

Form EE-SU 表格 EE-SU

The Government of the Hong Kong
Special Administrative Region
Buildings Energy Efficiency Ordinance
(Chapter 610, Section 8, 9, 10, 13 and 18) 香港特別行政區政府
建築物能源效益條例
(第610章 第 8, 9, 10, 13及18條)

Official use only
此欄不用填寫
Receipt Date 收件日期:

Supplementary Information
for Form EE1, EE2, EE3 or EE4

表格 EE1、EE2、EE3 或 EE4 的
補充資料

Reference Number 參考編號:

Note 注意:

- Please peruse the "Notes to Complete this Form" "Submission and Payment Instructions" and "Personal Data Privacy Statement" attached to this form and complete all the items in block letters.
請細閱附於本表格的「填寫本表格的須知事項」、「呈交及繳款指示」及「個人資料私穩聲明」，並以正楷填寫各項資料。
- This form is submitted together with the following master form (please give a "✓" in only one appropriate box):
本表格連同以下主表格呈交 (請只在一適當空格加上「✓」號):

Form 表格 EE1

Form 表格 EE2

Form 表格 EE3

Form 表格 EE4

Section A 甲部: General Information 一般資料

Information of Building (must be identical with the above master form)

建築物資料 (必須和上述主表格完全相同)

| | | |
|-------------------|---------|-------|
| Name of Building: | English | _____ |
| 建築物名稱: | 英文 | _____ |
| | Chinese | _____ |
| | 中文 | _____ |

Information of Relevant Unit / Common Area (for Form EE4 only) (must be identical with the above master form)

有關單位 / 公用地方的資料 (只限表格EE4) (必須和上述主表格完全相同)

| | | |
|--|---------|-------|
| Name & Location of Unit / Common Area: | English | _____ |
| 單位 / 公用地方名稱 | 英文 | _____ |
| 及位置: | Chinese | _____ |
| | 中文 | _____ |

Type of Building 建築物類別: (please give a "✓" in only one appropriate box 請只於一適當空格內加上「✓」號)
(see note 4 見須知事項4)

- | | | |
|--|---|---|
| <input type="checkbox"/> Commercial 商業 | <input type="checkbox"/> Community 社區 | <input type="checkbox"/> Hospital, clinic or rehabilitation center 醫療 |
| <input type="checkbox"/> Residential 住宅 | <input type="checkbox"/> Municipal 市政 | <input type="checkbox"/> Composite (industrial & office) 綜合 (工貿) |
| <input type="checkbox"/> Industrial 工業 | <input type="checkbox"/> Government 政府 | <input type="checkbox"/> Composite (commercial & residential) 綜合 (商住) |
| <input type="checkbox"/> Hotel and guesthouse 旅館 | <input type="checkbox"/> Railway station 鐵路車站 | <input type="checkbox"/> Passenger terminal building of airport 機場的客運大樓 |
| <input type="checkbox"/> Educational 教育 | <input type="checkbox"/> Other composite use 其他綜合用途 (please specify 請註明) (see note 4 見須知事項4): | |

Date of Declaration by Registered Energy Assessor in Form EE1 / EE2 / EE3 / EE4 *:
載於表格 EE1 / EE2 / EE3 / EE4 * 之能源效益評核人的聲明日期: _____

Is this submission to supersede a form submitted before? (Please give a "✓" in the appropriate box)
此次提交是否代替之前所提交之表格? (請於適當空格內加上「✓」號)

Yes 是 No 否
(If no, please ignore the following two items.)
(如否, 請不必理會以下兩項。)

If EMSD's reference no. for the form submitted before is known, please provide:
如知悉有關之前所提交之表格的機電工程署檔號, 請提供:

Otherwise, please provide the date of declaration by Registered Energy Assessor in the previous form:
否則, 請提供能源效益評核人於之前表格的聲明日期:

We enclose the following technical forms (not applicable to Form EE1). (Please give a "✓" in the appropriate box)
現附上下列技術表格 (並不適用於表格 EE1)。(請於適當空格內加上「✓」號)

Form 表格 EE-EL Yes 有 N/A 不適用

Form 表格 EE-LG Yes 有 N/A 不適用

Form 表格 EE-AC Yes 有 N/A 不適用

Form 表格 EE-LE Yes 有 N/A 不適用

Form 表格 EE-PB Yes 有 N/A 不適用

Section B 乙部： Supplementary Information 補充資料

Note 注意：

For Form EE1, please complete part (a) & (e) in this section. 若是表格EE1, 請填寫 (a) 及 (e) 部份
For Form EE2, please complete part (b) & (e) in this section. 若是表格EE2, 請填寫 (b) 及 (e) 部份
For Form EE3, please complete part (c) & (e) in this section. 若是表格EE3, 請填寫 (c) 及 (e) 部份
For Form EE4, please complete part (d) & (e) in this section. 若是表格EE4, 請填寫 (d) 及 (e) 部份

