

The Government of the Hong Kong  
 Special Administrative Region  
 Energy Efficiency (Labelling of Products) Ordinance  
 (Amendment of Schedules) Order 2018 (Section 14)  
 Submission of Supplementary Information for Product  
 Model Already Registered in Mandatory Energy  
 Efficiency Labelling Scheme as per the New Requirement

香港特別行政區政府  
 2018年能源效益(產品標籤)條例(修  
 訂附表)令(第14條)  
 根據新的要求而呈交已在強制性能源  
 效益標籤計劃註冊產品的補充資料

Official use only  
 此欄不用填寫

Note: Please read the "Notes to Complete Form 5" and "Personal Data Privacy Statement" attached and complete all the items in block letters.

注意：請閱讀於附頁的「填寫表格五的須知事項」及「個人資料私穩聲明」，並以正楷填寫各項資料。

**Section A 甲部：Information of Person Submitting Relevant Information 呈交有關資料人士資料**

Name of Company 公司名稱 / Name of Individual 個人名稱 * :	English 英文		
	Chinese 中文		
BRC No. 商業登記號碼 / H.K.I.D. No. 香港身份證號碼 * :			
Registered Address 註冊地址 / Contact Address 聯絡地址 * :	English 英文		
	Chinese (optional) 中文 (非必需)		
Contact Person 聯絡人 :		Telephone No. 電話號碼 :	
Fax Number 傳真號碼 :		E-mail Address 電郵地址 :	

**Section B 乙部：Basic Information of Product 產品基本資料**

Type of product : 產品種類 :	Reverse Cycle Type Room Air Conditioner 逆轉循環型空調機		
Brand 品牌 :			
Model name (including all model identification, e.g. series name, model no. etc.) 型號名稱 (包括所有確認型號的資料, 例如: 系列名稱、型號編號等) :			
Place of manufacture 生產地 :			
Reference number under the mandatory energy efficiency labelling scheme: 在強制性能源效益標籤計劃下的參考號碼 :			
Model name and reference number of other listed models belonging to the same family of models which the information and documents regarding the heating function have previously been submitted: (if applicable) 其他屬於相同型號系列的表列型號並已呈交有關系列的供暖功能的資料及文件的型號名稱及參考編號: (如適用)			

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Authorized Signature:  
授權人簽署 :

\_\_\_\_\_

Name of Authorized Person:  
授權人姓名 :

\_\_\_\_\_

Company Chop:  
公司蓋印 :

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**Section C 丙部：Test Laboratory 測試實驗室**

Name of test laboratory 測試實驗室名稱：	
Address of test laboratory 測試實驗室地址：	
Test Laboratory accreditation body (if applicable): 測試實驗室認可機構（如適用）：	
Registration number of test laboratory (if applicable): 測試實驗室註冊編號（如適用）：	
Expiry date of accreditation (dd/mm/yyyy) (if applicable): 認可的有效日期 (dd/mm/yyyy)（如適用）：	

Type of Test Laboratory: (Please tick ✓ as appropriate) 測試實驗室類型：（請在適當處加上 ✓）	
<input type="checkbox"/>	Laboratory is accredited under the Hong Kong Laboratory Accreditation Scheme (HOKLAS) operated by the Hong Kong Accreditation Service (HKAS) for the relevant test 實驗室就有關測試獲「香港認可處」根據「香港實驗室認可計劃」認可
<input type="checkbox"/>	Laboratory is accredited under an accreditation scheme operated by a laboratory accreditation body in other economies with which HKAS has concluded a mutual recognition agreement / arrangement (MRA) for the relevant test 實驗室就有關測試獲其他經濟體系的實驗室審定團體（與香港認可處簽訂互認協議／安排的實驗室審定團體）根據認可計劃認可
<input type="checkbox"/>	Laboratory has been assessed and evaluated by a recognised independent certification body and is certified by the independent certification body to be competent for carrying out the relevant test 實驗室已獲認可的獨立認證團體評估及評核，並獲該認證團體證明有足夠能力進行有關測試
<input type="checkbox"/>	Laboratory has been assessed and recognised by the Director under the voluntary EELS for conducting the relevant test, and is certified under ISO 9001 or equivalent standards for quality system 實驗室已獲署長根據自願性能源效益標籤計劃評估及認可，以進行有關測試，並已根據ISO 9001或有關質量系統的同等標準獲得認證

