

Form EA1 表格 EA1

機電工程署
EMSD

The Government of the Hong Kong
Special Administrative Region
Buildings Energy Efficiency Ordinance (Chapter 610)
Buildings Energy Efficiency (Registered Energy Assessors) Regulation
(Chapter 610B, Section 5, 6, 11 & 12)
New Application/ Renewal Application /Change of Particulars for
Registration as Registered Energy Assessor

香港特別行政區政府
建築物能源效益條例 (第610章)
建築物能源效益(註冊能源效益評核人)規例
(第610B章,第5,6,11及12條)
新申請為註冊能源效益評核人 /
註冊能源效益評核人續期 / 更改個人資料

Official use only
此欄不用填寫
Receipt Date 收件日期 : _____
Receipt Number 收據編號 : _____

Note 注意：

Please read the "Notes to this Form" attached and complete all the items in block letters.

請參閱於附頁的「本表格備註」，並以正楷填寫各項資料。

To the Director of Electrical & Mechanical Services:

致 機電工程署署長

I hereby apply for the following (Please tick in the appropriate box(s)) :-

本人現欲申請下列項目（請在適用空格加上✓號）：

For new applicant only
只適用於新申請人士

☐ New Application for Registration as a Registered Energy Assessor
新申請為註冊能源效益評核人

For current Registered Energy Assessor
只適用於現有註冊能源效益評核人

Registration No: _____ Expiry Date: _____
註冊號碼: _____ 有效期屆滿日期: _____

☐ Renewal application 續期申請

☐ Change of particulars 更改個人資料
(Name / Correspondence Address / Professional Qualification)*
(姓名/通訊地址/專業資格)*

Section A 甲部：Personal Details 個人資料

Name: 姓名： (Surname first) (姓氏先行)	English 英文			
	Chinese 中文	Mr. / Miss / Ms.* 先生/小姐/女士*	Year of Birth: 出生年份：	
H.K.I.D NO.: 香港身份證號碼：		OR 或	Travel Document Number: 旅遊證件號碼：	
Correspondence Address: 通訊地址：	Flat 室	Floor 樓	Block 座	
	Building 大廈			
	Street 街道			
	District 地區	☐ H.K. 香港 ☐ Kowloon 九龍 ☐ N.T. 新界		
Contact Phone: 聯絡電話：				

Current Company Name:
現時公司名稱：

Current Company Address: Flat 室Floor 樓Block 座
現時公司地址：

Building 大廈

Street 街道

District 地區

☐ H.K. 香港
☐ Kowloon 九龍
☐ N.T. 新界

Current Position:
現時職位：

Email address:
電郵地址：

Telephone Number (Office):
電話號碼（辦事處）：

Fax No:
傳真機號碼：

Section B 乙部：Professional Qualifications 專業資格

(Please read the attached “Notes to Complete this Form” item No.2,3) (請參閱於附頁的「填寫本表格的備註」第2,3項)

Date of Qualified / Membership No. 註冊日期／註冊號碼	Professional Qualifications (Please tick in the appropriate box(s)) 專業資格（請在適用空格加上✓號）	Discipline 界別 Please indicate below in which Discipline you consider you are qualified for professional practice (Building Services (BSS), Electrical (ELL), Environmental (ENV) and Mechanical (MCL)) 請在下註明你已具備那一個界別的專業實務（屋宇裝備、電機、環境或機械）
	☐ Registered professional engineer within the meaning of section 2(1) of the Engineers Registration Ordinance (Cap.409) 《工程師註冊條例》(第409章)第2(1)條所指的註冊專業工程師	☐ BSS ☐ ELL ☐ ENV ☐ MCL
	☐ Corporate member of the Hong Kong Institution of Engineers (HKIE) 香港工程師學會法定會員	☐ BSS ☐ ELL ☐ ENV ☐ MCL
	☐ Equivalent qualification recognized by HKIE as being of a standard not lower than that of a corporate member of the Institution in any of these disciplines (please read the attached “Notes to Applicants” Item 2.1) 具有某資格，而該資格獲香港工程師學會承認為不低於該學會屬任該等界別的法定會員的資格標準(請參閱於附頁的「申請人備註」第2.1項) (Please state your professional membership of the relevant professional body based upon the reciprocal recognition agreements between the HKIE and the professional body) (請提供閣下基於在香港工程師學會與相關專業團體的互相認可協議所持的專業會籍) _____	☐ BSS ☐ ELL ☐ ENV ☐ MCL
	☐ Other : (please read the attached “Notes to Applicant” Item 2.2) 其他：(請參閱於附頁的「申請人備註」第2.2項)	

