



Official use only

此欄不用填寫

Receipt Date 收件日期：

Reference Number 參考編號：

The Government of the Hong Kong
Special Administrative Region
Buildings Energy Efficiency Ordinance
(Chapter 610, Section 18)

香港特別行政區政府
建築物能源效益條例
(第 610 章 第 18 條)

Form of Compliance

遵行規定表格

Note 注意：

Please read the "Notes to Complete this Form" 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」及「個人資料私隱聲明」，並以正楷填寫各項資料。

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 有關單位 / 公用地方的資料			
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		

Type of Building (please give a “✓” in only one appropriate box, see note 2)

建築物類別 (請只於一適當空格內加上「✓」號, 見須知事項2)

- | | | |
|---|---|---|
| <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 2 見須知事項2): | | |

Information of Responsible Person

負責人資料

- Type of Responsible Person (Please tick in the appropriate box)
負責人類別 (請在適當空格加上「✓」號)
- | |
|---|
| <input type="checkbox"/> Owner of the relevant common area
有關公用地方的擁有人 |
| <input type="checkbox"/> Owner of the relevant central building services installation
有關中央屋宇裝備裝置的擁有人 |
| <input type="checkbox"/> Tenant of the relevant unit
有關單位的租戶 |
| <input type="checkbox"/> Occupier of the relevant unit
有關單位的佔用人 |
| <input type="checkbox"/> Owner of the relevant unit
有關單位的業主 |

Name of Responsible Person English
(see note 3) 英文

負責人名稱 (見須知事項3) Chinese
中文

Representative Person (see note 4)
代表人 (見須知事項4)

Salutation
稱謂

Mr. / Miss / Ms. *
先生 / 小姐 / 女士 *

English Name
英文姓名

Chinese Name
中文姓名

Position
職位

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

- ☐ 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

Section B 乙 部：Specific Information 具體資料

Details of major retrofitting works 主要裝修工程的詳情

(Please give a “√” in the appropriate box 請在適當的空格內加上「√」號)

Location of Works 工程地點	Common Area 公眾地方	Unit 單位	Area of Works (m ²) 工程面積 (平方米)	Type of Building Services Installation 屋宇裝備類別	Work Completion Date (DD/MM/YY) 完工日期 (日 月/年)
	<input type="checkbox"/>	<input type="checkbox"/>		<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"/>	<input type="checkbox"/>		<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"/>	<input type="checkbox"/>		<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"/>	<input type="checkbox"/>		<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"/>	<input type="checkbox"/>		<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"/>	<input type="checkbox"/>		<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"/>	<input type="checkbox"/>		<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"/>	<input type="checkbox"/>		<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	/ /
Total Area of Works (m ²) (see note 5) 總工程面積(平方米)(見須知事項5)					

(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 (Please give a "✓" in all the appropriate boxes):
本人/我們現附上以下證明文件的副本（請於適當空格加上「✓」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
- ☐ Copy of letter, e-mail or delivery note/receipt etc. to certify that the Form of Compliance has been sent to the responsible person of the relevant building / units
信函、電子郵件或發送單據/收據等的副本以證明有關遵行規定表格已送交有關建築物或單位的負責人
- ☐ Copy of letter, e-mail or delivery note/receipt etc. to certify that the copy of Form of Compliance has been sent to the following administrator of the building concerned (please only select one) (see note 6):
信函、電子郵件或發送單據/收據等的副本以證明有關遵行規定表格的文本已送交下列有關建築物的管理人（請只選一項）（見須知事項6）：
- ☐ property management company
物業管理公司
- ☐ building owner (since no property management company can be ascertained then)
建築物擁有人（因為當時未能確定任何物業管理公司）
- ☐ N/A (since no property management company can be ascertained then and the responsible person of the relevant building / units is also the building owner)
不適用（因為當時未能確定任何物業管理公司而有關建築物或單位的負責人亦是建築物擁有人）

If no property management company, please arrange the representative of responsible person indicated in the associated Form of Compliance to endorse the following confirmation.
若無物業管理公司，請安排關聯的遵行規定表格所示的負責人之代表簽署以下確認。

Organization Name of Responsible Person# 負責人機構名稱#	English 英文
	Chinese 中文
Name of Responsible Person's Representative# 負責人之代表名稱#	English 英文
	Chinese 中文

(#must be identical with the associated Form of Compliance 必須和關聯的遵行規定表格完全相同)

I, on behalf of the above responsible person, confirm that there was no relevant property management company at the time of issuing the associated Form of Compliance. I also declare that the above confirmation is true and correct.

本人謹代表上述負責人確認發出遵行規定表格之時並無有關的物業管理公司。本人亦聲明上述確認全屬真確無訛。

Organization Chop
機構蓋章

Signature
簽署

Date

日期

Section D 丁部：Declaration 聲明

To: The above mentioned Responsible Person
致：上述的負責人

cc: The Director of Electrical and Mechanical Services, and property management company (or if none, owner)
副本
抄送：機電工程署署長、及物業管理公司(或如沒有，則 業主)

In accordance with section 18 of the Buildings Energy Efficiency Ordinance (Chapter 610), I, Registered Energy Assessor, certify that the building services installations in respect of which the major retrofitting works were carried out in the above unit/common area have been designed, installed and completed in accordance with the standards and requirements not lower than the Code of Practice for Energy Efficiency of Building Services Installations (year) _____ Edition; 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18條，本人作為註冊能源效益評核人，現核證於上述單位/公用地方內進行主要裝修工程的屋宇裝備裝置已按照不低於《屋宇裝備裝置能源效益實務守則》（版本見上述英文段落）的標準及規定設計、裝設及完成；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

☐ 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

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 7)
註冊能源效益評核人簽署
(見須知事項7)

Date (See note 8)
日期(見須知事項8)

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 18(1)(b) 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 18(1)(b) 條下的「指明表格」。

2. 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。

3. The responsible person of this form should be the responsible person or owner who obtains this Form of Compliance according to section 17 of the Ordinance, and can be a company or Incorporated Owners. In case the relevant responsible person or owner obtains this form on behalf of a company, please fill in the name of the relevant company in the input boxes. In case the relevant responsible person or owner obtains this form on behalf of Incorporated Owners, please fill in the name of the relevant Incorporated Owners.

