

建築物能源效益條例 Buildings Energy Efficiency Ordinance

續領

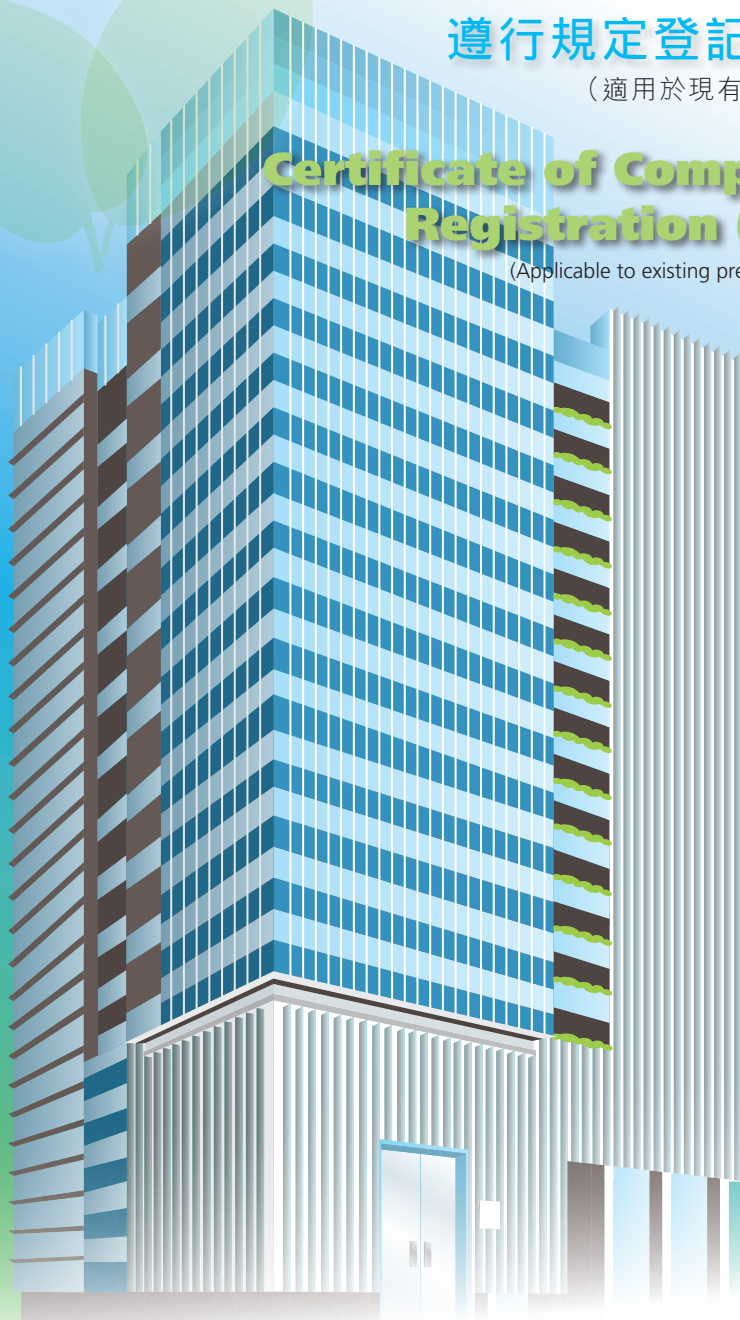
遵行規定登記證明書

(適用於現有訂明建築物)

Renewal of

Certificate of Compliance Registration (COCR)

(Applicable to existing prescribed buildings)



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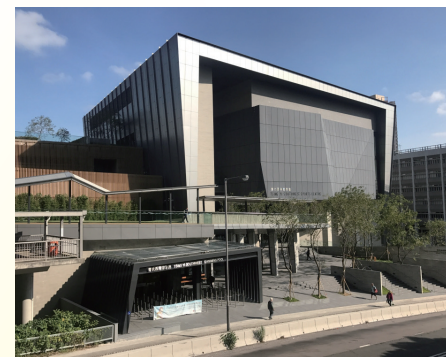
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1. 引言

