機電工程署 EMSD

表格 GF2
香港特別行政區政府
電力條例(第 406 章)
電力(註冊)規例
補領發電設施註冊證明書/
更改註冊發電設施資料

FORM GF2
THE GOVERNMENT OF THE HONG KONG
SPECIAL ADMINISTRATIVE REGION
ELECTRICITY ORDINANCE (CAP. 406)
ELECTRICITY (REGISTRATION) REGULATIONS
APPLICATION FOR A REPLACEMENT COPY OF CERTIFICATE OF REGISTRATION OF GENERATING FACILITY/ NOTIFICATION OF INFORMATION CHANGE OF GENERATING FACILITIES

此欄不用填寫
For Official use only

收件日期：
Receipt date:

收據編號：
Receipt Number:

(注意：填寫此申請表格前請參閱「表格 GF2 備註」。申請人(即發電設施擁有人)應以正楷填寫此申請表格各欄，並應在表格上簽署。)
(Note: Before you complete this form, please read carefully the notes on "NOTES TO FORM GF2". The applicant (i.e. the owner of generating facility) should complete all sections of this application form in block letters and sign the form.)

致 機電工程署署長：
To the Director of Electrical & Mechanical Services,

本人現作出以下申請 (只可選擇一項並加上 ✓號) –
I hereby apply for the following (please tick one box only) –

發電設施註冊號碼:
Generating facility registration number: _____

☐ 補發發電設施註冊證明書，理由如下(請在空格加上✓號，只可選擇一項)：
Replacement copy of certificate of registration of generating facility due to (Please tick in the appropriate box and only one box is allowed):-

[申請費用: 港幣340元]
[Application Fee: HK$340]

- ☐ 遺失
  Loss
- ☐ 損毀 (現有損毀證明書必須交還本署註銷)
  Damage (the damaged existing certificate must be returned for deletion)
- ☐ 更改發電設施擁有人
  Change of the owner of the generating facility

☐ 只更改註冊發電設施資料 (例如:負責使發電設施保持運作安全的註冊電業承辦商、技術資料或發電設施擁有人聯絡資料等)
Only information change of registered generating facility (For example, registered electrical contractor responsible for maintaining the generating facility in safe working order, technical information, contact information of the owner of the generating facility, etc.)

[申請費用: 免費]
[Application Fee: Free of charge]

A 部：一般資料
Section A: General Information

(1) 發電設施擁有人的姓名或公司名稱:
Name or Organization of the Owner of the Generating Facility:

_____

(2) 發電設施擁有人的聯絡地址(如與發電設施所在地址不同):
Correspondence Address of the Owner of the Generating Facility (if different from address of the generating facility):

_____

(3) 聯絡電話:
Contact Tel. No.:

_____

電郵地址:
Email Address:

_____

(4) 電力公司可再生能源上網電價計劃申請編號:
Power Supply Company Renewable Energy Feed-in Tariff (FiT) Scheme Application No.:

_____

(5) 電力公司帳戶號碼:
Power Supply Company Account Number:

_____

電力公司供電電錶編號:
Power Supply Company Supply Meter Number:

_____

(6) 電力公司帳戶持有人姓名:
Name of the Power Supply Company Account Holder:

_____

與發電設施擁有人的關係(如發電設施擁有人並不是電力公司帳戶持有人)*:
Relationship between the Owner of the Generating Facility (if the Owner of the Generating Facility is not the Power Supply Company Account Holder)*:

_____

(* 如有需要，申請人須提交相關文件以核實其發電設施擁有人的身份。
The applicant should provide relevant documents for verification of his/her identity of the Owner of the Generating Facility if needed.)

(7) 負責使發電設施保持運作安全的註冊電業承辦商名稱及註冊號碼#:
Name and Registration number of the Registered Electrical Contractor responsible for Maintaining the Generating Facility in Safe Working Order:

_____

(# 根據《電力條例》(第 406 章) 第 22 條，註冊發電設施的擁有人必須使其發電設施經常保持運作安全及在該發電設施所在處展示告示，列明為使發電設施經常保持運作安全而僱用的註冊電業承辦商的名稱及註冊號碼。
In accordance with section 22 of the Electricity Ordinance, the owner of registered generating facility shall maintain the facility in continuous safe working order, and display at the facility a notice showing the name and registered number of the registered electrical contractor employed for maintaining the facility in continuous safe working order.)

