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31 March 2025

To: Recipients of BEEO Technical Circulars

Dear Sir/Madam,

**Buildings Energy Efficiency Ordinance (Cap 610)**  
**Technical Circular No.1/2025**  
**Streamlining the BEEO Submission Forms for**  
**BEC 2024 and EAC 2024**

Purpose

This Technical Circular promulgates the updated BEEO submission forms of new Revision 03/25 for Form EA1, EE1, EE2, EE3, EE4, EE5 and the EE-TECH 2024 (V.0).

Effective Date

2. The Form EA1, EE1, EE2, EE3, EE4, EE5 of version (rev 03/25) and the Form EE-TECH 2024 (V.0) take effect on 1 April 2025 but with a grace period as specified in paragraph 7 below.

Effect on Existing Circular

3. There is no effect on existing circulars.

Background

4. To support the initiative of trade facilitation, streamlining the BEEO submission processes were review with the Technical Taskforce and the relevant submission forms were trimmed down to facilitate the Registered Energy Assessor (REA) and the trade for compliance on BEEO with minimized document submission.

### Major Revision

5. Please be advised that the re-arrangement for the new BEEO submission forms are summarized as below:

- a) Delete the previous Form EE-SU and Form EE-CH and consolidate into Form EE1, EE2, EE3 and EE4 for Stage One, Stage Two, COCR Renewal and FOC submission respectively;
- b) Delete the previous technical forms including EE-LG, EE-AC, EE-EL and EE-LE and consolidate into a combined technical form of EE-TECH;
- c) Accept the supporting documents under EE-TECH to be submitted in electronic files and saved in a proper media (i.e. CD-Rom, USB, etc);
- d) Simplify the Energy Audit Form EE5 to fill-in essential information only;
- e) Amend the Form EA1 with option to publish the contact details of REA.

6. The updated submission forms have been uploaded to the web-site of the Ordinance (<http://www.beeo.emsd.gov.hk>) to supersede the old version by the effective date as specified in paragraph 2 above.

### Grace Period

7. A REA is still free to choose using the immediate past version of Forms (i.e. rev 08/22 for EA1, EE1, EE2, EE4, rev 06/23 for EE3, rev 09/22 for EE5) and associated Form EE-SU(rev 06/23), EE-CH(V.3) and technical forms (EE-LG, EE-AC, EE-EL, EE-LE); or the latest version of forms stated in paragraph 1 if the Forms are signed by him/her before 23 August 2025. The immediate past version of the forms will no longer be acceptable if they are signed by REA on or after 23 August 2025.

8. To make use of EE-TECH 2024 (V.0) on the submission of Form of Compliance for major retrofitting works that before the effective date of BEC 2024, the BEC requirements should strictly follow the applicable edition (i.e. currently is BEC 2021) of that particular submission. Similar approach for submission of Stage Two Declaration which the edition of BEC should be based on Stage One Declaration.

Yours faithfully,



( S. F. LEUNG )

for Director of Electrical and Mechanical Services

**Annex 1**  
**Effective Date and Grace Period**

**BEE0 Submission Form**

<u>Latest Version</u>	<u>Effective Date</u>
Form EA1 (rev 03/25) <i>(new)</i>	Take effect on 1 Apr 2025
Form EE1 (Rev 03/25) <i>(new)</i>	
Form EE2 (Rev 03/25) <i>(new)</i>	
Form EE3 (Rev 03/25) <i>(new)</i>	
Form EE4 (Rev 03/25) <i>(new)</i>	
Form EE5 (Rev 03/25) <i>(new)</i>	

<u>Immediate Past Version</u>	<u>Grace Period</u>
Form EA1 (rev 08/22)	Registered Energy Assessor is still free to choose using this version <u>before 23 August 2025</u>
Form EE1 (Rev 08/22)	
Form EE2 (Rev 08/22)	
Form EE3 (Rev 06/23)	
Form EE4 (Rev 08/22)	
Form EE5 (Rev 09/22)	
Form EE-SU (Rev 06/23)	
Form EE-CH (V.3)	

**Technical Forms**

<u>Latest Version</u>	<u>Effective Date</u>
Form EE-TECH (V.0) <i>(new)</i>	Take effect on 1 Apr 2025

<u>Immediate Past Version</u>	<u>Grace Period</u>
Form EE-LG	Registered Energy Assessor is still free to choose using this version <u>before 23 August 2025</u>
Form EE-EL	
Form EE-AC	
Form EE-LE	