本小冊子旨在簡介自2012年9月21日全面實施《建築物能源效益條例》（《條例》）後，訂明建築物^a的發展商及擁有人或負責人在建築物興建前及至落成後必須遵從相關的規定。《條例》實施已屆十年，相關現有訂明建築物的擁有人或負責人將要在「遵行規定登記證明書」到期前進行續期，已達至《條例》的規定。

本小冊子所提供的資料盡量以簡易文字表達，但並非盡錄，它僅供一般參考。有關的詳細釋義及規定，請參閱《條例》、《建築物能源效益守則》及《建築物能源效益守則技術指引》。



備註

a. 《條例》涵蓋多類訂明建築物。有關詳情，請參閱本小冊子的「《條例》所涵蓋的訂明建築物」或《條例》附表1。

1. Introduction

This pamphlet aims at briefly describing the requirements which the developers, owners and responsible persons of the prescribed buildings^a should comply with before and after construction of buildings after full implementation of the Buildings Energy Efficiency Ordinance (BEEO) since 21 September 2012. BEEO has implemented for 10 years, the owner and responsible persons of the existing prescribed building should renew the Certificate of Compliance Registration (COCR) before its expiry to comply with the relevant requirements of the BEEO.

The information provided in this pamphlet is in plain text as far as possible but not exhaustive. It is for general reference only. Please refer to the BEEO, the Building Energy Code (BEC), and the Technical Guidelines on Building Energy Code for the detailed interpretations and requirements.



Note

a. The BEEO covers various categories of prescribed building. For details, please refer to "Prescribed Buildings Covered by the BEEO" in this pamphlet or Schedule 1 of the BEEO.

2. 《條例》之目的

全港耗電主要來自建築物。為了減低建築物用電量，政府制定《條例》，落實規管訂明建築物內主要屋宇裝備裝置的能源效益。《條例》實施後，全港建築物的能源效益有望提升，既可節省電費，亦有助減少溫室氣體排放，從而改善空氣質素，締造更舒適的生活環境。

3. 新申領及續領「遵行規定登記證明書」（《條例》第10 – 15條）

當新建訂明建築物^b獲得由機電工程署發出的「遵行規定登記證明書」，建築物的擁有人或負責人須要確保該建築物的中央屋宇裝備裝置^c，以及服務個別單位（不論面積大小）的裝置，均須符合所獲發「遵行規定登記證明書」中列明的《建築物能源效益實務守則》版本。

備註

b. 新建訂明建築物指在《條例》全面實施後（即2012年9月21日後）取得由「建築事務監督」發出上蓋建築物的「建築工程展開同意書」的建築物。

c. 有關中央屋宇裝備裝置的詳細技術釋義，請參閱《建築物能源效益實務守則》。

2. Objectives of BEEO

The electricity consumption in Hong Kong is mainly contributed by buildings. To reduce the building energy use, the Government enacted the BEEO in order to regulate the energy efficiency of key building services installations inside prescribed buildings. After implementation of the BEEO, enhancement of the building energy efficiency in Hong Kong is expected. Not only saves electricity bill, but also helps reduce greenhouse gas emissions and improves air quality in order to bring about a more pleasant living environment.

3. Application for Renewal of Certificate of Compliance Registration (COCR) (Sections 10 – 15 of BEEO)

Once a newly built prescribed building^b obtained a COCR from the EMSD, the owner or responsible persons of the building should ensure central building services installations^c and the installations serving individual units (regardless of floor area) of that building are required to comply with the edition of BEC as stipulated in the COCR.

Note

b. A newly built prescribed building refers to a building that has obtained the “consent to the commencement of building works” for superstructure construction from the Building Authority after the BEEO comes into full operation (i.e. after 21 September 2012).

c. Please refer to the BEC for the detailed technical interpretation of central building services installation.

