

Registration of Energy Saving Charter 2019 & 4Ts Charter



Website for the Charters:

[www.energysaving.gov.hk/
esc2019/tc/charter/index.html](http://www.energysaving.gov.hk/esc2019/tc/charter/index.html)

Website

◎ 約章計劃

◎ 參與者

◎ 節能有計

◎ 4Ts有計

◎ 宣傳活動及推廣資料

◎ 有用資料

約章簡介

2019



subscribe.emsd.gov.hk/esc2019/user/login.html

約章計劃

關於節能約章計劃及4Ts約章計劃

氣候變化是一項跨界別、跨範疇的議題，對世界各地社會、經濟、人文影響深遠。作為地球村的一分子，香港需要積極作出回應並作好準備，幫助應對氣候變化。《巴黎協定》呼籲全球攜手行動把全球平均氣溫升幅控制在工業化前水平低於2度之內，並努力將氣溫升幅限制在1.5度之內。《巴黎協定》已於2016年11月4日生效，並適用於香港。有見及此，政府在2017年1月推出香港氣候行動藍圖2030+，並設定了目標，在2030年前把碳強度由2005年水平降低65%至70%。

節能約章

為持續減少碳強度，政府的其中一個工作重點是推動能源效益及節約能源。本局在2012年首次推出《節能約章》，旨為鼓勵業界和地區機構節約能源。



若貴機構想參與約章，請交回填妥的**回條**或於**網上簽署**（[使用手冊](#)）登記。參加者需按要求提交有關資料（[4Ts資料收集表](#)）。



我們誠邀閣下在以下方面支持節能約章2019：—

- 在2019年夏季6月至9月期間，將平均室內溫度維持在攝氏24至26度之間（請按[此處](#)瀏覽節能有計項目(1)的詳細資料）；
- 在2019年6月至2020年5月期間，關掉不使用的電器及系統（請按[此處](#)瀏覽節能有計項目(2)的詳細資料），並且採購具能源

Application Methods

Energy Saving Charter 2019

1) Filling in **Reply Slip** and return it by:

- Email: esc2019@emsd.gov.hk
- **typed soft version** is preferable instead of PDF format
- Fax: 8143 0048

2) **Online system**

- Old participants (have participated in ESC 2018) (*only have data transferred for ESC 2018*)
- New participants (have **not** participated in ESC 2018)

1) Reply Slip

How to Complete it ?

節能的章 2019 及 4Ts 的章
Energy Saving Charter 2019 and 4Ts Charter
回覆便條 Reply Slip

致: To: 活動秘書處 Event Secretariat 傳真 Fax: 8143 0048
電郵地址 Email: esc2019@cmsd.gov.hk 電話 Phone: 5155 3977

此表格只供學校填寫。如有任何查詢，請電 5155 3977。
This form is for schools use only. For any enquiries, please call 5155 3977.

A. 基本資料 Basic Information

聯絡人 Name of Contact Person	
職位 Post Title	
電郵地址 Email	
電話 Tel	
郵寄地址 (以作收取宣傳品/證書) Post Address (for receiving publicity materials / certificates)	

B. 類別 Categories

1: 商場 Shopping Mall	5: 商場 Malls	11: 中學 Secondary School
2a: 辦公室大樓 Office Building	6: 非政府機構 Non-government Organization	12: 專上教育機構 Post-Secondary Education Institution
2b: 商業大廈 Commercial Building	6a: 村居環境 Community Facility	8: 酒店 Hotel
2c: 工業大廈 Industrial Building	7: 社區中心 Community Centre	9: 醫院 Hospital
3: 學校/住宅大廈 Schools / Residential Buildings	7a: 小學 Primary School	10: 其他 Others
4: 辦公室 Office		

* 學校領取證書及證書時請留意證書類別。證書將按類別發出。
* An Assessment Certificate will be issued to the Organization based on the number of steps or efforts to sign up the Charter.

C. 關於的章 About the Charters

1. 節能的章 2019 (Energy Saving Charter 2019 scheme)

- 在 2019 年夏季 (6 月 1 日至 9 月 30 日) 間，將室內平均溫度維持在攝氏 24 至 26 度之間；
To maintain average indoor air temperature at 24-26°C during the summer months of June to September in 2019.
- 在 2019 年 6 月至 2020 年 5 月期間，隨用隨關的燈飾及系統；
To switch off appliances and systems when not in use from June 2019 to May 2020.
- 在 2019 年 6 月至 2020 年 5 月期間，只關閉低能效的燈具（或貼有「節能燈標」的燈飾用具）及系統；
To procure energy efficient appliances (such as with Grade 1 energy labels) and systems from June 2019 to May 2020.
- 將員工/學生/租客共同實踐以上的能源策略。
To engage staff / students / tenants to adopt the above energy saving practices together.

