

Particulars of Applicant and Premises to be Audited

Applicant's Name ^[a]			
Nature of Business ^[b]			
Electricity Account Number(s)			
Name of Company/Institution			
Address of Premises to be Audited ^[c]			No. of Staff at the Premises to be Audited
Type of Premises to be Audited	<input type="checkbox"/> Office unit / restaurant / shop <input type="checkbox"/> Kindergarten/ School <input type="checkbox"/> Service Unit of NGO (e.g. care centre, youth centre, etc.) <input type="checkbox"/> Other (Please specify: _____)		
Total Floor Area to be Audited	<input type="checkbox"/> ≤ 250 m ² <input type="checkbox"/> 251 to 500 m ² <input type="checkbox"/> 501 to 1,000 m ² <input type="checkbox"/> 1,001 to 2,000 m ² <input type="checkbox"/> 2,001 to 5,000 m ² <input type="checkbox"/> 5,001 to 10,000 m ² <input type="checkbox"/> 10,001 to 15,000 m ²		
Energy Audit Conducted for the Above Premises Within Previous 5 years from the Date of Application, if any		Last Audit Date: _____ Conducted by: <input type="checkbox"/> HK Electric <input type="checkbox"/> Other	

Contact Information

Name of Contact Person	Job Title
Contact Detail	Phone Number: _____ Email Address: _____
Correspondence Address (if different from the address of premises to be audited)	

Please tick as appropriate.

[a] Should be identical to the full name of the registered customer of the electricity account.

[b] Should be identical to the business nature contained in Business Registration / Incorporation Document.

[c] Should be covered by the electricity account(s) listed in this application form.

Please return the completed application form to HK Electric by either one of the following ways:

- Online: www.hkelectric.com/SPEA-en or HK Electric Low Carbon App
- Email: SPEA@hkelectric.com
- Post: Head of Customer Business Development, Customer Services Division, 4/F, Hongkong Electric Centre, 44 Kennedy Road, Hong Kong

Terms and Conditions

The following terms and conditions shall apply to Smart Power Energy Audit (SPEA) and this application:

- Application for SPEA will only be considered if:
 - the applicant is HK Electric's non-residential customer; and
 - the premises applied to be audited are not prescribed under the Building Energy Efficiency Ordinance ("BEEO"), unless (i) the total floor area is less than or equal to 15,000 m²; and (ii) no energy audit was conducted on the premise during the 5 years before the date of this application.
- Priority will be given to (i) applicants with fewer resources, (ii) premises which are not prescribed under the BEEO, and/or (iii) for premises on which, energy audits have not been conducted before.
- HK Electric reserves the right to accept or reject any application at its sole discretion based on the information provided in this form and other factors considered to be relevant by HK Electric, such as available resource, energy saving potential, etc. HK Electric may also defer any application if the premises were audited by HK Electric during the 12 months before the date of this application.
- HK Electric has assigned a third party organization to conduct SPEA for the successful applicant (the **Applicant**) on behalf of HK Electric. The Applicant agrees to provide timely and sufficient information to HK Electric and this third party organization for preparing, undertaking and completing the SPEA and the SPEA report. The Applicant also agrees that HK Electric may transfer the information provided by the Applicant and the electricity consumption record of the premises under the application to this third party organization for energy audit purpose. This third party organization shall be under a duty of confidentiality to HK Electric to keep any information obtained from HK Electric and the Applicant confidential.

5. Upon completion of the SPEA, the Applicant shall certify the SPEA by signing on the "Energy Audit Completion Form" provided by HK Electric.
6. If the Applicant implements any of the Energy Management Opportunities (**EMOs**) or energy efficiency improvements (the **EE Improvements**) recommended in the SPEA report, the Applicant shall notify HK Electric of the progress of implementation of the related EMOs and EE Improvements.
7. If deemed necessary by HK Electric, the existing electricity account meter(s) at the premises to be audited under this application will be replaced by HK Electric for taking higher-resolution electricity consumption data for verification of the energy efficiency enhancement effectiveness in case EMOs and the EE improvements (if any) are implemented by the Applicant. The Applicant shall allow and provide such provisions (including without limitation, allowing or procuring to allow temporary suspension of electricity when necessary) as may be required by HK Electric to facilitate the metering replacement work.
8. If the Applicant has completed any EMOs or EE Improvements recommended in the SPEA report, the Applicant shall certify all these EMOs and EE Improvements by completing and signing on the "Energy Saving Installations Verification Form" provided by HK Electric. The Applicant shall allow HK Electric and/or its assigned third party organisation to carry out site inspection for the implemented EMOs/EE Improvements.
9. The Applicant consents that the above completion and verification forms signed by the Applicant may be disclosed to the HKSAR Government to verify HK Electric's provision of the SPEA.
10. The SPEA is conducted solely based on information provided by the Applicant, observations at site inspection and/or estimations, the accuracy and completeness of which have not been verified. There may also be other factors which affect the feasibility, cost and saving potentials of the energy saving opportunities identified in the energy audit report. The Applicant acknowledges and agrees that the energy audit report is prepared for information purpose only so as to facilitate the Applicant to further explore the relevant EMOs and/or EE Improvements and seek professional advice from qualified service providers to assess their implementation. HK Electric and its third party organization assigned to conduct the SPEA shall under no circumstances be responsible or liable for loss or damage of whatsoever nature, including without limitation loss of revenue, profit or savings and any incidental or consequential damages, arising out of or in any way related to SPEA and the energy audit report.
11. In case of conflict or discrepancies, the English version of these Terms and Conditions shall prevail over the Chinese version.

Personal Data Collection Statement

Purpose of Collection

The personal data and other related information provided by you in the application form will be used by HK Electric solely for the purposes of processing your application and providing energy audit service. The provision of personal data and other related information in the application form is voluntary. However, if you do not provide adequate and accurate data, we may not be able to process your application.

Transfer of Personal Data

Your application forms, the completion and verification forms for works recommended in the energy audit report, inspection records, and other related information may be provided to the HKSAR Government for auditing and verification purposes. The particulars submitted by you will also be provided to other departments or the third party organization assigned by HK Electric for the purposes of verifying the particulars provided, conducting the SPEA and other related purposes.

HK Electric will disclose your personal data when required to do so by law or in response to requests from law enforcement agencies or the Government, or if explicit consent to such disclosure is given by you.

Access to Personal Data

To request a full copy of the Privacy Policy Statement, for enquiry, for data access and correction, please refer to the website: www.hkelectric.com, email us at personaldata@hkelectric.com, call us at 2887 3411, fax to 2510 7667 or write to 9/F Electric Centre, 28 City Garden Road, North Point for the attention of the Personal Data Protection Officer.

Applicant Declaration

I/We declare that the information provided in this form is true and correct. I/We have read and agree to be bound by the Terms and Conditions set out in this form (as may be revised from time to time). I/We also acknowledge that I/we have read and understand the Personal Data Collection Statement above.

Name of Applicant*	Signature and Company Chop (if applicable)
Job Title (if applicable)	Date

* The registered customer for personal applicant, or the authorised signing person for other types of applicant.