

The Government of the Hong Kong  
 Special Administrative Region  
 Buildings Energy Efficiency Ordinance  
 (Chapter 610, Section 13)

香港特別行政區政府  
 建築物能源效益條例  
 (第610章 第13條)

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

Application for Renewal of Certificate of  
 Compliance Registration (COCR)

遵行規定登記證明書  
 續期申請

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。

Section A 甲部：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:	English 英文
	Chinese 中文
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"/> Hong Kong 香港 <input type="checkbox"/> Kowloon 九龍 <input type="checkbox"/> New Territories 新界
COCR Registration No. (see note 3) 遵行規定登記證明書註冊編號 (見須知事項3)	

Type of Building (please give a "✓" in only one appropriate box, see note 4)  
 建築物類別 (請只於一適當空格內加上「✓」號, 見須知事項4)

<input type="checkbox"/> Commercial 商業	<input type="checkbox"/> Community 社區	<input type="checkbox"/> Hospital, clinic or rehabilitation center 醫療
<input type="checkbox"/> Residential 住宅	<input type="checkbox"/> Municipal 市政	<input type="checkbox"/> Composite (industrial & office) 綜合 (工貿)
<input type="checkbox"/> Industrial 工業	<input type="checkbox"/> Government 政府	<input type="checkbox"/> Composite (commercial & residential) 綜合 (商住)
<input type="checkbox"/> Hotel or guesthouse 酒店或賓館	<input type="checkbox"/> Railway station 鐵路車站	<input type="checkbox"/> Passenger terminal building of airport 機場的客運大樓
<input type="checkbox"/> Educational 教育	<input type="checkbox"/> Data Centre 數據中心	<input type="checkbox"/> Industrial (Data Centre Portion) 工業 (數據中心部分)
<input type="checkbox"/> Other composite use 其他綜合用途 (please specify 請註明) (see note 4 見須知事項4):		
_____		

**Section B 乙部 : Specific Information 具體資料**

Has there been any additional or replacement of central building services installation(s) in the building after the issuance of last Certificate of Compliance Registration (COCR)? (Please give a "✓" in the appropriate box)  
 在上一次遵行規定登記證明書發出後, 建築物中是否有加裝或更換中央屋宇裝備裝置? (請於適當空格內加上「✓」號)

Yes 是                       No 否  
 (If no, please ignore the following two items.) (如否, 請不必理會以下兩項。)

Has there been any completion of major retrofitting works (MRWs) for the additional or replacement of central building services installation(s) in the building with the acquisition of Form of Compliance (FOC) after the issuance of last COCR? (Please give a "✓" in the appropriate box)  
 在上一次遵行規定登記證明書發出後, 建築物中是否有已完成加裝或更換之中央屋宇裝備裝置的主要裝修工程並取得遵行規定表格? (請於適當空格內加上「✓」號)

Yes, the MRW(s) for central building services installation(s) has/have been completed with acquisition of FOC(s).  
 是, 中央屋宇裝備裝置的主要裝修工程已完成並取得遵行規定表格。  
 (Please complete below items in page 3 of the form.) (請完成下一項及本表格頁3。)

No 否 (Reasons 原因: \_\_\_\_\_)

Is/Are the added or replaced central building services installation(s) maintained to a standard not lower than the Code of Practice for Energy Efficiency of Building Services Installations applied in the first COCR and/ or the subsequent FOC(s) has/have been issued in respect of any central building services installation in the building?  
 (Please give a "✓" in the appropriate box)  
 加裝或更換的中央屋宇裝備裝置是否維持在不低於就該建築物發出的首份遵行規定登記證明書或/和其後遵行規定表格中採用的《屋宇裝備裝置能源效益實務守則》之標準。(請於適當空格內加上「✓」號)

Yes 是                       No 否 (Reasons 原因: \_\_\_\_\_)

Registration No. 註冊編號 \_\_\_\_\_

Expiry Date 屆滿日期 \_\_\_\_\_

If you choose to merge more than one number of the current COCR(s) into one single COCR in respect of the relevant building (see note 5), please list the corresponding registration number and expiry date of other relevant COCR(s):

如閣下選擇就有關建築物現時多於一張的遵行規定登記證明書合併為單一張的遵行規定登記證明書（見須知事項5），請列出其他有關遵行規定登記證明書的註冊編號及屆滿日期：

Registration No. 註冊編號 \_\_\_\_\_

Expiry Date 屆滿日期 \_\_\_\_\_

Registration No. 註冊編號 \_\_\_\_\_

Expiry Date 屆滿日期 \_\_\_\_\_

Registration No. 註冊編號 \_\_\_\_\_

Expiry Date 屆滿日期 \_\_\_\_\_

Details of Form of Compliance that has been issued in respect of any central building services installations in the building:

