

REA Briefing 2025

Updated Submission Forms and Common Irregularities

2 & 15 May 2025



- **Updated Submission Forms for BEEO**
- Common irregularities in completing BEEO submissions

Updated Submission Forms for Trade Facilitation

Streamlining

- Make use of existing project resources as supporting document (e.g. as-fitted schematics or layout drawings) and REA account for FULL compliance of BEC
- Streamline the requirement of annual energy consumption data for energy audit [at least 12-month (mandatory) + 24-month(prefer) in EAC 2024]

Standardizing

- Focus on technical details of major equipment to facilitate the Energy Audit in future
- Keep a compliance checklist in TG for voluntary use (launch with TG)
- Issue a standardize calculation sheet for lighting power density for voluntary use (launch with TG)

Simple

- Computerized the input for the submitted form and migrate to paperless submission
- Make electronic file acceptable for the submission of supporting documents in the Technical Form (EE-TECH) (Entire submission via EMSD online submission platform is also recommended)
- Prepare for fully implementation of E-submission for REA renewal / new application

Streamline of BEEO Submission Forms

- **Original Form** - divided by **Specific Function**

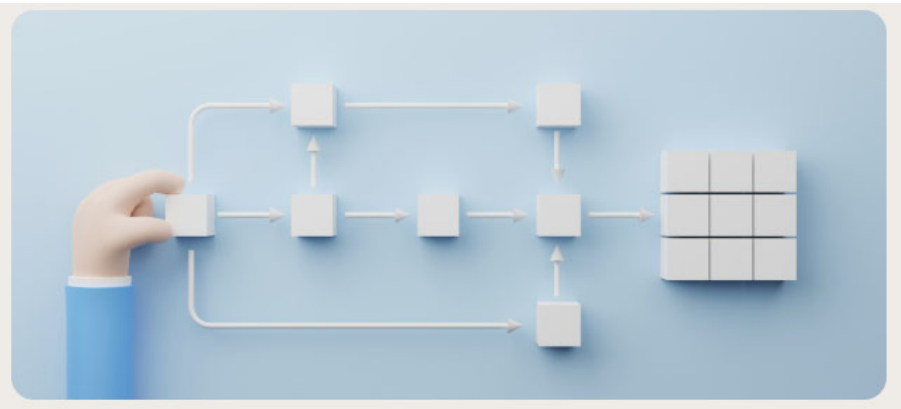
Single function for each of Forms

(i.e. Stage 1, Stage 2, FOC, EA, checklist, supplementary info., technical forms for each installation, etc)

- **After Streamline** - divided by **Type of Submission**

=> 1 Admin Form + 1 Technical form for Stage 1/ Stage 2/ FOC Submission

=> 1 Energy Audit Form + 1 EA Report Template for Energy Audit



$1 + 1 + 1 + 1 + 1 + \dots$

=

$1 + 1$

Streamline of the BEEO Submission Forms

Stage One/Two and FOC

| Form No. | Type of Form | Nos. of page | After Streamline | Nos. of Page |
|----------|------------------------------------|--------------|----------------------------|--------------|
| EE1 | Stage One Declaration | 6 | Consolidated EE1 | 8 |
| EE2 | Stage Two Declaration | 6 | Consolidated EE2 | 8 |
| EE3 | Application for renewal of COCR | 6 | Consolidated to EE3 | 9 |
| EE4 | Form of Compliance | 6 | Consolidated EE4 | 9 |
| EE-SU | Supplementary Information | 11 | Consolidate to EE1/2/3/4 | - |
| EE-CH | Checklist of COCR / FOC Submission | 1 | Consolidate to EE1/2/3/4 | - |

