

Application Form

Part A: General Information of Building/Premises

(1) Name of Building/Premises: (English)
(To be shown on the certificate) _____

(Chinese)

(2) Owner: (English)

(Chinese)

(3) User: (English)

(If different from (2)) (Chinese)

(4) Address: (English)
(Site location plan in A4 size to be attached) _____

(Chinese)

(5) Category: New Building Existing Building
(please tick as appropriate) Retrofitting Works

(6) Type of Building: Office Residential Industrial
(please tick as appropriate) Hotel Shopping Complex Education
 Indoor Sports Complex
 Others (Please specify): _____

(7) Gross Floor Area: Office _____ m² Shopping Complex _____ m²
Residential _____ m² Educational _____ m²
Industrial _____ m² Indoor Sports Complex _____ m²
Hotel _____ m² Others _____ m²

(8) General Description of Building/Development:

(9) Programme of Project:
Commencement Date of Superstructure Works / Construction Works: _____
Completion Date: _____

(10) Submission History (Please tick as appropriate)

- This is the first submission.
- This submission is a revision of the previous submission. The reference number of the previous submission is _____.

(11) Basic design parameters of energy efficient building installations as well as a brief description of the choice of systems in the building. (Please provide additional sheets if necessary)

(i) lighting installations:

(ii) air-conditioning installations:

(iii) electrical installations:

(iv) lift and escalator installations:

(12) Certification (Please tick as appropriate)

BEAM Plus Standard

New Buildings Version _____
 Existing Buildings Version _____ (Comprehensive / Selective)
 Interiors Version _____

Certificate No.: _____

Issue Date of Certificate: _____

Overall Rating: _____

Score in Energy Use (EU) Category: _____

Copy of the certificate and softcopies of the submission on energy aspect and final assessment report issued by BEAM Society Ltd to be attached.

Other Standard

Please specify: _____

Certificate No.: _____

Issue Date of Certificate: _____

Overall Rating: _____

Copy of the certificate and softcopies of the submission on energy aspect and final assessment report to be attached.

Applicants shall provide necessary supporting documents to prove their compliance with the energy efficiency performance under the Scheme. The EMSD reserves the right to make final decision on the compliance.

Part B: Information of Applicant

(1) Salutation: (Please select as appropriate)

(2) Name: (English)

(Chinese)

(3) Post: _____

(4) Contact No.: _____

(5) E-mail Address: _____

(6) Address: _____

(7) Signature: _____

(8) Date: _____

Notes to Complete this Form

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 information of all internationally recognised BEAS for buildings or interiors 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.)

Registration and Participation Procedures

1. All building developers, architects, government departments, and other parties involved in the building and construction industry are welcomed and encouraged to participate in the HKEERSB. All applications and enquiries shall be addressed to:

Chief Engineer / Energy Efficiency B
Energy Efficiency Office, Electrical and Mechanical Services Department
3 Kai Shing Street, Kowloon Bay

2. ***Applications for compliance certification*** shall include basic design parameters of energy efficient building installations as well as a brief description of the choice of systems in the buildings/premises. The submission shall be accompanied by the following documents in electronic form stored on CD-ROM/DVD-ROM:
 - (a) Copy of a valid BEAS certificate¹ (e.g. BEAM Plus certificate) with associated assessment report (e.g. BEAM Plus Assessment Report issued by BEAM Society Ltd 5 The submitted certificate shall be within its validity period at the time of application. In case the validity period of the certificate is not defined, the validity period shall be deemed to be 24 months from the date of issue. HKEERSB 2018 Page 4 of 9 or equivalent) on energy aspect showing the compliance of requirements stipulated in clause 3 of Scheme brochure of EERSB. Application for the HKEERSB certification shall be made within 24 months after the issuance of the BEAS certificate. Otherwise, the application will not be considered;
 - (b) Documents (e.g. drawings, as-built photos, technical data sheets/catalogues and, where applicable, energy simulation report and other necessary information as required by the EMSD) on energy aspect submitted for obtaining the above certificate; and
 - (c) Registered Energy Assessor or Registered Professional Engineer's analysis report and certification in case non-local BEAS is adopted.

¹ The submitted certificate shall be within its validity period at the time of application. In case the validity period of the certificate is not defined, the validity period shall be deemed to be 24 months from the date of issue.

3. In order to uphold the credibility of the registration, the EMSD may carry out random checks (including site checks) where necessary.

Personal Data Privacy Statement

Purpose of Personal Data Collection

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; and
 - (b) facilitating communication between Government and yourself.

Classes of Transferees

2. Upon receipt of your information submission, all the data that appear in this form will be kept at the Electrical and Mechanical Services Department and disclosed to the data users of the department

Access to Personal Data

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.

Disclaimer

4. 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 solicits an advantage from you in relation to this application.

Enquiries

5. Enquiries concerning the personal data collected by means of this form, including the making of access and correction, must 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.