Section C 丙部：Relevant Practical Experience 有關實務經驗

(Please read the attached "Notes to Complete this Form" item No.2) (請參閱於附頁的「填寫本表格的備註」第2項)

From (DD/MM/YY) 由 (日/月/年)	To (DD/MM/YY) 至 (日/月/年)	Practical experience in engineering works relating to energy efficiency in buildings (e.g. applied energy efficiency standards and requirements in building services installations, Energy Audit and etc.) 關於建築物能源效益的工程的實務經驗 (例如：應用能源效益標準及要求於屋宇裝備裝置、能源審核等)		
		Position 職位	Company Name 公司名稱	Description 描述

Please tick in the appropriate box(s) 請在適用空格加上✓號

Section D 丁部：Checklist of Supporting Documents 須遞交的證明文件清單

(i)	I attach documentary proof of relevant practical experience. 本人隨申請表附上相關實務經驗證明。	☐
(ii)	I attach a photocopy of document to substantiate my professional qualifications and the qualified discipline. 本人隨申請表附上一份專業資格及註冊類別的證明文件副本。	☐
(iii)	I attach a photocopy of the following documents to substantiate my application made under section 5(2) of the Buildings Energy Efficiency (Registered Energy Assessors) Regulation (Cap. 610B) (please read the attached "Notes to Applicants" Item 2.2) 本人隨申請表附上一份以下的證明文件副本，以作本人在建築物能源效益(註冊能源效益評核人)規例第610B章第5(2)條下的申請。(請參閱於附頁的「申請人備註」第2.2項)	☐
(iv)	I attach a cheque/drafts/cashier orders no. _____ for HK\$ _____ (payable to THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION) in payment of the fee prescribed for the application. 本人隨申請表附上一張支票/滙票/本票*號碼_____金額\$_____支付「香港特別行政區政府」作為條例訂明的申請費用。	☐

Please tick in the appropriate box(s) 請在適用空格加上✓號

Section E 戊部：Declaration 聲明

<u>Applicable to new application /renewal application only 只適用於新申請/續期申請</u>		
(i)	I declare that I have the knowledge required for the performance of the duties and functions of a registered energy assessor under the Ordinance. 本人聲明本人具有執行本條例下註冊能源效益評核人的責任及職能所需的知識。	☐
(ii)	I declare that I (have / have not)* been convicted in Hong Kong, or elsewhere, of any offence which, if committed by a registered energy assessor, may bring the profession of registered energy assessor into disrepute and sentenced to imprisonment, whether suspended or not and have not committed any misconduct or neglect in a professional respect. 本人聲明(曾 / 未曾)* 在香港或香港以外地方被裁定犯某罪行，而該罪行如由註冊能源效益評核人所犯，便可能損及註冊能源效益評核人專業的聲譽及被判處監禁(不論是否緩期執行)及未曾在專業方面有任何失當或疏忽行為。	☐
<u>Applicable to all application 適用於所有申請</u>		
(iii)	I declare that the information in this form and the entire document submitted in relation to my application for registration are true and correct. 本人聲明在此申請表格填報的一切資料及附上的文件全屬真確無訛。	☐
Signature of Applicant 申請人簽署		Date 日期