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Authorized Signature:  
授權人簽署： \_\_\_\_\_

Name of Authorized Person:  
授權人姓名： \_\_\_\_\_

Company Chop: 公司蓋印：
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**Section D 丁部：Supporting Documents 證明文件**

We enclose the following documentation and have put a "✓" against the appropriate box(es).  
現附上所需文件，並於空格內加上"✓"號。

<input type="checkbox"/>	Completed product technical information schedule (using the specified format provided for the corresponding product type) 填寫好的產品技術資料附表（請用為該產品種類所提供的特定格式）
<input type="checkbox"/>	Test reports for energy efficiency performance (heating) 能源效益表現的測試報告（供暖）
<input type="checkbox"/>	Copy of accreditation certificate for the test laboratory (it shall be valid at the time of testing) 測試實驗所認可證書副本（在測試時該認可證書應該為有效）
<input type="checkbox"/>	If testing was carried out in a laboratory which is not an accredited laboratory: 如果測試在一所非認可的實驗所進行：
<input type="checkbox"/>	i. Quality system certificate for manufacturer's operation in the laboratory 品質系統證書，證明製造商測試實驗所根據特定的品質系統運作
<input type="checkbox"/>	ii. Certifying document issued by an independent certification body 獨立認證團體發出的確認文件
<input type="checkbox"/>	iii. Document showing the qualification, experience and assessment procedure of the independent certification body 有關該獨立認證團體的資格、經驗及評估步驟的文件
<input type="checkbox"/>	Original declaration of identity on the product by the manufacturer and the person submitting the specified information (if applicable) 生產商與呈交指明資料的人士提供該產品相同的聲明正本（如適用）
<input type="checkbox"/>	Energy Efficiency Grading Calculations (heating) 能源效益評級計算（供暖）
<input type="checkbox"/>	All copies are marked as "certified true copy" and have the company chop, authorized person's name, position and signature. 所有副本均標示「經核證為真實的副本」並有公司蓋印及授權人姓名、職位及簽署。

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Authorized Signature:  
授權人簽署： \_\_\_\_\_

Name of Authorized Person:  
授權人姓名： \_\_\_\_\_

Company Chop: 公司蓋印：
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**Section E 戊部：Declaration 聲明**

1. Our company is / I am\* the local manufacturer / importer / others (please specify: \_\_\_\_\_)\* of \_\_\_\_\_ brand products in Hong Kong and would like to submit supplementary information for the product model already registered in the mandatory scheme in accordance with the Energy Efficiency (Labelling of Products) Ordinance (Amendment of Schedules) Order (Section 13).

本公司 / 本人\*是本港\_\_\_\_\_牌產品的本地製造商 / 進口商 / 其他（請註明：\_\_\_\_\_）\*，希望根據《2017年能源效益（產品標籤）條例（修訂附表）令（第13條）》呈交已在強制性能源效益標籤計劃註冊產品的補充資料。

2. We / I\* fully understand the obligations/duties stated in the Ordinance and will comply with all relevant requirements. 我們 / 本人\*完全明白條例所列載的責任，並會遵守所有有關的規定。

3. We / I\* declare that the information given in this form and any other documents submitted together are true and correct. 我們 / 本人\*謹此聲明，本表格內所填報的資料及所有隨本表格一同呈交的文件均屬真確無誤。

4.\* Note: This item is only applicable to the specified person as a company:

注意：這項目只適用於以公司名義作為指明人士者：

We, the specified person as a company, agree that our address and telephone number will be disclosed to the public upon public request.

我們（以公司名義作為指明人士）同意我們的地址及電話號碼在公眾要求下會向公眾披露。

5.\* Note: This item is only applicable to the specified person as an individual:

注意：這項目只適用於以個人名義作為指明人士者：

Please choose with ✓ in appropriate box(es) below :

請在下面適當空格內以✓選擇：

Disagree to disclose my address and / or telephone number and / or other contact to the public upon public request

不同意在公眾要求下會向公眾披露我的地址及 / 或電話號碼及 / 或其它聯絡方式

Agree to disclose my address and / or telephone number and / or other contact to the public upon public request (please choose with ✓ in appropriate box(es) and specify the contact below for disclosure to the public:)

同意在公眾要求下會向公眾披露我的地址及 / 或電話號碼及 / 或其它聯絡方式（請在下面適當空格內以✓選擇及註明可向公眾披露的聯絡方式：）

Address 地址  
(Please specify 請註明：\_\_\_\_\_)