2. 4Ts 的章 (4Ts Charter scheme)

- 制定節能目標以作自我目標；
To set energy saving target with a timeline.
- 定期公佈能源消耗數據和能源消耗的趨勢；
To ensure transparency on energy usage results and building energy data.
- 鼓勵全體（包括員工/學生/租客）共同參與減碳活動；
To encourage individuals (including staff/students/tenants) to work together on the above energy saving target.

* 詳情可瀏覽網頁 www.cemsd.gov.hk/files/2019/esc/energy_saving_charter_reply_slip.pdf。
* Please refer to the website http://www.cemsd.gov.hk/files/2019/esc/energy_saving_charter_reply_slip.pdf for details.

D. 簽署的章 Signing Charter(s)
請填寫簽署的章的資料。 Please fill in the information for the participating parties to sign the Charter Scheme(s).

1. 類別 Category 2

E X A M P L E 用字	機構名稱 Name of Organization	(+) (必填) ABC 物業管理有限公司 ABC Property Management Company Limited
	參與機構的名稱及地址 Name and Address of Participating Entities	(+) (必填) XYZ 花園 XYZ Garden, 123 Stephen's Road, Kowloon
	以上填寫的資料請填下列的： The above processes would like to join the following Charter Scheme(s). 請於適當的表格填上表格。 Please tick the boxes as appropriate.	

節能的章 2019 Energy Saving Charter 2019
請於表格適當的表格填上表格 (必填) : 選擇 (大) 或 (小) 表格
Please specify specific venue(s) for participating the Energy Saving Charter 2019 : Check (large) or (small) table

* 曾於以下年份簽署的章 had participated in Energy Saving Charter
 2012 2013 2014 2015 2016 2017 2018

4Ts 的章 4Ts Charter (必須填填表格 1 及 2 的資料) Participants are required to check relevant information (see manual)

1. 類別 Category

機構名稱 Name of Organization	(+) (必填)
參與機構的名稱及地址 Name and Address of Participating Entities	(+) (必填)
以上填寫的資料請填下列的： The above processes would like to join the following Charter Scheme(s). 請於適當的表格填上表格。 Please tick the boxes as appropriate.	

節能的章 2019 Energy Saving Charter 2019
請於表格適當的表格填上表格 (必填) : 選擇 (大) 或 (小) 表格
Please specify specific venue(s) for participating the Energy Saving Charter 2019 : Check (large) or (small) table

* 曾於以下年份簽署的章 had participated in Energy Saving Charter
 2012 2013 2014 2015 2016 2017 2018

4Ts 的章 4Ts Charter (必須填填表格 1 及 2 的資料) Participants are required to check relevant information (see manual)

2. 類別 Category

機構名稱 Name of Organization	(+) (必填)
參與機構的名稱及地址 Name and Address of Participating Entities	(+) (必填)
以上填寫的資料請填下列的： The above processes would like to join the following Charter Scheme(s). 請於適當的表格填上表格。 Please tick the boxes as appropriate.	

節能的章 2019 Energy Saving Charter 2019
請於表格適當的表格填上表格 (必填) : 選擇 (大) 或 (小) 表格
Please specify specific venue(s) for participating the Energy Saving Charter 2019 : Check (large) or (small) table

* 曾於以下年份簽署的章 had participated in Energy Saving Charter
 2012 2013 2014 2015 2016 2017 2018

4Ts 的章 4Ts Charter (必須填填表格 1 及 2 的資料) Participants are required to check relevant information (see manual)

* 所有參與者名稱均須填明中文名稱。 Information of participating parties will be listed on the Certificate of Participation.
簽名/簽署 - 請填明中文名稱。 Please tick the boxes (in Chinese) as follows.

1) Reply Slip

How to Complete it ?

A. 基本資料 Basic Information

聯絡人 Name of Contact Person:	April LI
職位 Post Title:	Director
電郵地址 Email:	aprilagc@gmail.com
電話 Tel:	29678855 / 90587800
郵寄地址: (以作收取宣傳品/證書) Postal Address: (for receiving publicity material(s) / certificate(s))	Room 1303, 13/F Win Plaza, 9 Sheung Hei Street, San Po Kong, KLN, HK

Must be correct as all information will be communicated via email.

