



The Update Arrangement of COCR renewal

Statutory Requirement of COCR Renewal under BEEO (Cap.610)



What is COCR?

- COCR means
 - A *Certificate of Compliance Registration* issued under **section 10** and where applicable, renewed under **section 13** of BEEO
- COCR is applicable for all **prescribed buildings** in Schedule 1 of BEEO.

Schedule 1

[ss. 2 & 43]

Buildings that Require Certificate of Compliance Registration and Form of Compliance

(Format changes—E.R. 1 of 2017)

1. Commercial building.
2. A portion of a composite building that is not for residential or industrial use.
3. Hotel or guesthouse. (*Amended 6 of 2020 s. 55*)
4. Common area of a residential building.
5. Common area of a portion of a composite building that is for residential or industrial use.
6. Common area of an industrial building.
7. Building that is occupied principally for an education purpose.
8. Building that is occupied principally as a community building including a community hall and social services centre and composite building occupied as 2 or more such places.
9. Building that is occupied principally as a municipal services building including a market, cooked food centre, library, cultural centre and indoor games hall and composite building occupied as 2 or more such places.
10. Building that is occupied principally for medical and health care services including a hospital, clinic and rehabilitation centre.
11. Building that is owned by the Government and used principally for the accommodation of people during the performance of any function of the Government.
12. Passenger terminal building of an airport.
13. Railway station.



Relevant Sections of the BEEO

10. Certificate of Compliance Registration for buildings

- (1) If a **developer** has submitted a stage two declaration in respect of a building, the Director must, subject to subsection (2), issue a Certificate of Compliance Registration to the developer in respect of the building within 3 months after the day on which the declaration is received.
- (2) The Director may refuse to issue a Certificate of Compliance Registration to a developer if—
 - (a) the Director has reasonable grounds to believe that the stage two declaration concerned or a document accompanying it pursuant to section 9(2)(c) is false or misleading in any material particular; or
 - (b) the Director has yet to receive any information or document from the developer under section 9(4).
- (3) If the Director refuses to issue a Certificate of Compliance Registration to a developer under subsection (2), the Director must, as soon as reasonably practicable—
 - (a) issue a notice of the refusal to the **developer**; and
 - (b) state the reasons for the refusal in the notice.
- (4) Subject to **section 13(5)**, a Certificate of Compliance Registration is **valid for 10 years**.

Relevant Sections of the BEEO

12. Duties of owners and responsible persons of building with Certificate of Compliance Registration

- (1) This section applies in relation to a building in respect of which a Certificate of Compliance Registration has been issued.
- (2) The owner of a building must ensure that at all times a Certificate of Compliance Registration is in force in respect of the building.
- (3) The owner of a building must ensure that—
 - (a) the central building services installations in the building are maintained to a standard not lower than that applied in the first Certificate of Compliance Registration issued in respect of the building; and
 - (b) 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.
- (4) The responsible person of a unit of a building must ensure that—
 - (a) the building services installations serving the unit that are not the central building services installations in the building meet, and are maintained to, a standard not lower than that applied in the first Certificate of Compliance Registration issued in respect of the building; and
 - (b) if a Form of Compliance has been issued in respect of any building services installation serving the unit, the installation is maintained to a standard not lower than that applied in the latest Form of Compliance issued in respect of the installation.
- (5) A person who contravenes subsection (2) commits an offence and is liable on conviction to a fine at level 6.
- (6) A person who contravenes subsection (3) or (4) commits an offence and is liable on conviction to a fine at level 5.

