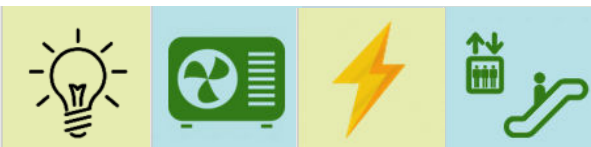




COCR Renewal / Common irregularities in BEEO Submissions



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E/EEB7/2
Energy Efficiency Office



- COCR Renewal
- Common irregularities in BEEO Submissions



COCR Renewal



Updated forms of BEEO



- Status of COCR Renewal in Jan 2026

No. of COCR renewal received: 75

No. of COCR renewal approval issued: 47

Year	Nos. of COCR			
	Cases	Received	In progress	Completed
2024	21	8	0	8
2025	75	49	21	28
2026	194	11	7	4
2027	250	4	0	4
2028	320	0	0	0
2029	342	0	0	0

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 2024 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.

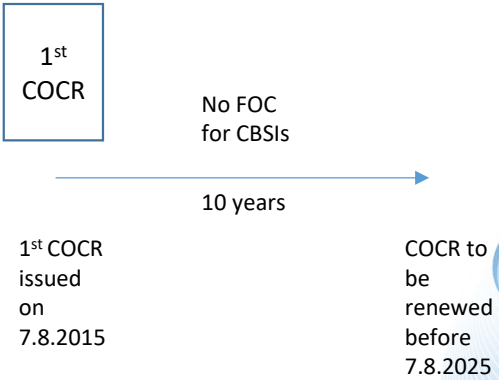
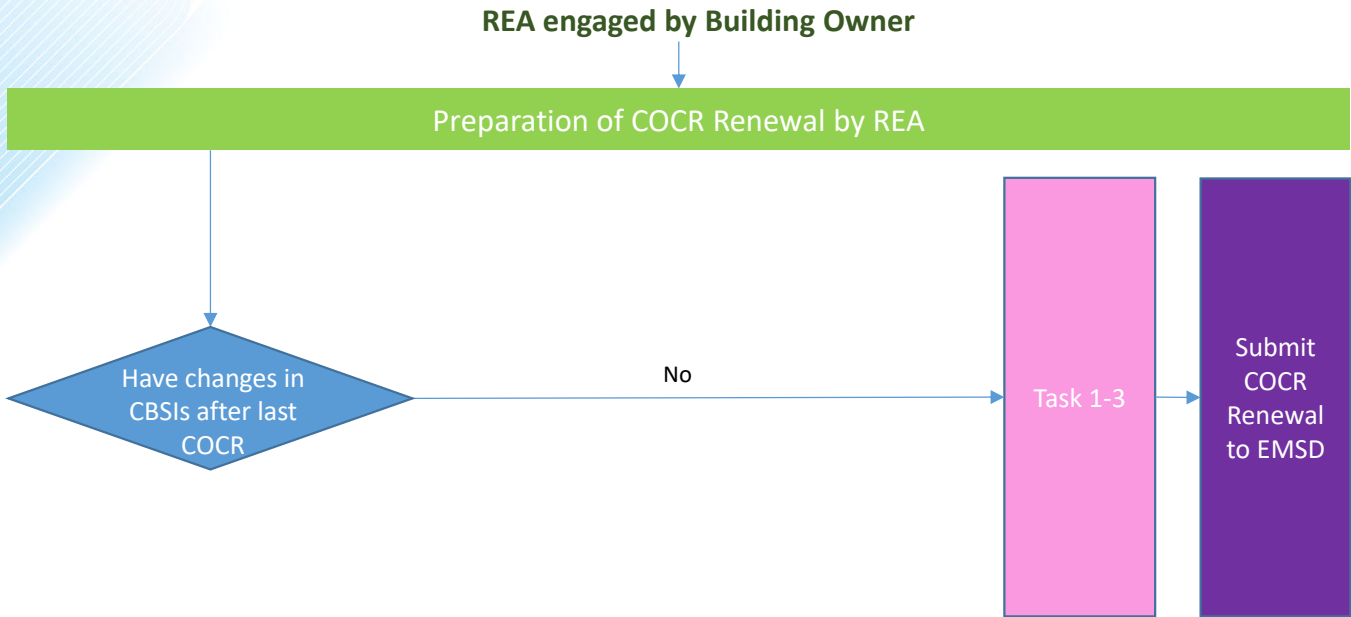
Cases for COCR renewal