1) Reply Slip

B. Categories

B. 類別 Categories

1 : 商場 Shopping Mall	5 : 商舖 Shop #	7c : 中學 Secondary School
2a : 辦公室大樓 Office Building	6a : 非政府機構 Non-governmental Organisation	7d : 專上教育院校 Post-Secondary Education Institution
2b : 商業大樓 Commercial Building	6b : 社區設施 Community Facility	8 : 酒店 Hotel
2c : 工業大樓 Industrial Building	7a : 幼稚園 Kindergarten	9 : 醫院 Hospital
3 : 屋苑 / 住宅大廈 Housing Estate / Residential Building	7b : 小學 Primary School	10 : 其他 Others
4 : 辦公室 Office #		

如機構成功招募大量的商舖或辦公室簽署約章，可獲頒發嘉許獎狀。

An Appreciation Certificate will be presented to the Organization successfully recruits a significant number of shops or offices to sign up the Charter.

1) Reply Slip

C. About the Charters

C. 關於約章 About the Charters

1. 節能約章 2019 (Energy Saving Charter 2019 scheme)

- (a) 在 2019 年夏季 6 月至 9 月期間，將室內平均溫度維持在攝氏 24 至 26 度之間；
To maintain average indoor air temperature at 24-26 °C during the summer months of June to September in 2019;
- (b) 在 2019 年 6 月至 2020 年 5 月期間，關掉不使用的電器及系統；
To switch off appliances and systems when not in use from June 2019 to May 2020;
- (c) 在 2019 年 6 月至 2020 年 5 月期間，採購具能源效益的產品（如貼有一級能源標籤的電器用具）及系統；
To procure energy efficient appliances (such as with Grade 1 energy labels) and systems from June 2019 to May 2020;
- (d) 與員工/ 學生/ 租客共同實踐以上節約能源措施。
To engage staff / students / tenants to adopt the above energy saving practices together.

2. 4Ts 約章 (4Ts Charter scheme)

- (a) 制定**時間表**以訂立**節能目標**；
To set energy saving **target** with a **timeline**;
- (b) 確保**節能成果**及建築物**能源數據的透明度**；
To ensure **transparency** on energy saving result and building energy data;
- (c) 鼓勵全民（如員工/ 學生/ 住戶/ 租客）**共同參與**達成**節能目標**。
To encourage inhabitants (including staff/students/occupants/tenants) to work **together** on the above energy saving target.

* 詳細資料請瀏覽網頁 (<http://www.energysaving.gov.hk/esc2019/tc/charter/index.html>)。
Please refer to the website (<http://www.energysaving.gov.hk/esc2019/en/charter/index.html>) for details.

1) Reply Slip

D. Signing Charter(s)

D. 簽署約章 Signing Charter(s)

請填寫簽署約章的場所資料。 Please fill in the information for the participating premise(s) signing the Charter Scheme.

E X A M P L E	類別 Category	3	
	機構名稱 Name of Organization	(中)	ABC 物業管理有限公司
		(Eng)	ABC Property Management Company Limited
	參與場所的名稱及地址 Name and Address of Participating Premises	(中)	九龍史提芬道 123 號 XYZ 花園
		(Eng)	XYZ Garden, 123 Stephen's Road, Kowloon
P L E	以上場所願意參與以下約章： The above premises would like to join the following Charter Scheme(s): 請於適當的空格填上剔號。 Please tick the box(es) as appropriate.		
	<input checked="" type="checkbox"/>	節能約章 2019 Energy Saving Charter 2019	
		請列明參與節能約章的指定地點 (如有) : 會所、大堂及公共地方 Please specify specific venue(s) for participating the Energy Saving Charter, if any : Clubhouse, lobby & common area	
例 子	^ 曾於以下年份簽署約章 Had participated in Energy Saving Charter		
	<input type="checkbox"/>	2012	<input type="checkbox"/> 2013 <input type="checkbox"/> 2014 <input checked="" type="checkbox"/> 2015 <input checked="" type="checkbox"/> 2016 <input checked="" type="checkbox"/> 2017 <input checked="" type="checkbox"/> 2018
	<input checked="" type="checkbox"/>	4Ts 約章 4Ts Charter (參加者需按要求提交有關資料) Participants are required to submit relevant information upon request.	

MUST fill in both English & Chinese information as they will be listed on website and other promotion material bilingually.