Relevant Sections of the BEEO

13. Renewal of Certificate of Compliance Registration

- (1) The Director may, on an application, renew a Certificate of Compliance Registration.
- (2) An application for the renewal of a Certificate of Compliance Registration must—
 - (a) be in the **specified form**;
 - (b) be accompanied by the **prescribed fee** and the documents specified in the form; and
 - (c) be **certified by a registered energy assessor** to the effect that—
 - (i) the **central building services installations** in the building concerned are maintained to a standard not lower than that applied in the first Certificate of Compliance Registration issued in respect of the building; and
 - (ii) 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.
- (3) A certification by a registered energy assessor made for the purposes of subsection (2) is of no effect unless the assessor has, in the 30 days before the certification, personally inspected the building services installation covered by the certification.
- (4) The Director may require the **owner** of the relevant **central building services installation** to furnish any further information, or produce any additional document, that the Director considers reasonably necessary for the purposes of considering the application.
- (5) Subject to subsection (6), a renewed Certificate of Compliance Registration is effective from the date of renewal.
- (6) 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**.

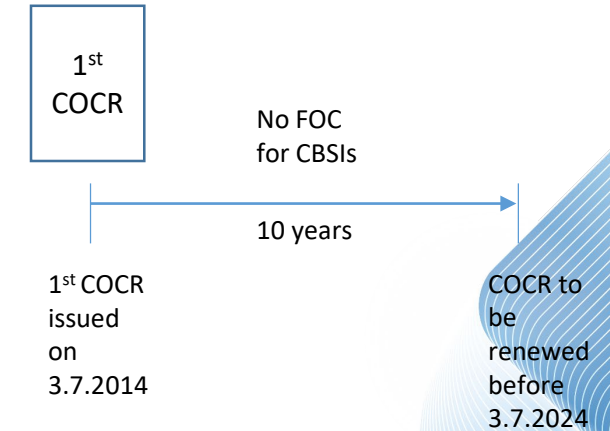
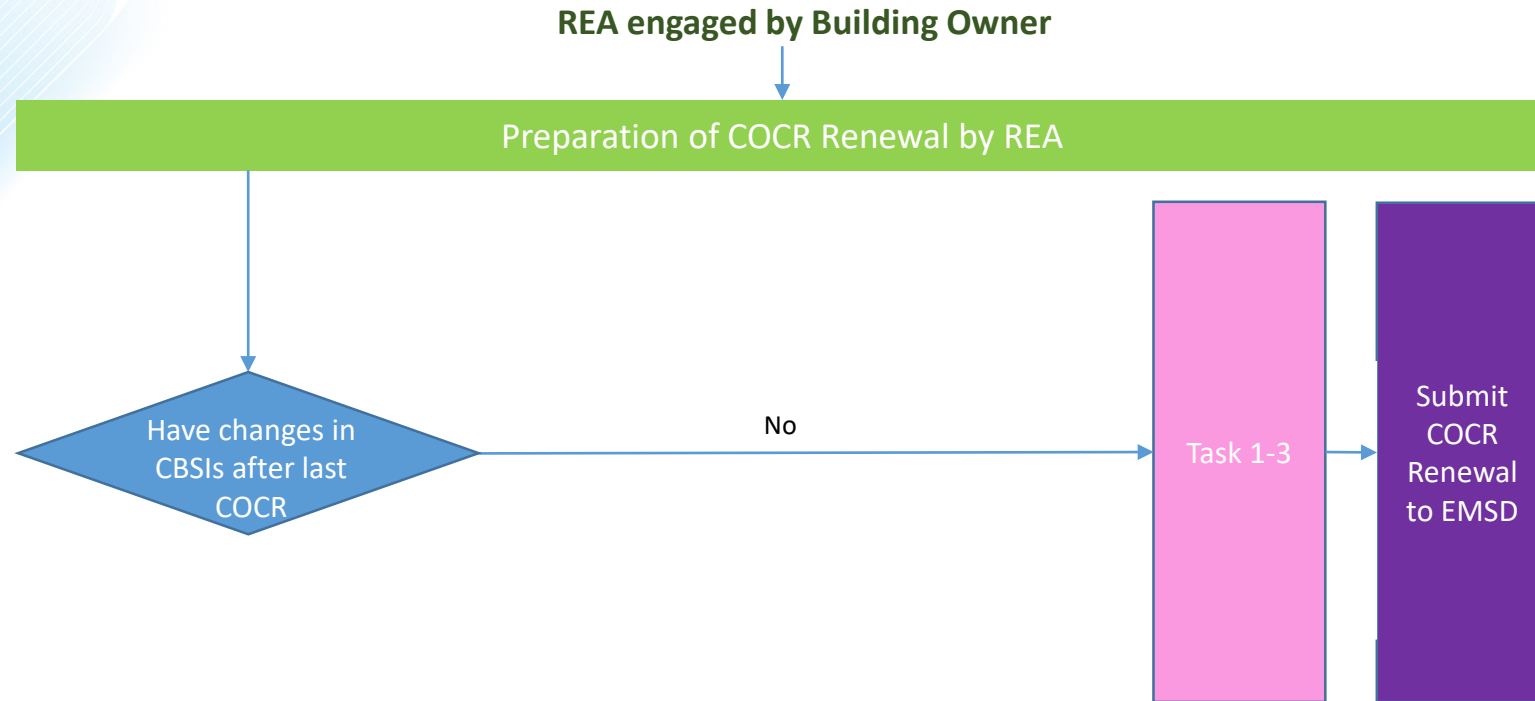
Relevant clause in TG-BEC

