

**Application Form for District Cooling Services  
 For Government Users**

<b>To: The Director of Electrical &amp; Mechanical Services</b>			
This B/D hereby apply for the following (Please tick in the appropriate box):			
<input type="checkbox"/> New Application for Approval as the Approved Consumer for a Building		<input type="checkbox"/> Revision of Contract Cooling Capacity	
Account No. (if any) _____	*Intended Services Starting Date/ Effective Date _____ / _____ / _____ Day Month Year		
<b>Applicant/Approved Consumer Information</b>			
Bureau / Department _____			
Name of Responsible Officer _____		Designation _____	Rank _____
Tel. No. _____	Fax No. _____	Email _____	
Service Address _____		Service Address Tel. No. _____	
<b>Details</b>			
Estimated Maximum Cooling Capacity/ Proposed Revised Contract Cooling Capacity* _____ kW <sub>r</sub>			
Request for an additional smaller heat exchanger		<input type="checkbox"/> Yes Capacity: _____ kW <sub>r</sub> <input type="checkbox"/> No	
Remarks: <ul style="list-style-type: none"> <li>• Please submit a detailed cooling load calculation to support the above figures.</li> </ul>			
<b>UNDERTAKING</b>			
This B/D undertakes-			
1. to be responsible, including funding, for 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;			
2. to comply with the <b>District Cooling Services Supply Conditions</b> and the <b>Technical Guidelines for Connection to District Cooling System</b> as revised by the Electrical and Mechanical Services Department from time to time; and			
3. 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 <b>District Cooling Services Ordinance, Chapter 624</b> and the <b>Technical Guidelines for Connection to District Cooling System</b> .			
4. to share the utility costs arising from the provision of district cooling services for the building by allocation warrants to the EMSD and such costs will be calculated by the EMSD based on the estimated/ actual cooling consumption.			
Name of B / D _____			
Name Responsible Officer _____		_____	
Designation: _____		Rank: _____	
Signature _____		Date: _____	

## Notes to Applicant/Approved Consumer

1. 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.
2. Time to provide district cooling services connection will depend on the location of the building under application and the required cooling capacity.
3. 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.