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

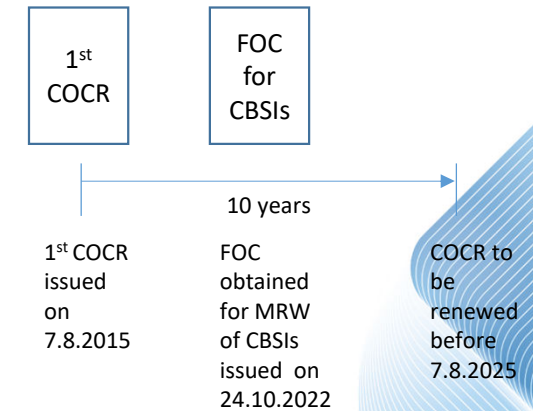
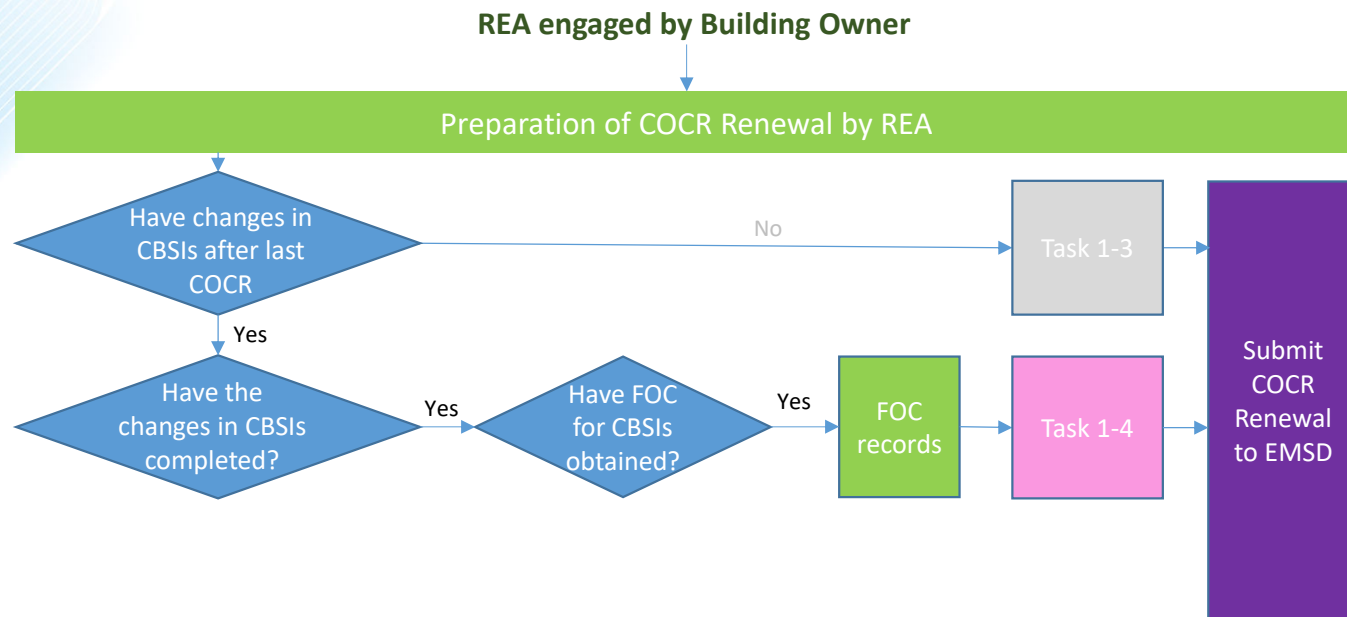


Case 1: No CBSIs changed after last COCR issued



- 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-TECH)