有關建築物內的任何中央屋宇裝備發出遵行規定表格的詳情：

Location of Works 工程地點	Date of Issue (DD/MM/YY) 發出日期(日/月/年)	Edition of Code of Practice applied (Year) 所採用的實務守則的版本 (年份)	Type of Central Building Services Installations 中央屋宇裝備類別
_____	____/____/____	_____	<input type="checkbox"/> Lighting 照明 <input type="checkbox"/> Air Conditioning 空調 <input type="checkbox"/> Electrical 電力 <input type="checkbox"/> Lift & Escalator 升降機及自動梯
_____	____/____/____	_____	<input type="checkbox"/> Lighting 照明 <input type="checkbox"/> Air Conditioning 空調 <input type="checkbox"/> Electrical 電力 <input type="checkbox"/> Lift & Escalator 升降機及自動梯
_____	____/____/____	_____	<input type="checkbox"/> Lighting 照明 <input type="checkbox"/> Air Conditioning 空調 <input type="checkbox"/> Electrical 電力 <input type="checkbox"/> Lift & Escalator 升降機及自動梯
_____	____/____/____	_____	<input type="checkbox"/> Lighting 照明 <input type="checkbox"/> Air Conditioning 空調 <input type="checkbox"/> Electrical 電力 <input type="checkbox"/> Lift & Escalator 升降機及自動梯
_____	____/____/____	_____	<input type="checkbox"/> Lighting 照明 <input type="checkbox"/> Air Conditioning 空調 <input type="checkbox"/> Electrical 電力 <input type="checkbox"/> Lift & Escalator 升降機及自動梯
_____	____/____/____	_____	<input type="checkbox"/> Lighting 照明 <input type="checkbox"/> Air Conditioning 空調 <input type="checkbox"/> Electrical 電力 <input type="checkbox"/> Lift & Escalator 升降機及自動梯

(Insert additional paper if necessary)

(如有需要，請另加附頁)

Is this submission to supersede a form submitted before? (Please give a "✓" in the appropriate box)

此次提交是否代替之前所提交之表格？(請於適當空格內加上「✓」號)

Yes 是  No 否

(If no, please ignore the following two items.) (如否，請不必理會以下兩項。)

If EMSD's reference no. for the form submitted before is known, please provide:

如知悉有關之前所提交之表格的機電工程署檔號，請提供：

Otherwise, please provide the date of declaration by Registered Energy Assessor in the previous form:

否則，請提供能源效益評核人於之前表格的聲明日期：

Exemption previously granted by the Director of Electrical and Mechanical Services under sections 15 or 20 of this Ordinance for this work:

由機電工程署署長之前根據本法例第15或20條批予是次工程之豁免：

No 沒有  Yes 有

If yes, reference no. and date of exemption letter issued by the Director of Electrical and Mechanical Services:

如有，由機電工程署署長發出的豁免信之檔號及日期：

Reference No. 檔號 \_\_\_\_\_

Date 日期 \_\_\_\_\_

Installation(s) exempted 獲豁免的裝置：

\_\_\_\_\_  
\_\_\_\_\_

## Section C 丙部：Checklist of Documentary Proof to be submitted 需要呈交的證明文件清單

I/we attach the copy of the following documentary proof (Must give a tick in all the appropriate boxes):

本人/我們現附上以下證明文件的副本（必須在所有適當空格加上☐號）：

- REA Qualification – Latest record of valid professional qualification (e.g. MHKIE, RPE, etc) to the requirement of REA registration  
註冊能源效益評核人（REA）資格 – 最新和有效的專業資格記錄（例如香港工程師學會法定會員（MHKIE）、註冊專業工程師（RPE）等）以符合註冊能源效益評核人（REA）註冊要求
- Application Fee – A crossed cheque made to "The Government of the Hong Kong Special Administrative Region"  
申請費用 – 寫明支付「香港特別行政區政府」並加劃線支票
- Demarcation plan (if more than one submission form in the same development)  
分界圖（如果在同一發展項目中提交多於一份續期申請表格）