- TG-BEC 2021 Clause 4.2.2.3
 - Subsequent to the issue of the COCR, the owner(s) of the building (i.e. the **Owners' Corporation** or all **owners**, single owner etc.), every 10 years, is/are required to engage an REA:
 - To **certify that the design (not the condition of performance then)** of all the four key types **of CBSIs are maintained** to a standard not lower than the BEC version applied in the first COCR of the building;
 - If a FOC has been issued for a certain CBSI, to certify that the design of installation is maintained to a standard not lower than the BEC version applied in the latest FOC issued in respect of the installation; and
 - To submit application to EMSD for renewal of the COCR (application fee required).

Cases for COCR renewal

- 1.No CBSIs changed after last COCR issued
- 2.CBSIs changed and FOC obtained after last COCR issued
- 3.CBSIs changed/changing but FOC not yet obtained after last COCR issued

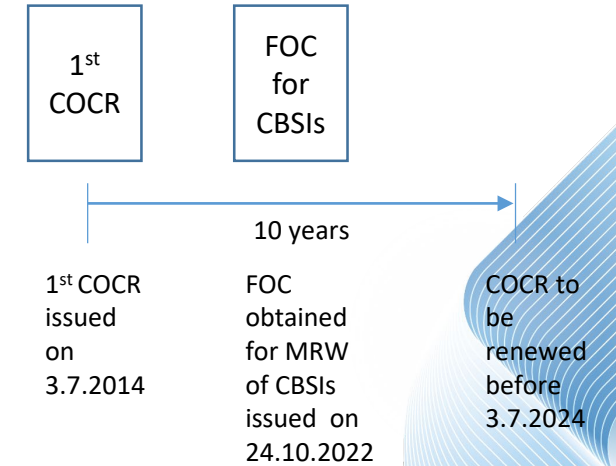
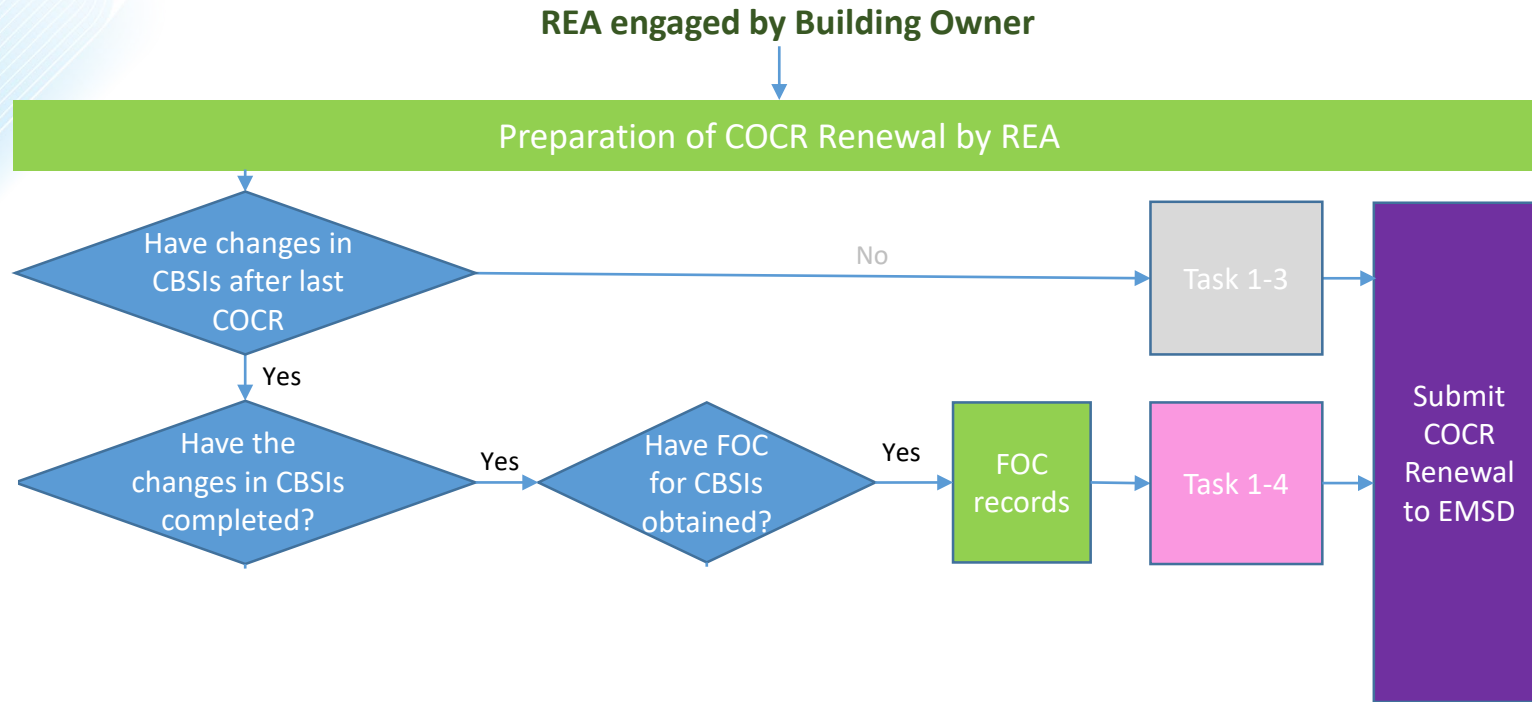
Case 1: No CBSIs changed after last COCR issued