其後，當建築物的中央屋宇裝備裝置進行加裝或修改後，須根據最新版本的《建築物能源效益實務守則》來設計及安裝，並獲得由註冊能源評核人所簽發的「遵行規定表格」。

建築物的擁有人或負責人每10年須向機電工程署申請續領「遵行規定登記證明書」。

Subsequently, when the central building services installations of that building is added or altered, the installations should be designed and installed to comply with the latest edition of BEC and obtain the “Form of Compliance” from the Registered Energy Assessor.

The owner or responsible persons of the building, every 10 years, is required to apply for renewal of the COCR from the EMSD.



4. 《建築物能源效益守則》的基本能源效益標準

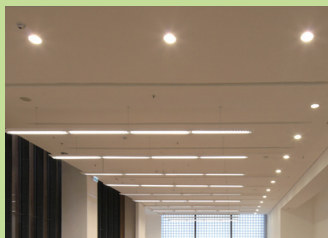
《建築物能源效益守則》為四類主要屋宇裝備裝置訂定基本的能源效益設計標準及規定。有關技術詳情，請參閱相關版本的《建築物能源效益守則》^d。

4. Minimum Energy Efficiency Standards of BEC

The BEC stipulates the minimum energy efficiency design standards and requirements for 4 key types of building services installation. Please refer to the relevant edition of the BEC^d for technical details.

主要的能效規定範圍

Scope of key energy efficiency requirements



照明裝置

- 照明功率密度
- 照明控制（例如：開關裝置）
- 自動照明控制

Lighting installation

- lighting power density
- lighting control (e.g. switching device)
- automatic lighting control

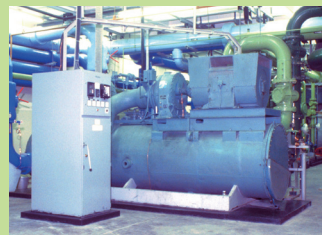


電力裝置

- 電動機效率
- 配電損耗
- 總功率因數
- 總諧波失真率
- 計量及監察設施

Electrical installation

- motor efficiency
- power distribution loss
- total power factor
- total harmonic distortion
- metering and monitoring facilities



空調裝置

- 空調設備（冷水機）及熱泵效能系數
- 配風系統風機功率
- 水管系統摩擦損耗
- 隔熱
- 能源效益系統控制
- 能源計量

Air-conditioning installation

- coefficient of performance of an air-conditioning equipment (chiller & heat pump)
- air distribution system fan power
- frictional loss of water piping system
- thermal insulation
- energy efficiency system control
- energy metering



升降機及自動梯裝置

- 電功率
- 總功率因數
- 總諧波失真率
- 計量及監察設施
- 升降機裝飾負載
- 升降機閒置時關掉通風及空調系統
- 升降機反饋制動
- 升降機機廂照明控制
- 自動梯自動減速

Lift and escalator installation

- electrical power
- total power factor
- total harmonic distortion
- metering and monitoring facilities
- lift decoration load
- shutting off the ventilation and air-conditioning of a lift when idling
- lift regenerative braking
- lift car lighting control
- automatic speed reduction of escalator

5. 《條例》所涵蓋的訂明建築物 (《條例》附表1)

- (i) 商業建築物。
- (ii) 綜合用途建築物的並非作住宅或工業用途的部分。
- (iii) 旅館。
- (iv) 住宅建築物的公用地方。
- (v) 綜合用途建築物的作住宅或工業用途的部分的公用地方。
- (vi) 工業建築物的公用地方。
- (vii) 主要作教育用途而佔用的建築物。



5. Prescribed Buildings Covered by BEEO (Schedule 1 of BEEO)

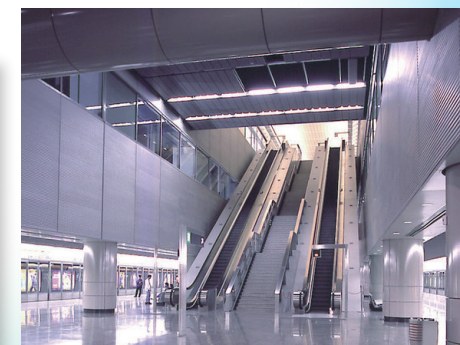
- (i) Commercial building.
- (ii) A portion of a composite building that is not for residential or industrial use.
- (iii) Hotel or guesthouse.
- (iv) Common area of a residential building.
- (v) Common area of a portion of a composite building that is for residential or industrial use.
- (vi) Common area of an industrial building.
- (vii) Building that is occupied principally for an education purpose.