- Newly added years for selection in 2019 Charter
- Will be printed on Certificate

1) Reply Slip

D. Signing Charter(s)

Typical example for Housing

1.	類別 Category	3. Housing Estate / Residential Building
	機構名稱 Name of Organization	(中) 高衛物業管理有限公司 (Eng) Goodwell Property Management Limited
	參與場所的名稱及地址 Name and Address of Participating Premises	(中) 藍田滙景花園 1-17 號滙景花園第 1 至 17 座 (Eng) Tower 1-17, Sceneway Garden, 1-17 Sceneway Road, Lam Tin
<p>以上場所願意參與以下約章： The above premises would like to join the following Charter Scheme(s): 請於適當的空格填上剔號。 Please tick the box(es) as appropriate.</p> <p><input checked="" type="checkbox"/> 節能約章 2019 Energy Saving Charter 2019 請列明參與節能約章的指定地點 (如有) : <u>大堂</u> Please specify specific venue(s) for participating the Energy Saving Charter, if any : <u>Lobby</u></p> <p>^ 曾於以下年份簽署約章 Had participated in Energy Saving Charter <input type="checkbox"/> 2012 <input type="checkbox"/> 2013 <input checked="" type="checkbox"/> 2014 <input checked="" type="checkbox"/> 2015 <input type="checkbox"/> 2016 <input checked="" type="checkbox"/> 2017 <input checked="" type="checkbox"/> 2018</p> <p><input checked="" type="checkbox"/> 4Ts 約章 4Ts Charter (參加者需按要求提交有關資料 Participants are required to submit relevant information upon requested)</p>		

This venue had participated in the Charter 2018 and listed on the Website.

1) Reply Slip

D. Signing Charter(s)

Typical example for Office

1.	類別 Category	4. Office
	機構名稱 Name of Organization	(中) 港慧顧問有限公司 (Eng) Asian Gateway Consultants Limited
	參與場所的名稱及地址 Name and Address of Participating Premises	(中) 九龍新蒲崗雙喜街9號匯達商業中心13樓3室 (Eng) Room 1303, 13/F, Win Plaza, 9 Sheung Hei Street, San Po Kong, Kowloon
<p>以上場所願意參與以下約章： The above premises would like to join the following Charter Scheme(s): 請於適當的空格填上剔號。 Please tick the box(es) as appropriate.</p> <p><input checked="" type="checkbox"/> 節能約章 2019 Energy Saving Charter 2019 請列明參與節能約章的指定地點 (如有) : _____ Please specify specific venue(s) for participating the Energy Saving Charter, if any : _____</p> <p>^ 曾於以下年份簽署約章 Had participated in Energy Saving Charter <input type="checkbox"/> 2012 <input type="checkbox"/> 2013 <input type="checkbox"/> 2014 <input type="checkbox"/> 2015 <input type="checkbox"/> 2016 <input type="checkbox"/> 2017 <input type="checkbox"/> 2018</p> <p><input checked="" type="checkbox"/> 4Ts 約章 4Ts Charter (參加者需按要求提交有關資料 Participants are required to submit relevant information upon requested)</p>		

1) Reply Slip

D. Signing Charter(s)

Typical example for Office

1.	類別 Category	4. Office
	機構名稱 Name of Organization	(中) 恒基兆業地產附屬機構恒益物業管理有限公司 (Eng) Henderson Land Group Subsidiary Hang Yick Properties Management Limited
	參與場所的名稱及地址 Name and Address of Participating Premises	(中) 荃灣青山公路 620 號麗城花園第二期 (Eng) Phase 2, Belvedere Garden, 620 Castle Peak Road, Tsuen Wan
<p>以上場所願意參與以下約章： The above premises would like to join the following Charter Scheme(s): 請於適當的空格填上剔號。 Please tick the box(es) as appropriate.</p> <p><input checked="" type="checkbox"/> 節能約章 2019 Energy Saving Charter 2019 請列明參與節能約章的指定地點 (如有) : <u>管業處</u> Please specify specific venue(s) for participating the Energy Saving Charter, if any : <u>Management Office</u></p> <p>^ 曾於以下年份簽署約章 Had participated in Energy Saving Charter <input type="checkbox"/> 2012 <input type="checkbox"/> 2013 <input type="checkbox"/> 2014 <input checked="" type="checkbox"/> 2015 <input type="checkbox"/> 2016 <input checked="" type="checkbox"/> 2017 <input checked="" type="checkbox"/> 2018</p> <p><input checked="" type="checkbox"/> 4Ts 約章 4Ts Charter (參加者需按要求提交有關資料 Participants are required to submit relevant information upon requested)</p>		

This venue had participated in the Charter 2018 and listed on the Website.