(a) Form 表格 EE1

Issue date of "consent to the commencement of building works"
(see note 5):

建築工程展開同意書（見須知事項5）之發出日期：

(Please attach the copy of the above document together with the site location plan / map* in A3 size for substantiation)

(請附上上述之文件副本及A3尺吋之工地位置圖/地圖*以茲證明)

Permit No. / Reference No. / Contract No.* of "consent to the commencement of building works":

「建築工程展開同意書」之許可證編號 / 檔號 / 合約編號*：

Anticipated/Actual* construction commencement date (m/yyyy):

預算/實際*之開工日期（月/年）：

Anticipated occupation approval date (m/yyyy):

預算之佔用准許（入伙）日期（月/年）：

Total internal floor area of the building (m²):

建築物的總內部樓面面積（平方米）：

(b) Form 表格 EE2

Reference No. of Stage One Declaration

「首階段聲明」之檔號：

(Indicated in EMSD's acknowledgement notice for Stage One Declaration)

(列於機電工程署為「首階段聲明」發出之確認通知書上)

Issue date (m/yyyy) of "occupation approval" (see note 6):

佔用准許（見須知事項6）之發出日期（月/年）：

(Please attach the copy of the above document for substantiation)

(請附上上述之文件副本以茲證明)

Permit No. / Reference No. / Contract No.* of "occupation approval":

「佔用准許」之許可證編號 / 檔號 / 合約編號*：

Total internal floor area of the building (m²):

建築物的總內部樓面面積（平方米）：

(c) Form 表格 EE3

Registration No. 註冊編號 _____ Expiry Date 屆滿日期 _____

If you choose to merge more than one number of the current COCR(s) into one single COCR in respect of the relevant building (see note 7), please list the corresponding registration number and expiry date of other relevant COCR(s):

如閣下選擇就有關建築物現時多於一張的遵行規定登記證明書合併為單一張的遵行規定登記證明書（見須知事項7），請列出其他有關遵行規定登記證明書的註冊編號及屆滿日期：

Registration No. 註冊編號 _____ Expiry Date 屆滿日期 _____

Registration No. 註冊編號 _____ Expiry Date 屆滿日期 _____

Registration No. 註冊編號 _____ Expiry Date 屆滿日期 _____

Details of Form of Compliance that has been issued in respect of any central building services installations in the building:

有關建築物內的任何中央屋宇裝備發出遵行規定表格的詳情：

| Location of Works 工程地點 | Date of Issue (DD/MM/YY) 發出日期 (日/月/年) | Edition of Code of Practice applied (Year) 所採用的實務守則的版本 (年份) | Type of Central Building Services Installations 中央屋宇裝備類別 |
|---------------------------|---|--|---|
| _____ | ___/___/___ | _____ | <input type="checkbox"/> Lighting 照明 <input type="checkbox"/> Air Conditioning 空調 <input type="checkbox"/> Electrical 電力 <input type="checkbox"/> Lift & Escalator 升降機及自動梯 |
| _____ | ___/___/___ | _____ | <input type="checkbox"/> Lighting 照明 <input type="checkbox"/> Air Conditioning 空調 <input type="checkbox"/> Electrical 電力 <input type="checkbox"/> Lift & Escalator 升降機及自動梯 |
| _____ | ___/___/___ | _____ | <input type="checkbox"/> Lighting 照明 <input type="checkbox"/> Air Conditioning 空調 <input type="checkbox"/> Electrical 電力 <input type="checkbox"/> Lift & Escalator 升降機及自動梯 |
| _____ | ___/___/___ | _____ | <input type="checkbox"/> Lighting 照明 <input type="checkbox"/> Air Conditioning 空調 <input type="checkbox"/> Electrical 電力 <input type="checkbox"/> Lift & Escalator 升降機及自動梯 |
| _____ | ___/___/___ | _____ | <input type="checkbox"/> Lighting 照明 <input type="checkbox"/> Air Conditioning 空調 <input type="checkbox"/> Electrical 電力 <input type="checkbox"/> Lift & Escalator 升降機及自動梯 |
| _____ | ___/___/___ | _____ | <input type="checkbox"/> Lighting 照明 <input type="checkbox"/> Air Conditioning 空調 <input type="checkbox"/> Electrical 電力 <input type="checkbox"/> Lift & Escalator 升降機及自動梯 |