Technical Form

| Form No. | Type of Form | Nos. of page | After Streamline | Nos. of Page |
|----------|--|--------------|--|--------------|
| EE-TECH | Technical Data of Building Services Installation | - | New EE-TECH Simplify with essential info. | 11 |
| EE-LG | Technical Data of Lighting Installation | 7 | Consolidate to EE-TECH | - |
| EE-AC | Technical Data of Air-conditioning Installation | 25 | Consolidate to EE-TECH | - |
| EE-EL | Technical Data of Electrical Installation | 10 | Consolidate to EE-TECH | - |
| EE-LE | Technical Data of Lift & Escalator Installation | 11 | Consolidate to EE-TECH | - |
| EE-CH | Checklist of LG/AC/EL/LE Submission | 4 | Consolidate to EE-TECH | - |

Energy Audit

| Form No. | Type of Form / Report | Nos. of page | After Streamline | Nos. of Page |
|----------|--|--------------|--------------------------------------|--------------|
| EE5 | Energy Audit Form | 5 | Simplify with essential info. | 3 |
| EE-EAR | Energy Audit Report Template | - | New EE-EAR | 33 |
| EE-EAes | Executive Summary of Energy Audit Report | 11 | Consolidate to EE-EAR | - |
| EE-EA | Energy Audit Checklist | 3 | Consolidate to EE-EAR | - |
| - | Content of Energy Report prepared by REA | ~60 | | |

Remarks: Energy Audit Report Template (EE-EAR) to be issued at the soonest

Streamline of the BEEO Submission Forms

Stage One/Two and FOC

Form EE1 /EE2 /EE3 /EE4

- Only 1 admin form
- Filling 1 form instead of 3

Form EE-SU & EE-CH

- Combine supplementary information and checklist to EE1 to EE4

Example: Stage Two Declaration c/w Technical Form Submission

Before: EE2 + EE-SU + EE-CH = 22 pages

After : New EE2 = 8 pages

(reduced by > **70%**)

Technical Form

Form EE-TECH *(new)*

- Only 1 technical form
- Filling 1 form instead of 5

Form EE-LG, EE-AC, EE-EL, EE-LE & EE-CH

- Combine 4 installations and checklist into 1 form
- Trim down the checklist to major equipment only

Before: (EE-LG + AC + EL + LE) = 53 pages

After : New EE-TECH = 11 pages

Energy Audit

Form EE5 & EE-EAR *(new)*

- Only 1 EA report template +
- Form EE5

Form EE-EAes & EE-EA and Energy Audit Report

- Combine the executive summary, checklist and standardize a simplified report template

Example: Energy Audit Submission

Before: EE5 + EE-EAes + EE-EA + Report = 79 pages

After : EE5 + New EE-EAR = 36 pages

(reduced by > **50%**)

Streamline of the BEEO Submission Form – EE TECH 2024 (V.0)

| Documents submitted for demonstration of compliance (Please tick where applicable) | No. of sheets |
|--|---------------|
| Lighting Installation (Section 5 of BEC) | |
| <input type="checkbox"/> Lighting layout(s) and calculation sheet(s) for Lighting Power Density and provision of Automatic Lighting Control (For compliance of BEC Clause 5.4, 5.5 and 5.6) | |
| <input type="checkbox"/> Calculation sheet(s) for provision of daylight responsive control for daylight and the area of daylight control zone. (For compliance of BEC Clause 5.6.2 and 5.6.3) | |
| Air Conditioning Installation (Section 6 of BEC) | |
| <input type="checkbox"/> Schematic or layout drawings with highlighted the air conditioning system serving processing zone(s) and comfort only zone(s) (if any) (For compliance of BEC Clause 6.5) It is deemed to no AC system(s) to be shared with any processing zone if this item not be selected. | |
| <input type="checkbox"/> T&C document(s) for the air leakage limit of a ductwork system(s) (For compliance of BEC Clause 6.6) | |
| <input type="checkbox"/> Equipment Schedules and / or Calculation Sheet for system fan power (For compliance of BEC Clause 6.7) | |
| <input type="checkbox"/> Schematic and / or control drawings showing the low-speed operation of CAV and / or VAV systems (For compliance of BEC Clause 6.7.4.1 and 6.7.4.2) | |
| <input type="checkbox"/> Schematic and / or control drawings showing the water side pumping arrangement and the design arrangement under part load condition (For compliance of BEC Clause 6.8) | |
| <input type="checkbox"/> Calculation Sheet for frictional loss of water piping system (For compliance of BEC Clause 6.9) | |
| <input type="checkbox"/> Schematic and / or control drawings and / or BMS captures showing the control logic of temperature / humidity / provision of auto damper / demand control of ventilation / DDC provision / Chilled water temperature reset (For compliance of BEC Clause 6.10, 6.14 and 6.15) | |
| <input type="checkbox"/> Schedule showing the thermal insulation thickness and thermal properties for installed AHU casing, ductwork & pipework (For compliance of BEC Clause 6.11) | |
| <input type="checkbox"/> Equipment Schedules and Manufacturer-issued technical documents to indicate the capacity rating and COP of Air-conditioning equipment(s) (For compliance of BEC Clause 6.12) | |
| <input type="checkbox"/> Equipment Schedules and Manufacturer-issued technical documents of cooling tower performance (For compliance of BEC Clause 6.12.4 & 6.12.5) | |
| <input type="checkbox"/> LMCP schematic(s) and / or control drawing(s) showing the energy meter provision of air-conditioning equipment(s) and AHU(s) (For compliance of BEC Clause 6.13) | |