1) Reply Slip

D. Signing Charter(s)

Typical example for Shop

1.	類別 Category	5a. Shop
	機構名稱 Name of Organization	(中) 1+One (Eng) 1+One
	參與場所的名稱及地址 Name and Address of Participating Premises	(中) 九龍灣牛頭角道 77 號淘大商場 F171 舖 (Eng) Shop F171, Amoy Plaza, 77 Ngau Tau Kok Road, Kowloon Bay
<p>以上場所願意參與以下約章： The above premises would like to join the following Charter Scheme(s): 請於適當的空格填上剔號。 Please tick the box(es) as appropriate.</p> <p><input checked="" type="checkbox"/> 節能約章 2019 Energy Saving Charter 2019 請列明參與節能約章的指定地點 (如有) : _____ Please specify specific venue(s) for participating the Energy Saving Charter, if any : _____</p> <p>^ 曾於以下年份簽署約章 Had participated in Energy Saving Charter <input type="checkbox"/> 2012 <input type="checkbox"/> 2013 <input type="checkbox"/> 2014 <input type="checkbox"/> 2015 <input checked="" type="checkbox"/> 2016 <input checked="" type="checkbox"/> 2017 <input checked="" type="checkbox"/> 2018</p> <p><input checked="" type="checkbox"/> 4Ts 約章 4Ts Charter (參加者需按要求提交有關資料 Participants are required to submit relevant information upon requested)</p>		

This venue had participated in the Charter 2018 and listed on the Website.

1) Reply Slip

D. Signing Charter(s)

Typical example for Kindergarten

1.	類別 Category	7a. Kindergarten
	機構名稱 Name of Organization	(中) 東華三院 (Eng) Tung Wah Group of Hospitals
	參與場所的名稱及地址 Name and Address of Participating Premises	(中) 沙田新翠邨新月樓 20-30 號東華三院馬陳景霞幼稚園 (Eng) TWGHs Chan King Har Kindergarten, 20-30 Sun Yuet House, Sun Chui Estate, Shatin
<p>以上場所願意參與以下約章： The above premises would like to join the following Charter Scheme(s): 請於適當的空格填上剔號。 Please tick the box(es) as appropriate.</p> <p><input checked="" type="checkbox"/> 節能約章 2019 Energy Saving Charter 2019 請列明參與節能約章的指定地點 (如有) : _____ Please specify specific venue(s) for participating the Energy Saving Charter, if any : _____</p> <p>^ 曾於以下年份簽署約章 Had participated in Energy Saving Charter <input type="checkbox"/> 2012 <input type="checkbox"/> 2013 <input type="checkbox"/> 2014 <input checked="" type="checkbox"/> 2015 <input checked="" type="checkbox"/> 2016 <input checked="" type="checkbox"/> 2017 <input checked="" type="checkbox"/> 2018</p> <p><input checked="" type="checkbox"/> 4Ts 約章 4Ts Charter (參加者需按要求提交有關資料 Participants are required to submit relevant information upon requested)</p>		

This venue had participated in the Charter 2018 and listed on the Website.

1) Reply Slip

Helpline

- For a lot of **venues / premises** signing the Charter, please contact the Event Secretariat at 3155 3977 for assistance.

2) Online System

Old participants (have participated in ESC 2018)

subscribe.emsd.gov.hk/esc2019/user/login.html

- Use the **login name** (email address) and **password**
- **Forgot password** is for those know the login name use **only**
- If have doubt, please call the Event Secretariat at 3155 3977 for assistance

The screenshot shows a login form titled "Contact Person Login". It contains two input fields: "Login" and "Password". Below these fields are two buttons: "Login" and "Forgot password". A red box highlights the "Login" and "Password" fields, with a red arrow pointing from the text "Use the login name (email address) and password" in the list above to this box. A yellow box highlights the "Forgot password" button, with a yellow arrow pointing from the text "Forgot password is for those know the login name use only" in the list above to this button. Below the buttons, there is a link "Don't have an account yet? Sign up here." and a "Sign up" button.

