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28 Nov 2014

To: Recipients of BEEO Technical Circulars

Dear Sir/Madam,

The Buildings Energy Efficiency Ordinance (Cap 610)
Technical Circular No. 2/2014
Revision 11/14 of Form EE-SU (Supplementary Information)

Purpose

This Technical Circular promulgates the new Revision 11/14 of Form EE-SU which has been uploaded to the web-site of the Ordinance (<http://www.beeo.emsd.gov.hk>) to supersede the previous version.

Effective Date

2. The aforesaid Form EE-SU (Rev. 11/14) takes immediate effect but with a grace period as specified in paragraph 12 below.

Effect on Existing Circular

3. There is no effect on existing circulars.

Background

4. When a developer/owner or registered energy assessor submits Form EE1, EE2, EE3 or EE4 under the Ordinance, he/she is also required to submit the Form EE-SU together to provide the necessary supplementary information.

5. Pursuant to sections 17 and 18 of the Ordinance, a responsible person must, within 2 months after the completion of the relevant major retrofitting works, obtain a Form of Compliance (FOC) (Form EE4) issued by a registered energy assessor. In other words, the registered energy assessor should issue the FOC to the responsible person.

6. Pursuant to section 18(5)(b) of the Ordinance, a registered energy assessor who issues a FOC, besides sending a copy of it to the Director of Electrical and Mechanical Services, must send another copy of it to —

- (i) the property management company of the building concerned; or
- (ii) if there is no such property management company or the property management company cannot be found or ascertained, the owner of the building.

7. Pursuant to section 18(6) of the Ordinance, a registered energy assessor who fails to comply with the requirement stated in paragraph 6 above commits an offence and is liable on conviction to a fine at level 3 (currently \$10,000).

8. However, in the covering letters or delivery notes submitting the copies of FOCs to the Director of Electrical and Mechanical Services, there is now usually no indication that other copies of the FOCs are simultaneously sent to the relevant responsible persons and property management companies / the owners of the buildings.

Major Revision

9. To reinforce the awareness of compliance with the requirements highlighted in paragraphs 5 and 6 above, Section C of the Form EE-SU is revised to require a registered energy assessor to submit a copy of letter, e-mail or delivery note/receipt etc. to certify that a FOC and its copy have been sent to the relevant responsible person and property management company / the owner of the building.

10. If no property management company can be ascertained at the time of issuing FOC, a confirmation of no property management company then by the responsible person indicated in the associated FOC should be obtained. If the responsible person is also the building owner, issuing FOC to the responsible person will be regarded as having simultaneously fulfilled the requirement of section 18(5)(b)(ii) of the Ordinance stated in paragraph 6 above. The registered energy assessor do not need to send another copy of the FOC to the owner of building again in this situation.

11. Moreover, Section A of the Form EE-SU is also revised to require return of the name of premises (i.e. building and/or unit / common area) in order to avoid mismatching the Form EE-SU with a master form (i.e. Form EE1, Form EE2, Form EE3 or Form EE4) of another premises.

Grace Period

12. A registered energy assessor is still free to choose using the immediate past version (Rev. 11/13) or the latest version (Rev. 11/14) of the Form EE-SU if the associated master form is signed by him/her before 12 December 2014. The old Form

EE-SU (Rev. 11/13) will no longer be acceptable if the associated master form is signed by a registered energy assessor on or after 12 December 2014.

Yours faithfully,



(Y.F. CHEUNG)

for Director of Electrical and Mechanical Services