Notes to this Form 本表格備註

Notes to Complete this Form 填寫本表格的備註

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.
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申請人提供補充資料以滿足本表格內所有項目的要求或拒絕本申請。
2. The applicant should provide information of all professional qualification and practical experience 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.)
申請人應填報所有與本申請有關的專業資格及實務經驗的資料，並呈交證明文件的副本。
(若申請表格的空位不敷應用，請另加活頁，並將活頁附於本表格內。)
3. For Registered Energy Assessor applying for renewal of registration, only updated professional qualification should be provided with photocopies of the documentary proofs.
註冊能源效益評核人若申請續期，只須填報與本申請有關的專業資格，並呈交證明文件的副本。
4. For Registered Energy Assessor applying for change of particulars, only the information required to be updated and relevant information related to the change of particulars should be provided.
註冊能源效益評核人申請更改個人資料，只須填報所更改的個人資料，並呈交相關更改資料的證明文件。

Application and Payment Instructions 申請及繳款指示

1. The application fee is as follows:

(a) New application for registration as a registered energy assessor	HK\$ 2,100
(b) Renewal of registration	HK\$ 1,100
(c) Change of particulars	Free

The application fees may be subject to revision.
申請費用如下：

(a) 新申請為註冊能源效益評核人	港幣2,100元
(b) 註冊能源效益評核人續期	港幣1,100元
(c) 更改個人資料	全免

政府可調整申請費用。
2. Submission of this application form can be made by post or the applicant in person at the Energy Efficiency Office, the Electrical & Mechanical Services Department Headquarters, 3 Kai Shing Street, Kowloon Bay
HOURS OF COLLECTION: Monday to Friday 9:00 a.m. to 5:00 p.m.
Saturday, Sunday and Public Holidays closed
申請人可郵寄或親自到九龍灣啟成街3號機電工程署總部「能源效益事務處」遞交此申請書。
辦公時間：星期一至五 上午九時正至下午五時正
星期六、日及公眾假期 休息。
3. The Energy Efficiency Office of the Electrical and Mechanical Services Department will arrange the payment of application fee and an interview with the applicant to verify the true copy of the submitted documents for verification of the professional qualification. The applicant should produce the original Hong Kong Identity Card/travel document and documents of professional qualification for checking.
機電工程署能源效益事務處會與申請人安排繳交申請費用及會面，以核實所提及的文件為真確副本，並確實申請人的專業資格。申請人應出示香港身分證／旅遊證件及專業資格的證明文件的正本，以供查閱。
4. Cheques, Drafts and Cashier Orders should be made payable to 'The Government of the Hong Kong Special Administrative Region' and crossed. This must 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 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.

當接收到你所呈交的資料後，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人披露。

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, 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.

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：香港九龍啟成街3號機電工程署。至於其他一般查詢，請致電政府熱線1823。

Notes to Applicants

1.0 Registration Requirements

To be qualified for registration as a Registered Energy Assessor, the applicant should meet the requirements as mentioned in one of the following paragraphs (extracted from section 5 (1)(a), 5(1)(b) and 5(2) of the REA Regulation):-

- (1) The Director may allow an application under section 4 if the Director is satisfied that -
 - (a) the applicant—
 - (i) is a registered professional engineer within the meaning of section 2(1) of the Engineers Registration Ordinance (Cap. 409) and is registered in the electrical, mechanical, environmental or building services discipline under that Ordinance;
 - (ii) has had at least 2 years practical experience in engineering works relating to energy efficiency in buildings acquired while being so registered;
 - (iii) has the knowledge required for the performance of the duties and functions of a registered energy assessor under the Ordinance; and
 - (iv) is a fit and proper person to be registered;
 - (b) the applicant—
 - (i) is a corporate member of the Hong Kong Institution of Engineers in the electrical, mechanical, environmental or building services discipline, or has an equivalent qualification recognized by the Institution as being of a standard not lower than that of a corporate member of the Institution in any of those disciplines;
 - (ii) has had at least 3 years practical experience in engineering works relating to energy efficiency in buildings acquired while being such a member;
 - (iii) has the knowledge required for the performance of the duties and functions of a registered energy assessor under the Ordinance; and
 - (iv) is a fit and proper person to be registered.
- (2) The Director may also allow the application if the Director is satisfied that -
 - (a) the applicant's knowledge, qualification, education, experience and training, if considered as a whole—
 - (i) are comparable to those matters set out in sub-section (1)(a) or (b); and
 - (ii) enable the applicant to perform the duties and functions of a registered energy assessor under the Ordinance; and
 - (b) the applicant is a fit and proper person to be registered.