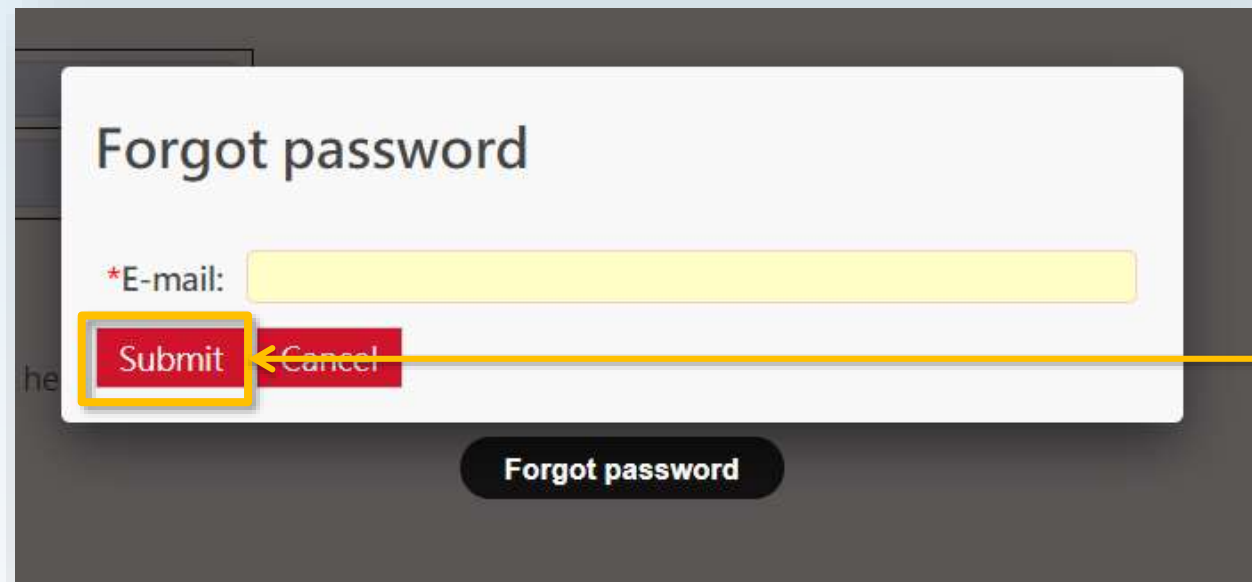
2) Online System

Old participants (have participated in ESC 2018)

subscribe.emsd.gov.hk/esc2019/user/login.html

Forgot password

- Please enter your email address and Press '[Submit](#)'.
New password will be sent via email within 2 working days.



Forgot password

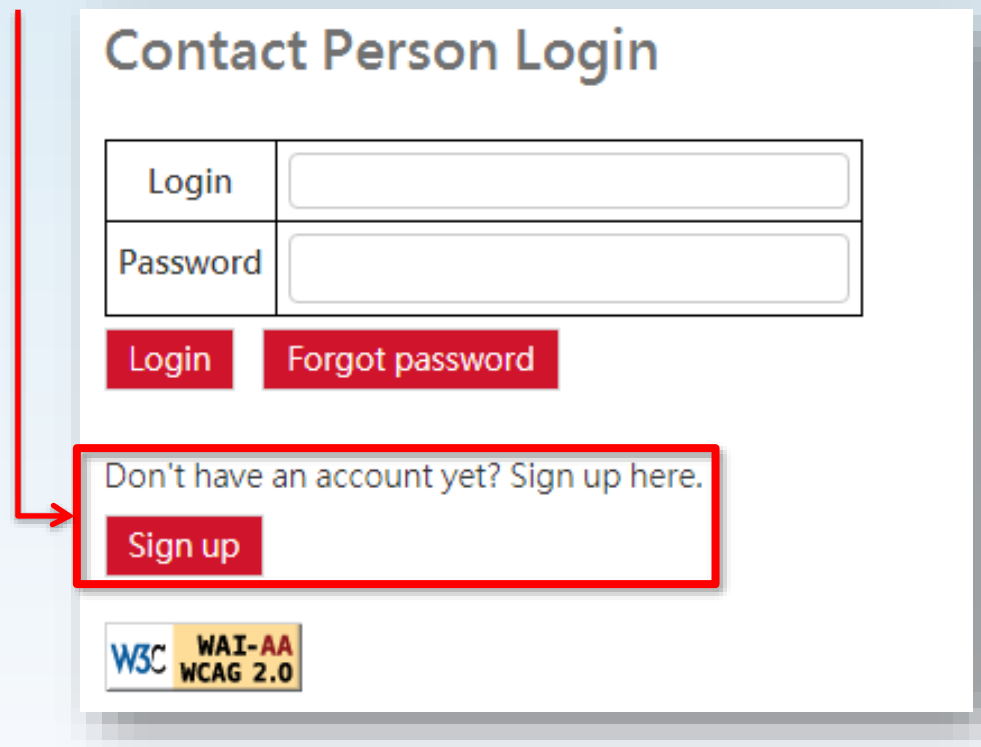
*E-mail:

Forgot password

2) Online System

New participants (have not participated in ESC 2018)

Click '[Sign Up](#)' for a new account



The image shows a 'Contact Person Login' form. It has two input fields: 'Login' and 'Password'. Below these fields are two buttons: 'Login' and 'Forgot password'. At the bottom of the form, there is a link that says 'Don't have an account yet? Sign up here.' with a red box around it and a red arrow pointing to it. Below the link is a 'Sign up' button. At the bottom left of the form, there is a logo for W3C WAI-AA WCAG 2.0.

