

Form EE-ET 表格 EE-ET

The Government of the Hong Kong  
Special Administrative Region  
Buildings Energy Efficiency Ordinance  
(Chapter 610 Section 9 and 17)

香港特別行政區政府  
建築物能源效益條例  
(第610章 第9及17條)

Official use only  
此欄不用填寫

Receipt Date 收件日期 :

Application Form for an Extension to the  
Prescribed Period of  
Submission of Stage Two Declaration or  
Obtaining Form of Compliance

呈交次階段聲明或  
取得「遵行規定表格」的  
延長期限申請表格

Reference Number 參考編號 :

Note 注意 :

Please read the "Notes to Complete this Form" "Submission and Payment Instructions" and "Personal Data Privacy Statement" attached and complete all the items in block letters.

請閱讀於附頁的「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。

I hereby submit the application for an extension to the prescribed period of the following item (Please choose only one item and tick in the appropriate box):

本人現提交延長下列期限的申請(請選擇其中一項並在適當空格加上✓號) :

- Submission of Stage Two Declaration  
呈交次階段的聲明
- Obtaining Form of Compliance  
取得「遵行規定表格」

Section A 甲部 : Information of Building/Unit/Common Area 建築物/單位/公用地方資料

Information of Building

建築物資料

Name of Building: English 英文  
建築物名稱:

Chinese 中文

Address of Building: Street No. 街道號碼  
建築物地址:

Street 街道

English 英文

Chinese 中文

District 地區

English 英文

Chinese 中文

- HK 香港  
 Kowloon 九龍  
 New Territories 新界

Information of Relevant Unit / Common Area (if applicable)

有關單位 / 公用地方資料 (如適用)

Name: English 英文  
名稱:

Chinese 中文

Location: Flat/Room Floor Block  
位置: 室 樓 座

Other Description  
其他說明

Section B 乙部 : Ground for the extension 延長期限的理由

Brief description of the ground for the extension:  
簡述延長期限的理由 :

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



## Section C 丙部：Information of Applicant 申請者資料

|  |   |                  |                  |   |
|--|---|------------------|------------------|---|
| Type (Please tick in the appropriate box)<br>類別 (請在適當空格加上「✓」號) | <input type="checkbox"/> Developer of the above building 上述建築物的發展者  |                  |                  |   |
|  | <input type="checkbox"/> Owner of the above building 上述建築物的擁有人  |                  |                  |   |
|  | <input type="checkbox"/> Incorporated Owners of the above building 上述建築物的業主立法法團   |                  |                  |   |
|  | <input type="checkbox"/> Owner of the above unit 上述單位的業主  |                  |                  |   |
|  | <input type="checkbox"/> Tenant of the above unit 上述單位的租戶   |                  |                  |   |
|  | <input type="checkbox"/> Occupier of the above unit 上述單位的佔用人  |                  |                  |   |
| Name (see note 1)<br>名稱 (見須知事項 1)                              | English<br>英文 _____<br>Chinese<br>中文 _____  |                  |                  |   |
| Representative Person<br>(if any)<br>代表人 (如有)                  | Salutation<br>稱謂 Mr. / Miss / Ms.*<br>先生/小姐/女士*<br>English Name<br>英文姓名 _____<br>Chinese Name<br>中文姓名 _____<br>Position<br>職位 _____ |                  |                  |   |
| Correspondence<br>Address<br>通訊地址                              | Room/Flat<br>室 _____<br>Building<br>大廈 _____<br>Street No.<br>街道號碼 _____<br>District<br>地區 _____                                    | Floor<br>樓 _____ | Block<br>座 _____ | <input type="checkbox"/> Hong Kong 香港<br><input type="checkbox"/> Kowloon 九龍<br><input type="checkbox"/> New Territories 新界 |
| Telephone No.<br>電話號碼 _____                                    | Fax No.<br>傳真號碼 _____   |                  |                  |   |
| E-mail Address<br>電郵地址 _____                                   |   |                  |                  |   |

## Section D 丁部：Declaration 聲明

To: The Director of Electrical and Mechanical Services  
致: 機電工程署署長

I/we hereby declare that the related documents and information submitted with this form are true and correct to the best of my knowledge and belief.

本人/我們就所知及相信，特此聲明本表格所呈交的文件及資料全屬真確無誤。

|   |  |
|---|--|
| Signature<br>簽署 _____                           | Company / Incorporated Owners<br>Chop (see note 2)<br>公司/法團蓋章 (見須知事項2) |
| Date<br>日期 _____<br>DD / MM / YYYY<br>日 / 月 / 年 |  |

## *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. Applicant may submit this application on behalf of a company or Incorporated Owners. If the applicant submits this application on behalf of a company, please fill in the name of the relevant company in the input boxes. If the applicant submits this application on behalf of Incorporated Owners, please fill in the name of the relevant Incorporated Owners.

申請者可以公司或業主立案法團名義提交本申請。若申請者以公司名義提交本申請，請在空格內填寫該公司的名稱。若有申請者以建築物的業主立案法團的名義提交本申請，請在空格內填寫該法團的名稱。

2. If the applicant submits this application on behalf of the company or the Incorporated Owners of the relevant building, please stamp the chop of the company or the Incorporated Owners.

若申請者以公司或有關建築物的業主立案法團名義提交本申請，請蓋上公司或法團的印章。

3. 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。

4. 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。

### Submission and Payment Instructions 呈交及繳款指示

1. No application fee is required for the submission of this form.

呈交本表格是不用收費。

2. This form together with the documents specified in the form shall be posted 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，本表格及所指明的文件應寄往香港九龍啓成街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。

# 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.

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。

## 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, shall 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：香港九龍啓成街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。