

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 (see note 5 overleaf 見背頁須知事項 5)

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 overleaf)

The energy utilization index (EUI) per annum of the past 12-month period of the above building is _____ MJ/m²/annum.

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。（見背頁須知事項 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。

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)

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 April 2013, the Energy Audit Form should be valid from 1st April 2013 to 31st March 2023 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 2013 年 4 月 1 日，能源審核表格有效期為 2013 年 4 月 1 日至 2023 年 3 月 31 日（包括首尾兩日）。

5. 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者披露。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。

6. 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。

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，本表格及所指明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 個人資料私穩聲明

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 the data that appear in this form will be kept at the Electrical and Mechanical Services Department and disclosed to the data users of the department.

當接收到你所呈交的資料後，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：香港九龍啓成街3號機電工程署。至於其他一般查詢，請致電1823電話中心。