

區域供冷服務申請表

Application Form for District Cooling Services

注意 Note:  
請參閱夾附的「申請人／獲准用戶須知」及「個人資料私隱聲明」，並以正楷填寫各項資料。  
Please read the "Notes to Applicant/Approved Consumer" and the "Personal Data Privacy Statement" attached and complete all the items in block letters.

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

本人現欲申請下列項目（請在適當空格加上✓號）：  
I hereby apply for the following (Please tick in the appropriate box):

新申請成為某建築物的獲准用戶  
New Application for Approval as the Approved Consumer for a Building

更改個人／公司資料（姓名／名稱／通訊地址）\*  
Change of Personal/Company Particulars (Name/Correspondence Address)\*

修改合約製冷量／擬擬修改開始日期\*  
Revision of Contract Cooling Capacity/ Proposed Revision of Starting Date\*

帳戶號碼（如有） \_\_\_\_\_  
Account No. (if any)

\*提供供冷服務的建議開始日期／擬修改後的開始日期／生效日期  
\*Intended Services Starting Date/ Proposed Revised Starting Date/ Effective Date

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
日 Day 月 Month 年 Year

申請人／獲准用戶資料 Applicant/Approved Consumer Information

\*建築物的擁有人／佔用人  
\*Building Owner/Occupier

建築物的管理公司  
Building Management Company

\*身份證／商業登記證號碼  
\*Identity Card/Business Registration Certificate Number

英文姓名／名稱（請以正楷填寫） Name in English (in BLOCK letters)

中文姓名／名稱 Name in Chinese

請附上副本以便核實  
Please attach a copy for verification

供冷地址 Service Address

供冷地址的電話號碼  
Service Address Tel. No.

郵寄地址（如與供冷地址不同） Postal Address (if different from the Service Address)

聯絡人／手提電話／日間聯絡電話  
Contact Person/Mobile/  
Day-time Tel. No.

如欲收取電子帳單代替郵寄帳單，請提供電郵地址  
Please provide an email address if you would like to receive Electronic Bills through email

傳真號碼 Fax No.

詳情 Details

估計最高製冷量／擬修改後的合約製冷量\*  
Estimated Maximum Cooling Capacity/  
Proposed Revised Contract Cooling Capacity\* \_\_\_\_\_ 千瓦（冷凍）  
kW<sub>r</sub>

要求加裝較小的熱交換器  
Request for an additional smaller heat exchanger

有 Yes  沒有 No

製冷量： \_\_\_\_\_ 千瓦（冷凍）  
Capacity: \_\_\_\_\_ kW<sub>r</sub>

備註 Remarks:

- 請提交一份詳盡的供冷負荷計算以支持以上數字。 Please submit a detailed cooling load calculation to support the above figures.

**《區域供冷服務條例》（第 624 章）第 4 條所提述的保證**

\*我／我們，即下開簽署人，以\*建築物的擁有人／建築物的佔用人／負責管理該建築物的人的身份，現保證：

1. 凡須就提供予有關建築物的區域供冷服務，繳付任何收費、費用或按金，\*我／我們會按照有關條例，向香港特別行政區政府繳付該等收費、費用或按金；
2. 凡機電工程署署長指定須設計、提供、建造、安裝和保養任何設施，讓該建築物接受區域供冷服務，\*我／我們會負責設計、提供、建造、安裝和保養有關設施，並承擔所有相關費用；
3. 同意遵守機電工程署不時修訂的《區域供冷服務供冷條件》及《接駁區域供冷系統技術指引》；及
4. 確保裝設於有關建築物用戶支站內的所有裝置（除熱交換器及初級冷水管外）的設計、安裝、檢查及測試均符合《區域供冷服務條例》（第 624 章）及《接駁區域供冷系統技術指引》的規定。

**UNDERTAKING REFERRED TO IN SECTION 4 OF THE DISTRICT COOLING SERVICES ORDINANCE (CHAPTER 624)**

\*I/We, the undersigned, being the person who \*owns/occupies the building/is responsible for the management of the building, undertake-

1. to pay to the Government of the Hong Kong Special Administrative Region any charge, fee or deposit payable in respect of the district cooling services provided to the building in accordance with the Ordinance;
2. to be responsible for, and bear the cost of, the design, provision, construction, installation and maintenance of the facilities for the building to receive district cooling services as specified by the Director of Electrical and Mechanical Services;
3. to be bound and abide by the **District Cooling Services Supply Conditions** and the **Technical Guidelines for Connection to District Cooling System** as revised by the Electrical and Mechanical Services Department from time to time; and
4. to ensure all installations (except heat exchanger and primary chilled water pipe) installed inside the substation of the concerned building is designed, installed, inspected and tested in accordance with all the requirements of the **District Cooling Services Ordinance, Chapter 624** and the **Technical Guidelines for Connection to District Cooling System**.