- (viii) 主要作社區用途而佔用的建築物（包括社區會堂及社會服務中心），及作2個或多於2個上述地方而佔用的綜合用途建築物。
- (ix) 主要作市政用途而佔用的建築物（包括街市、熟食中心、圖書館、文娛中心或文化中心及室內運動場），及作2個或多於2個上述地方而佔用的綜合用途建築物。
- (x) 主要作醫療及健康護理服務用途而佔用的建築物（包括醫院、診療所及康復中心）。
- (xi) 由政府擁有的主要用作在執行政府的任何職能期間容納人的建築物。
- (xii) 機場的客運大樓。
- (xiii) 鐵路車站。



- (viii) Building that is occupied principally as a community building including a community hall and social services centre and composite building occupied as 2 or more such places.
- (ix) Building that is occupied principally as a municipal services building including a market, cooked food centre, library, cultural centre and indoor games hall and composite building occupied as 2 or more such places.
- (x) Building that is occupied principally for medical and health care services including a hospital, clinic and rehabilitation centre.
- (xi) Building that is owned by the Government and used principally for the accommodation of people during the performance of any function of the Government.
- (xii) Passenger terminal building of an airport.
- (xiii) Railway station.



6. 適用範圍的限定（《條例》第4條）

《條例》不適用於以下小型或特殊建築物：

- (i) 總電力開關的允許負載量不超過100安培（單相或三相）的建築物；
- (ii) 符合以下說明的建築物—
 - (a) 不超過3層高；
 - (b) 有蓋面積不超過65.03平方米；及
 - (c) 高度不超過8.23米；
- (iii) 根據《古物及古蹟條例》宣佈或暫定的古蹟或歷史建築物；
- (iv) 在12個月內拆卸或重建的建築物。



