



The Government of the Hong Kong
Special Administrative Region
Buildings Energy Efficiency Ordinance
(Chapter 610, Section 22)
Energy Audit Form

香港特別行政區政府
建築物能源效益條例
(第610章 第22條)
能源審核表格

Section A 甲部: General Information 一般資料

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"/> Hong Kong 香港 <input type="checkbox"/> Kowloon 九龍 <input type="checkbox"/> New Territories 新界			

Section B 乙部: Declaration 聲明

To 致: Building owner 建築物擁有人
cc 副本抄送: The Director of Electrical and Mechanical Services 機電工程署署長

In accordance with section 22 of the Buildings Energy Efficiency Ordinance (Chapter 610), I, (full name) _____, Registered Energy Assessor (Registration No.: _____) certify that an Energy Audit in respect of the above building was completed on _____ / _____ / _____ (DD/MM/YYYY). This Energy Audit Form will expire on _____ / _____ / _____ (DD/MM/YYYY). (see note 4)

The energy utilization index (EUI) per annum of the past 12-month period of the above building is _____ MJ/m²/annum, equivalent to _____ kWh/m²/annum. (see note 5)

茲根據建築物能源效益條例(第 610 章)第 22 條之規定, 本人(姓名) _____ 作為註冊能源效益評核人(註冊號碼: _____), 現證明上述建築物的能源審核已於 _____ 年 _____ 月 _____ 日完成。本能源審核表格將於 _____ 年 _____ 月 _____ 日屆滿。(見須知事項 4) 有關上述建築物過去 12 個月期間的按年計能源使用指數為 _____ 兆焦耳/平方米/年, 相當於 _____ 千瓦小時/平方米/年。(見須知事項 5)

Signature of Registered Energy Assessor
註冊能源效益評核人簽名

Date of issue (DD/MM/YYYY)
簽發日期 (日/月/年)



能源使用指數 EUI

Energy Utilization Index (per annum)
能源使用指數(按年計)

MJ/m²/annum

kWh/m²/annum

Expiry Date
屆滿日期 _____ / _____ / _____
Completion Date
完成日期 _____ / _____ / _____

- No Energy Audit conducted previously
以前沒有進行能源審核
- Energy Audit conducted previously
曾經進行能源審核

Previous Energy Utilization Index (per annum)
上次能源使用指數(按年計)

MJ/m²/annum

kWh/m²/annum

Completion Date
完成日期 _____ / _____ / _____

Comparison of
EUI with previous
energy audit
與上次能源
使用指數比較

%

(See note 5 – 7)
(見須知事項 5 – 7)

Notes to Complete this Form 填寫本表格的須知事項

1. This form is the “specified form” under section 22(6)(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 22(6)(a) 條下的「指明表格」。

2. This form should be submitted with energy audit checklist (Form EE-EA) and energy audit report.

本表格必須連同能源審核核對表（EE-EA 表格）及能源審核報告呈交。

3. 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。

4. This Energy Audit Form should be valid for 10 years from the date of completion of energy audit inclusively. For example, if the date of completion of energy audit is 1st October 2022, the Energy Audit Form should be valid from 1st October 2022 to 30th September 2032 inclusively.

本能源審核表格有效期由能源審核完成的日期開始（包括這日），為期十年。例如：能源審核完成的日期是 2022 年 10 月 1 日，能源審核表格有效期為 2022 年 10 月 1 日至 2032 年 9 月 30 日（包括首尾兩日）。

5. 1 kWh is equivalent to 3.6 MJ.

1 千瓦小時相當於 3.6 兆焦耳。

6. Tick the box “No energy audit conducted previously” if it is the first energy audit for the building. Tick the box “Energy Audit conducted previously” when energy audit has been conducted before.

如建築物為首次進行能源審核須要剔選「以前沒有進行能源審核」方格。以前進行過能源審核須要剔選「曾經進行能源審核」方格。

7. The comparison of EUI with previous energy audit is calculated as below:

$$\frac{EUI_n - EUI_p}{EUI_p} \times 100\%$$

Where EUI_n is the current EUI,
 EUI_p is the previous EUI.

“– ve” percentage change expresses a decrease of EUI and the building utilizes less energy per m² than the previous energy audit.

“+ ve” percentage change expresses an increase of EUI and the building utilizes more energy per m² than the previous energy audit.

與上次能源使用指數比較的計算如下：

$$\frac{EUI_n - EUI_p}{EUI_p} \times 100\%$$

EUI_n 為本次能源使用指數，
 EUI_p 為上次能源使用指數。

比較數值為負值時「– ve」，代表該建築物的能源使用指數下降及其每平方米能源使用量比上次能源審核低。
比較數值為正值時「+ ve」，代表該建築物的能源使用指數上升及其每平方米能源使用量比上次能源審核高。

Notes to Complete this Form 填寫本表格的須知事項

8. This form should be printed in color of A4 size. The owner of building should exhibit a copy of the form in a conspicuous position at the main entrance of the building. The appearance of the form should be visible, i.e. not allowing printed on a transparent glass/paper etc.

本表格必須以 A4 大小及彩色打印。該建築物的擁有人須要在該建築物的主要入口的顯眼位置，展示本表格的文本。表格的外觀必須是清晰可見，即不允許印刷在透明的玻璃 / 紙上。

9. The owner of building should ensure the name of building are correct and properly indicated in this form. The name of building can make reference to the relevant documents such as Certificate of Compliance Registration (“COCR”) issued in respect of the building under the Buildings Energy Efficiency Ordinance (Chapter 610), publication of “Names of Buildings” by Rating and Valuation Department, etc. if applicable.

建築物擁有人須要確保建築物的名稱正確，並且適當地顯示在此表格中。如適用，建築物名稱可參考建築物能源效益條例（第 610 章）就建築物發出的「遵行規定登記證明書」，差餉物業估價署刊發的《樓宇名稱》等相關文件。

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. Pursuant to section 22(5) of the Buildings Energy Efficiency Ordinance (Chapter 610), a registered energy assessor who carries out an energy audit in respect of a building must, within 30 days after issuing an Energy Audit Form, send a copy of the Energy Audit Form and an energy audit report on the audit to the Director.

根據建築物能源效益條例（第 610 章）第 22(5)條，就建築物進行能源審核的註冊能源效益評核人須在發出本能源審核表格之後的 30 日內，將能源審核表格的文本及審核的能源審核報告送交署長。

12. The owner of building should properly maintain and keep the original copy of the Energy Audit Form and all relevant supporting documents (including the energy audit checklist (Form EE-EA) and energy audit report).

建築物擁有人須要妥善維護及保存能源審核表格及有關證明文件的正本（包括能源審核核對表（EE-EA）及能源審核報告）。

13. 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 fee is required for the submission.

呈交本表格是不用收費。

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，本表格及所指定的文件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。

Personal Data Privacy Statement 個人資料私隱聲明

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, Electrical and Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong. For other general enquiries, please dial the 1823 Call Centre.

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。至於其他一般查詢，請致電 1823 電話中心。