Telephone No. 電話號碼 (Please specify 請註明：\_\_\_\_\_)

Other contact 其它聯絡方式 (Please specify 請註明：\_\_\_\_\_)

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Authorized Signature:

授權人簽署：

Name of Authorized Person: \_\_\_\_\_

授權人姓名：

Title of Authorized Person: \_\_\_\_\_

授權人職位：

Email of Authorized Person: \_\_\_\_\_

授權人電郵：

Date: \_\_\_\_\_

日期：

Company Chop:

公司蓋印：

**Section A 甲部：** Information on Energy Label 能源標籤資料

Energy Efficiency Grade (Heating) (1-5) :# 能源效益級別(供暖)(一至五)：#	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Annual Energy Consumption (kWh) (Heating) : 每年耗電量(千瓦小時)(供暖)：	(specify as an integer) (以整數表示)				
Heating Capacity (kW) 供暖量(千瓦)：	(to 2 decimal places) (二個小數位)				
Refrigerant 製冷劑：					
Brand <sup>(note1)</sup> 品牌 <sup>(註1)</sup> ：	English 英文				
	Chinese 中文				
Model Name <sup>(note1)</sup> 型號名稱 <sup>(註1)</sup> ：					
Information Provider <sup>(note1)</sup> 資料提供者 <sup>(註1)</sup> ：	English 英文				
	Chinese 中文				

**Section B 乙部：** Other Details 其他詳細資料

Appliance Category (2 or4) :# 器具類別(二或四)：#	2 <input type="checkbox"/>	4 <input type="checkbox"/>
	Rated Value 額定值	Measured Value 量度值
Heating capacity (kW) 供暖量(千瓦)：		
Power consumption (kW) 功率消耗量(千瓦)：		
Half / Minimum* heating capacity (kW) <sup>(note2)</sup> : 一半 / 最小* 供暖量(千瓦) <sup>(註2)</sup> ：		
Half / Minimum* power consumption (kW) <sup>(note2)</sup> : 一半 / 最小* 功率消耗量(千瓦) <sup>(註2)</sup> ：		
Heating seasonal performance factor (to 3 decimal places) : 供暖季節性表現系數(三個小數位)：		

Note 註：

- Limited to maximum 24 and 18 characters for English and Chinese names respectively.  
英文及中文名稱分別最多只可包含24及18個字符。
- Only applicable to room air conditioners with two-stage capacity, multi-stage capacity and continuously variable capacity.  
只適用於兩重階段輸出、多重階段輸出及可持續變換輸出空調機。
- Please refer to the code of practice issued under the Energy Efficiency (Labelling of Products) Ordinance for the methodology and test standards for determination of the values to be provided in this form.  
請參考在能源效益(產品標籤)條例下, 所發出的實務守則內的方法及測試標準, 來確定在這表格內所提供的數值。

Authorized Signature:

授權人簽署：

Name of Authorized Person: \_\_\_\_\_

授權人姓名：

Title of Authorized Person: \_\_\_\_\_

授權人職位：

Date: \_\_\_\_\_

日期：

Company Chop:

公司蓋印：

Section B (Continued) 乙部 (續) :: Other Details 其他詳細資料

Maximum heating test 最大運行供暖測試：#	pass 合格 <input type="checkbox"/>		fail 不合格 <input type="checkbox"/>	
Type of compressor 壓縮機類別：#	fixed capacity 固定輸出 <input type="checkbox"/>	two-stage capacity 兩重階段輸出 <input type="checkbox"/>	multi-stage capacity 多重階段輸出 <input type="checkbox"/>	continuously variable capacity 可變換輸出 <input type="checkbox"/>
Type of power input 電源性質：#	single phase 單相 <input type="checkbox"/>		three phase 三相 <input type="checkbox"/>	
Method of obtaining fixed output at full capacity <sup>(note 2)</sup> ：# 獲得固定最大輸出的方法 <sup>(註2)</sup> ：#	( <input type="checkbox"/> submit in separate sheet 另加紙提交)			
Method of obtaining fixed output at half / minimum* # capacity <sup>(note 2)</sup> ： 獲得固定一半 / 最小*輸出的方法 <sup>(註2)</sup> ：#	( <input type="checkbox"/> submit in separate sheet 另加紙提交)			