\*申請人／獲准用戶姓名：

Name of \*Applicant/

Approved Consumer: \_\_\_\_\_

\*申請人／獲准用戶簽署及公司印鑑：

\*Applicant/Approved Consumer's

Signature and

Company Chop: \_\_\_\_\_

日期：

Date: \_\_\_\_\_

## 申請人／獲准用戶須知

- 申請人／獲准用戶可循以下途徑申請區域供冷服務：
  - 將申請表傳真至2890 6081；或
  - 將申請表寄往九龍灣啟成街3號機電工程署總部
- 申請「新申請」或「更改個人／公司資料」時，需提供文件以證明是建築物的合法擁有人／佔用人或管理公司。
- 申請「修改合約製冷量」時如需提高合約製冷量，本署會因應區域供冷系統剩餘製冷量及用戶支站的面積決定是否給予批准，不能保證可滿足要求。有關建築物於現時合約製冷量下使用區域供冷服務滿1年後，就該建築物提交的降低合約製冷量申請方可獲得批准。
- 提供區域供冷系統接駁的時間將取決於所申請建築物的位置和所要求的製冷量。
- 每個熱交換器在用戶端的最低冷凍水流量為其標稱流量的20%。如申請人估算所需的供冷量將會長時間甚低於估計最高製冷量，申請人可要求加裝較小的熱交換器來應付低冷量需求。申請人須提交相關資料供機電工程署考慮和審批，並須提供面積較大的用戶支站以供安裝額外的熱交換器。
- 申請「建擬修改開始日期」時，擬修改後的開始日期需較遲於原來批准的協定開始日期。申請人須提交建擬修改的理由供機電工程署考慮和審批。
- 通訊地址如有更改，應立即通知機電工程署。

## Notes to Applicant/Approved Consumer

- Applicant/Approved Consumer can apply for the services by:
  - faxing the form to 2890 6081; or
  - mailing the form to EMSD Headquarters, 3 Kai Shing Street, Kowloon Bay
- For "New Application" or "Change of Personal/Company Particulars" applications, documents on proof of legal building's owner/occupier or management company should be provided.
- For "Revision of Contract Cooling Capacity" application that proposes to increase the contract cooling capacity, it is subject to the availability of capacity from the system network and physical size of substation and thus it cannot be guaranteed. The application for reduction of contract cooling capacity may only be allowed after one year of continuous district cooling services subscription at the current contract cooling capacity for the related building.
- Time to provide district cooling services connection will depend on the location of the building under application and the required cooling capacity.
- Minimum chilled water flow rate at consumer side of each heat exchanger is 20% of its nominal flow rate. If the applicant estimates that the cooling demand for district cooling services is often very low comparing to the estimated maximum cooling capacity, an additional smaller heat exchanger may be requested to cater the low load conditions. The applicant should provide relevant information for EMSD's consideration and approval. Larger size of substation for installation of additional heat exchangers should be provided by the applicant.
- For "Proposed Revision of Starting Date" application, the proposed revised starting date should be later than the agreed starting date of the original approval. The applicant should provide reasons for proposed revision for consideration and approval.
- Any change of correspondence address should be reported to the Electrical and Mechanical Services Department immediately.

## 重要聲明

任何人士試圖向任何政府人員提供利益(按照香港法例第201章《防止賄賂條例》中對利益的定義)，以影響本申請的結果，即構成《防止賄賂條例》下的罪行，並導致有關申請無效，而機電工程署會把個案向廉政公署報告。如任何政府人員或其代理人就本申請向你索取利益，你應向廉政公署舉報(電話號碼：2526 6366)。

## Important Disclaimer

"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."

## Personal Data Privacy Statement 個人資料私隱聲明

### 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 the requirements stipulated in the District Cooling Services Ordinance; and
  - (c) facilitating communication between the 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) 進行與處理在本表格所作呈交有關的工作；
- (b) 進行與《區域供冷服務條例》所訂規定有關的工作；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 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.

當收到你所呈交的資料後，在本表格及隨本表格呈交的所有文件收集到的所有個人資料會備存於機電工程署，並會向部門的資料使用者披露。

3. The data collected and used by us may be transferred to agents and related companies for the purpose of offering services and products that may require.

本署收集及使用的資料，可能會轉交代理或關連公司，以便提供所需服務及產品。

### Access to Personal Data 查閱個人資料

4. 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

5. 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, Electrical and Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong. For other general enquiries, please dial the Citizen's Easy Link 1823.

任何關於本表格所收集個人資料的查詢，包括要求查閱及改正資料，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。至於其他一般查詢，請致電政府熱線1823。