Tasks to be carried out for COCR Renewal for different conditions

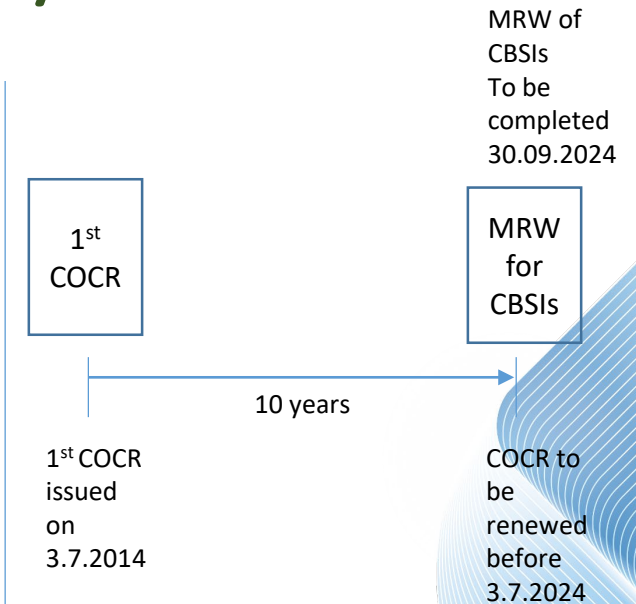
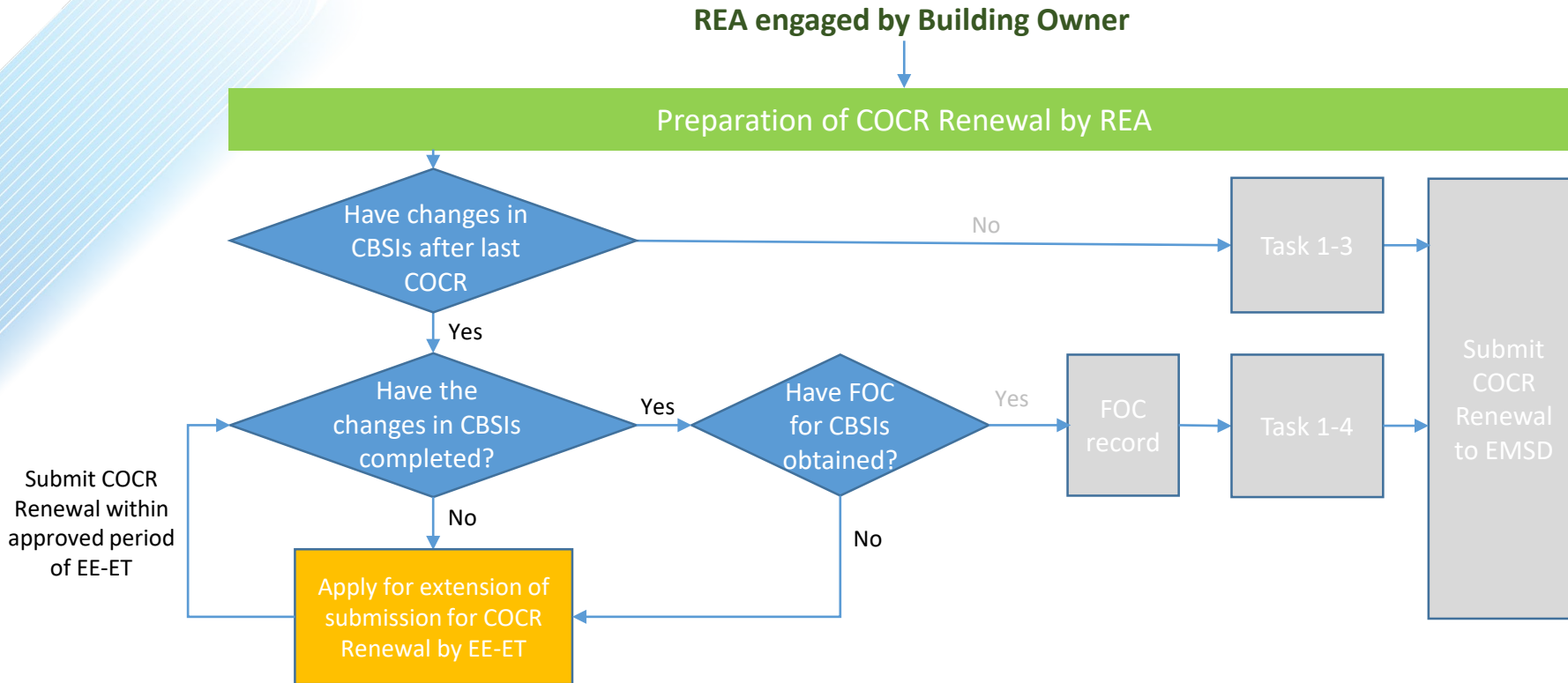
1. Obtain as-built information and operation & maintenance record of CBSIs from building owner(s)
2. REA inspected onsite < 30 days of date of declaration
3. Complete Specified Forms (EE3 & EE-SU)

Case 2: CBSIs changed and FOC obtained after last COCR issued



- Tasks to be carried out for COCR Renewal for different conditions
1. Obtain as-built information and operation & maintenance record of CBSIs from building owner(s)
 2. REA inspected onsite < 30 days of date of declaration
 3. Complete Specified Forms (EE3 & EE-SU)
 4. Obtain FOC details from building owners and complete in Form EE-SU

