

Form EE2 表格 EE2



The Government of the Hong Kong
Special Administrative Region
Buildings Energy Efficiency Ordinance
(Chapter 610, Section 9 and 10)

香港特別行政區政府
建築物能源效益條例
(第610章 第9及10條)

Form of Stage Two Declaration

次階段聲明表格

Official use only
此欄不用填寫
Receipt Date 收件日期：

Reference Number 參考編號：

Note 注意：

Please read the "Notes to Complete this Form" "Submission and Payment Instructions" and "Personal Data Privacy Statement" attached and complete all the items in block letters.

請閱讀於附頁的「填寫本表格的須知事項」、「呈交及繳款指示」及「個人資料私穩聲明」，並以正楷填寫各項資料。

Section A 甲部：Information of Building 建築物資料

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

	☐ Hong Kong 香港 ☐ Kowloon 九龍 ☐ New Territories 新界
Lot No. 地段編號	_____

Type of Building 建築物類別：(please give a “✓” in only one appropriate box 請只於一適當空格內加上「✓」號)
(see note 3 見須知事項3)

- | | | |
|---|---|---|
| ☐ Commercial 商業 | ☐ Community 社區 | ☐ Hospital, clinic or rehabilitation center 醫療 |
| ☐ Residential 住宅 | ☐ Municipal 市政 | ☐ Composite (industrial & office) 綜合 (工貿) |
| ☐ Industrial 工業 | ☐ Government 政府 | ☐ Composite (commercial & residential) 綜合 (商住) |
| ☐ Hotel or guesthouse 酒店或賓館 | ☐ Railway station 鐵路車站 | ☐ Passenger terminal building of airport 機場的客運大樓 |
| ☐ Educational 教育 | ☐ Data Centre 數據中心 | ☐ Industrial (Data Centre Portion) 工業 (數據中心部分) |
| ☐ Other composite use 其他綜合用途 (please specify 請註明) (see note 3 見須知事項3): | | |

Section B 乙 部：Specific Information 具體資料

Is this submission to supersede a form submitted before? (Please give a “✓” in the appropriate box)
此次提交是否代替之前所提交之表格？(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。)

If EMSD's reference no. for the form submitted before is known, please provide:
如知悉有關之前所提交之表格的機電工程署檔號，請提供：

Otherwise, please provide the date of declaration by Registered Energy Assessor in the previous form:
否則，請提供能源效益評核人於之前表格的聲明日期：

Reference No. of Stage One Declaration

「首階段聲明」之檔號：

(Indicated in EMSD's acknowledgement notice for Stage One Declaration)

(列於機電工程署為「首階段聲明」發出之確認通知書上)

Issue date (m/yyyy) of “occupation approval” (see note 4):

佔用准許（見須知事項4）之發出日期（月/年）：

(Please attach the copy of the above document for substantiation)
(請附上上述之文件副本以茲證明)

Permit No. / Reference No. / Contract No.* of “occupation approval”:

「佔用准許」之許可證編號 / 檔號 / 合約編號*：

Total gross floor area (GFA) of the building (m²) (see note 5):

建築物的總樓面面積（平方米）（見須知事項5）：

Total GFA of the building
建築物的總樓面面積

Commercial portion of composite building (if applicable)
綜合用途建築物的商業用途的部
(如適用)

Exemption previously granted by the Director of Electrical and Mechanical Services under sections 15 or 20 of this Ordinance for this work:

由機電工程署署長之前根據本法例第15或20條批予是次工程之豁免：

☐ No 沒有

☐ Yes 有

If yes, reference no. and date of exemption letter issued by the Director of Electrical and Mechanical Services:
如有，由機電工程署署長發出的豁免信之檔號及日期：

Reference No. 檔號 _____ Date 日期 _____

Installation(s) exempted 獲豁免的裝置：

Section C 丙 部：Checklist of Documentary Proof to be submitted 需要呈交的證明文件清單

I/we attach the copy of the following documentary proof (Please give a "✓" in all the appropriate boxes):