6. Limit of Scope of Application (Section 4 of BEEO)

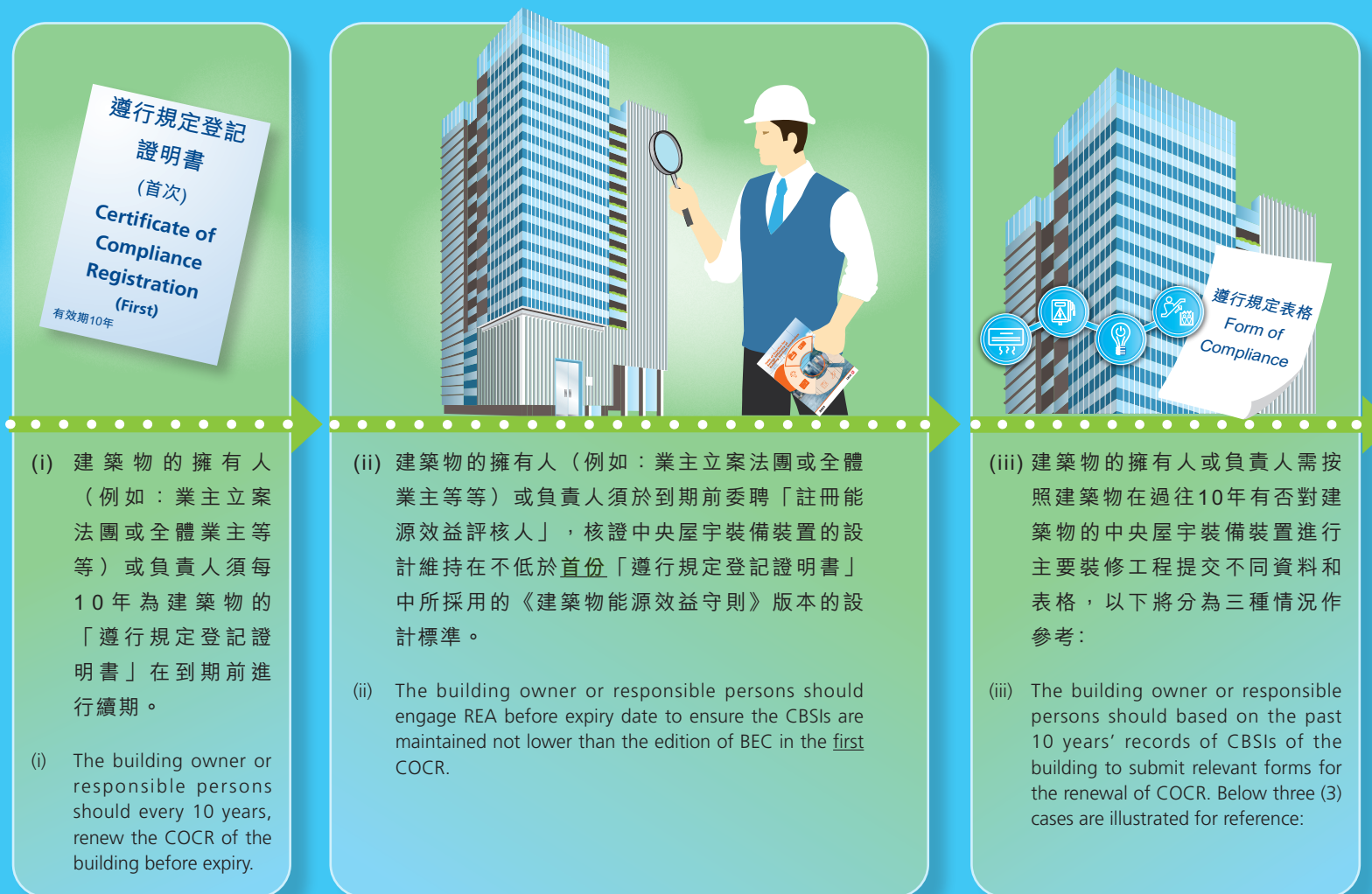
The BEEO does not apply to the following small or special buildings:-

- (i) Buildings with the main electrical switch at approved loading not exceeding 100A, 1-phase or 3-phase;
- (ii) Buildings—
 - (a) of not more than 3 storeys;
 - (b) having a roofed-over area of not more than 65.03 m²; and
 - (c) having a height of not more than 8.23 m;
- (iii) Declared or proposed monuments or historical buildings under the Antiquities and Monuments Ordinance;
- (iv) Buildings that will be demolished or redeveloped within 12 months.



7. 「遵行規定登記證明書」的續領流程

Renewal Procedure of COCR



- a) 情況一：
建築物在「遵行規定登記證明書」到期前並沒有進行過中央屋宇裝備裝置的主要裝修工程（續後頁）
- a) Case 1:
No change in CBSIs after last COCR issued (Please read next page)
- b) 情況二：
建築物在「遵行規定登記證明書」到期前，曾進行過中央屋宇裝備裝置的主要裝修工程並已獲得了「遵行規定表格」（續看第16頁）
- b) Case 2:
CBSIs changed and FOC has been obtained after last COCR issued (Please read page.16)
- c) 情況三：
建築物在「遵行規定登記證明書」到期前，已完成中央屋宇裝備裝置的主要裝修工程，並未獲得「遵行規定表格」或正進行中央屋宇裝備裝置的主要裝修工程（續看第18頁）
- c) Case 3:
CBSIs changed but FOC has not yet obtained after last COCR issued or having MRWs for CBSIs during COCR expire date (Please read page. 18)

情況一：

Case 1:



