

Official use only

此欄不用填寫

**Application for User Account under
EMSD (Regulatory Services) Web-based Registration Services
- Hong Kong Energy Efficiency Registration Scheme for
Buildings**

**機電工程署(規管服務)網上註冊服務
- 香港建築物能源效益註冊計劃
帳戶申請**

To: Chief Building Services Engineer / Energy Efficiency B
Electrical & Mechanical Services Department (EMSD)

致： 機電工程署
總屋宇裝備工程師／能源效益 B

I, _____ would like to apply for a user account under the EMSD (Regulatory Services) Web-based Registration Services (WBRS), for the purpose of making applications to register buildings under the Hong Kong Energy Efficiency Registration Scheme for Buildings (HKEERSB).

本人_____希望申請一個「機電工程署(規管服務)網上註冊服務」的用戶帳戶，以便日後能夠為參加「香港建築物能源效益註冊計劃」在網上作出申請。

I understand that the user account being applied for can only be used to access the HKEERSB part of the WBRS, and cannot be used to access the other parts of the WBRS.

本人明白所申請的用戶帳戶只能進入網上註冊服務的「香港建築物能源效益註冊計劃」部份，而不能進入其他部份。

I will keep good custody of the account details (username/password).

本人承諾會妥為保管用戶帳戶的細節資料（帳戶名及密碼）。

I will ensure that electronic copies of documents submitted through the WBRS are true copies of the original documents, and will be signed with the signature as below.

本人會確保透過網上註冊服務呈交的文件電子副本都為真確副本，並且都簽上和以下一樣的簽署。

I have read and fully understand the Notes to Applicants given with this form.

我已經閱讀及完全明白本表格的「申請者須知」部份的內容。

My details are attached herewith.

隨附本人的資料。

Date

日期

My signature

本人簽名

Information for the Application for User Account

申請用戶帳戶所需資料

(1) Name of Applicant :

申請人名稱

(2) Name of Working Organization :

任職機構名稱:

(3) Registered Professional Engineer

Number :

註冊工程師登記號碼 :

(Registered Professional Engineer under the Engineers Registration Ordinance)

(根據註冊工程師條例註冊)

(4) Position in Organization:

在任職機構職位 :

Telephone number:

電話號碼 :

Fax number:

傳真號碼 :

E-mail:

電郵地址 :

回郵地址

Return postal address

Attention

收件人

Organization

機構

Address

地址

Attention

收件人

Organization

機構

Address

地址

Notes to Applicants

1. Please send the completed application form by mail to:
Chief Building Services Engineer / Energy Efficiency B
Energy Efficiency Office, 7/F, 3 Kai Shing Street, Kowloon Bay, Hong Kong
2. Upon approval of the application, a letter will be sent to the applicant along with username and password of the approved user account. The user account can be used to access the Hong Kong Energy Efficiency Registration Scheme for Buildings (HKEERSB) part of the EMSD (Regulatory Services) Web-based Registration Services (WBRS), but not the other parts of the system.
3. Under the HKEERSB, applications can be submitted for registration of buildings for compliance with the following Building Energy Codes:
 - (a) Code of Practice for Energy Efficiency of Lighting Installations
 - (b) Code of Practice for Energy Efficiency of Air Conditioning Installations
 - (c) Code of Practice for Energy Efficiency of Electrical Installations
 - (d) Code of Practice for Energy Efficiency of Lift & Escalator Installations
 - (e) Performance-based Building Energy Code

The version of the Code to be complied should be the latest edition as on the date of the first submission of the Application Form.

On-line application for registration of buildings can be made under the HKEERSB part of the WBRS. The HKEERSB applicant should read the scheme document, and familiarize with the technical requirements and application requirements. The applicant can consult EMSD's website (<http://www.emsd.gov.hk>) to obtain the latest requirements, download the scheme documents, Codes of Practice, and Standard Forms for the Codes.

When making an on-line application to register under the HKEERSB, the applicant must attach (i.e. upload) electronic copies of the completed Standard Forms of the Code under application. The applicant may be asked to provide supporting documents wherever necessary (e.g. test reports, calculations, catalogue). The supporting documents should be scanned and converted into pdf format, for uploading with the HKEERSB application.

申請者須知

1. 填妥本申請表後，請以郵寄遞交表格，收信人及地址為：
香港九龍啓成街 3 號機電工程署 7 樓能源效益事務處
總屋宇裝備工程師／能源效益 B
2. 申請獲接納後，帳戶名及密碼會郵寄給申請者。該用戶帳戶可用作進入網上註冊服務的「香港建築物能源效益註冊計劃」部份，但不能進入其他部份。
3. 根據「香港建築物能源效益註冊計劃」，符合下列建築物能源效益守則的建築物可申請在該計劃內註冊：
 - (a) 照明裝置能源效益守則
 - (b) 空調裝置能源效益守則
 - (c) 電力裝置能源效益守則
 - (d) 升降機及自動梯裝置能源效益守則
 - (e) 成效為本建築物能源效益守則

所申請符合的守則版本需為在以首次申請的表格上的日期起計為最新的版本。

網上註冊服務的「香港建築物能源效益註冊計劃」部份，提供了註冊計劃部份的網上申請途徑。註冊計劃申請者應細閱有關計劃文件，以了解各項技術要求及遞交申請的要求。申請者可查閱機電工程署網站 (<http://www.emsd.gov.hk>)，以獲知最近期的要求，下載計劃文件、守則及守則的標準表格。

計劃申請者在作出網上申請時，必須附上〔上載〕支持申請所需相關守則的標準表格電子副本。申請人可能需要提供一些支援文件（如測試報告、運算、概覽），支援文件須掃描後轉換成 pdf 格式，以便上載。

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 facilitate communication between Government and yourself/your company; and
- (b) To ascertain the identity of the applicant.

Classes of Transferees

The personal data provided by means of this form will be kept at the Electrical & Mechanical Services Department and disclosed to the data users of the department.

Access to Personal Data

You have a right to access and make 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.

Enquiries

Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to the Director of Electrical & Mechanical Services:-

Address: Energy Efficiency Office, 7/F, 3 Kai Shing Street, Kowloon Bay, Hong Kong
Telephone No.: 1823 (Citizen's Easy Link)

個人資料私隱聲明

收集個人資料的目的

在這份表格提供的個人資料，政府會用於下列目的：

- (a) 方便政府與閣下/貴公司通訊；及
- (b) 確定申請者的身份。

受讓人的類別

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。

查詢個人資料

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。

查詢

任何關於這份表格所收集個人資料的查詢，包括要求查閱及改正資料，請向機電工程署署長提出：-

地址：香港九龍啓成街3號機電工程署7樓能源效益事務處

電話：1823〔政府熱線〕