本人/我們現附上以下證明文件的副本（請於適當空格加上「✓」□號）:

- ☐ Copy of occupation approval (see note 4)
有關上蓋建築物之「佔用准許」的副本（見須知事項4）
- ☐ Application Fee – A crossed cheque made to “The Government of the Hong Kong Special Administrative Region”
申請費用 – 寫明支付「香港特別行政區政府」並加劃線支票
- ☐ Demarcation plan (if more than one submission form in the same development)
分界圖（如果在同一發展項目中提交多於一份聲明表格）
- ☐ REA Qualification – Latest record of valid professional qualification (e.g. MHKIE, RPE, etc) to the requirement of REA registration
註冊能源效益評核人（REA）資格 – 最新和有效的專業資格記錄（例如香港工程師學會法定會員（MHKIE）、註冊專業工程師（RPE）等）以符合註冊能源效益評核人（REA）註冊要求

For Building with multi owners / involve Tenancy Area

適用於多戶擁有人建築物 / 涉及租戶區域

- ☐ Copy of Deed of Mutual Covenant (DMC) or Tenancy Agreement showing the clause that future tenants / occupiers will be reminded to comply with Section 12 of the BEEO
《公契》或租戶協議的副本，顯示條文提醒未來租戶 / 佔用人必須遵守《建築物能源效益條例》第12條
- ☐ Condition of Tenancy Area – Record of the tenancy area including the location (i.e. floor & numbering of tenancy divisions), area, status of tenancy, landlord provision of building services installation and the condition of area (Refer to [Annex I of Form EE2](#))
租戶區域狀況 – 包括租戶區域的位置（即樓層及租戶分區編號）、面積、租戶狀況、業主提供的屋宇裝備裝置情況及租戶區狀況的記錄（參見表格EE2的附件I）

Section D 丁 部：Technical Form 技術表格

The following technical forms are involved in this submission. (Please give a "✓" in the appropriate box)

下列技術表格已包括在本次提交中。（請於適當空格內加上「✓」號）

Form 表格 EE-TECH ☐ Yes 有 ☐ N/A 不適用

Form 表格 EE-PB ☐ Yes 有 ☐ N/A 不適用

Section E 戊部：Declaration 聲明

To: The Director of Electrical and Mechanical Services
致：機電工程署署長

1. In accordance with section 9 of the Buildings Energy Efficiency Ordinance (Chapter 610), we, the Developer, declare that all building services installations provided by us in the building described in section A of this form (see note 6) at or before the time when the declaration is made have been designed, installed and completed in accordance with the standards and requirements not lower than the Code of Practice for Energy Efficiency of Building Services Installations (year) _____ Edition.

We also declare that all the information reported in this form and in all the attachments is true and correct.

根據建築物能源效益條例（第610章）第9條，我們作為發展者，現聲明本表格甲部所述的建築物在作出聲明之時或之前由我們在有關建築物內提供的所有屋宇裝備裝置（見須知事項6），均已按照不低於《屋宇裝備裝置能源效益實務守則》（版本見上述英文段落）的指明標準及規定設計、裝設及完成。

