APPLICATION FOR CONNECTING
RENEWABLE ENERGY POWER SYSTEM TO GRID

In order to support efforts to explore and use renewable sources of energy, HEC has introduced a standardized arrangement for our customer to apply to connect his/her/its Renewable Energy Power Systems (REPS) to the electricity grid. Our customer can apply for grid connection by following the procedures outlined below.

1. Application Submission
   - The completed Application Form indicating the applicant’s intention to install REPS in his/her/its project/development should be submitted to HEC.
   - The completed Application Form should be submitted with full details of the proposal for connecting the REPS to HEC’s grid.

2. Assessment and Approval
   - The REPS proposal shall comply with the relevant technical and safety requirements as stipulated in the latest edition of “Technical Guidelines on Grid Connection of Renewable Energy Power Systems” issued by Electrical & Mechanical Services Department (EMSD), the Electricity Ordinance and other laws and regulations, as well as those as stipulated in the Supply Rules, the Guide to Connection of Supply and other safety and technical requirements as published by HEC from time to time.
   - Upon receipt of the completed Application Form and full details of the REPS proposal, HEC shall assess the information provided to ensure that the REPS proposal complies with our requirements on connection to the Grid.
   - If necessary, meeting for clarification of technical details of the REPS proposal will be arranged by HEC.
   - The applicant shall obtain all necessary licences, permits and/or approvals from all relevant parties and authorities (including building owners and/or Government authorities etc.) required for REPS to be constructed and to generate electricity.
   - The following service charge shall be payable for each successful application:-
     - Rated Capacity of REPS not exceeding 5kW..........................HK$1,000
     - Rated Capacity of REPS over 5kW but not exceeding 15kW...........HK$4,500
     - Rated Capacity of REPS over 15kW but not exceeding 30kW……..HK$10,000
     - Rated Capacity of REPS over 30kW.......(To be assessed and advised by HEC)
   - For schools and charitable organisations, service charge shall be waived for REPS of rated capacity of not exceeding 30kW.

3. Agreement
   - After assessment, if the proposed REPS meets with the applicable technical and safety requirements, HEC will issue a letter of consent to the applicant giving in principle approval of the REPS proposal, and will advise the applicant the required service charge. The applicant shall sign and return the copy of letter of consent indicating his/her/its agreement (The Agreement) to the terms and conditions for grid connection of the REPS in addition to the Supply Rules. After consent is given by HEC for the grid connection, Clause 219 of the Supply Rules prohibiting parallel running of internal generating plant will not apply to the REPS.
• The applicant (REPS owner) shall at all times be responsible for all matters relating to the REPS and the grid connection, including its safe operation and maintenance.
• The applicant (REPS owner) shall install adequate protection devices to protect the REPS from damage of whatsoever nature which may be caused through its connection to HEC’s grid. Under no circumstances will HEC be liable for any loss, damage, etc. in relation to the REPS or its use.
• HEC shall not be liable and the applicant (REPS owner) shall indemnify HEC for any loss, damage or claim by any other parties that may be caused directly or indirectly by the REPS or its use.

4. Construction
• Upon the signing of the Agreement, the applicant may proceed to arrange for Registered Electrical Contractors/Registered Electrical Workers (REC/REW) to carry out the installation work to ensure that the applicant’s REPS complies with all statutory, technical and safety requirements.

5. Payment of Service Charge
• The applicant shall arrange to settle the required service charge before inviting HEC to witness the tests on REPS.

6. Testing and Commissioning
• Upon installation of the REPS, duly completed and signed documents on the test procedures and test results shall be provided to HEC to confirm that the REPS has been properly installed, tested and commissioned.
• Before grid connection, at a mutually agreed time and date, HEC will witness tests to be carried out on the REPS by the applicant’s REC/REW. If HEC considers it necessary, it will carry out verification tests on the REPS to ensure technical and safety compliances.
• A confirmation letter will then be issued by HEC indicating the date of connection of REPS to HEC’s grid.

7. Future Operation and Maintenance
• The REPS owner shall employ REC/REW to carry out maintenance on the REPS in accordance with applicable statutory requirements.
• The REPS owner shall obtain HEC’s prior written consent for any proposed changes to the REPS including, in particular, any change in generation capacity of the REPS.
• In case of emergency as determined by HEC, HEC may disconnect the electricity supply to the premises where the REPS is installed at any time without prior notice.

8. Termination
• When the REPS is decommissioned, the REPS owner may terminate the Agreement and disconnect the REPS from HEC’s grid by giving one month’s written notice to HEC in advance. HEC may carry out site inspection as necessary.
9. **HEC Contact Point**

<table>
<thead>
<tr>
<th>Contact Division/Department:</th>
<th>Distribution Planning Department of Transmission and Distribution Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postal Address:</td>
<td>G.P.O. Box 915, Hong Kong.</td>
</tr>
<tr>
<td>Post of Responsible Person:</td>
<td>Chief Distribution Planning Engineer</td>
</tr>
<tr>
<td>Telephone Number:</td>
<td>2814 3459</td>
</tr>
<tr>
<td>Facsimile Number:</td>
<td>2810 0506</td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:mail@hkelectric.com">mail@hkelectric.com</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.hkelectric.com">www.hkelectric.com</a></td>
</tr>
</tbody>
</table>

10. **Service Standard for Small Photovoltaic(PV) System**

- For small scale PV systems of not exceeding 30kW which meet with all applicable technical and safety requirements, HEC will generally issue the letter of consent and quote the service charge to the applicant within 21 calendar days upon receipt of the completed Application Form with all the required technical details.
- HEC will arrange to attend the REPS witness test within 7 calendar days upon receipt of the notification, provided that all the service charge (if any) has been paid and all technical details have been submitted.
- The confirmation letter indicating the date of connection of REPS to HEC’s grid will generally be issued within 7 calendar days upon satisfactory of the REPS witness test.

11. **Flow Chart**

- A flow chart showing the key steps for grid connection of REPS is attached.

**Attachment**

- An Application Form for grid connection of REPS
- A flow chart showing the key steps for grid connection of REPS