

The Government of the Hong Kong  
 Special Administrative Region  
 Buildings Energy Efficiency Ordinance  
 (Chapter 610, Section 18)

香港特別行政區政府  
 建築物能源效益條例  
 (第 610 章 第 18 條)

Official use only  
 此欄不用填寫

Receipt Date 收件日期：

Reference Number 參考編號：

Form of Compliance

遵行規定表格

Note 注意：

Please read the "Notes to Complete this Form" 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」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/Unit/Common Area 建築物/單位/公用地方資料

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"/> HK 香港 <input type="checkbox"/> Kowloon 九龍 <input type="checkbox"/> New Territories 新界
Information of Relevant Unit / Common Area 有關單位 / 公用地方的資料	
Name: 名稱:	English 英文 _____ Chinese 中文 _____
Location: 位置:	Flat/Room 室 _____ Floor 樓 _____ Block 座 _____ Other Description 其他說明 _____

**Information of Responsible Person****負責人資料**

- Type of Responsible Person (Please tick in the appropriate box)  
負責人類別 (請在適當空格加上「✓」號)
- Owner of the relevant common area  
有關公用地方的擁有人
- Owner of the relevant central building services installation  
有關中央屋宇裝備裝置的擁有人
- Tenant of the relevant unit  
有關單位的租戶
- Occupier of the relevant unit  
有關單位的佔用人
- Owner of the relevant unit  
有關單位的業主

Name of Responsible Person English  
(see note 3) 英文  
負責人名稱 (見須知事項3) Chinese  
中文

\_\_\_\_\_

\_\_\_\_\_

Representative Person (see note 4)  
代表人 (見須知事項4)

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

\_\_\_\_\_

**Section B 乙 部 : Declaration 聲明**

To: The above mentioned Responsible Person  
致: 上述的負責人

cc: The Director of Electrical and Mechanical Services, and property management company (or if none, owner)  
副本抄送: 機電工程署署長、及物業管理公司(或如沒有, 則 業主)

In accordance with section 18 of the Buildings Energy Efficiency Ordinance (Chapter 610), I, Registered Energy Assessor, certify that the building services installations in respect of which the major retrofitting works were carried out in the above unit/common area 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; 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18條, 本人作為註冊能源效益評核人, 現核證於上述單位/公用地方內進行主要裝修工程的屋宇裝備裝置已按照不低於《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

- 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 5)  
註冊能源效益評核人簽署  
(見須知事項5)

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 18(1)(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 18(1)(b) 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. The responsible person of this form should be the responsible person or owner who obtains this Form of Compliance according to section 17 of the Ordinance, and can be a company or Incorporated Owners. In case the relevant responsible person or owner obtains this form on behalf of a company, please fill in the name of the relevant company in the input boxes. In case the relevant responsible person or owner obtains this form on behalf of Incorporated Owners, please fill in the name of the relevant Incorporated Owners.

本表格所提及的負責人必須是根據條例第17條取得本遵行規定表格的負責人或擁有人，可以為一間公司或業主立案法團。若有關負責人或擁有人以公司名義取得本表格，請在空格內填寫該公司的名稱。若有關負責人或擁有人以建築物的業主立案法團的名義取得本表格，請在空格內填寫該法團的名稱。

4. If the company or Incorporated Owners as the owner of the relevant building has authorized a representative person to obtain this form, please fill in the information of the representative person.

若公司或法團作為有關建築物的負責人，已委托一位代表人取得本表格，請填寫該代表人的資料。

5. This Form of Compliance should be certified and signed by one registered energy assessor only.

本遵行規定表格只可以由一位註冊能源效益評核人核證及簽署。

6. Pursuant to sections 17(1) or 17(2) of the Ordinance, the owner or the responsible person must obtain Form of Compliance within 2 months after the completion of the major retrofitting works. 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17(1)或17(2)條，擁有人或負責人須在主要裝修工程完成之後的2個月內，取得遵行規定表格。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。

7. 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。

8. 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。

9. 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. No application fee is required for Form of Compliance.

遵行規定表格是不用收費。

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](mailto: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](mailto:info@emsd.gov.hk)。至於其他一般查詢，請致電1823電話中心。