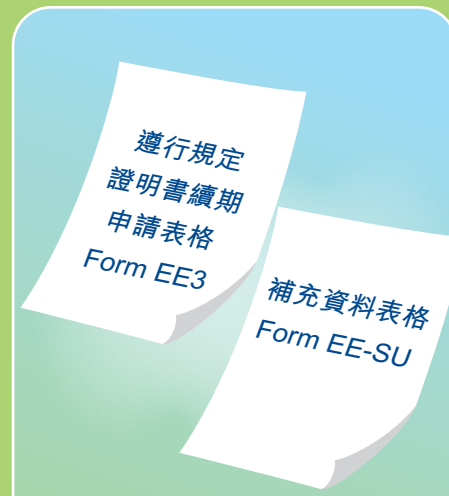
(iiia) 建築物在「遵行規定登記證明書」到期前並沒有進行過中央屋宇裝備裝置的主要裝修工程。

(iiia) No change in CBSIs after last COCR issued.



(iv) 建築物的擁有人或負責人需準備建築物竣工的資料和營運過程及維修中央屋宇裝備裝置的紀錄予「註冊能源效益評核人」並邀請其到現場進行核證。

(iv) The owner or responsible persons should ready the as-built information and operation & maintenance record of CBSIs for REA checking and inspect onsite.



(v) 於「註冊能源效益評核人」親自檢查後30日內，建築物的擁有人或負責人需與「註冊能源效益評核人」一同填妥並簽署指明表格EE3^e和EE-SU^f。

(v) Within the 30 days of the REA's onsite inspection, the owner or responsible persons should complete specified forms (EE3^e & EE-SU^f) with REA.



(vi) 當相關資料及表格齊備後，須向機電工程署申請續領「遵行規定登記證明書」。

(vi) The owner or responsible persons should submit specified forms (EE3 & EE-SU) and related document to EMSD.

情況二：
Case 2:



(iiib) 建築物在「遵行規定登記證明書」到期前，曾進行過中央屋宇裝備裝置的主要裝修工程並已獲得了「遵行規定表格」。

(iiib) CBSIs changed and FOC has been obtained after last COCR issued.



(iv) 建築物的擁有人或負責人需準備建築物竣工的資料和營運過程及維修中央屋宇裝備裝置的紀錄及過去10年所獲發與中央屋宇裝備裝置有關的「遵行規定表格」副本予「註冊能源效益評核人」並邀請其到現場親身檢查。

(iv) The owner or responsible persons should ready the as-built information and operation & maintenance record of CBSIs and the copies of FOC for the MRW of CBSIs obtained in the past 10 years for REA checking and inspect onsite.



(v) 於「註冊能源效益評核人」親身檢查後30日內，建築物的擁有人或負責人需與「註冊能源效益評核人」一同填妥並簽署指明表格EE3^e和EE-SU^f並將獲得了「遵行規定表格」的主要裝修工程的詳細資料記錄於指明表格EE-SU。

(v) Within the 30 days of the REA's onsite inspection, the owner or responsible persons should complete specified forms (EE3^e & EE-SU^f) with REA and obtain FOC details from building owners and complete in specified form EE-SU.



(vi) 當相關資料及表格齊備後，須向機電工程署申請續領「遵行規定登記證明書」。

(vi) The owner or responsible persons should submit specified forms (EE3 & EE-SU) and related document to EMSD.

情況三：

Case 3:



(iiic) 建築物在「遵行規定登記證明書」到期前，已完成中央屋宇裝備裝置的主要裝修工程，並未獲得「遵行規定表格」或正進行中央屋宇裝備裝置的主要裝修工程。

(iiic) CBSIs changed but FOC has not yet obtained after last COCR issued or having MRWs for CBSIs during COCR expire date.



(iv) 建築物的擁有人或負責人業主需於「遵行規定登記證明書」到期前，填妥並遞交指明表格 EE-ET⁹，並提供相關的證明作申請合理延期。使未獲得「遵行規定表格」或正在進行的中央屋宇裝備裝置的主要裝修工程能在合理時間內完成並獲得「註冊能源效益評核人」所獲發「遵行規定表格」，以配合「遵行規定登記證明書」續期申請。

(iv) The owner or responsible persons are required to complete and submit the specified form EE-ET⁹ with relevant substantiations for applying reasonable extension of time. This, the relevant MRWs would be completed and corresponding FOCs should be obtained within reasonable time for the COCR renewal application.