Case 3: CBSIs changed/changing but FOC not yet obtained after last COCR issued



- Tasks to be carried out when CBSIs changed / changing but FOC not yet obtained after last COCR issued
1. Assist the building owner(s) to apply for extension by Form EE-ET
 2. Issue FOC for the MRW of CBSIs by corresponding REA

Technical Circular No.1/2023

EMSD Buildings Energy Efficiency Ordinance (Cap. 610)

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

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Buildings Energy Efficiency Ordinance (Cap. 610)

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

Circular

Circular

Date	Circular No.	[PDF format]
30-06-2023	1/2023	Revision 06/23 of Form EE3, Form EE-SU and Form EE-ET (512 KB)

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Codes and Forms > Forms

Forms

Form No.	Type of Form	Download
EE3	Application for Renewal of Certificate of Compliance Registration (Rev. 6/23)	(435KB) [PDF format]
EE-SU	Supplementary Information for Forms EE1, EE2, EE3 or EE4 (Rev. 6/23)	(664KB) [PDF format]
EE-ET	Application Form for an Extension to the Prescribed Period of Submission of Stage Two Declaration or Obtaining Form of Compliance (Rev. 6/23)	(482KB) [PDF format]

Forms:
 EE3 (Rev. 6/23)
 EE-SU (Rev. 6/23)
 EE-ET (Rev. 6/23)

Our reference: 本署編號: EMSD/EEO/BC/38

Telephone 電話號碼: (852) 2 808 3807

Your reference: 來函編號:

Facsimile 圖文傳真: (852) 2890 6081

e-mail 電郵: mbec@emsd.gov.hk

28 June 2023

To: Recipients of BEEO Technical Circulars

Dear Sir/Madam,

Buildings Energy Efficiency Ordinance (Cap 610)
Technical Circular No.1/2023
Revision 06/23 of Form EE3, Form EE-SU and Form EE-ET

Purpose

This Technical Circular promulgates the new Revision 06/23 of Form EE3 – “Application for Renewal of Certificate of Compliance Registration”, Form EE-SU – “Supplementary Information for Form EE1, EE2, EE3 or EE4” and Form EE-ET – “Application for an Extension to the Prescribed Period of Submission of Certificate of Compliance Registration or Obtaining Form of Compliance”, which have been uploaded to the website of the Ordinance (<https://www.emsd.gov.hk/beeo/>) to supersede the old version by the effective date as specified in paragraph 2 in below.

Effective Date

2. The aforesaid Form EE3 (Rev. 06/23), Form EE-SU (Rev.06/23) and Form EE-ET (Rev.06/23) take full effect on 30 June 2023.

Effect on Existing Circular

3. There is no effect on existing circulars.

Background

4. Following the enactment of the Buildings Energy Efficiency Ordinance (Cap.610) (BEEO) in September 2012, the first issued Certificate of Compliance Registration (COCR) of particular prescribed building would be expired soon. Pursuant to the section 13(2)&(6) of the BEEO, the owners of particular prescribed building should engage the Registered Energy Assessors (REAs) for the renewal of the COCR and the application for renewal of a COCR should be made during the 12 months preceding the expiry of the certificate. The Form EE3, Form EE-SU and Form EE-ET are updated accordingly to facilitate the upcoming submissions of the renewal of COCR.

.../P2

凡寄來之信件請註明機電工程署收，不寫寄件人姓名。Correspondence should be addressed to the Electrical and Mechanical Services Department and not to individuals by name.



