

Form EE-EX 表格 EE-EX

The Government of the Hong Kong  
Special Administrative Region  
Buildings Energy Efficiency Ordinance  
(Chapter 610 Section 15, 20, 25)

香港特別行政區政府  
建築物能源效益條例  
(第610章 第15, 20, 25條)

Application Form for Exemption from  
Specified Standards and Requirements  
for Certificate of Compliance  
Registration, Form of Compliance or  
Energy Audit

「遵行規定登記證明書」、「遵行  
規定表格」或「能源審核」的指明  
標準及規定的豁免申請表格

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「個人資料私隱聲明」，並以正楷填寫各項資料。

I hereby submit the following application (Please choose only one item and tick in the appropriate box):

本人現申請下列項目(請選擇其中一項並在適當空格加上✓號)：

- Exemption from specified Standards and Requirements (Certificate of Compliance Registration) (Chapter 610 Section 15)  
指明標準及規定的豁免 (遵行規定登記證明書) (第610章 第15條)
- Exemption from specified Standards and Requirements (Form of Compliance) (Chapter 610 Section 20)  
指明標準及規定的豁免 (遵行規定表格) (第610章 第20條)
- Exemption from Energy Audit Requirements (Chapter 610 Section 25)  
能源審核規定的豁免 (第610章 第25條)

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"/> HK 香港 <input type="checkbox"/> Kowloon 九龍 <input type="checkbox"/> New Territories 新界	

**Section B 乙部：Information of Relevant Unit/Common Area\* 有關單位/公用地方\*資料**  
**(for major retrofitting works only 只適用於主要裝修工程)**

Name: English 英文  
 名稱:

Chinese 中文

Location: Flat/Room Floor Block  
 位置: 室 樓 座

Other Description  
 其他說明

Please choose one or more item below:  
 請選以下一項或多項:

Measured by works area (refer to item 1 in Schedule 3 of the Ordinance for details):  
 以工程面積計 (詳見《條例》附表3第1項):

- Works involving addition or replacement of building services installation and covering a total floor area of not less than 500 m<sup>2</sup>  
 涉及增設或更換屋宇裝備裝置的工程，而該項工程涵蓋的總樓面面積不少於500平方米
- Note:** Works that cover total floor area of less than 500 m<sup>2</sup> would not be regarded as major retrofitting works under the Ordinance.  
**注意：**涵蓋總樓面面積少於500平方米的工程不會被視為條例所指的主要裝修工程。

Addition or replacement of main component of central building services installation (refer to item 2 in Schedule 3 of the Ordinance for details):  
 中央屋宇裝備裝置主要組件的增設或更換 (詳見《條例》附表3第2項):

- a complete electrical circuit at rating of 400A or above  
 額定值為400安培或超過400安培的一組完整電路
- a unitary air-conditioner or air-conditioning chiller of a cooling or heating rating at or exceeding 350 kW  
 一部冷卻或供暖額定值為350千瓦或超過350千瓦的單式組裝空調機或冷水機
- the motor drive and mechanical drive of a lift, an escalator or a passenger conveyor  
 一部升降機、自動梯或行人輸送帶的電機驅動系統及機械驅動系統

Section C 丙部：Details of application for exemption (for Certificate of Compliance Registration and Form of Compliance)

申請豁免詳情（適用於遵行規定登記證明書及遵行規定表格）

Type of Building Services Installation (Can choose one or more item(s)) 屋宇裝備裝置類別 (可選一項或多項)	Reason of applying for exemption (Can choose one or more item(s)) 申請豁免的原因 (可選一項或多項)	Details of exemption to be applied for (such as detailed justification, exemption of which individual installation, etc) 申請豁免的詳情 (例如詳細理據、豁免那些個別裝置等等)	Edition of the relevant Code of Practice (Year) 相關守則的版本 (年份)	Clause(s) in the relevant Code of Practice to be exempted (e.g. clause 5.4.1) 申請豁免之相關守則的有關條款(例如：第5.4.1段)
<input type="checkbox"/> Lighting 照明 <input type="checkbox"/> Air Conditioning 空調 <input type="checkbox"/> Electrical 電力 <input type="checkbox"/> Lift & Escalator 升降機及自動梯	<input type="checkbox"/> Heritage conservation 保存文物 <input type="checkbox"/> Technical 技術 <input type="checkbox"/> Operational 操作			
<input type="checkbox"/> Lighting 照明 <input type="checkbox"/> Air Conditioning 空調 <input type="checkbox"/> Electrical 電力 <input type="checkbox"/> Lift & Escalator 升降機及自動梯	<input type="checkbox"/> Heritage conservation 保存文物 <input type="checkbox"/> Technical 技術 <input type="checkbox"/> Operational 操作			
<input type="checkbox"/> Lighting 照明 <input type="checkbox"/> Air Conditioning 空調 <input type="checkbox"/> Electrical 電力 <input type="checkbox"/> Lift & Escalator 升降機及自動梯	<input type="checkbox"/> Heritage conservation 保存文物 <input type="checkbox"/> Technical 技術 <input type="checkbox"/> Operational 操作			
<input type="checkbox"/> Lighting 照明 <input type="checkbox"/> Air Conditioning 空調 <input type="checkbox"/> Electrical 電力 <input type="checkbox"/> Lift & Escalator 升降機及自動梯	<input type="checkbox"/> Heritage conservation 保存文物 <input type="checkbox"/> Technical 技術 <input type="checkbox"/> Operational 操作			