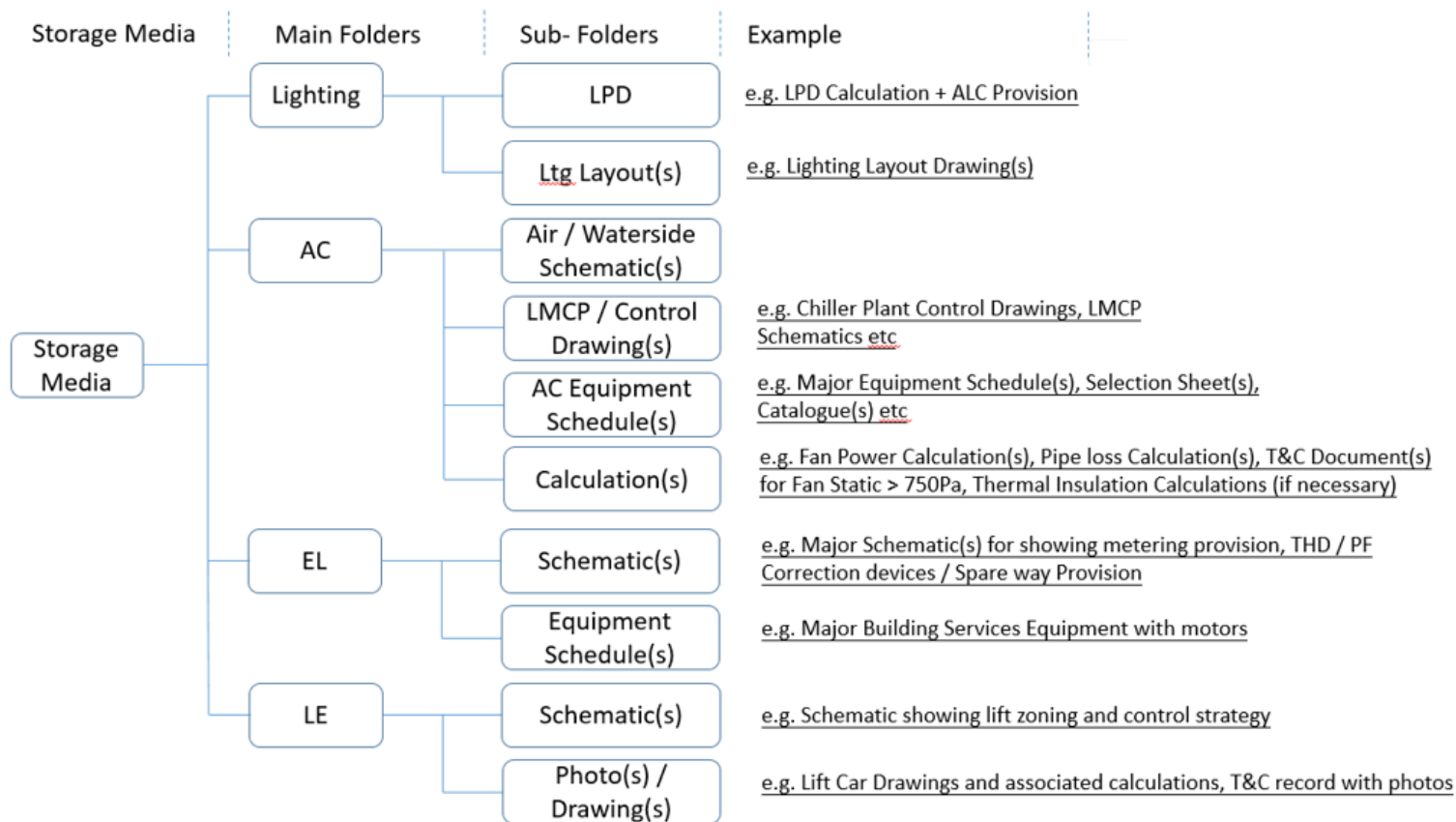
Accept the supporting documents under EE-TECH to be submitted in **electronic files** (save in storage media (i.e. CD-Rom, USB, etc))