COCR Renewal – Form EE-SU

Date of Declaration by Registered Energy Assessor in Form EE1 / EE2 / EE3 / EE4 *:
載於表格 EE1 / EE2 / EE3 / EE4 * 之能源效益評核人的聲明日期: _____

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編號, 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: _____

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)? (for Form EE3 only) (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? (只限表格 EE3) (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? (for Form EE3 only) (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? (只限表格 EE3) (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 item and part (c) & (e) of section B of the form.) (請完成下一項及本表格乙部(c)及(e)部份。)

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? (for Form EE3 only) (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。(只限表格 EE3) (請於適當空格內加上「✓」號)

Yes 是 No 否 (Reasons 原因: _____)

We enclose the following technical forms (not applicable to Form EE1 & EE3). (Please give a "✓" in the appropriate box)
現附上下列技術表格 (並不適用於表格 EE1 及 EE3)。 (請於適當空格內加上「✓」號)

Form 表格 EE-EL	<input type="checkbox"/> Yes 有	<input type="checkbox"/> N/A 不適用
Form 表格 EE-LG	<input type="checkbox"/> Yes 有	<input type="checkbox"/> N/A 不適用
Form 表格 EE-AC	<input type="checkbox"/> Yes 有	<input type="checkbox"/> N/A 不適用
Form 表格 EE-LE	<input type="checkbox"/> Yes 有	<input type="checkbox"/> N/A 不適用
Form 表格 EE-PB	<input type="checkbox"/> Yes 有	<input type="checkbox"/> N/A 不適用

Have changes in CBSIs after last COCR issued?

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)? (for Form EE3 only) (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? (只限表格 EE3) (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。)

Have FOC for CBSIs?

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? (for Form EE3 only) (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? (只限表格 EE3) (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 item and part (c) & (e) of section B of the form.) (請完成下一項及本表格乙部(c)及(e)部份。)

No 否 (Reasons 原因: _____)

Confirming CBSIs up to standard.

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? (for Form EE3 only) (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。(只限表格 EE3) (請於適當空格內加上「✓」號)

Yes 是 No 否 (Reasons 原因: _____)

* Delete as appropriate (刪除不適用者)



COCR Renewal – Form EE-ET

Form EE-ET 表格 EE-ET

The Government of the Hong Kong Special Administrative Region
Buildings Energy Efficiency Ordinance
(Chapter 610 Section 9, 13 and 17)

香港特別行政區政府
建築物能源效益條例
(第610章 第9, 13及17條)

Application Form for an Extension to the Prescribed Period of Submission of Certificate of Compliance Registration or Obtaining Form of Compliance

「遵行規定登記證明書」或取得「遵行規定表格」的
延長期限申請表格

Official use only
此部不用填寫

EMSD

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「個人資料私隱聲明」, 並以正楷填寫各項資料。

I hereby submit the application for an extension to the prescribed period of the following item (Please choose only one item and tick in the appropriate box):
本人現提交延長下列期限的申請(請選擇其中一項並在適當空格加上√號):

Submission of Stage Two Declaration for Certificate of Compliance Registration
呈交次階段的聲明

Submission of Renewal of Certificate of Compliance Registration
呈交遵行規定登記證明書的續期

Obtaining Form of Compliance
取得「遵行規定表格」

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: English 英文
建築物名稱: Chinese 中文

Address of Building: Street No. 街道號碼
建築物地址: Street 街道 English 英文
Chinese 中文

District 地區 English 英文
Chinese 中文

HK 香港
 Kowloon 九龍
 New Territories 新界

* Delete as appropriate (刪除不適用者)

* Delete as appropriate (刪除不適用者)

Apply for extension to:
申請延期至: DD / MM / YYYY
日 / 月 / 年

Responsible Registered Energy Assessor:
負責的註冊能源效益評核人: _____

Registration No.:
註冊號碼: _____

I attach the following documentary proof for the above application for extension:
本人現附上以下有關上述申請之證明文件:

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

Add selection for COCR Renewal

I hereby submit the application for an extension to the prescribed period of the following item (Please choose only one item and tick in the appropriate box):
本人現提交延長下列期限的申請(請選擇其中一項並在適當空格加上√號):

Submission of Stage Two Declaration for Certificate of Compliance Registration
呈交次階段的聲明

Submission of Renewal of Certificate of Compliance Registration
呈交遵行規定登記證明書的續期

Obtaining Form of Compliance
取得「遵行規定表格」

Expected extension of duration and information of corresponding REA

Apply for extension to:
申請延期至: DD / MM / YYYY
日 / 月 / 年

Responsible Registered Energy Assessor:
負責的註冊能源效益評核人: _____

Registration No.:
註冊號碼: _____

Reminder: Submission of Form EE-ET should be included necessary substantiations for supporting the extended period.



