

Application Form for Registration under the
Hong Kong Energy Efficiency Registration Scheme for Buildings
(2026 Edition)

Part A: Information of Applicant

- (1) Title and Name of Applicant: Mr ☐/Mrs ☐/Ms ☐/Miss ☐ (Please select as appropriate)
(English) _____
(Chinese) _____
- (2) Company /Institution: _____
- (3) Position: _____
- (4) Contact Telephone Number: _____
- (5) Email Address: _____
- (6) Correspondence Address: _____

Signature of Applicant: _____ Date (dd/mm/yyyy): _____

Part B: Information and Declaration by the Registered Energy Assessor (REA) or Registered Professional Engineer (RPE)

(Applicable for meeting the registration criteria under paragraph 3.3(a)(iii), 3.3(a)(iv), 3.3(a)(v) and 3.3(b) of the Hong Kong Energy Efficiency Registration Scheme for Buildings (2026 Edition) document)

- (1) Title and Name of REA ☒/
RPE ☐: (Please select as
appropriate) Mr ☐/Mrs ☐/Ms ☐/Miss ☐ (Please select as appropriate)
(English) _____
(Chinese) _____
- (2) Registration Number: _____
- (3) Contact Telephone Number: _____
- (4) Email Address: _____
- (5) Correspondence Address: _____

Declaration:

I certify that the energy efficient building installations indicated in Part C of this application form outperform the standards specified in the Code of Practice for Energy Efficiency of Building Services Installation (year) _____ Edition. I also declare that all information in this application form and associated attachments is true and factually correct.

Signature of REA ☒/ RPE ☐: _____ Date (dd/mm/yyyy): _____
(Please select as appropriate)

Part C: General Information of Building / Premise /System and Owner

- (1) Type: ☐ Building ☐ District Cooling System
☐ Premise ☐ Centralised multi-building cooling system
- (2) Application history ☐ This is the first application
☐ Previously applied, reference number: _____
- (3) Name of Building / Premise /System: (English) _____
 (Chinese) _____
- (4) Address of Building / Premise /System: (English) _____
 (Chinese) _____
- (5) Owner's Company /Institution: (English) _____
 (Chinese) _____
- (6) Title and Name of Owner's Representative: Mr ☒ /Mrs ☐ /Ms ☐ /Miss ☐ (Please select as appropriate)
 (English) _____
 (Chinese) _____
- (7) Occupation permit ☒ / Certificate of Completion ☐ (Please select as appropriate)
 Issue date: _____ (dd/mm/yyyy)
 Issued by: _____

- (8) General Description of Building ☒ /Premise ☐ /System ☐ (Please select as appropriate):

- (9) General Description of the energy efficient building installation:

(10) List of Energy Efficient Building Installations for registration:

(a) Air-conditioning Installation

(b) Lighting Installation

(c) Electrical Installation

(d) Lift and Escalator Installation

(11) Building Environmental Assessment System Certification

(not applicable for registration application for district cooling system and centralised multi-building cooling system)

BEAM Plus Certification of the Hong Kong Green Building Council:

Scheme	Version	Overall Grading	Level attained in "Energy Use" / "T3" category
☐ BEAM Plus New Buildings			
☐ BEAM Plus New Data Centres			
☐ BEAM Plus Existing Buildings			
☐ BEAM Plus Existing Buildings – Comprehensive Scheme			
☐ BEAM Plus Existing Buildings – Selective Scheme			
☐ BEAM Plus Theme Certification (Existing Buildings)			
☐ BEAM Plus Existing Data Centre			
☐ BEAM Plus Interiors – Non-residential			

Other Building Environmental Assessment System Certification:

Scheme (please specify)	Overall grading
☐	

Certificate number: _____

Date of issue: _____ (dd/mm/yyyy)

(12) Supplementary information provided with this application form:

(please refer to the requirement in paragraph 4.2 of the Scheme (2026 Edition) document)

Applicable for all types of application

☐ Location and site plan of the building /premise /system

Applicable for registration application of non-government building, premise, district cooling system and centralised multi-building cooling system

☐ Authorisation letter issued by the owner of the building, premise or system to authorise the applicant to handle all matters related to the Scheme on the owner behalf

Applicable for building and premise meeting the registration criteria mentioned in paragraph 3.3(a)(i) of the Scheme (2026 Edition) document

☐ Copy of valid BEAM Plus certificate

Applicable for building and premise meeting the registration criteria mentioned in paragraph 3.3(a)(ii) of the Scheme (2026 Edition) document

- ☐ BEAM Plus final assessment report issued by the BEAM Society Limited to show the attainment of relevant level in "Energy Use" category.