| | |
|---|--|
| Electrical Installation (Section 7 of BEC) | |
| <input type="checkbox"/> Electrical schematic(s) highlighted the provision of metering device(s); power factor correction device(s) or connection point(s) for correction device(s) and / or harmonic correction device(s) or connection point(s) for correction device(s) and calculation sheet(s) (For compliance of BEC Clause 7.4, 7.6 and 7.7) | |
| <input type="checkbox"/> Equipment schedules and Manufacturer-issued technical documents to indicate the motor rating and its rated efficiency (For compliance of BEC Clause 7.5) | |
| Lift and Escalator Installation (BEC Section 8) | |
| <input type="checkbox"/> Lift fit-out drawing and calculation sheet for lift decoration load (For compliance of BEC Clause 8.5.2) | |
| <input type="checkbox"/> Lift Schematic drawing(s) showing the number of lift and / or escalators and control diagram showing the parking mode and lift lighting and ventilation control (For compliance of BEC Clause 8.5.3, 8.5.4 and 8.5.6) | |
| <input type="checkbox"/> lift drawing or photo record for the lift regenerative brake (For compliance of BEC Clause 8.5.3 and 8.5.5) | |
| <input type="checkbox"/> Control diagram showing the speed reduction mode of escalator (For compliance of BEC Clause 8.5.7) | |
| <input type="checkbox"/> Schematic and photo record showing the provision of metering device (For compliance of BEC Clause 8.7) | |
| <input type="checkbox"/> Others (Please give details) _____ | |

- 5) For supporting document, the REA should submit electronic file of PDF format with proper file name & folder structure and save in a media (e.g. CD-Rom, etc.) to attach in the COCR / FOC submission.
- 6) REA are also recommended to make the entire COCR / FOC submission through the EMSD online electronic submission platform (<https://wbrs.emsd.gov.hk/psps/en/System/login.jsp>)

Streamline of the BEEO Submission Form – EE TECH 2024 (V.0)

electronic files (save in storage media (i.e. CD-Rom, USB, etc))



Sample hierarchical folder structure

Streamline of the BEE0 Submission Form – EE TECH 2024 (V.0)