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

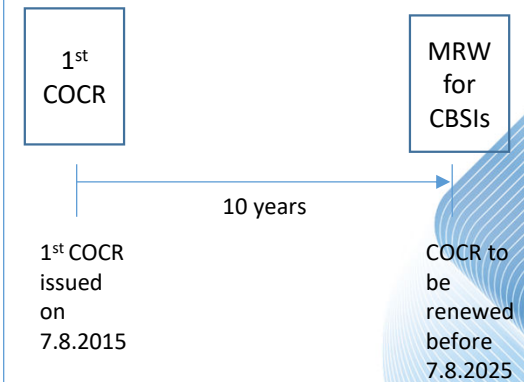
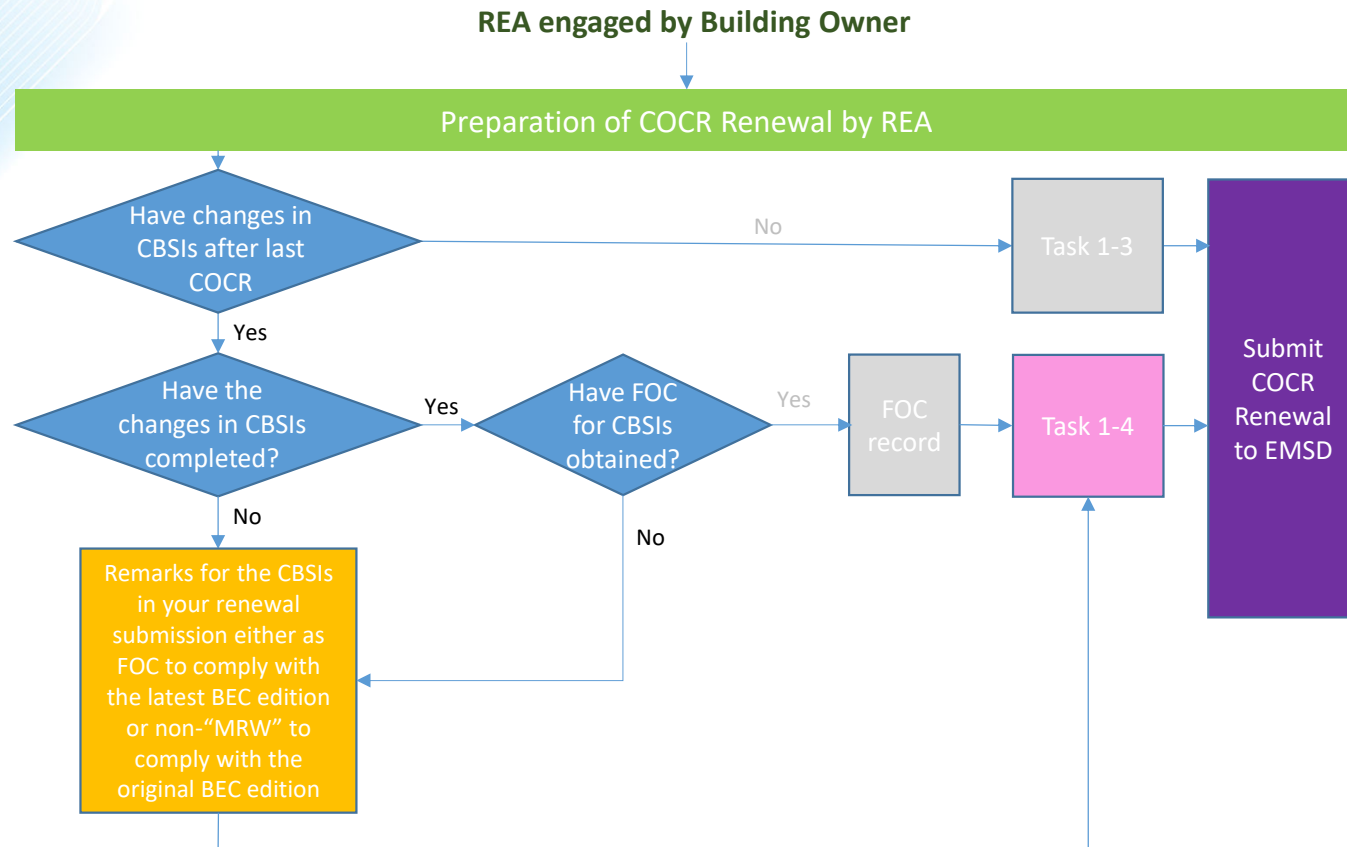


