

Form EE3 表格 EE3

The Government of the Hong Kong
Special Administrative Region
Buildings Energy Efficiency Ordinance
(Chapter 610, Section 13)

香港特別行政區政府
建築物能源效益條例
(第610章 第13條)

Application for Renewal of Certificate of
Compliance Registration (COCR)

遵行規定登記證明書
續期申請

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「個人資料私隱聲明」，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	_____
	<input type="checkbox"/> Hong Kong 香港 <input type="checkbox"/> Kowloon 九龍 <input type="checkbox"/> New Territories 新界	
COCR Registration No. (see note 4) 遵行規定登記證明書註冊編號 (見須知事項4)		_____

Section B 乙部：Declaration 聲明

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

1. In accordance with the provisions of section 13 of the Buildings Energy Efficiency Ordinance (Chapter 610), we, the Owner of the above building, declare that the central building services installations in the above building are maintained to a standard not lower than the Code of Practice for Energy Efficiency of Building Services Installations (year) _____ Edition applied in the first Certificate of Compliance Registration issued in respect of the building; and 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. 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13條，我們作為上述建築物的擁有人，現聲明上述建築物內的中央屋宇裝備裝置被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中採用的《屋宇裝備裝置能源效益實務守則》（版本見上述英文段落）之標準；及如遵行規定表格已就該建築物內的任何中央屋宇裝備裝置發出，該裝置被維持在不低於就該裝置發出的最新的遵行規定表格中採用的上述標準。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。

Owner Name 擁有人名稱

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 6) 日期（見須知事項6） _____ / _____ / _____

DD MM YYYY
日 月 年

Company / Incorporated Owners Chop (see note 5)
公司 / 法團蓋章（見須知事項5）

2. In accordance with section 13 of the Buildings Energy Efficiency Ordinance (Chapter 610), I, Registered Energy Assessor, certify that the central building services installations in the above building are maintained to a standard not lower than the Code of Practice for Energy Efficiency of Building Services Installations (year) _____ Edition applied in the first Certificate of Compliance Registration issued in respect of the building; certify that, 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 (stated in the Form EE-SU attached herewith) not lower than that applied in the latest Form of Compliance issued in respect of the installation; and also 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13條，本人作為能源效益評核人，現核證上述建築物內的中央屋宇裝備裝置被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中採用的《屋宇裝備裝置能源效益實務守則》（版本見上述英文段落）之標準；如遵行規定表格已就該建築物內的任何中央屋宇裝備裝置發出，核證該裝置被維持在不低於就該裝置發出最新的遵行規定表格中採用的標準（另於夾附之表格EE-SU內陳述）；及確認本人已在作出本聲明之前的30日內，親自檢查此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	<input type="checkbox"/> Hong Kong 香港 <input type="checkbox"/> Kowloon 九龍 <input type="checkbox"/> New Territories 新界				

Telephone No. 電話號碼	_____	Fax No. 傳真號碼	_____
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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 7) 註冊能源效益評核人簽署 (見須知事項7)	_____	Date (See note 6) 日期(見須知事項6)	_____ / _____ / _____
			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 13(2)(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 13(2)(a) 條下的「指明表格」。

2. This form should be submitted together with Form EE-SU.

本表格必須連同表格 EE-SU 一起呈交。

3. 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。

4. If it is required to merge, after renewal, more than one number of the current Certificate(s) of Compliance Registration (or COCR(s)) into one single COCR in respect of one block of building, please fill in the registration number and expiry date of the COCR having the earliest expiry in this form and also fill in form EE-SU with the information of all other COCR(s) which require merging. The renewed and merged COCR would be effective from the date of the earliest expiry among those current COCR(s) being merged. If it is necessary to renew more than one number of the current COCR(s) of that building but merging is not required, please individually submit the application for renewal of each COCR.

若須要就一棟建築物現時多於一張的遵行規定登記證明書經續期後合併為單一張的遵行規定登記證明書，請於本表格填寫當中最先屆滿的遵行規定登記證明書的註冊編號及屆滿日期，並於表格 EE-SU 內填寫其他須要合併的遵行規定登記證明書的資料，經續期及合併後的遵行規定登記證明書將於該最早的屆滿日期當天起生效。若要為該建築物現時多於一張的遵行規定登記證明書續期但不須要合併，請為個別每張遵行規定登記證明書遞交續期申請。

5. If the owner of the relevant building submits this application on behalf of a company or the Incorporated Owners of the relevant building, please stamp the chop of the company or the Incorporated Owners.

若有關建築物的擁有人以公司或有關建築物的業主立案法團名義提交本申請，請蓋上公司或法團的印章。

6. Pursuant to section 13(6) of the Ordinance, 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.

根據條例第13(6)條，如遵行規定登記證明書的續期申請在該證明書的有效期限屆滿前的12個月內提出，則經續期的證明書由該有效期的屆滿日期起生效。

7. An application in this form should be certified and signed by one registered energy assessor only.

本表格的申請只可以由一位註冊能源效益評核人核證及簽署。

8. 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。

9. 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者披露。

10. 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. The fee for Renewal of Certificate of Compliance Registration (COCR) is \$760 for each application. If an application for renewal has to be submitted for merging more than one number of the COCR(s) of one block of building into one single COCR, the application fee is also \$760.

每份遵行規定登記證明書續期申請的收費是760元。若為一棟建築物的多張遵行規定登記證明書合併為單一張的遵行規定登記證明書及為此而呈交一份續期申請表格，收費也是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 by posting to Electrical and Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong, or via email info@emsd.gov.hk. 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，或電郵至info@emsd.gov.hk。至於其他一般查詢，請致電1823電話中心。