Note 註：

- Limited to maximum 24 and 18 characters for English and Chinese names respectively.  
英文及中文名稱分別最多只可包含24及18個字符。
- Only applicable to room air conditioners with two-stage capacity, multi-stage capacity and continuously variable capacity.  
只適用於兩重階段輸出、多重階段輸出及可變換輸出空調機。
- Please refer to the code of practice issued under the Energy Efficiency (Labelling of Products) Ordinance for the methodology and test standards for determination of the values to be provided in this form.  
請參考在能源效益 (產品標籤) 條例下，所發出的實務守則的方法及測試標準，來確定在這表格內所提供的數值。

Authorized Signature:

授權人簽署： \_\_\_\_\_

Name of Authorized Person: \_\_\_\_\_

授權人姓名： \_\_\_\_\_

Title of Authorized Person: \_\_\_\_\_

授權人職位： \_\_\_\_\_

Date: \_\_\_\_\_

日期： \_\_\_\_\_

Company Chop:

公司蓋印：

## Notes to Complete Form 5 填寫表格五的須知事項

1. Incomplete or erroneous information in Form 5 may cause hiatus or delay in processing the submission.  
在表格五內有關資料如有不全或錯漏，可能導致處理所呈交的文件時出現暫停或延誤。
2. The Director of Electrical and Mechanical Services (the Director) may request the person concerned to submit relevant supplementary information to satisfy the requirements of all the items in Form 5.  
機電工程署署長（署長）可要求有關人士提供補充資料以滿足表格五內所有項目的要求。
3. The person concerned shall inform the Director of any change in information and data that were previously submitted to the Director.  
過往已經呈交給署長的資料及數據若有任何變動，有關人士必須知會署長。
4. The person concerned shall sign and affix with company seal on each page of Form 5. If space is insufficient, please attach additional sheet(s) which must each be signed, dated and affixed with company seal by the person concerned.  
有關人士須在表格五每一頁上簽署及蓋上公司印鑑。如空位不敷應用，請另用紙張填寫並附於表格內。有關人士須在每一增添的紙張上簽署、填上日期及蓋上公司印鑑。
5. The Director may disclose your information (according to the Personal Data privacy Statement), reference number, information of product, energy efficiency information, any change in information or up-to-date information submitted subsequently, and such other particulars as the Director considers appropriate, to the public.  
署長認為在適當的情況下，可能將你的資料（根據個人資料私穩聲明）、參考編號、產品資料、能源效益資料、任何往後曾呈交的資料的變動或更新，向公眾披露。
6. For details, please refer to the Guideline on Submission of Supplementary Information for Product Model Already Registered in Mandatory Energy Efficiency Labelling Scheme 詳情請參閱「呈交已在強制性能源效益標籤計劃註冊產品的補充資料指引」。

## Submission Instruction 呈交方法

This form together with the relevant documents shall be posted 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，本表格及有關文件應寄往香港九龍啓成街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 個人資料私穩聲明

## Purpose of Personal Data Collection 收集個人資料的目的

1. The personal data provided by means of Form 5 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 Energy Efficiency (Labelling of Products) Ordinance; and
  - (c) facilitating communication between Government and yourself.

在表格五所提供的個人資料，政府會用於下列目的：

- (a) 進行與處理以此表格作出呈交有關的工作；
- (b) 進行與《能源效益（產品標籤）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 the data that appear in Form 5 will be kept at the Electrical and Mechanical Services Department and disclosed to the data users of the department.

當接收到你所呈交的資料後，表格五所載的所有資料會存於機電工程署，並向部門的資料使用人披露。

3. The data limited to the name of the company or the individual, reference number, information of product and energy efficiency information will be disclosed to the public at the website of the Electrical and Mechanical Services Department. Upon agreement by the specified person as an individual in Section D item 5 of Form 5, the address and / or telephone number and / or other contact will also be disclosed to the public upon public request.

公司或個人的名稱、參考編號、產品資料及能源效益資料會在機電工程署的網址向公眾披露。在以個人名義作為指明人士者於表格五丁部第5點表示同意下，其地址及 / 或電話號碼及 / 或其它聯絡方式在公眾要求下亦會向公眾披露。

## Access to Personal Data 查詢個人資料

4. 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這份表格所提供個人資料的副本。

## Enquiries 查詢

5. Enquiries concerning the personal data collected by means of Form 5, including the making of access and correction, shall 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 Citizen's Easy Link 1823.

任何關於表格五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，請致電政府熱線1823。