Contact Person Login	
Login	<input type="text"/>
Password	<input type="password"/>
Login	Forgot password
Don't have an account yet? Sign up here.	
Sign up	

W3C WAI-AA WCAG 2.0

2) Online System

New participants (have not participated in ESC 2018)

After completing all information above, please press 'Submit' to sign up.

Sign up

*Name of Contact Person:

*E-mail: (Login Name)

*Password:
(At least 8 digits of numbers and/ or characters)


*Re-type Password:
(At least 8 digits of numbers and/ or characters)

Post:

*Phone:

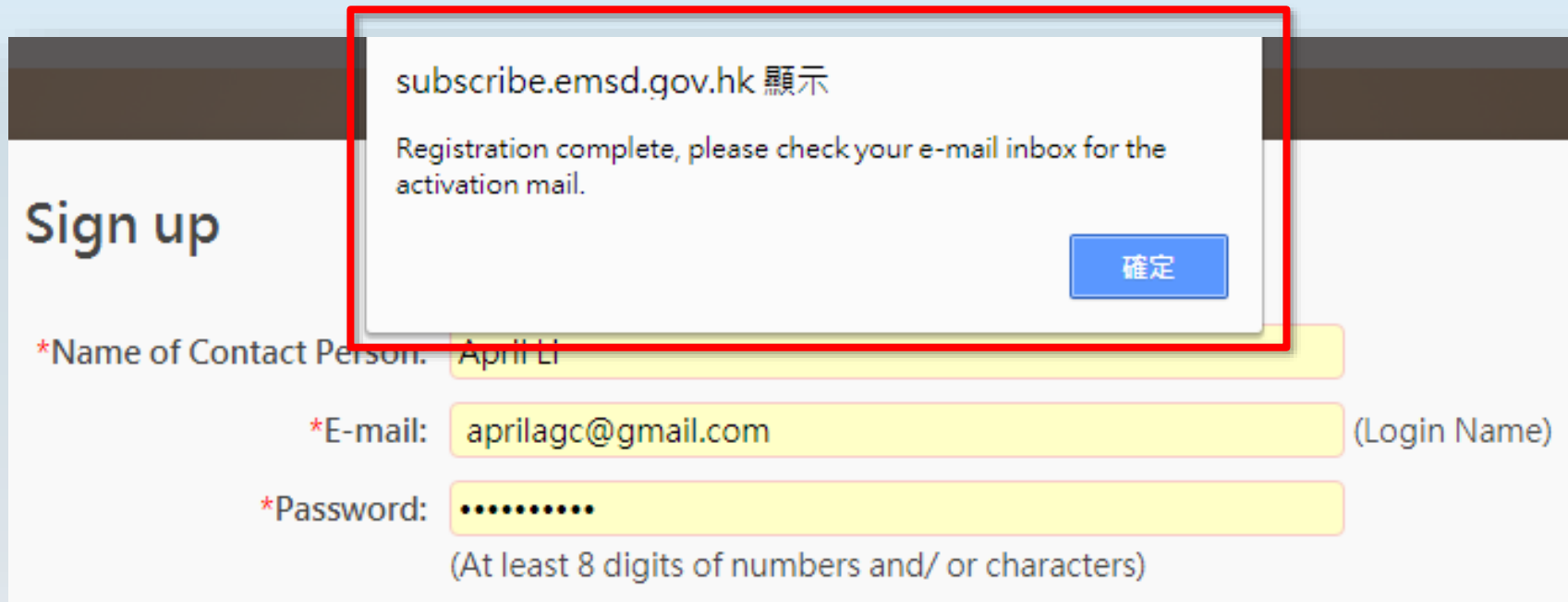
*Postal Address:

Please enter the CAPTCHA below



2) Online System

New participants (after clicking sign up)



The screenshot shows a web registration form titled "Sign up" on the website subscribe.emsd.gov.hk. A red-bordered popup window is centered over the form, displaying the message: "Registration complete, please check your e-mail inbox for the activation mail." with a blue button labeled "確定" (Confirm). Below the popup, the form fields are visible: "*Name of Contact Person:" with the value "April Li"; "*E-mail:" with the value "aprilagc@gmail.com" and the label "(Login Name)"; and "*Password:" with a masked field of eight dots and the instruction "(At least 8 digits of numbers and/ or characters)".