Section D 丁部：Declaration 聲明

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

1. In accordance with the provisions of section 13 of the Buildings Energy Efficiency Ordinance (Chapter 610), we, the Owner of the above building, declare that the central building services installations in the above building are maintained to a standard not lower than the Code of Practice for Energy Efficiency of Building Services Installations (year) \_\_\_\_\_ Edition applied in the first Certificate of Compliance Registration issued in respect of the building; and if a Form of Compliance has been issued in respect of any central building services installation in the building, the installation is maintained to a standard not lower than that applied in the latest Form of Compliance issued in respect of the installation. We also declare that all the information reported in this form and in all the attachments is true and correct.  
 根據建築物能源效益條例（第610章）第13條，我們作為上述建築物的擁有人，現聲明上述建築物內的中央屋宇裝備裝置被維持在不低於就該建築物發出的首份遵行規定登記證明書中採用的《屋宇裝備裝置能源效益實務守則》（版本見上述英文段落）之標準；及如遵行規定表格已就該建築物內的任何中央屋宇裝備裝置發出，該裝置被維持在不低於就該裝置發出的最新的遵行規定表格中採用的上述標準。我們亦聲明在本表格填報及所有附件內的一切資料全屬真確無訛。

Owner Name English  
 擁有人名稱 英文 \_\_\_\_\_  
 Chinese  
 中文 \_\_\_\_\_

Representative Person (if any) Salutation Mr. / Miss / Ms. \*  
 代表人（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 Floor Block  
 通訊地址 室 樓 座 \_\_\_\_\_  
 Building  
 大廈 \_\_\_\_\_  
 Street No. Street  
 街道號碼 街道 \_\_\_\_\_  
 District  Hong Kong 香港  
 地區  Kowloon 九龍  
 New Territories 新界

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

E-mail Address  
 電郵地址 \_\_\_\_\_

Signature Date (See note 6)  
 簽署 日期（見須知事項6）  
 \_\_\_\_\_ / /  
 DD MM YYYY  
 日 月 年

Company / Incorporated Owners Chop (see note 7)  
 公司 / 法團蓋章（見須知事項7）

2. In accordance with section 13 of the Buildings Energy Efficiency Ordinance (Chapter 610), I, Registered Energy Assessor, certify that the central building services installations in the above building are maintained to a standard not lower than the Code of Practice for Energy Efficiency of Building Services Installations (year) \_\_\_\_\_ Edition applied in the first Certificate of Compliance Registration issued in respect of the building; certify that, if a Form of Compliance has been issued in respect of any central building services installation in the building, the installation is maintained to a standard not lower than that applied in the latest Form of Compliance issued in respect of the installation; and also confirm that I have, in the 30 days before the declaration, personally inspected the building services installations covered by this form on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (DD/MM/YYYY) and the results of the inspection are satisfactory.

I also declare that all the information reported in this form and in all the attachments is true and correct.  
 根據建築物能源效益條例（第610章）第13條，本人作為能源效益評核人，現核證上述建築物內的中央屋宇裝備裝置被維持在不低於就該建築物發出的首份遵行規定登記證明書中採用的《屋宇裝備裝置能源效益實務守則》（版本見上述英文段落）之標準；如遵行規定表格已就該建築物內的任何中央屋宇裝備裝置發出，核證該裝置被維持在不低於就該裝置發出最新的遵行規定表格中採用的標準；及確認本人已在作出本聲明之前的30日內，親自檢查此表格所涵蓋的屋宇裝備裝置（檢查日期見上述英文段落）並滿意檢查結果。

本人亦聲明在本表格填報及所有附件內的一切資料全屬真確無訛。

Registered Energy Assessor 註冊能源效益評核人	Salutation 稱謂	Mr. / Miss / Ms.* 先生/ 小姐/ 女士 *
	English Name 英文姓名	_____
	Chinese Name 中文姓名	_____

Correspondence Address 通訊地址	Room/Flat 室	Floor 樓	Block 座	_____
	Building 大廈	_____		
	Street No. 街道號碼	Street 街道	_____	
	District 地區	<input type="checkbox"/> Hong Kong 香港 <input type="checkbox"/> Kowloon 九龍 <input type="checkbox"/> New Territories 新界		

Telephone No. 電話號碼	_____	Fax No. 傳真號碼	_____
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E-mail Address  
電郵地址  
\_\_\_\_\_

Registration No. 註冊號碼	_____	Expiry Date 屆滿日期	_____ / _____ / _____
			DD / MM / YYYY 日 / 月 / 年

Signature of Registered Energy Assessor (see note 8) 註冊能源效益評核人簽署 (見須知事項8)	_____	Date (See note 6) 日期(見須知事項6)	_____ / _____ / _____
			DD / MM / YYYY 日 / 月 / 年

## 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 13(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 13(2)(a) 條下的「指明表格」。

2. Each piece of this form should be submitted for only one block of building issued with an occupation permit or for any part of one block of building issued with a temporary occupation permit. If there is more than one block of building in a development project, a piece of this form should be separately submitted for each block of the buildings issued with an occupation permit or for any part of each block of buildings issued with a temporary occupation permit. The identification of one block of building should be made reference to the relevant guidelines issued by the Electrical and Mechanical Services Department (EMSD) for the Buildings Energy Efficiency Ordinance.