(Insert additional paper if necessary)
(如有需要，請另加附頁)

(d) Form 表格 EE4

Details of major retrofitting works 主要裝修工程的詳情

(Please give a "✓" in the appropriate box 請在適當的空格內加上「✓」號)

| Location of Works 工程地點 | Common Area 公眾地方 | Unit 單位 | Area of Works (m ²) 工程面積 (平方米) | Type of Building Services Installation 屋宇裝備類別 | Work Completion Date (DD/MM/YY) 完工日期 (日/月/年) |
|---------------------------|--------------------------|--------------------------|--|---|---|
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ | <input type="checkbox"/> Lighting 照明 <input type="checkbox"/> Air Conditioning 空調 <input type="checkbox"/> Electrical 電力 <input type="checkbox"/> Lift & Escalator 升降機及自動梯 | ___/___/___ |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ | <input type="checkbox"/> Lighting 照明 <input type="checkbox"/> Air Conditioning 空調 <input type="checkbox"/> Electrical 電力 <input type="checkbox"/> Lift & Escalator 升降機及自動梯 | ___/___/___ |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ | <input type="checkbox"/> Lighting 照明 <input type="checkbox"/> Air Conditioning 空調 <input type="checkbox"/> Electrical 電力 <input type="checkbox"/> Lift & Escalator 升降機及自動梯 | ___/___/___ |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ | <input type="checkbox"/> Lighting 照明 <input type="checkbox"/> Air Conditioning 空調 <input type="checkbox"/> Electrical 電力 <input type="checkbox"/> Lift & Escalator 升降機及自動梯 | ___/___/___ |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ | <input type="checkbox"/> Lighting 照明 <input type="checkbox"/> Air Conditioning 空調 <input type="checkbox"/> Electrical 電力 <input type="checkbox"/> Lift & Escalator 升降機及自動梯 | ___/___/___ |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ | <input type="checkbox"/> Lighting 照明 <input type="checkbox"/> Air Conditioning 空調 <input type="checkbox"/> Electrical 電力 <input type="checkbox"/> Lift & Escalator 升降機及自動梯 | ___/___/___ |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ | <input type="checkbox"/> Lighting 照明 <input type="checkbox"/> Air Conditioning 空調 <input type="checkbox"/> Electrical 電力 <input type="checkbox"/> Lift & Escalator 升降機及自動梯 | ___/___/___ |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ | <input type="checkbox"/> Lighting 照明 <input type="checkbox"/> Air Conditioning 空調 <input type="checkbox"/> Electrical 電力 <input type="checkbox"/> Lift & Escalator 升降機及自動梯 | ___/___/___ |

Total Area of Works (m²) (see note 8)
總工程面積 (平方米)(見須知事項8)

(Insert additional paper if necessary)
(如有需要, 請另加附頁)

(e) Applicable to forms EE1, EE2, EE3 and EE4 (適用於表格 EE1, EE2, EE3 and EE4)
 Exemption previously granted by the Director of Electrical and Mechanical Services under sections 15 or 20 of this Ordinance for this work:
 由機電工程署署長之前根據本法例第15或20條批予是次工程之豁免：
 No 沒有 Yes 有

If yes, reference no. and date of exemption letter issued by the Director of Electrical and Mechanical Services:
 如有，由機電工程署署長發出的豁免信之檔號及日期：

Reference No. 檔號 _____ Date 日期 _____

Installation(s) exempted 獲豁免的裝置：

Section C 丙部： Checklist of Documentary Proof that must be submitted 必須呈交的證明文件清單

I/we attach the copy of the following documentary proof (Must give a tick in all the appropriate boxes):
 本人/我們現附上以下證明文件的副本（必須在所有適當空格加上✓號）：

Only applicable to Form EE1 只適用於表格 EE1

- Copy of consent to the commencement of building works (see note 5)
 建築工程展開同意書的副本（見須知事項5）
- Site location plan / map * in A3 size
 A3尺寸之工地位置圖/地圖*