B 部：技術資料 (如有需要，可向相關負責安裝或維修發電設施的註冊電業承辦商查詢)
Section B : Technical Information (If needed, please seek advice from the registered electrical contractor responsible for installing or maintaining the generating facility)

(1) 發電設施類型 (例如：光伏技術、風能、柴油發動機或混合式等(請說明)):
Type of Generating Facility (e.g. photovoltaic, wind, diesel engine or hybrid, etc. (please specify)):

_____

(2) 總額定功率(千瓦)：
Aggregated Power Rating (kW):

_____

輸出電壓 [伏特] 及 電流 [安培]：(單相 / 三相)
Electricity Output Voltage[V] and Current [A] :
(single-phase / three-phase)

_____

(3) 預計每年產生的電量(千瓦小時)：
Expected Annual Generation (kWh)

_____

(4) 發電設施的最大開關器件為: _____ 安培
Largest Switching Device of the Generating Facility: _____amperes

C 部：隨申請書附上作為證明的文件影印本(請在適當位置加上✓號)
Section C: Photocopies of Documents submitted in support of this application (Please tick as appropriate)

(a) 發電設施擁有人香港身份證或商業登記證書 ☐
HKID or Business Registration Certificate of the owner of the generating facility

(b) 電力公司文件包括電費單、可再生能源上網電價計劃申請確認書及完成通知書^ ☐
Documents issued by the power supply company including Electricity Bill, Renewable Energy Feed-in Tariff (FiT) Scheme Acknowledge Letter and Completion Letter^

(^當申請人收到電力公司發出的完成通知書，便須於 2 星期內補交有關文件以便完成註冊程序。
In order to complete the registration, the applicant shall supplement Completion Letter within 2 weeks time upon receiving it from the power supply company.)

(c) 該發電設施根據《電力(線路)規例》的完工證明書(表格 WR1)。有關(WR1)必須顯示與電網接駁及相關電錶、供電位置詳情的配電系統單線電氣圖及供電電錶的開關器件 ☐
Work completion certificate (Form WR1) under Electricity (Wiring) Regulations for the generating facility. The WR1 shall complete with single-line electrical diagrams of the distribution system showing details of the grid connection, the associated metering points/supply points and switching device of supply meter

(d) 負責使該發電設施保持運作安全的註冊電業承辦商的註冊證書 ☐
Certificate of the registered electrical contractor responsible for maintaining the generating facility in safe working order

D 部：聲明
Section D: Declaration

本人聲明在此申請表格填報的一切資料、陳述及附上的文件全屬真確無訛。警告：如就此項申請作出虛假陳述或失實資料，即屬違法。本人亦已閱讀及同意於本表格內之「個人資料私隱聲明」。

I declare that all particulars, statements and documents submitted herein and with this application are true and correct. Warning: It is an offence in law to furnish any false statement or information related to this application. I also confirm that I have read and agreed with the "Personal Data Privacy Statement" in this Form.

發電設施擁有人姓名或公司獲授權代表姓名:
Name / Name of Company's Authorized Representative of the Owner of the Generating Facility: _____

香港身份證號碼:
HKID Number: _____

公司職位(如適用):
Position in the Company (if applicable): _____

發電設施擁有人或公司獲授權代表姓名簽署:
Signature of the Owner / Company's Authorized Representative of the Generating Facility: _____

簽署日期:
Date Signed: _____

公司印章 (如適用)
Company Seal (if applicable)

個人資料私隱聲明

在這份表格提供的個人資料，政府會用於下列目的：

(a) 與電力公司核對申請人及發電設施的資料；以及

(b) 方便政府與發電設施擁有人通訊。

受讓人的類別

你的註冊獲接納後，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人披露。
發電設施所在地址、發電設施擁有人的姓名或公司名稱、發電設施類型、總額定功率，可能會在政府網頁向公眾披露，或在個別人士提出索取資料申請後按現行機制向他們披露，但所披露的資料，只限上述數項。

查詢個人資料

根據個人資料(私隱)條例第 18 條及第 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。

查詢

如對這份表格所收集的個人資料有任何查詢，包括要求查閱及改正資料，請以書面向機電工程署署長提出，地址為九龍灣啟成街 3 號機電工程署 7 樓電力法例部。
至於其他一般查詢，請使用「1823 政府一線通」二十四小時查詢熱線，電話號碼為 1823。

PERSONAL DATA PRIVACY STATEMENT

Purpose of Personal Data Collection

The personal data provided by means of this form will be used by the Government for the following purposes:

(a) To verify details of the applicant and the generating facility with power supply company ; and

(b) To facilitate communication between Government and the owner of the generating facility.

Classes of Transferees

Upon the acceptance of your registration, 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.
The data limited to the address of the generating facility, name or organization of the owner of the generating facility, type of generating facility and aggregated power rating, may be disclosed to the public at the Government website; or to individual upon their application on access to information based on the current mechanism.