(v) 建築物的擁有人或負責人需於獲准延長期限內委聘「註冊能源效益評核人」為完成的中央屋宇裝備裝置的主要裝修工程進行檢查並發出相關「遵行規定表格」。

(v) The owner or responsible persons should complete the MRWs of the CBSIs and engage REA for inspection and obtained the FOCs within the approved duration.



(vi) 當有關「遵行規定表格」齊備後，建築物的擁有人或負責人須按情況二（詳見第16頁）作「遵行規定登記證明書」續期申請。

(vi) When the FOC are ready, the building owner or responsible person should submit the application for renewal of COCR by following the steps in Case 2 (details refer to page 16).

備忘錄
Memo

法定程序 Statutory Procedure	指定呈交限期 Specified Submission Period
申請續領「遵行規定登記證明書」 (指明表格EE3) Application for renewal of COCR (Specified Form EE3)	首份「遵行規定登記證明書」發出 後每10年續期一次 續期可於到期前一年內作出申請 Renew at <u>every 10 years</u> after issue of the first COCR Application for renewal of COCR should be made within 1 year before its expiry date

8. 「註冊能源效益評核人」的紀錄冊

「註冊能源效益評核人」的紀錄冊現已上載至機電工程署建築物能源效益條例網頁，供公眾查閱。

8. Register of Registered Energy Assessors

The register of Registered Energy Assessors is now available at the EMSD's BEEO webpage for public inspection.

9. 申請費用

涉及申請「遵行規定登記證明書」續期的費用列舉如下：

9. Application Fees

The fees involved in the application for renewal of a COCR are listed below:-

項目 Item	申請費用 Application Fee
申請續領「遵行規定登記證明書」 Application for renewal of a COCR	\$760
申請「遵行規定登記證明書」的複本 Application for a duplicate of a COCR	\$155

10. 敦促改善通知書（《條例》第26條）

若發現違規情況，機電工程署可於作出檢控前，向該建築物 / 單位 / 公用地方的相關人士（例如：發展商、業主立案法團、業主、租客或佔用人等等）發出「敦促改善通知書」，指示該等人士在指定的期限內，糾正違規事項。該通知書會載有須採取措施的指示。每張通知書內的基本資料，包括發出日期、建築物的名稱及地址等等，均會在機電工程署網站公佈。當通知書內的違規事項已被糾正，該通知書的資料則會從機電工程署建築物能源效益條例網站的有關名單內移除。

10.Improvement Notice (Section 26 of BEEO)

If non-compliance is identified, the EMSD may issue an improvement notice to the relevant persons of that building / unit / common area (e.g. developer, the Incorporated Owners, owner, tenant or occupier etc.) before prosecution and direct those persons to remedy the contravention within the period specified in the notice. The notice will contain directions about measures to be taken. The basic information, including issue date, building name and address etc., of each notice will be published at the EMSD's website. Once the contravention in a notice has been remedied, the information of the notice will be removed from the relevant list at the EMSD's BEEO website.

11. 主要刑罰

根據《條例》，若建築物的發展商或擁有人（例如：業主立案法團或全體業主等等）違反條例規定，該人或會被檢控。

11. Major Penalties

According to the BEEO, if the developer or owner (e.g. the Incorporated Owners or all owners etc.) of a building contravenes the requirements, that person may be liable to prosecution.