(Insert additional paper if necessary)

(如有需要，請另加附頁)

Section D 丁部 : Details of application for exemption (for Energy Audit)

申請豁免詳情 (適用於能源審核)

Type of Building Services Installation (Can choose one or more item(s)) 屋宇裝備裝置類別 (可選一項或多項)	Reason of applying for exemption (Can choose one or more item(s)) 申請豁免的原因 (可選一項或多項)	Details of exemption to be applied for (such as detailed justification, exemption of which individual installation, etc) 申請豁免的詳情 (例如詳細理據、豁免那些個別裝置等等)
<input type="checkbox"/> Lighting 照明 <input type="checkbox"/> Air Conditioning 空調 <input type="checkbox"/> Electrical 電力 <input type="checkbox"/> Lift & Escalator 升降機及自動梯	<input type="checkbox"/> Heritage conservation 保存文物 <input type="checkbox"/> Technical 技術 <input type="checkbox"/> Operational 操作	
<input type="checkbox"/> Lighting 照明 <input type="checkbox"/> Air Conditioning 空調 <input type="checkbox"/> Electrical 電力 <input type="checkbox"/> Lift & Escalator 升降機及自動梯	<input type="checkbox"/> Heritage conservation 保存文物 <input type="checkbox"/> Technical 技術 <input type="checkbox"/> Operational 操作	
<input type="checkbox"/> Lighting 照明 <input type="checkbox"/> Air Conditioning 空調 <input type="checkbox"/> Electrical 電力 <input type="checkbox"/> Lift & Escalator 升降機及自動梯	<input type="checkbox"/> Heritage conservation 保存文物 <input type="checkbox"/> Technical 技術 <input type="checkbox"/> Operational 操作	
<input type="checkbox"/> Lighting 照明 <input type="checkbox"/> Air Conditioning 空調 <input type="checkbox"/> Electrical 電力 <input type="checkbox"/> Lift & Escalator 升降機及自動梯	<input type="checkbox"/> Heritage conservation 保存文物 <input type="checkbox"/> Technical 技術 <input type="checkbox"/> Operational 操作	

(Insert additional paper if necessary)

(如有需要，請另加附頁)



**Section F 已部：Declaration 聲明**

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

I, (full name of individual but not a company/corporation) \_\_\_\_\_, hereby declare that the related documents and information submitted with this form are true and correct to the best of my knowledge and belief.

本人（個人姓名全名，並非公司/法團）\_\_\_\_\_就所知及相信，特此聲明本表格所呈交的文件及資料全屬真確無誤。

Full Name of the Developer/Owner/Tenant/Occupier\*  
發展者/擁有人/租戶/佔用人\*名稱

English

英文

Chinese

中文

Name of his/her Representative Person:  
其代表人姓名:

English

英文

Chinese

中文

Mr. / Miss / Ms.\*

先生/小姐/女士\*

Capacity  
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 of the Developer /  
Owner / Tenant / Occupier\*  
發展者/擁有人/租戶/佔用人\*  
簽名

Date  
日期

DD

日

MM

月

YYYY

年

Company Chop  
公司蓋章

## 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. 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。

2. All the data that appear in the form will be kept at the Electrical and Mechanical Services Department 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。

3. 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 the submission of this form.

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, 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：香港九龍啟成街3號機電工程署。至於其他一般查詢，請致電1823電話中心。