我們亦聲明在本表格填報及所有附件內的一切資料全屬真確無訛。

Company Name of Developer
發展者公司名稱

English
英文 _____

Chinese
中文 _____

Representative Person (if any)
代表人（如有）

Salutation
稱謂

Mr. / Miss / Ms. *
先生 / 小姐 / 女士 *

English Name
英文姓名 _____

Chinese Name
中文姓名 _____

Position
職位 _____

Correspondence Address
通訊地址

Room/Flat
室 _____

Floor
樓 _____

Block
座 _____

Building
大廈 _____

Street No.
街道號碼 _____

Street
街道 _____

District
地區 _____

☐ Hong Kong 香港
☐ Kowloon 九龍
☐ New Territories 新界

Telephone No.
電話號碼 _____

Fax No.
傳真號碼 _____

E-mail Address
電郵地址 _____

Signature
簽署 _____

Date (See note 7)
日期（見須知事項7）

DD / MM / YYYY
日 月 年

Company Chop
公司蓋章

2. In accordance with section 9 of the Buildings Energy Efficiency Ordinance (Chapter 610), I, Registered Energy Assessor, certify that all building services installations (see note 6) provided by the developer in the building described in section A of this form at or before the time when the declaration is made have been designed, installed and completed in accordance with the standards and requirements as specified in item 1 above; and confirm that I have, in the 30 days before the declaration, personally inspected the building services installations covered by this Form on _____ / _____ / _____ (DD/MM/YYYY) and the results of the inspection are satisfactory.

I also declare that all the information reported in this form and in all the attachments is true and correct.

根據建築物能源效益條例（第610章）第9條，本人作為註冊能源效益評核人，現核証本表格甲部所述的建築物在作出聲明之時或之前由發展者在該建築物內提供的所有屋宇裝備裝置（見須知事項6），均已按照上述項目1所述的指明標準及規定設計，裝設及完成；及確認本人已在作出本聲明之前的30日內，親自檢查本表格所涵蓋的屋宇裝備裝置（檢查日期見上述英文段落）並滿意檢查結果。

本人亦聲明在本表格填報及所有附件內的一切資料全屬真確無訛。

Registered Energy Assessor 註冊能源效益評核人	Salutation 稱謂	Mr. / Miss / Ms. * 先生/小姐/女士 *		
	English Name 英文姓名	_____		
	Chinese Name 中文姓名	_____		

Correspondence Address 通訊地址	Room/Flat 室	_____	Floor 樓	_____	Block 座	_____
	Building 大廈	_____				
	Street No. 街道號碼	_____	Street 街道	_____		
	District 地區	☐ Hong Kong 香港 ☐ Kowloon 九龍 ☐ New Territories 新界				

Telephone No. 電話號碼	_____	Fax No. 傳真號碼	_____
-----------------------	-------	-----------------	-------

E-mail Address 電郵地址	_____
------------------------	-------

Registration No. 註冊號碼	_____	Expiry Date 屆滿日期	_____ / _____ / _____ DD / MM / YYYY 日 / 月 / 年
--------------------------	-------	---------------------	--

Signature of Registered Energy Assessor (see note 8) 註冊能源效益評核人 簽署（見須知事項8）	_____	Date (See note 7) 日期（見須知事項7）	_____ / _____ / _____ DD / MM / YYYY 日 / 月 / 年
--	-------	---------------------------------	--

Notes to this Form 本表格備註

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

1. This form is the “specified form” under section 9(2)(b) 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 9(2)(b) 條下的「指明表格」。

2. Each piece of this form should be submitted for only one block of building issued with an occupation permit or for any part of one block of building issued with a temporary occupation permit. If there is more than one block of building in a development project, a piece of this form should be separately submitted for each block of the buildings issued with an occupation permit or for any part of each block of buildings issued with a temporary occupation permit. The identification of one block of building should be made reference to the relevant guidelines issued by the Electrical and Mechanical Services Department (EMSD) for the Buildings Energy Efficiency Ordinance.

每一份本表格只應為一棟已簽發佔用許可證的建築物或一棟建築物的已簽發臨時佔用許可證的任何部分作出呈交。如發展項目內有多於一棟建築物，項目內的每一棟建築物都必須獨立呈交一份本表格。一棟建築物的界定應參閱機電工程署就建築物能源效益條例發出的有關指引。

3. If a composite building is other than “composite (commercial & industrial)” and “composite (commercial & residential)”, please first check whether it meets the definition of “community building” or “municipal building” in Schedule 1 of the Ordinance. If not, please select “other composite use” and specify those usages, such as commercial & hotel.