- Tasks to be carried out for COCR Renewal for different conditions
1. Obtain as-built information and operation & maintenance record of CBSIs from building owner(s)
 2. REA inspected onsite < 30 days of date of declaration
 3. Complete Specified Forms (EE3 & EE-TECH)
 4. Obtain FOC details from building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

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



works of CBSIs To be completed 30.09.2025



- Tasks to be carried out when CBSIs changed / changing but FOC not yet obtained after last COCR issued
1. Submit the COCR Renewal and remark for any CBSI that is changed / being changed
 2. For non-MRW, REA need to supplement necessary information and confirm for compliance to the respective BEC edition when the work is completed

COCR Renewal – Form EE3



Section B 乙部：Specific Information 具體資料

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)? (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？（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? (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？（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 items in page 4 to page 5 of the form.) (請完成下一項及本表格頁4至頁5。)

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?

(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。（請於適當空格內加上「✓」號）

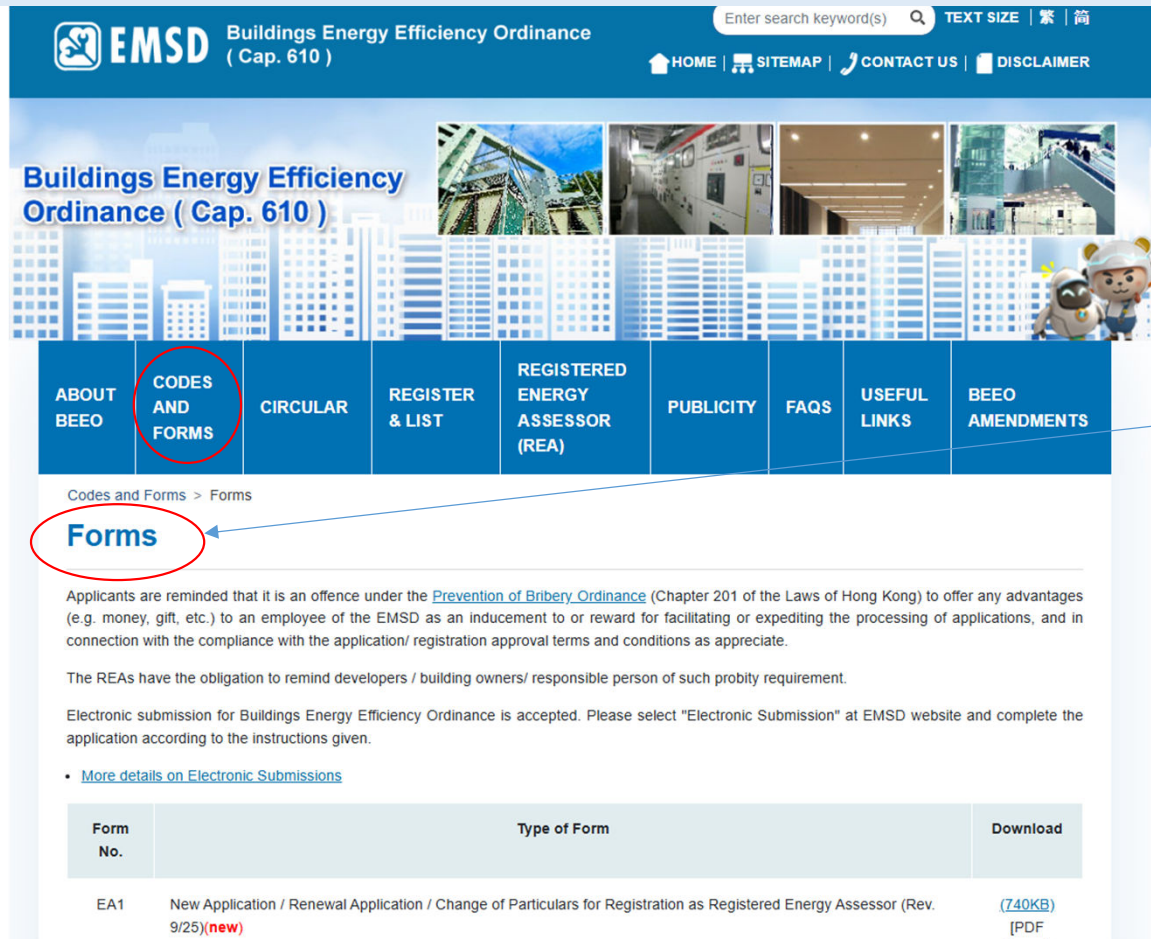
Yes 是 No 否 (Reasons 原因: _____)