LPD Calculations

Standard Template for Lighting Power Density Calculation (LPD) & Automatic Lighting Control (ALC)

| Name of space / Space Ref. No. ^{*1} | Type of Space | Area of Space (m ²) | Luminarie Schedule (Please add extra column if necessary) | | | | | | Total Circuit Wattage (W) ^{*2} | Installed LPD (W/m ²) ^{*3} | Maximum Allowed LPD (W/m ²) | Compliance Check for LPD | ALC Control Required | Provision of Lighting Control Point fulfill BEC Clause 5.5 | Provision of ALC fulfill BEC Clause 5.6? | |
|--|---------------|---------------------------------|---|-----------|-----------|-----------|---|---|---|---|---|--------------------------|----------------------|--|--|-----|
| | | | Designation | Fixture 1 | Fixture 2 | Fixture 3 | | | | | | | | | | |
| | | | Nominal Lamp Wattage (W) | 10 | 12 | 20 | | | | | | | | | | |
| | | | Gear Loss (W) | 0.8 | 1 | 1.5 | | | | | | | | | | |
| | | | Total Wattage (W) | 10.8 | 13 | 21.5 | 0 | 0 | | | | | | | | 0 |
| Testing | Box / Lounge | 50 | Please specify the quantity of each type of luminarie in each space | 1 | 1 | 1 | | | | 45.3 | 0.906 | 10 | YES | No | Yes | Yes |
| | | | | | | | | | | 0 | | N/A | N/A | N/A | | |
| | | | | | | | | | | 0 | | N/A | N/A | N/A | | |
| | | | | | | | | | | 0 | | N/A | N/A | N/A | | |
| | | | | | | | | | | 0 | | N/A | N/A | N/A | | |
| | | | | | | | | | | 0 | | N/A | N/A | N/A | | |
| | | | | | | | | | | 0 | | N/A | N/A | N/A | | |
| | | | | | | | | | | 0 | | N/A | N/A | N/A | | |
| | | | | | | | | | | 0 | | N/A | N/A | N/A | | |
| | | | | | | | | | | 0 | | N/A | N/A | N/A | | |
| | | | | | | | | | | 0 | | N/A | N/A | N/A | | |
| | | | | | | | | | | 0 | | N/A | N/A | N/A | | |
| | | | | | | | | | | 0 | | N/A | N/A | N/A | | |
| | | | | | | | | | | 0 | | N/A | N/A | N/A | | |
| | | | | | | | | | | 0 | | N/A | N/A | N/A | | |
| | | | | | | | | | | 0 | | N/A | N/A | N/A | | |
| | | | | | | | | | | 0 | | N/A | N/A | N/A | | |

Remarks

*1 Please indicate the space Ref No. / name of space on the relevant drawing. Spaces each having total electrical power consumed by the complete fixed lighting installation not exceeding 70W may be excluded

*2 Submit details of each of the lamp type, nominal lamp wattage & lamp control gear loss in that space on separate sheets with clear cross-referencing and attach to this form

*3 Lighting where BEC Clause 5.1.2 is applicable and emergency lighting of non-maintained type can be excluded in the LPD calculation.

Streamline of the BEE0 Submission Form – EE5 (Rev. 3/25)

Simplify the Energy Audit Form EE5 to Fill-in essential information only

Use commencement date of Energy Audit to count for the interval of next energy audit

表格 EE5 Form EE5 機電工程署 EMSD

能源審核表格 ENERGY AUDIT FORM

建築物能源效益條例 (第 610 章)
Buildings Energy Efficiency Ordinance (Chapter 610)

建築物中文名稱
NAME IN ENGLISH

展開能源審核日期
Commencement date of energy audit (日/月/年 DD/MM/YYYY)

中央屋宇裝備裝置
能源使用指數
Energy Utilization Index of
central building services installation
See note 4, 見須知事項 4

千瓦小時/平方米/年
kWh/m²/annum

與前次能源審核的比較
Comparison with previous audit
See note 5, 見須知事項 5

☐ 不適用 Not applicable

更多資訊
More information

瀏覽已獲發能源審核表格的建築物列表
Scan the QR code to visit
list of buildings issued with energy audit form

本表格由註冊能源效益評估人根據建築物能源效益條例(第 610 章)第 22 條規定發出。
This Form was issued by Registered Energy Assessor in accordance with section 22 of the Buildings Energy Efficiency Ordinance (Cap. 610)

