

## Form EA3 表格 EA3

機電工程署  
EMSD

The Government of the Hong Kong  
Special Administrative Region  
Buildings Energy Efficiency Ordinance (Chapter 610)  
Buildings Energy Efficiency (Registered Energy Assessors) Regulation  
(Chapter 610B, Section 8 & 11)  
(New / Change of Particulars of Registered Energy Assessor)  
Application for Registration of Public Officer  
as Registered Energy Assessor

香港特別行政區政府  
建築物能源效益條例 (第610章)  
建築物能源效益(註冊能源效益評核人)規例  
(第610B章, 第8及11條)  
公職人員申請為註冊能源效益評核人/  
更改個人資料

Official use only  
此欄不用填寫  
Receipt Date 收件日期 :  
\_\_\_\_\_  
Receipt Number 收據編號 :  
\_\_\_\_\_

Note 注意 :  
Please read the "Notes to this Form" attached and complete all the items in block letters.  
請參閱於附頁的「本表格備註」, 並以正楷填寫各項資料。

To the Director of Electrical & Mechanical Services:

致 機電工程署署長

I hereby apply for the following (Please tick in the appropriate box) :-

本人現欲申請下列項目 (請在適用空格加上✓號) :

<p>For new applicant only 只適用於新申請人士</p>	<p>For current Registered Energy Assessor 只適用於現有註冊能源效益評核人</p>	
<p><input type="checkbox"/> New Application for Registration as a Registered Energy Assessor 新申請為註冊能源效益評核人</p>	<p>Registration No: 註冊號碼: _____</p>	<p><input type="checkbox"/> Change of Particulars (Name / Correspondence Address)*</p>
		<p>更改個人資料 (姓名 / 通訊地址)*</p>

## Section A 甲部: Personal Details 個人資料

Name: 姓名: (Surname first) (姓氏先行)	English 英文	_____		
	Chinese 中文	Mr. / Miss / Ms.* 先生/ 小姐 / 女士 *	_____	
H.K.I.D NO.: 香港身份證號碼 :	_____ ( )			
Correspondence Address: 通訊地址 :	Flat 室	Floor 樓	Block 座	_____
	Building 大廈 _____			
	Street 街道 _____			
	District 地區	<input type="checkbox"/> H.K. 香港 <input type="checkbox"/> Kowloon 九龍 <input type="checkbox"/> N.T. 新界		
Contact Phone: 聯絡電話 :	_____			

Department Name:

部門名稱：

☐ My Correspondence Address is same as the Office Address 本人之辦事處地址與通訊地址相同 (No need to fill in the Office Address 不需填寫辦事處地址)

Flat 室

Floor 樓

Block 座

Building 大廈

Office Address:

辦事處地址：

Street 街道

District 地區

☐ HK 香港

☐ Kowloon 九龍

☐ N.T. 新界

Current Position:

現時職位：

Email address:

電郵地址

Telephone Number (Office):

電話號碼（辦事處）：

Fax No:

傳真機號碼

## Section B 乙部：Declaration 聲明

*Please tick in the appropriate box(s) 請在適用空格加上✓號*

### Applicable to new application only 只適用於新申請

- (i) I declare that I (have / have not)\* been convicted in Hong Kong, or elsewhere, of any offence which, if committed by a registered energy assessor, may bring the profession of registered energy assessor into disrepute and sentenced to imprisonment, whether suspended or not and have not committed any misconduct or neglect in a professional respect. ☐
- 本人聲明（曾 / 未曾）\* 在香港或香港以外地方被裁定犯某罪行，而該罪行如由註冊能源效益評核人所犯，便可能損及註冊能源效益評核人專業的聲譽及被判處監禁（不論是否緩期執行）及未曾在專業方面有任何失當或疏忽行為。

### Applicable to all application 適用於所有申請

- (ii) I declare that the information in this form and the entire document submitted in relation to my application for registration are true and correct. ☐
- 本人聲明在此申請表格填報的一切資料及附上的文件全屬真確無訛。

Signature of Applicant  
申請人簽署

Date  
日期

Section C 丙部：Nomination 提名

I, the undersigned, on behalf of the Department described in this Section, nominate and support the public officer described in Section A of this form to apply for registration as a Registered Energy Assessor according to the Buildings Energy Efficiency (Registered Energy Assessors) Regulation (Cap. 610B).

本人(下方簽署人)代表本部所述的部門提名及支持本表格甲部所述的公職人員根據建築物能源效益(註冊能源效益評核人)規例(第610B章)申請註冊為註冊能源效益評核。

Full Name of Nominator : \_\_\_\_\_

提名人全名

Rank (D1 or above) : \_\_\_\_\_ Post: \_\_\_\_\_

職級 (D1 級或以上)

職位

Name of Department : \_\_\_\_\_

部門名稱

Contact No.: \_\_\_\_\_ Signature : \_\_\_\_\_

聯絡電話

簽署

## Notes to this Form 本表格備註

### Notes to Complete this Form 填寫本表格的備註

1. The Director of Electrical and Mechanical Services may request the applicant to submit relevant supplementary information to satisfy the requirements of all the items in this form or refuse this application 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申請人提供補充資料以滿足本表格內所有項目的要求或拒絕本申請。
2. If the applicant is a D1 officer, Section C should be endorsed by an officer of higher rank and so on.  
如申請人為D1人員，丙部則須由更高級人員簽署，如此類推
3. For Registered Energy Assessor applying for change of particulars, only the information required to update and relevant information related to the change of particulars should be provided and the originals and photocopies of the identify document should be submitted. All originals will be returned to the applicant immediately after checking.  
註冊能源效益評核人申請更改個人資料，只須填報所更改的個人資料，並呈交身份證明文件的正本及影印本和相關更改資料的證明文件。所有證明文件的正本，經本署人員核對後，隨即交還申請人。

### Application Instructions 申請指示

1. Submission of this application form can be made by post or the applicant to the Energy Efficiency Office, the Electrical & Mechanical Services Department Headquarters, 3 Kai Shing Street, Kowloon Bay  
HOURS OF COLLECTION: Monday to Friday 9:00 a.m. to 5:00 p.m.  
Saturday, Sunday and Public Holidays closed  
申請人可郵寄或親自到九龍灣啟成街3號機電工程署總部「能源效益事務處」遞交此申請書。  
辦公時間：星期一至五 上午九時正至下午五時正  
星期六、日及公眾假期 休息

### 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人披露。

#### 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, must 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 Citizen's Easy Link 1823.  
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，請致電政府熱線1823。