如綜合用途建築物並非「綜合（工貿）」及「綜合（商住）」，請首先查證它是否符合本《條例》附表1內「社區用途建築物」或「市政用途建築物」的定義；如不是，請選擇「其他綜合用途」，並請註明該等用途，例如：商業及酒店。

4. “Occupation approval” means:-
(a) an occupation permit; or
(b) an approval or a consent issued by a relevant authority to occupy a building for which no occupation permit is required under the Buildings Ordinance (Cap 123).
“Occupation permit” means an occupation permit or a temporary occupation permit issued under section 21(2) of the Buildings Ordinance (Cap 123).

佔用准許 指：—

(a) 佔用許可證；或

(b) 由有關主管當局就佔用該建築物而發出的批准書或同意書。（如根據《建築物條例》（第123章）某建築物並不需佔用許可證）

佔用許可證 指根據《建築物條例》（第123章）第21(2)條發出的佔用許可證或臨時佔用許可證。

5. “Total gross floor area of the building” means a gross floor area under stipulation of section 23(3) of the Building (Planning) Regulations (Cap 123F). For composite building comprises of residential and commercial or commercial and industrial portions, please indicate the gross floor areas of total and commercial portion separately. For a portion of an industrial building that is occupied principally as a data centre, the gross floor area would covers the data centre portion only.

建築物的總樓面面積指《建築物（規劃）規例》（第123F章）第23(3)條規定的總樓面面積。如屬部分作住宅用途而部分作商業用途或部分作商業用途而部分作工業用途的綜合用途建築物，請分別註明總樓面面積及商業用途部分的面積。如屬工業建築物內主要作數據中心用途而佔用的部分，總樓面面積僅涵蓋資料中心部分。

6. “Consent to the commencement of building works” means:-
(a) a consent given by the Building Authority under section 14 of the Buildings Ordinance (Cap 123); or
(b) an approval given in respect of a building not governed by that Ordinance which serves, in relation to that building, a purpose similar to that of the consent;

建築工程展開同意書 指

(a) 建築事務監督根據《建築物條例》（第123章）第14條給予的同意；或

(b) 就某不受該條例管限的建築物給予的、對於該建築物來說與上述同意有類似作用的批准。

7. All building services installation in the building means all the following installations:-
(a) air-conditioning installations;
(b) electrical installations;
(c) lift and escalator installations; and
(d) lighting installations;
which are provided in the building.

建築物內提供的所有屋宇裝備裝置指於建築物內提供的以下所有裝置:—

- (a) 空調裝置；
(b) 電力裝置；
(c) 升降機及自動梯裝置；及
(d) 照明裝置。

8. Pursuant to section 9(1)(b) of the Ordinance, the developer must submit a stage two declaration to the Director of Electrical and Mechanical Services within 4 months after the day on which the occupation approval is issued in respect of the building. The developer and the registered energy assessor should declare, by signing this form before such deadline, that the information provided in this form and all documents submitted along with this form are true and correct.

根據條例第9(1)(b)條，發展者須在建築物獲發有關佔用准許當日之後的4個月內，將次階段聲明呈交機電工程署署長。發展者及能源效益評核人須在此限期前簽署本表格，以聲明本表格及所有呈交的有關文件內提供的資料全屬真確無誤。

9. A stage two declaration in this form should be certified and signed by one registered energy assessor only.

本表格的次階段聲明只可以由一位註冊能源效益評核人核證及簽署。

10. 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。

11. All the data that appear in the form will be kept at EMSD and disclosed to the data users of the department.

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。

12. 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. Application fee of Stage Two Declaration is \$760.

次階段聲明的收費是 760 元。

2. This form together with the documents specified in the form and prescribed fee 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、本表格所指明的文件及訂明費用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。

3. Cheques, Drafts and Cashier Orders should be made payable to 'The Government of the Hong Kong Special Administrative Region' and crossed. They should not be made payable to any individual officer. Post-dated cheque will not be accepted.

所有支票、滙票及本票均須寫明支付「香港特別行政區政府」並加劃線。切勿寫明支付某一職員。期票概不接納。

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 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 by posting to Electrical and Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong, or via email mbec@emsd.gov.hk.

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，或電郵至mbec@emsd.gov.hk。