註冊能源效益評估人姓名
Name of Registered Energy Assessor

註冊能源效益評估人註冊號碼為
Registration number of Registered Energy Assessor

表格發給日期
Date of issue

此日期或之前展開下次能源審核
Commencement of next energy audit by

註冊能源效益評估人簽名
Signature of
Registered Energy Assessor

Streamline of the BEE0 Submission Form – EA1 (Rev. 3/25)

Amend the Form EA1 with Option to publish the contact details

Form EA1 表格 EA1

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) :

| | |
|--|---|
| <p>For new applicant only 只適用於新申請人士</p> | <p>For current Registered Energy Assessor 只適用於現有註冊能源效益評核人</p> |
| <p><input type="checkbox"/> New Application for Registration as a Registered Energy Assessor 新申請為註冊能源效益評核人</p> | <p>Registration No: _____ Expiry Date: _____ 註冊號碼: _____ 有效期屆滿日期: _____</p> |
| | <p><input type="checkbox"/> Renewal application 續期申請</p> |
| | <p><input type="checkbox"/> Change of particulars 更改個人資料 (Name / Correspondence Address / Professional Qualification / Disclosure of Particulars) (姓名 / 通訊地址 / 專業資格 / 披露資訊) *</p> |

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. * Year of Birth: _____

Disclosure of Particulars

ABOUT BEE0 CODES AND FORMS CIRCULAR REGISTER & LIST **REGISTERED ENERGY ASSESSOR (REA)** PUBLICITY FAQs USEFUL LINKS CONSULTATION

Register & List > Contacts of Registered Energy Assessors

Contacts of Registered Energy Assessors

Contacts of Registered Energy Assessors

Total 1066 records found |< < 43/107 > >| 10 v

| Reg. No. | Name in English | Name in Chinese | Valid Period | | Tel. No. Show All with Tel No. | Email Address Show All with Email | Remark |
|----------|-----------------|-----------------|--------------|-------------|-----------------------------------|--------------------------------------|--------|
| | | | Issue Date | Expiry Date | | | |
| - | - | - | - | - | - | - | - |

BEE0 Webpage

Section E 戊部: Disclosure of Particulars 披露資訊

As a Registered Energy Assessor (REA), I (agree / do not agree) * to publish my following information at the Electrical and Mechanical Services Department's webpage for public's reference:

作為註冊能源效益評核人,本人 (同意/不同意) * 披露以下個人資料於機電工程署網頁內供公眾查閱:

- (i) Email address (電郵地址): _____ ☐
- (ii) Telephone number (電話號碼): _____ ☐

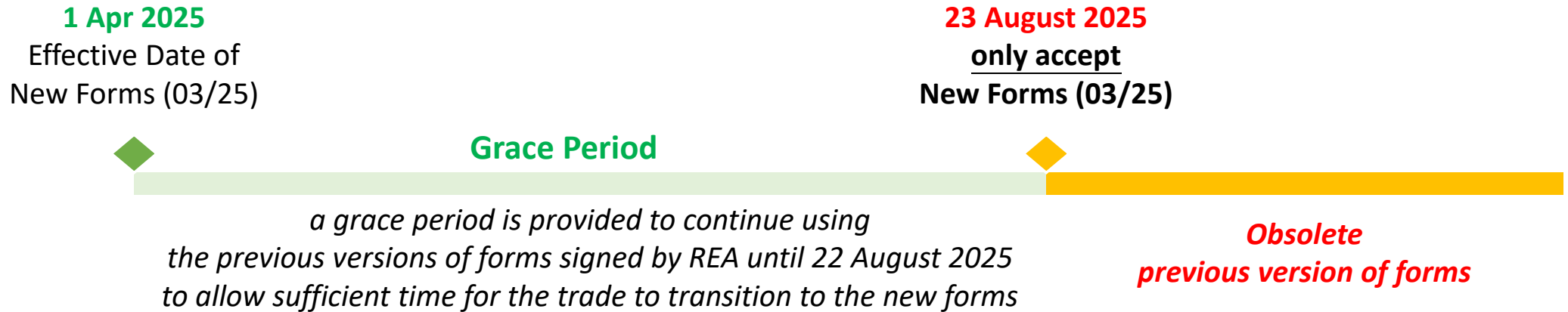
Please tick in the appropriate box(s) 請在適用空格加上✓號