每一份本表格只應為一棟已簽發佔用許可證的建築物或一棟建築物的已簽發臨時佔用許可證的任何部分作出呈交。如發展項目內有多於一棟建築物，項目內的每一棟建築物都必須獨立呈交一份本表格。一棟建築物的界定應參閱機電工程署就建築物能源效益條例發出的有關指引。

3. If it is required to merge, after renewal, more than one number of the current Certificate(s) of Compliance Registration (or COCR(s)) into one single COCR in respect of one block of building, please fill in the registration number and expiry date of the COCR having the earliest expiry in this form. The renewed and merged COCR would be effective from the date of the earliest expiry among those current COCR(s) being merged. If it is necessary to renew more than one number of the current COCR(s) of that building but merging is not required, please individually submit the application for renewal of each COCR.

若須要就一棟建築物現時多於一張的遵行規定登記證明書經續期後合併為單一張的遵行規定登記證明書，請於本表格填寫當中最早屆滿的遵行規定登記證明書的註冊編號及屆滿日期，經續期及合併後的遵行規定登記證明書將於該最早的屆滿日期當天起生效。若要為該建築物現時多於一張的遵行規定登記證明書續期但不須要合併，請為個別每張遵行規定登記證明書遞交續期申請。

4. If a composite building is other than “composite (commercial & industrial)” and “composite (commercial & residential)”, please first check whether it meets the definition of “community building” or “municipal building” in Schedule 1 of the Ordinance. If not, please select “other composite use” and specify those usages, such as commercial & hotel.

如綜合用途建築物並非「綜合(工貿)」及「綜合(商住)」，請首先查證它是否符合本《條例》附表1內「社區用途建築物」或「市政用途建築物」的定義；如不是，請選擇「其他綜合用途」，並請註明該等用途，例如：商業及酒店。

5. If it is necessary to renew more than one number of the current COCR(s) of the relevant building but merging is not required, please individually submit the application for renewal of each COCR.

若要為有關建築物現時多於一張的遵行規定登記證明書續期但不須要合併，請個別為每張遵行規定登記證明書遞交續期申請。

6. Pursuant to section 13(6) of the Ordinance, if an application for renewal of a Certificate of Compliance Registration is made during the 12 months preceding the expiry of the certificate, the renewed certificate is effective from the date of that expiry.

根據條例第13(6)條，如遵行規定登記證明書的續期申請在該證明書的有效期限屆滿前的12個月內提出，則經續期的證明書由該有效期的屆滿日期起生效。

7. If the owner of the relevant building 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.

若有關建築物的擁有人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. An application in this form should be certified and signed by one registered energy assessor only.

本表格的申請只可以由一位註冊能源效益評核人核證及簽署。

9. 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。

10. All the data that appear in the form will be kept at EMSD 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。

11. 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 (“ICAC”). 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.

任何人士試圖向任何政府人員提供利益(按照香港法例第201章《防止賄賂條例》中對利益的定義)，以影響本申請的結果，即構成《防止賄賂條例》下的罪行，並導致有關申請無效，而機電工程署會把個案向廉政公署報告。如任何政府人員或其代理人就本申請向你索取利益，你應向廉政公署舉報(電話號碼：2526 6366)。

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

1. The fee for Renewal of Certificate of Compliance Registration (COCR) is \$760 for each application. If an application for renewal has to be submitted for merging more than one number of the COCR(s) of one block of building into one single COCR, the application fee is also \$760.

每份遵行規定登記證明書續期申請的收費是760元。若為一棟建築物的多張遵行規定登記證明書合併為單一張的遵行規定登記證明書及為此而呈交一份續期申請表格，收費也是760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「香港特別行政區政府」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.

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。

## 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 [mbec@emsd.gov.hk](mailto:mbec@emsd.gov.hk)

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，或電郵至[mbec@emsd.gov.hk](mailto:mbec@emsd.gov.hk)。