Only applicable to Form EE2 只適用於表格 EE2

- Copy of occupation approval (see note 6)
 有關上蓋建築物之「佔用准許」的副本（見須知事項6）

Only applicable to Form EE4 只適用於表格 EE4

- Copy of letter, e-mail or delivery note/receipt etc. to certify that the Form of Compliance has been sent to the responsible person of the relevant building / units
 信函、電子郵件或發送單據/收據等的副本以證明有關遵行規定表格已送交有關建築物或單位的負責人
- Copy of letter, e-mail or delivery note/receipt etc. to certify that the copy of Form of Compliance has been sent to the following administrator of the building concerned (please only select one) (see note 9):
 信函、電子郵件或發送單據/收據等的副本以證明有關遵行規定表格的文本已送交有關建築物的下列管理人（請只選一項）（見須知事項9）：
 - property management company
 物業管理公司
 - building owner (since no property management company can be ascertained then)
 建築物擁有人（因為當時未能確定任何物業管理公司）
 - N/A (since no property management company can be ascertained then and the responsible person of the relevant building / units is also the building owner)
 不適用（因為當時未能確定任何物業管理公司而有關建築物或單位的負責人亦是建築物擁有人）

(...continued on next page 接下頁)

(...continued from previous page 接上頁)

If no property management company, please arrange the representative of responsible person indicated in the associated Form of Compliance to endorse the following confirmation.

若無物業管理公司，請安排關聯的遵行規定表格所示的負責人之代表簽署以下確認。

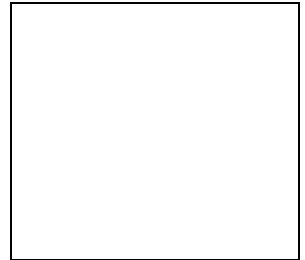
| | | |
|--|---------|-------|
| Organization Name of Responsible Person# | English | _____ |
| 負責人機構名稱# | 英文 | |
| | Chinese | _____ |
| | 中文 | |
| Name of Responsible Person's Representative# | English | _____ |
| 負責人之代表名稱# | 英文 | |
| | Chinese | _____ |
| | 中文 | |

(#must be identical with the associated Form of Compliance 必須和關聯的遵行規定表格完全相同)

I, on behalf of the above responsible person, confirm that there was no relevant property management company at the time of issuing the associated Form of Compliance. I also declare that the above confirmation is true and correct.

本人謹代表上述負責人確認發出遵行規定表格之時並無有關的物業管理公司。本人亦聲明上述確認全屬真確無訛。

Organization Chop
機構蓋章



Signature
簽署 _____

Date
日期 _____

Notes to this Form 本表格備註

Notes to Complete this Form 填寫本表格的須知事項

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

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有關人士提供補充資料以滿足本表格內所有項目的要求或重新呈交本表格。

2. 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.

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。

3. This form must be submitted with Form EE1, EE2, EE3 or EE4.

本表格必須連同表格EE1、EE2、EE3或EE4呈交。

4. If a composite building is other than “composite (commercial & industrial)” and “composite (commercial & residential)”, please first check whether it meets the definition of “community building” or “municipal building” in Schedule 1 of the Ordinance. If not, please select “other composite use” and specify those usages, such as commercial & hotel.

若綜合用途建築物並非「綜合(工貿)」及「綜合(商住)」，請首先查證它是否符合本《條例》附表1內「社區用途建築物」或「市政用途建築物」的定義；若否，請選擇「其他綜合用途」，並請註明該等用途，例如：商業及酒店。

5. “Consent to the commencement of building works” means:-
(a) a consent given by the Building Authority under section 14 of the Buildings Ordinance (Cap 123); or
(b) an approval given in respect of a building not governed by that Ordinance which serves, in relation to that building, a purpose similar to that of the consent;

“建築工程展開同意書”指—

- (a) 建築事務監督根據《建築物條例》(第123章)第14條給予的同意；或
- (b) 就某不受該條例管限的建築物給予的、對於該建築物來說與上述同意有類似作用的批准。

6. “Occupation approval” means:-
(a) an occupation permit; or
(b) an approval or a consent issued by a relevant authority to occupy a building for which no occupation permit is required under the Buildings Ordinance (Cap 123).

“Occupation permit” means an occupation permit or a temporary occupation permit issued under section 21(2) of the Buildings Ordinance (Cap 123).

“佔用准許”指：—

- (a) 佔用許可證；或
- (b) (如根據《建築物條例》(第123章)某建築物並不需佔用許可證)由有關主管當局就佔用該建築物而發出的批准書或同意書。

“佔用許可證”指根據《建築物條例》(第123章)第21(2)條發出的佔用許可證或臨時佔用許可證。

7. If it is necessary to renew more than one number of the current COCR(s) of the relevant building but merging is not required, please individually submit the application for renewal of each COCR.