Applicable for building and premise meeting the registration criteria mentioned in paragraph 3.3(a)(iii) of the Scheme (2026 Edition) document

- ☐ Copy of valid BEAM Plus certificate
- ☐ Analysis report issued by a Registered Energy Assessor or Registered Professional Engineer certifying that the building services installations of the building or premise outperform the standards of the Building Energy Code

Applicable for building and premise meeting the registration criteria mentioned in paragraph 3.3(a)(iv) of the Scheme (2026 Edition) document

- ☐ BEAM Plus final assessment report issued by the BEAM Society Limited to show the attainment of relevant level in "Energy Use" category.
- ☐ Analysis report issued by a Registered Energy Assessor or Registered Professional Engineer certifying that the building services installations of the building or premise outperform the standards of the Building Energy Code

Applicable for building and premise meeting the registration criteria mentioned in paragraph 3.3(a)(v) of the Scheme (2026 Edition) document

- ☐ Copy of valid building environmental assessment system certificate
- ☐ Analysis report issued by a Registered Energy Assessor or Registered Professional Engineer certifying that the building services installations of the building or premise outperform the standards of the Building Energy Code

Applicable for district cooling system and centralised multi-building cooling system meeting the registration criteria mentioned in paragraph 3.3(b) of the Scheme (2026 Edition) document

- ☐ Copy of the General Building Plan approved by the Building Authority
- ☐ Copy of Occupation Permit issued by the Building Authority or Certificate of Completion issued by the relevant recognised party, to demonstrate the whole or phased completion of the relevant installation
- ☐ Analysis report issued by a Registered Energy Assessor or Registered Professional Engineer certifying that the relevant building services installations outperform the standards of the Building Energy Code
- ☐ Copy of Certificate of Completion issued by Registered Professional Engineer certifying that the provisions for district cooling system and centralised multi-building cooling system have been fully/partially installed, tested and commissioned
- ☐ Copy of Certificate of Letter of Undertaking issued by Registered Professional Engineer and Applicant of the Building undertaking that the information listed in the submission checklist is absolutely accurate
- ☐ Testing and commissioning reports of the system

Notes to Complete this Form

1. Please delete /cross out as appropriate.
2. The applicant may attach separate sheet(s) if the space is not sufficient for filling the required information in this form.
3. The EMSD may request the applicant to re-submit and /or provide supplementary information if the information in this form is incomplete or erroneous or inadequate for assessment. If the applicant fails to provide the information as requested, or the submitted information still fails to meet the requirements, the application will not be processed further.

Personal Data Privacy Statement

Purposes of Personal Data Collection

1. The personal data provided in this form will be used by the Government for the following purposes:
 - (a) Carrying out tasks relating to the processing of this application; and
 - (b) facilitating communication between the Government and you.

Classes of Transferees

2. Upon receipt of your application, all the information in this form will be kept at the EMSD and disclosed to the data users of the EMSD.

Access to Personal Data

3. You have the right to access and correct personal data, including the right to obtain a copy of your personal data provided in this form, in accordance with Section 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance.

Disclaimer

4. It is illegal to offer an advantage as defined in the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong) to a government officer with a view to influencing the outcome of this application. Not only this application will become invalid, the case will also be referred by the EMSD to the Independent Commission against Corruption (ICAC) for follow-up action. Please report to the ICAC (Telephone Number: 2526 6366) immediately if any government officer or his/her agent solicits an advantage from you in connection with this application.

Enquiries

5. Enquiries about the personal data collected in this form, including requests for accessing and correcting the data, should be made in writing and addressed to the Director of Electrical and Mechanical Services, 3 Kai Shing Street, Kowloon, Hong Kong. For other general enquiries, please call the government hotline 1823.