unit (only apply for duplicate of Certificate of Compliance Registration or Form of Compliance)  
上述單位的佔用人 (只可申請遵行規定登記證明書或遵行規定表格的複本)

Company Name (see note 2 overleaf) English 英文 \_\_\_\_\_  
 公司名稱 (見背頁須知事項 2)

Chinese 中文 \_\_\_\_\_

Contact Person (if any) Salutation Mr. / Miss / Ms. \*  
 聯絡人 (如有) 稱謂 先生 / 小姐 / 女士 \*

English Name 英文姓名 \_\_\_\_\_

Chinese Name 中文姓名 \_\_\_\_\_

Position 職位 \_\_\_\_\_

Correspondence Address Room/Flat 室 \_\_\_\_\_ Floor 樓 \_\_\_\_\_ Block 座 \_\_\_\_\_  
 通訊地址

Building 大廈 \_\_\_\_\_

Street No. 街道號碼 \_\_\_\_\_ Street 街道 \_\_\_\_\_

District 地區 \_\_\_\_\_  
 Hong Kong 香港  
 Kowloon 九龍  
 New Territories 新界

Telephone No. 電話號碼 \_\_\_\_\_ Fax No. 傳真號碼 \_\_\_\_\_

E-mail Address 電郵地址 \_\_\_\_\_

## Documentary Proof of Applicant 申請者證明文件

I/we attach the following documentary proof (Please tick in the appropriate box):  
本人/我們現附上以下證明文件（請在空格加上✓號）:

- Record of Land Register in the Land Registry to indicate the ownership of the relevant building (see note 3 overleaf)  
土地註冊處的土地登記冊記錄，用以證明有關建築物之業權（見背頁須知事項3）
- Certificate of Registration issued by the Land Registry for the Incorporated Owners (see note 4 overleaf)  
由土地註冊處發出之業主立案法團註冊證書（見背頁須知事項4）
- Tenancy agreement or authorization letter to occupy the relevant unit (see note 5 overleaf)  
租約或獲授權佔用有關單位的授權書（見背頁須知事項5）
- Photocopy of Company Business Registration Certificate (see note 6 overleaf)  
公司商業登記證之副本（見背頁須知事項6）

## Section C 丙部：Declaration 聲明

To: The Director of Electrical and Mechanical Services  
致：機電工程署署長

I/we hereby declare that the related documents and information submitted with this form are true and correct to the best of my/our knowledge and belief, and fully understand and accept that no liability will be admitted, nor claim allowed by the Electrical and Mechanical Department in respect of any errors or omissions in the above duplicate.

本人/我們就所知及相信，特此聲明本表格所呈交的文件及資料全屬真確無誤，並充分瞭解和接受機電工程署不會就上述複本的任何錯誤或遺漏而須負責，亦不會接受申索的要求。

Signature  
簽署

\_\_\_\_\_

Date  
日期

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
DD MM YYYY  
日 月 年

Company / Incorporated  
Owners Chop (see note 7  
overleaf)  
公司 / 法團蓋章（見背頁須知  
事項7）