* Delete as appropriate (刪除不適用者)

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EMSD/EE/EA1 (Rev. 03/25)

Effective Date of New Forms & Grace Period



Example of Stage 2 Declaration:

REA is free to choose at the moment,

(a) using past versions of forms:

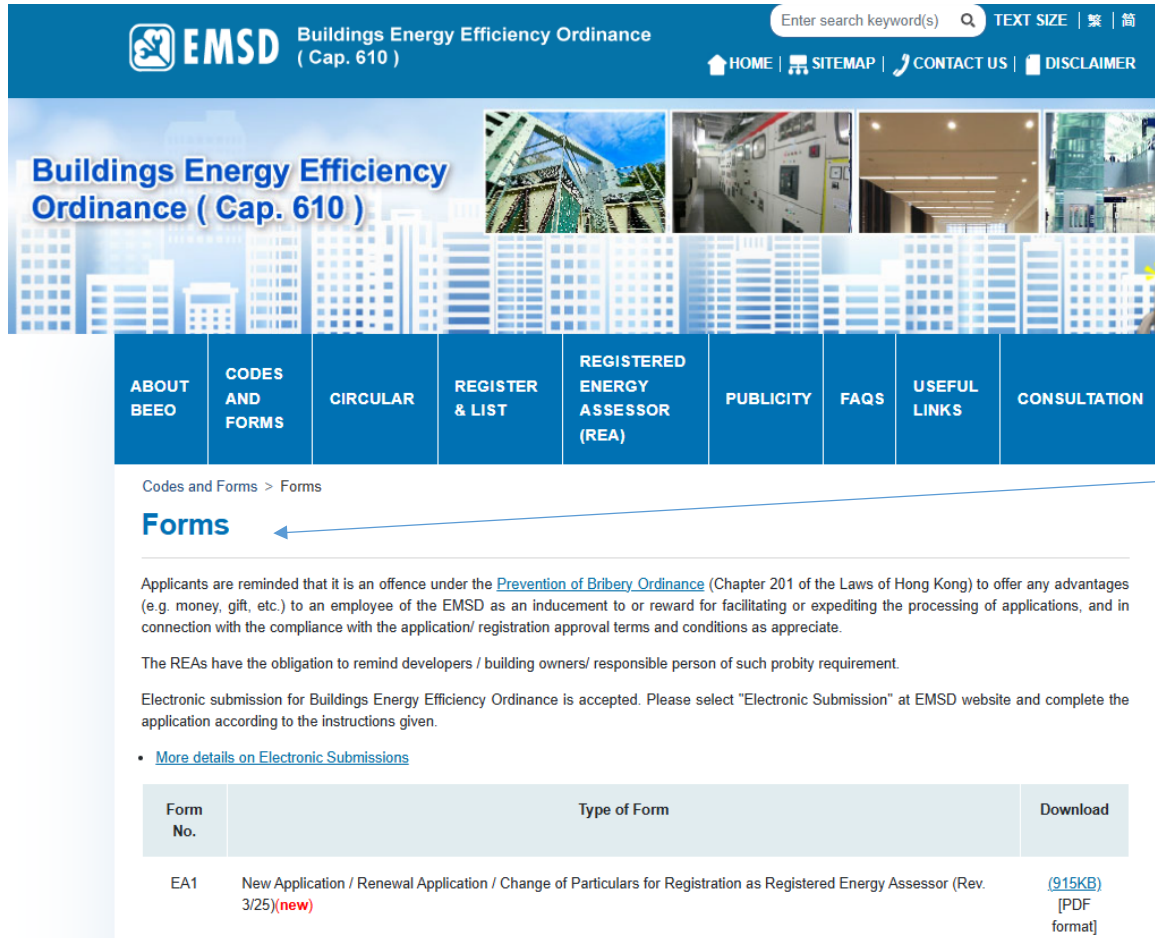
EE2(rev 08/22) + EE-SU(rev 06/23) + EE-CH(V.3) and technical forms (EE-LG, EE-AC, EE-EL, EE-LE);