2.0 Qualification for Registration

- 2.1 If an applicant applies for registration as a Registered Energy Assessor under section 5(1)(b) of the Buildings Energy Efficiency (Registered Energy Assessors) Regulation with an equivalent qualification recognized by the Hong Kong Institution of Engineers (HKIE) as being of a standard not lower than that of a corporate member of the Institution in any of those disciplines, the Director will make reference to the up-to-date version of HKIE document, M14343 – Professional Qualification for Corporate Membership Exemption from Professional Assessment to assess the qualification. This shall not be the only consideration but applicant's academic qualification, professional training and practical working experience are also considered as a whole for assessing the application for registration. The relevant link for the HKIE document M14343 is <http://www.hkie.org.hk/eng/html/downloads/membership.asp>

2.2 Applicant applying for registration as a Registered Energy Assessor under section 5(2) of the Buildings Energy Efficiency (Registered Energy Assessors) Regulation is required to submit documentary proof of the following information.

- **Qualification** – The applicant should possess a professional qualification relating to the field of code compliance to energy efficiency in buildings.
- **Education** – The applicant should possess academic qualification as comparable to that meet the academic requirements in Building Services, Electrical, Environmental, Mechanical discipline of the Hong Kong Institution of Engineers or subjects of the course relating to energy efficiency in buildings.
- **Training** – The applicant should have adequate professional training^{*1} in relating to Building Services, Electrical, Environmental, Mechanical or subjects of the training relating to energy efficiency in buildings.
- **Experience** – The applicant should possess at least 15 years post-academic qualification practical experience^{*2} relating to energy efficiency in buildings.

Remarks:

- *1 The following trainings are the examples which could fulfill the requirements as referred to entry requirement of HKIE for relevant discipline.
- HKIE scheme A or similar professional training under other professional institutions; or
 - courses covering the Buildings Energy Efficiency Ordinance and relevant codes of practices (issued by EMSD)
- *2 The following working experiences are examples which could fulfill the requirement.
- design, installation, testing and commissioning of air-conditioning, electrical, lighting or lift & escalators installation that could enhance the energy efficiency in buildings; or
 - contribution/achievement in the academic or engineering field that could enhance the energy efficiency in building

3.0 Document Proof

- 3.1 A copy of the following documents shall be submitted together with the Application Form EA1. Additional information with documentary proof may also be required if necessary. During interview, the applicant shall present the necessary originals of the following documents to the interviewer for verification.
- valid membership certificate of relevant professional qualification;
 - receipt of subscription fees of his/her valid membership of relevant professional qualification and;
 - documents (e.g. letter, memorandum, email record or meeting minute etc.) to demonstrate his/her practical experience in engineering works relating to energy efficiency in buildings
- 3.2 Applicant should bring his/her Hong Kong Identity Card (HKID) or travel document during interview for verification of identify. Copy of the HKID/travel document is not required to submit to interviewer.