## *Notes to this Form* 本表格備註

### Notes to Complete this Form 填寫本表格的須知事項

1. This form is the “specified form” under section 14(2)(a) / 19(2)(a) / 24(2)(a) of the Buildings Energy Efficiency Ordinance (Chapter 610).  
本表格是建築物能源效益條例（第610章）第 14(2)(a) / 19(2)(a) / 24(2)(a) 條下的「指明表格」。
2. Applicant may submit this form for application of relevant duplicate on behalf of a company or Incorporated Owners. If the applicant submits this application on behalf of a company, please fill in the name of the relevant company in the input boxes. If the applicant submits this application on behalf of Incorporated Owners, please fill in the name of the relevant Incorporated Owners.  
申請者可以公司或業主立案法團名義提交本表格申請有關複本。若申請者以公司名義提交本申請，請在空格內填寫該公司的名稱。若有申請者以建築物的業主立案法團的名義提交本申請，請在空格內填寫該法團的名稱。
3. If this application is made by the developer or the owner of the relevant building, please provide the respective records in the Land Register being kept and opened to the public by the Land Registry to indicate the ownership of the relevant building.  
若本申請是以有關建築物的發展者或擁有人名義提出的，則必需提交由土地註冊處保存及公開的土地登記冊內的有關記錄，用以證明有關建築物之業權。
4. If this application is made by the Incorporated Owners of the relevant building, please provide the Certificate of Registration issued by the Land Registry for the Incorporated Owners.  
若本申請是以有關建築物的業主立案法團名義提出的，則必需提交由土地註冊處發出之業主立案法團註冊證書。
5. If this application is made by the tenant of the relevant unit, please provide the relevant tenancy agreement signed by the owner. If this application is made by the occupier of the relevant unit, please provide the authorization letter for occupation of that particular unit.  
若本申請由有關單位的租戶提出，則必需提交與業主簽訂的有關租約。若本申請由有關單位的佔用人提出，則必需提交獲授權佔用該單位的授權書。
6. If this application is made by the tenant or occupier of the relevant unit and the applicant is a company, a photocopy of applicant’s company business registration certificate should be submitted along with the application.  
若本申請是由有關單位的租戶或佔用人提出，而該申請者為一間公司，則必需提交申請者的公司商業登記證之副本。
7. If the applicant submits this application on behalf of a company or the Incorporated Owners of the relevant building, please stamp the chop of the company or the Incorporated Owners.  
若申請者以公司或有關建築物的業主立案法團名義提交本申請，請蓋上公司或法團的印章。
8. The Director of Electrical and Mechanical Services may request the person concerned to submit relevant supplementary information to satisfy the requirements of all the items in this form or re-submit this form for incomplete or erroneous information in this form.  
在本表格內有關資料如有不全或錯漏，機電工程署署長可要求有關人士提供補充資料以滿足本表格內所有項目的要求或重新呈交本表格。
9. All the data that appear in the form will be kept at the Electrical and Mechanical Services Department and disclosed to the data users of the department.  
本表格所載的所有資料會存於機電工程署，並向部門的資料使用者披露。

## Submission and Payment Instructions 呈交及繳款指示

1. Application fee of each Duplicate of Certificate of Compliance Registration, Form of Compliance or Energy Audit Form is \$155.

申請遵行規定登記證明書，遵行規定表格或能源審核表格的每份複本的收費是 155 元。

2. This form together with the documents specified in the form and prescribed fee should be delivered to Energy Efficiency Office, Electrical and Mechanical Services Department Headquarters, Government of the Hong Kong Special Administrative Region, 3 Kai Shing Street, Kowloon, Hong Kong unless otherwise advised by the Electrical and Mechanical Services Department.

除非機電工程署另有指示，本表格、本表格所指明的文件及訂明費用應送交香港九龍啓成街3號香港特別行政區政府機電工程署總部能源效益事務處。

3. Cheques, Drafts and Cashier Orders should be made payable to 'The Government of the Hong Kong Special Administrative Region' and crossed. They should not be made payable to any individual officer. Post-dated cheque will not be accepted.

所有支票、滙票及本票均須寫明支付「香港特別行政區」並加劃線。切勿寫明支付某一職員。期票概不接納。

# Personal Data Privacy Statement 個人資料私穩聲明

## Purpose of Personal Data Collection 收集個人資料的目的

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;
  - (b) activities relating to requirements stipulated in the Buildings Energy Efficiency Ordinance; and
  - (c) facilitating communication between Government and yourself.

在本表格所提供的個人資料，政府會用於下列目的：

- (a) 進行與處理以本表格作出呈交有關的工作；
- (b) 進行與《建築物能源效益條例》所訂明規定有關的工作；以及
- (c) 方便政府與你通訊。

## Classes of Transferees 受讓人的類別

2. Upon receipt of your information submission, all personal data that are collected in this form and all documents submitted along with this form will be kept at the Electrical and Mechanical Services Department and will be disclosed to the data users of the department only for the purpose of the enforcement under the Buildings Energy Efficiency Ordinance.

當接收到你所呈交的資料後，於本表格及所有呈交的有關文件所收集到的所有個人資料會存於機電工程署，並會向部門的資料使用者披露，但只限用於《建築物能源效益條例》執法的目的。

## Access to Personal Data 查詢個人資料

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.

根據個人資料（私隱）條例第18及第22條，以及附表1第6原則的規定，你有權查閱及改正個人資料。你的查閱權包括索取在本表格所提供個人資料的副本。

## Enquiries 查詢

4. Enquiries concerning the personal data collected by means of this form, including the making of access and correction, should be submitted in writing and addressed to the Director of Electrical and Mechanical Services by posting to Electrical and Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong, or via email info@emsd.gov.hk. For other general enquiries, please dial the 1823 Call Centre.

任何關於本表格所收集個人資料的查詢，包括查閱及改正資料，請以書面形式向機電工程署署長提出，地址為：香港九龍啓成街3號機電工程署，或電郵至info@emsd.gov.hk。至於其他一般查詢，請致電1823電話中心。