(b) using new revision of forms:

EE2(rev 03/25) and technical form (EE-TECH 2024 (V.0)) **BUT** follow applicable version of BEC requirements)

- Updated Submission Forms for BEE0
- **Common irregularities in completing BEE0 submissions**

Common Irregularities in completing BEEO Submissions



EMSD Buildings Energy Efficiency Ordinance (Cap. 610)

Enter search keyword(s) TEXT SIZE | 繁 | 簡

HOME | SITEMAP | CONTACT US | DISCLAIMER

Buildings Energy Efficiency Ordinance (Cap. 610)

ABOUT BEEO | CODES AND FORMS | CIRCULAR | REGISTER & LIST | REGISTERED ENERGY ASSESSOR (REA) | PUBLICITY | FAQs | USEFUL LINKS | CONSULTATION

Codes and Forms > Forms

Forms

Applicants are reminded that it is an offence under the [Prevention of Bribery Ordinance](#) (Chapter 201 of the Laws of Hong Kong) to offer any advantages (e.g. money, gift, etc.) to an employee of the EMSD as an inducement to or reward for facilitating or expediting the processing of applications, and in connection with the compliance with the application/ registration approval terms and conditions as appreciate.

The REAs have the obligation to remind developers / building owners/ responsible person of such probity requirement.

Electronic submission for Buildings Energy Efficiency Ordinance is accepted. Please select "Electronic Submission" at EMSD website and complete the application according to the instructions given.

- [More details on Electronic Submissions](#)

| Form No. | Type of Form | Download |
|----------|---|---|
| EA1 | New Application / Renewal Application / Change of Particulars for Registration as Registered Energy Assessor (Rev. 3/25)(new) | (915KB) [PDF format] |

1. Download the latest version of the standard forms / check if your standard forms in hand is up-to-date.
2. Submit the originals of the standard forms.
3. When re-submission is necessary, the signed date should be the same as in your first submission

Common Irregularities in completing BEE0 Submissions

Section B 乙部 : Ground for the extension 延長期限的理由

Brief description of the ground for the extension:
簡述延長期限的理由：

(Insert additional paper if necessary)
(如有需要，請另加附頁)

* Delete as appropriate (刪除不適用者) 2/6 EMSD/EE-ET (Rev.06/23)

Apply for extension to:
申請延期至：

| | | |
|----|----|------|
| DD | MM | YYYY |
| 日 | 月 | 年 |

For completing Form EE-ET,

1. The ground for extension must demonstrate the no. of days for extension is justifiable.
2. Document proofs such as site work photos, shipping record, work programme, emails by the client, etc.

Common Irregularities in completing BEE0 Submissions

* Delete as appropriate (刪除不適用者)

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EMSD/EE/EA1 (Rev. 03/25)

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 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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。 | <input type="checkbox"/> |
| (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。 | <input type="checkbox"/> |
| (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 | <input type="checkbox"/> |

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

For completing Form EA1, examples of practical experience are:

1. design, installation, testing and commissioning of air-conditioning, electrical, lighting or lift & escalators installation;
2. application of the HKEERSB; or
3. conduction of energy audit in building

Common Irregularities in completing BEEO Submissions

Other typical problems would include:

1. The submitted Form EE5 for energy audit should be a coloured copy and not too blurred;
2. For Energy Audit, information of Owner of Building/ Representative of Owner of Building is incomplete; &
3. For FOC submissions, the location of works are unclear and the scale of drawing layout is too small or even unreadable;

Thank You