Case may not need COCR renewal

Building was demolished on or before COCR expiry date

What to do:

- Building owners or its representative to notify the department with substantiation:
- the Certificate on Completion of Demolition Works (BA14A or BA14B) or equivalent document issued by relevant authority

拆卸工程竣工證明書
Certificate on Completion of Demolition Works
(Standard Procedure)
建築師註冊條例 (第122章) Building Ordinance (Chapter 122) 建築師註冊條例 (第122章) Building Ordinance (Chapter 122)

BA14A

拆卸工程竣工證明書 (簡化程序)
Certificate on Completion of Demolition Works
(Streamlined Procedure)
建築師註冊條例 (第122章) Building Ordinance (Chapter 122) 建築師註冊條例 (第122章) Building Ordinance (Chapter 122)

BA14B



COCR Renewal Pamphlet

The screenshot shows the EMSD website interface. At the top, there is a search bar with the text "Enter search keyword(s)" and a magnifying glass icon. To the right of the search bar are links for "TEXT SIZE", "繁", and "簡". Below the search bar are navigation links: "HOME", "SITEMAP", "CONTACT US", and "DISCLAIMER". The main header area features the EMSD logo and the text "Buildings Energy Efficiency Ordinance (Cap. 610)". Below this is a banner with the text "Buildings Energy Efficiency Ordinance (Cap. 610)" and several images related to energy efficiency. A navigation menu is visible with categories: ABOUT BEEO, CODES AND FORMS, CIRCULAR, REGISTER & LIST, REGISTERED ENERGY ASSESSOR (REA), PUBLICITY, FAQs, USEFUL LINKS, and CONSULTATION. The "PUBLICITY" category is highlighted with a red box. Below the navigation menu, the page content shows "Publicity > Publications" and a list of publications. A red arrow points from the "Publications" link in the navigation menu to the "Pamphlet for Renewal of Certificate of Compliance Registration" in the list.

EMSD Buildings Energy Efficiency Ordinance (Cap. 610)

Enter search keyword(s) TEXT SIZE 繁 | 簡

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Buildings Energy Efficiency Ordinance (Cap. 610)

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

Publicity > Publications

Publications

BEEO

- Leaflet for Buildings Energy Efficiency Ordinance [PDF format (1.68MB)]
- Leaflet for Major Retrofitting Works [PDF format (1.29MB)]
- Poster for Buildings Energy Efficiency Ordinance [PDF format (2.2MB)]
- Pamphlet for New Application for Certificate of Compliance Registration [PDF format (4.14MB)]
- Pamphlet for Renewal of Certificate of Compliance Registration [PDF format (7.45MB)]
- Pamphlet for Major Retrofitting Works [PDF format (2.1MB)]
- Pamphlet for Energy Audit [PDF format (1.88MB)]

Promotion Videos

Events

The cover of the pamphlet features a blue and white striped building facade with a green leaf graphic on the left. The text is in both Chinese and English. The Chinese text reads "建築物能源效益條例 Buildings Energy Efficiency Ordinance" and "續領 遵行規定登記證明書 (適用於現有訂明建築物)". The English text reads "Renewal of Certificate of Compliance Registration (COCR) (Applicable to existing prescribed buildings)". The EMSD logo is in the bottom right corner.

建築物能源效益條例 Buildings Energy Efficiency Ordinance

續領 遵行規定登記證明書 (適用於現有訂明建築物)

Renewal of Certificate of Compliance Registration (COCR) (Applicable to existing prescribed buildings)

機電工程署 EMSD

Thank You