Access to Personal Data

You have a right to access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

Enquiries

Enquiries concerning the personal data collected by means of this form, including the data access and correction request, should be submitted in writing and addressed to "The Director of Electrical & Mechanical Services, Electricity Legislation Division, 7/F., 3 Kai Shing Street, Kowloon Bay".

For other general enquiries, please use the Government "1823 Citizen's Easy Link" 24-hour access, phone number: 1823.

表格 GF2 備註

1. 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申請人提供補充資料以滿足本表格內所有項目的要求或拒絕本申請。

2. 申請人應填報所有與本申請有關的資料，並呈交證明文件的副本。(若申請表格的空位不敷應用，請另加活頁，並將活頁附於本表格內。)

   (a) 如因遺失或損毀而補領註冊發電設施證明書，申請人須夾附C部項目(a)的文件副本。
   (b) 如因更改發電設施擁有人而補領註冊發電設施證明書，申請人須夾附C部所有的文件副本。
   (c) 如因更換負責使發電設施保持運作安全的註冊電業承辦商而更改註冊發電設施資料 ，申請人須夾附C部項目(a)、(c)及(d)文件副本。
   (d) 如更改註冊發電設施技術資料 ，申請人須夾附C部項目(a)、(b)及(c)的文件副本。

3. 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)。

表格 GF2 申請及繳款指示

1. 申請費用如下：

   (a) 換領發電設施註冊證明書 (包括因遺失或損毀而補領 / 因更改註冊發電設施擁有人資料而換領) 港幣 340 元
   (b) 更改註冊發電設施資料 免費

   政府可對申請費用加以調整。(註：無論申請成功與否，所繳申請費用均不會獲發還。)

2. 申請人須填寫此表格，連同申請費用親自或郵寄交回香港九龍啟成街 3 號機電工程署總部地下「註冊及許可證辦事處」。

   辦公時間： 星期一至五 上午 9 時正至下午 5 時 15 分
   星期六、日及公眾假期 休息

   申請人亦可採用以下任何一種方法遞交申請：
   (a) 郵寄至本署署長，地址如上；
   (b) 祇在星期六上午 8 時 30 分至下午 12 時 30 分止，將申請表格投入設於本署地下大堂的投遞箱內。

   本署會要求申請人帶同文件正本以便核實。

3. 所有支票、匯票及本票都必須寫明支付「香港特別行政區政府」並加劃線。切勿寫明支付某一職員。期票不會獲得接納。切勿郵寄現金。

NOTES TO FORM GF2

1. The Director of Electrical and Mechanical Services may request the applicant to submit relevant supplementary information to satisfy the requirements of all the items in this form or refuse this application for incomplete or erroneous information in this form.

2. The applicant should provide all information that are relevant to this application with photocopies of the documentary proofs. (If more space is needed, please use separate sheets and attach them to this form.)

   (a) In application for a replacement copy of the certificate of registration of generating facility due to loss or damage, the applicant have to submit the copies of documents listed in Section C item (a).
   (b) In application for a replacement copy of the certificate of registration of generating facility due to change of information of the owner of the generating facility, the applicant have to submit all the copies of documents listed in Section C.
   (c) In application for changing information of generating facility due to change of registered electrical contractor responsible for maintaining the generating facility in safe working order, the applicant have to submit the copies of documents listed in Section C item (a), (c) & (d).
   (d) In application for changing technical information of generating facility, the applicant have to submit the copies of documents listed in Section C item (a), (b) & (c).

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. You should report to the ICAC (Telephone No.: 2526-6366) if any government officers or their agents solicit an advantage from you in relation to this application.

NOTES TO APPLICATION AND PAYMENT INSTRUCTIONS TO FORM GF2

1. The Application Fee is as following:

(a)	Replacement of certificate of registration of generating facility	HK$340
(b)	Changing information of generating facilities	Free of charge

   All fees are subject to revision. (Note: The paid application fee will not be refunded regardless of the result of application.)

2. Applicant is required to completed this Form, and submit this Form together with application fee to our Registration and Permit Office at G/F, The Electrical and Mechanical Services Department Headquarters, 3 Kai Shing Street, Kowloon, either in person or by post. The office hours are:

HOURS OF COLLECTION:	Monday to Friday	9:00 a.m. to 5:15 p.m.
	Saturday, Sunday and Public Holidays	closed

   Moreover, applicant can also submit application through any one of the following methods:

   (a) by post to the Director of Electrical and Mechanical Services at the above address;
   (b) by putting applications into the drop-in box located at G/F lobby of Electrical and Mechanical Services Department on Saturday only from 8:30 a.m. to 12:30 p.m.

3. Cheques, Drafts and Cashier Orders should be made payable to the "The Government of the Hong Kong Special Administrative Region" and crossed. They must not be made payable to any individual officer. Post-dated cheque will not be accepted. Cash should not be sent through the post.