申請人備註

1.0 怎樣申請

凡申請註冊為註冊能源效益評核人，申請人必須符合以下其中一段的申請資格（節錄自《評核人規例》第5(1)(a)、5(1)(b)及5(2)章):-

(1)署長如信納以下事項，可批准第4條所指的申請 —

(a) 有關申請人 —

- (i) 是《工程師註冊條例》(第409章)第2(1)條所指的註冊專業工程師，並根據該條例，在電機、機械、環境或屋宇裝備界別下註冊；
- (ii) 已在如此註冊期間，取得最少2年從事關乎建築物能源效益的工程的實務經驗；
- (iii) 具有執行本條例下註冊能源效益評核人的責任及職能所需的知識；及
- (iv) 是合適和適當的獲註冊人選；或

(b) 有關申請人

- (i) 是屬電機、機械、環境或屋宇裝備界別的香港工程師學會法定會員，或具有某資格，而該資格獲該學會承認為不低於該學會屬任何該等界別的法定會員的資格標準；
- (ii) 已在屬上述會員期間，取得最少3年從事關乎建築物能源效益的工程的實務經驗；
- (iii) 具有執行本條例下註冊能源效益評核人的責任及職能所需的知識；及
- (iv) 是合適和適當的獲註冊人選。

(2)署長如信納有以下情況，亦可批准申請 —

(a) 作整體考慮之下，有關申請人的知識、資格、教育、經驗及訓練 —

- (i) 堪與第(1)(a)或(b)款列明的事項比擬；及
- (ii) 使該申請人能夠執行本條例下註冊能源效益評核人的責任及職能；及

(b) 該申請人是合適和適當的獲註冊人選。

2.0 註冊所需的資格

2.1 如申請人以建築物能源效益(評核人)規例第5(1)(b)條的資格作出註冊申請，就其具有某資格，而該資格獲香港工程師學會承認為不低於該學會屬任何該等界別的法定會員的資格標準，署長將會參閱香港工程師學會文件，M14343 - Professional Qualification for Corporate Membership Exemption from Professional Assessment的最新修訂版本以評估該資格。在處理註冊申請時，有關資格並非惟一考慮因素，申請人的學歷、專業訓練及實務工作經驗亦會一併考慮在內。香港工程師學會文件M14343的相關網址為：<http://www.hkie.org.hk/eng/html/downloads/membership.asp>

2.2 申請人以《建築物能源效益(註冊能源效益評核人)規例》第5(2)條作申請註冊為註冊能源效益評核人，須提交以下資料作證明文件。

- 資格 — 申請人須具備相關於遵行建築物能源效益守則的專業資格
- 教育 — 申請人須具備學術資格，而該資格堪與符合香港工程師學會下的屋宇裝備、電機、環境或機械界別的學術要求，或有關建築物能源效益的學位或更高學術資格
- 訓練 — 申請人須已接受有關屋宇裝備、電機、環境、機械，或建築物能源效益的專業訓練*1。
- 經驗 — 申請人須在獲得學術資格後具備不少於15年有關於建築物能源效益的實務經驗*2。

注意：

*1 下列所舉出的訓練例子，可視作為符合要求，當中以香港工程師學會相關界別的申請條件作為參考。

- 香港工程師學會 Scheme A 的培訓，或其他專業團體所提供相類似的專業訓練；或
- 有涵蓋建築物能源效益條例及相關實務守則的課程。

*2 下列例子可視為符合工作經驗的要求。

- 為空調、電力、照明或升降機和自動梯裝置進行設計、安裝、測試及校驗，並能提升建築物的能源效益；或
- 在學術或工程界有能提升建築物能源效益的貢獻或成就。

3.0 證明文件

3.1 在遞交表格EA1時，申請人須一併提交以下文件的副本。如有需要，亦須提交相關證明文件作為補充資料。在進行面試時，申請人須向面試人員出示以下文件的正本，以作核實。

- 有關專業資格的有效會員證明書
- 有關專業資格的會費收據
- 其他文件（例如信函、備忘錄、電郵紀錄或會議紀錄等），以證明申請人從事關於建築物能源效益的工程實務經驗

3.2 申請人須攜同香港身份證或旅行證件參與面試，以便核實身份，但無須提交香港身份證或旅行證件的副本給面試人員。