若要為有關建築物現時多於一張的遵行規定登記證明書續期但不須要合併，請個別為每張遵行規定登記證明書遞交續期申請。

8. Pursuant to item 1 of Schedule 3 of the Ordinance, when retrofitting works involve addition or replacement of a building services installation specified in the Building Energy Code and cover one or more places with a floor area or total floor area of not less than 500 m² under the same series of works within 12 months in a unit or a common area of a prescribed building, the works will be regarded as “major retrofitting works”. (Please refer to Notes (1) of Schedule 3 of the Ordinance for the interpretation of “a common area”.) However, if retrofitting works involve addition or replacement of a main component of a central building services installation specified in item 2 of Schedule 3 of the Ordinance, the works will be regarded as “major retrofitting works” irrespective of the floor area covered by the works. It is required to complete this form only when retrofitting works are regarded as “major retrofitting works”.

根據《條例》附表3第1項，當裝修工程涉及增設或更換《建築物能源效益守則》所指明的屋宇裝備裝置，而該項工程在於12個月內在訂明建築物的一個單位或一個公用地方進行的同一系列工程下，涵蓋樓面面積不少於500平方米的一個地方，或涵蓋總樓面面積不少於500平方米的多於一個地方，則該項工程會視為「主要裝修工程」。（有關「一個公用地方」的詮釋，請參閱《條例》附表3附註(1)。）不過，若裝修工程涉及增設或更換《條例》附表3第2項所指明的中央屋宇裝備裝置的主要組件，則不論工程所涵蓋的樓面面積多少，該項工程都會視為「主要裝修工程」。只有當裝修工程視為「主要裝修工程」，才須填寫本表格。

9. Pursuant to section 18(5) of the Ordinance, a registered energy assessor who issues a Form of Compliance must—
- (a) send a copy of it together with the document specified in the Form of Compliance to the Director; and
 - (b) 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.

Pursuant to section 18(6) of the Ordinance, a registered energy assessor who fails to comply with section 18(5) of the Ordinance commits an offence and is liable on conviction to a fine at level 3 (currently \$10,000).

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

根據《條例》第18(5)條，發出遵行規定表格的註冊能源效益評核人須—

- (a) 將該表格的文本連同遵行規定表格所指明的文件送交署長；及
- (b) 將該表格的另一文本送交—
 - (i) 有關的建築物的物業管理公司；或
 - (ii) (如沒有上述物業管理公司或不能找到或確定有關物業管理公司)該建築物的擁有人。

根據《條例》第18(6)條，任何註冊能源效益評核人沒有遵守《條例》第18(5)條，即屬犯罪，一經定罪，可處第3級罰款（現時為\$10,000）。

若發出遵行規定表格之時未能確定有關的物業管理公司，則需要取得關聯的遵行規定表格所示的負責人確認當時沒有物業管理公司。若有關負責人也是建築物擁有人，則發出遵行規定表格於有關負責人會視為已同時履行了上述《條例》第18(5)(b)(ii)條的規定，註冊能源效益評核人在此情況下毋須再將該表格的另一文本送交該建築物的擁有人。

Submission and Payment Instructions 呈交及繳款指示

1. This form together with the documents specified in the form and prescribed fee should be delivered 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、本表格所指明的文件及訂明費用應送交香港九龍啓成街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。

2. Cheques, Drafts and Cashier Orders should be made payable to 'The Government of the Hong Kong Special Administrative Region' and crossed. They should not be made payable to any individual officer. Post-dated cheque will not be accepted.

所有支票、滙票及本票均須寫明支付「香港特別行政區」並加劃線。切勿寫明支付某一職員。期票概不接納。

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 this form 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 Buildings Energy Efficiency Ordinance; and
 - (c) facilitating communication between Government and yourself.

在本表格所提供的個人資料，政府會用於下列目的：

- (a) 進行與處理以本表格作出呈交有關的工作；
- (b) 進行與《建築物能源效益條例》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 personal data that are collected in this form and all documents submitted along with this form will be kept at the Electrical and Mechanical Services Department and will be disclosed to the data users of the department only for the purpose of the enforcement under the Buildings Energy Efficiency Ordinance.

當接收到你所呈交的資料後，於本表格及所有呈交的有關文件所收集到的所有個人資料會存於機電工程署，並會向部門的資料使用者披露，但只限用於《建築物能源效益條例》執法的目的。

Access to Personal Data 查詢個人資料

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.

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本表格所提供個人資料的副本。

Enquiries 查詢

4. Enquiries concerning the personal data collected by means of this form, including the making of access and correction, should be submitted in writing and addressed to the Director of Electrical and Mechanical Services by posting to Electrical and Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong, or via email info@emsd.gov.hk. For other general enquiries, please dial the 1823 Call Centre.

任何關於本表格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，或電郵至info@emsd.gov.hk。至於其他一般查詢，請致電1823電話中心。