Common irregularities in BEEO Submissions



Common irregularities in completing BEEO submissions



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 BEEO AMENDMENTS

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. 9/25)(new)	(740KB) [PDF]

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 BEEO submissions



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 | BEEO AMENDMENTS

Circular

Circular

Date	Circular No.	[PDF format]
18-03-2013	1/2013	Launch of Technical Guidelines on Energy Audit Code, Revised Circular and New Template for Energy Audit (151KB)
07-06-2013	2/2013	Outstanding Building Services Installations after Issuance of Occupation Approval for a New Building Project (311KB)
03-09-2013	3/2013	Launch of Technical Guidelines on Building Energy Code (88KB)
28-02-2014	1/2014	Launch of Addendum No. BEC01 to BEC2012, and Addendum No. TG-BEC01 to TG-BEC 2012 (94KB)

4. Familiar with the latest BEEO circulars.
5. Submit supporting document by electronic file of PDF format with proper file name & folder, structure and save in a media (e.g. CD-Rom, etc.) in COCR / FOC submission
6. Encourage to submit main forms (i.e. Form EE1, EE4 & EE5) and associated forms (Form EE-TECH & EE-EAR) in editable PDF format



Common irregularities in completing BEEO submissions



EMSD

page 10 of 11

EE-TECH 2024 (V.0)

Technical Form for Building Energy Code (BEC)

(Please refer to Code of Practice for Energy Efficiency of Building Services Installation)

Form EE-TECH

Part 6 – Declaration

I, Registered Energy Assessor, hereby declare that all the submitted information materials have been thoroughly examined and well prepared to demonstrate the compliance with the Building Energy Code. I understand that any missing information, inconsistency and incorrectness on the submitted materials / information may result in jeopardizing the approval process and having the entire submission been rejected.

Name of the
REA:

Registration
No.:

Signature of
the REA

Date:

DD / MM / YYYY

7. The declaration made on Part 6 of EE-TECH about the submission quality and timely submission of supplementary information.



Common irregularities in completing BEEO submissions



- FOC
 - 1. REA's inspection date should be within 30 days before the REA's declaration date.
 - 2. Form EE4 should be declared by REA within 2 months after the completion of work.
 - 3. provide documentary proof to certify that the Original FOC has been sent to the Responsible Person for the building concerned within 2 months after the completion of the works.
- Energy Audit
 - 4. The building owner fails to cause an Energy Audit within prescribed period.
 - 5. Submit a copy of the Energy Audit Form within 30 days after issued by REA.
 - 6. It is out of EEO's authority to process any submission/requirement NOT under the BEEO.
 - 7. The name of building owner shall be the same as the name shown in the land registry but NOT the management company



Common irregularities in completing BEEO submissions



COCR

8. Failed to submit the COCR stage one submission to the Director of the EMSD within 2 months after the day on which the consent to the commencement of building works for the superstructure construction of the building is given.
9. For those buildings not granted with the first consent & OP by BD, the REA/ developer shall liaise with the relevant authority on obtaining the equivalent documents. For example, ArchSD Form D/CA.040 or 380 (first consent equivalent) and D/CA. 320 or 330 (OP equivalent); consent from ICU (Independent Checking Unit) for Housing Department project, etc.
10. Check with the developer the name and address of the building which will be printed on the COCR. That is, "*The Proposed Commercial Development.....*" should NOT be appropriate.

All it is about **the Ordinance and Time**. Please be reminded to submit /handle carefully.



Q & A



Thank You

