

區域供冷服務聯合申請轉換用戶身份表格

Form for Joint Application for Change of Consumership for District Cooling Services

注意 Note:

請參閱夾附的「附註」及「個人資料私隱聲明」，並以正楷填寫各項資料。

Please read the "Notes" and the "Personal Data Privacy Statement" attached and complete all the items in block letters.

甲部 Part A

現時帳戶資料 Current Account Information

(由現時的獲准用戶填寫 To be filled by the existing approved consumer)

帳戶號碼 Account No. _____ 終止供冷服務生效日期 Effective Date of Termination of Services _____ / _____ / _____
日 Day 月 Month 年 Year

供冷地址 Service Address _____

用戶支站編號 Substation No.	冷凍水錶編號 Meter Serial No.	終止供冷服務生效日的冷凍水錶讀數 (千瓦小時 (冷凍)) Meter Reading on the Effective Date of Termination (kW.h)	現時合約製冷量 (千瓦 (冷凍)) Current Contract Cooling Capacity (kW)

乙部 Part B

申請終止作為有關建築物的獲准用戶

Application for Ceasing to be the Approved Consumer for the Building

(由現時的獲准用戶填寫 To be filled by the existing approved consumer)

英文姓名/名稱 (請以正楷填寫) Name in English (in BLOCK letters)	*身份證/商業登記證號碼 *Identity Card/Business Registration Certificate Number 請附上副本以便核實 Please attach a copy for verification
中文姓名/名稱 Name in Chinese	
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.
電郵地址 Email Address	傳真號碼 Fax No.

如獲機電工程署署長核准，*我/我們同意使用甲部所載的冷凍水錶讀數和生效日期，以終結*我/我們的供冷服務帳戶。

*我/我們現同意透過本表格向新用戶披露*我/我們所填報的資料和夾附在本表格的任何身份證/商業登記證影印本，以方便申請轉換用戶。

*我/我們為甲部所述建築物的獲准用戶，現要求終止有關批准。

*I/We agree to the use of the meter reading(s) and effective date provided in Part A, subject to the validation of the Director of Electrical and Mechanical Services, to finalise *my/our district cooling services account.

*I/We hereby give *my/our consent through this form to disclose *my/our filled up information and also any photocopy of Identity Card/Business Registration Certificate attached to this form to the new consumer to facilitate application for change of consumership.

*I/We, being the approved consumer for the building stated in Part A, now request for cessation of such approval.

現時獲准用戶姓名： _____ 日期： _____
Name of Existing Approved Consumer: _____ Date: _____
現時獲准用戶簽署及公司印鑑： _____
Existing Approved Consumer's Signature and Company Chop: _____

丙部 Part C 申請成為有關建築物的獲准用戶 Application for Approval to be the Approved Consumer for the Building (由新用戶填寫 To be filled by the new consumer)		
<input type="checkbox"/> *建築物的擁有人／佔用人 *Building Owner/Occupier	<input type="checkbox"/> 建築物的管理公司 Building Management Company	聯絡人／手提電話／日間聯絡電話 Contact Person/Mobile/ Day-time Tel. No.
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		
郵寄地址（如與供冷地址不同） Postal Address (if different from the Service Address)		*身份證／商業登記證號碼 *Identity Card/Business Registration Certificate Number <i>請附上副本以便核實</i> <i>Please attach a copy for verification</i>
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.
A) 《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／負責管理建築物的人的身份，現保證： <ol style="list-style-type: none"> 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； 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； 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 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。 		
B) 特別有關本申請 <ol style="list-style-type: none"> 如獲機電工程署署長核准，*我／我們同意使用甲部所載的冷凍水錶讀數、生效日期和合約製冷量分別作為*我／我們新供冷服務帳戶的起始讀數、承接日期和合約製冷量。 *我／我們現同意透過本表格向現時的獲准用戶披露*我／我們所填報的資料和夾附在本表格的任何身份證／商業登記證影印本，以方便申請轉換用戶。 		
A) 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- <ol style="list-style-type: none"> 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; 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; 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 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. 		
B) In particular related to this application <ol style="list-style-type: none"> *I/We agree to the use of the meter reading(s), effective date and contract cooling capacity(ies) provided in Part A, subject to the validation of the Director of Electrical and Mechanical Services, as *my/our initial reading, take-up date and contract cooling capacity(ies) respectively for *my/our new account. *I/We hereby give *my/our consent through this form to disclose *my/our filled up information and also any photocopy of Identity Card/Business Registration Certificate attached to this form to the existing approved consumer to facilitate application for change of consumership. 		
新用戶姓名： Name of New Consumer: _____		日期： Date: _____
新用戶簽署及公司印鑑： New Consumer's Signature and Company Chop: _____		

附註

1. 可循以下途徑提交本申請表：
 - 甲) 將申請表傳真至2890 6081；或
 - 乙) 將申請表寄往九龍灣啟成街3號機電工程署總部
2. 本申請表是方便「現時的獲准用戶」申請終止其獲准用戶身份，同時方便「新用戶」申請成為有關建築物的獲准用戶以承接該用戶身份。本申請表必須由「現時的獲准用戶」及「新用戶」填寫。在填寫本申請表後，「現時的獲准用戶」及「新用戶」已就冷凍水錶讀數和用戶身份轉換日期達成協議。
3. 「現時的獲准用戶」及「新用戶」可聯絡機電工程署安排抄錶。
4. 「新用戶」在提交本申請時，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。
5. 通訊地址如有更改，應立即通知機電工程署。

Notes

1. This form can be submitted by:
 - a) faxing the form to 2890 6081; or
 - b) mailing the form to EMSD Headquarters, 3 Kai Shing Street, Kowloon Bay
2. This form is to facilitate the "Existing Approved Consumer" to apply for cessation of the consumership and the "New Consumer" to apply for approval as the approved consumer for the building to take up the consumership at the same time. It is to be completed by both the "Existing Approved Consumer" and the "New Consumer". With the completion of this form, the "Existing Approved Consumer" and the "New Consumer" have agreed on the meter reading and the date for transfer of consumership.
3. The "Existing Approved Consumer" and the "New Consumer" may approach the Electrical and Mechanical Services Department for a joint meter reading taking.
4. The "New Consumer" should provide documents on proof of legal building's owner/occupier or management company with this application submission.
5. 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有關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。