本表格所提及的負責人必須是根據條例第17條取得本遵行規定表格的負責人或擁有人，可以為一間公司或業主立案法團。若有關負責人或擁有人以公司名義取得本表格，請在空格內填寫該公司的名稱。若有關負責人或擁有人以建築物的業主立案法團的名義取得本表格，請在空格內填寫該法團的名稱。

4. If the company or Incorporated Owners as the owner of the relevant building has authorized a representative person to obtain this form, please fill in the information of the representative person.

若公司或法團作為有關建築物的負責人，已委托一位代表人取得本表格，請填寫該代表人的資料。

5. Pursuant to item 1 of Schedule 3 of the Ordinance, when retrofitting works involve addition or replacement of a building services installation specified in the Building Energy Code and cover one or more places with a floor area or total floor area of not less than 500 m² under the same series of works within 12 months in a unit or a common area of a prescribed building, the works will be regarded as “major retrofitting works”. (Please refer to Notes (1) of Schedule 3 of the Ordinance for the interpretation of “a common area”.) However, if retrofitting works involve addition or replacement of a main component of a central building services installation specified in item 2 of Schedule 3 of the Ordinance, the works will be regarded as “major retrofitting works” irrespective of the floor area covered by the works. It is required to complete this form only when retrofitting works are regarded as “major retrofitting works”.

根據《條例》附表3第1項，當裝修工程涉及增設或更換《建築物能源效益守則》所指明的屋宇裝備裝置，而該項工程在於12個月內在訂明建築物的一個單位或一個公用地方進行的同一系列工程下，涵蓋樓面面積不少於500平方米的一個地方，或涵蓋總樓面面積不少於500平方米的多於一個地方，則該項工程會視為「主要裝修工程」。（有關「一個公用地方」的詮釋，請參閱《條例》附表3附註(1)。）不過，若裝修工程涉及增設或更換《條例》附表3第2項所指明的中央屋宇裝備裝置的主要組件，則不論工程所涵蓋的樓面面積多少，該項工程都會視為「主要裝修工程」。只有當裝修工程視為「主要裝修工程」，才須填寫本表格。

6. Pursuant to section 18(5) of the Ordinance, a registered energy assessor who issues a Form of Compliance must—
(a) send a copy of it together with the document specified in the Form of Compliance to the Director; and
(b) send another copy of it to —
(i) the property management company of the building concerned; or
(ii) if there is no such property management company or the property management company cannot be found or ascertained, the owner of the building.

Pursuant to section 18(6) of the Ordinance, a registered energy assessor who fails to comply with section 18(5) of the Ordinance commits an offence and is liable on conviction to a fine at level 3 (currently \$10,000).

If no property management company can be ascertained at the time of issuing Form of Compliance, a confirmation of no property management company then by the responsible person indicated in the associated Form of Compliance should be obtained. If the responsible person is also the building owner, issuing Form of Compliance to the responsible person will be regarded as having simultaneously fulfilled the requirement of

section 18(5)(b)(ii) of the Ordinance stated above. The registered energy assessor do not need to send another copy of the Form of Compliance to the owner of building again in this situation.

根據《條例》第18(5)條，發出遵行規定表格的註冊能源效益評核人須

- (a) 將該表格的文本連同遵行規定表格所指明的文件送交署長；及
- (b) 將該表格的另一文本送交
 - (i) 有關的建築物的物業管理公司；或
 - (ii) (如沒有上述物業管理公司或不能找到或確定有關物業管理公司)該建築物的擁有人。

根據《條例》第18(6)條，任何註冊能源效益評核人沒有遵守《條例》第18(5)條，即屬犯罪，一經定罪，可處第3級罰款(現時為\$10,000)。

若發出遵行規定表格之時未能確定有關的物業管理公司，則需要取得關聯的遵行規定表格所示的負責人確認當時沒有物業管理公司。若有關負責人也是建築物擁有人，則發出遵行規定表格於有關負責人會視為已同時履行了上述《條例》第18(5)(b)(ii)條的規定，註冊能源效益評核人在此情況下毋須再將該表格的另一文本送交該建築物的擁有人。

7. This Form of Compliance should be certified and signed by one registered energy assessor only.

本遵行規定表格只可以由一位註冊能源效益評核人核證及簽署。

8. Pursuant to sections 17(1) or 17(2) of the Ordinance, the owner or the responsible person must obtain Form of Compliance within 2 months after the completion of the major retrofitting works. The registered energy assessor should declare, by signing this form before such deadline, that the information provided in this form and all documents submitted along with this form are true and correct.

根據條例第17(1)或17(2)條，擁有人或負責人須在主要裝修工程完成之後的2個月內，取得遵行規定表格。能源效益評核人須在此限期前簽署本表格，以聲明本表格及所有呈交的有關文件內提供的資料全屬真確無誤。

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 the Electrical and Mechanical Services Department (EMSD) and disclosed to the data users of the department. The data of this form issued in respect of the building may also be disclosed to the public upon application.

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。本表格所載有關該建築物 / 發展項目的資料會按個別申請，然後向公眾披露。

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. No application fee is required for Form of Compliance.

遵行規定表格是不用收費。

2. This form together with the documents specified in the form 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，本表格及所指明的文件應送交香港九龍啟成街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。

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.

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。