所觸犯的罪行 Offence committed	最高刑罰 Maximum penalty
<p>《條例》第12條第(2)款 建築物的擁有人未能確保在任何時間，均有「遵行規定登記證明書」就該建築物而有效（即：「遵行規定登記證明書」過期）。</p> <p>Section 12(2) of BEEO The owner of a building fails to ensure that at all times a COCR is in force in respect of the building (i.e. COCR expires).</p>	<p>第6級罰款（\$100,000）</p> <p>Fine at level 6 (\$100,000)</p>
<p>《條例》第12條第(3)及(4)款 建築物的擁有人（例如：業主立案法團或全體業主等等）或單位的負責人（例如：業主、租客或佔用人等等）未能維持屋宇裝備裝置的設計標準（而非操作性能）不低於首份「遵行規定登記證明書」中所採用的《建築物能源效益實務守則》版本的標準（例如：將已安裝的節能光管換成鎢絲燈泡）。</p>	<p>第5級罰款（\$50,000）</p>

Sections 12(3) and 12(4) of BEEO

The owner of a building (e.g. the Incorporated Owners or all owners etc.) or the responsible person of a unit (e.g. owner, tenant or occupier etc.) fails to maintain the design standards of building services installations (but not their operating conditions) to a standard not lower than the version of the BEC applied in the first COCR (e.g. replacing installed energy-saving fluorescent tubes with incandescent light bulbs).

Fine at level 5 (\$50,000)

《條例》第26條

任何人違反載於敦促改善通知書的任何指示。

Section 26 of BEEO

A person who contravenes any direction contained in an improvement notice.

第4級罰款（\$25,000）。如屬持續的罪行，則可就罪行持續期間的每一日，另處罰款\$1,000。

Fine at level 4 (\$25,000). In the case of a continuing offence, to a further fine of \$1,000 for every day during which the offence continues.

12. 《條例》相關網頁

有關《條例》更詳盡的資料，包括《條例》全文的連結、宣傳刊物、實務守則、表格、紀錄冊、常見問題等等，請登入以下網站瀏覽。

<https://www.emsd.gov.hk/beeo/>

12. Relevant Webpage of BEEO

For more information about the BEEO, including the link to the full text of the BEEO, publicity publications, codes of practice, forms, registers, frequently asked questions etc, please visit the following website:-

<https://www.emsd.gov.hk/beeo/>

13. 推廣能源效益科技

為鼓勵公眾更有效地使用能源，機電工程署亦致力提供最新節能科技資訊，供公眾參考。相關網站如下：

香港可持續科技網

<https://sustech.emsd.gov.hk/tc/index.html>

能源資訊園地

<https://www.emsd.gov.hk/energyland/tc/home/index.html>

香港節能網

<https://ee.emsd.gov.hk/tc/chi/index.html>

13. Promotion of Energy Efficiency Technologies

To encourage the public to use energy more efficiently, the EMSD dedicates to providing information on advanced energy technologies for public reference. The relevant websites are as follows:-

The HK Sustainable Technology Net

<https://sustech.emsd.gov.hk/en/index.html>

EnergyLand

<https://www.emsd.gov.hk/energyland/en/home/index.html>

HK EE Net

<https://ee.emsd.gov.hk/english/index.html>

14. 查詢

如有任何查詢，可循以下途徑聯絡我們：

郵寄地址：香港九龍啟成街3號機電工程署能源效益事務處

電郵：mbec@emsd.gov.hk

電話：3757-6156

（星期一至五上午九時至下午五時）或1823（電話中心）

傳真：2890-6081

網頁：<https://www.emsd.gov.hk/beeo>

14. Enquiry

For any enquiry, please contact us through the following channels:-

Postal Address：Energy Efficiency Office,
Electrical and Mechanical Services Department
3 Kai Shing Street, Kowloon, Hong Kong

E-mail：mbec@emsd.gov.hk

Telephone：3757-6156

(9:00 a.m. – 5:00 p.m. on Monday to Friday) or 1823 (call centre)

Facsimile：2890-6081

Website：<https://www.emsd.gov.hk/beeo>

香港九龍啟成街3號機電工程署能源效益事務處

Energy Efficiency Office

Electrical and Mechanical Services Department

3 Kai Sing Street, Kowloon, Hong Kong

電話 Tel : 3757-6156 或 / or 1823 (電話中心 / Call Centre)

傳真 Fax : 2890-6081

網頁 Homepage : <https://www.emsd.gov.hk/beeo>

電郵 Email : mbec@emsd.gov.hk



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