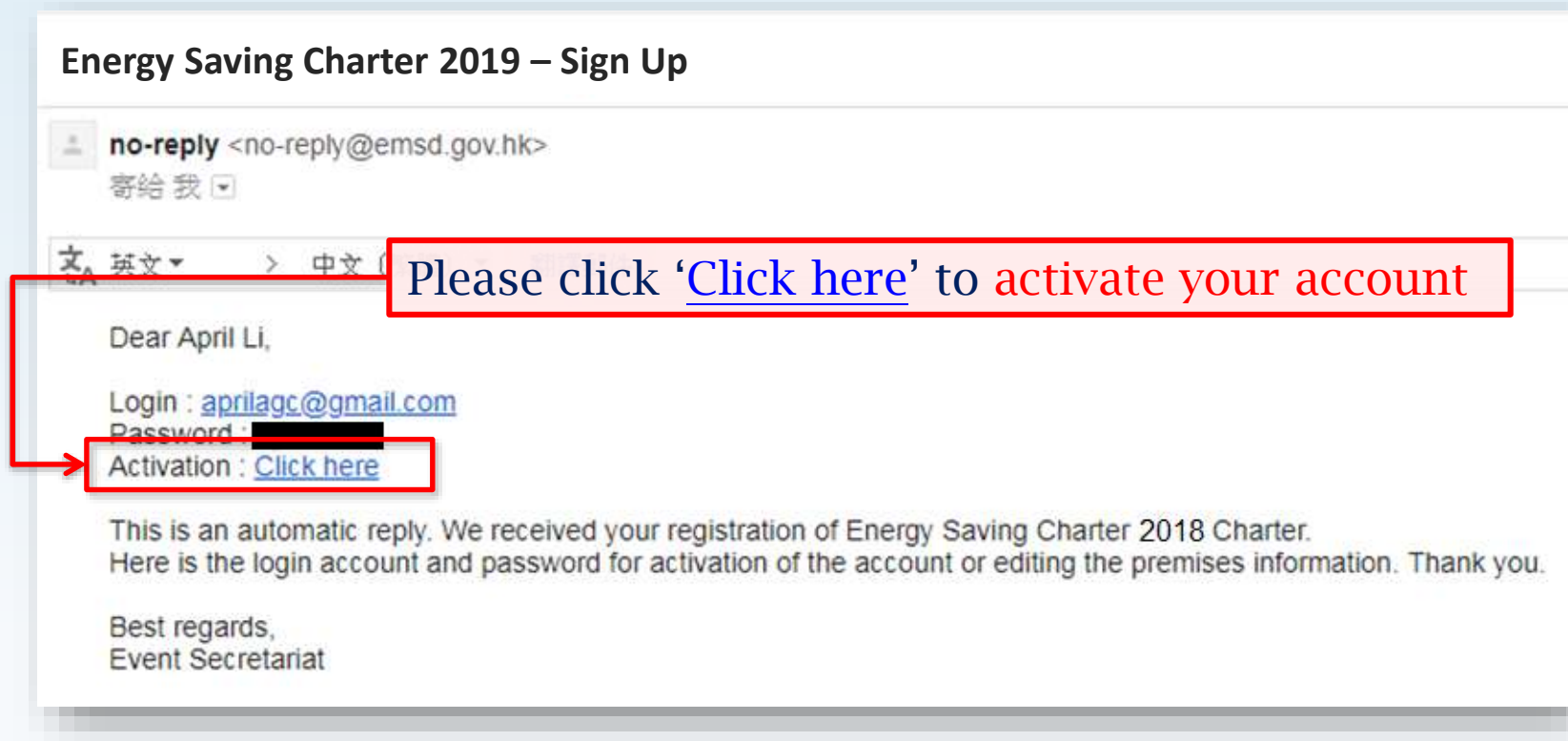
- * *Please make sure your **email address is correctly typed** in order to receive the activation mail.*

If you **do not receive** an email within 2 working days after signing up, please contact the Event Secretariat at 3155 3977.

2) Online System

New participants

- After clicking 'Submit', an email will be received **for**
 - Account Activation
 - Login name and password



2) Online System

New participants

After clicking the **Account Activation**, your account will be activated immediately.

You have successfully activated your account, please [login here](#).



2) Online System

New participants

Login procedures are the same as indicated before.

Contact Person Login

Login	<input type="text"/>
Password	<input type="password"/>

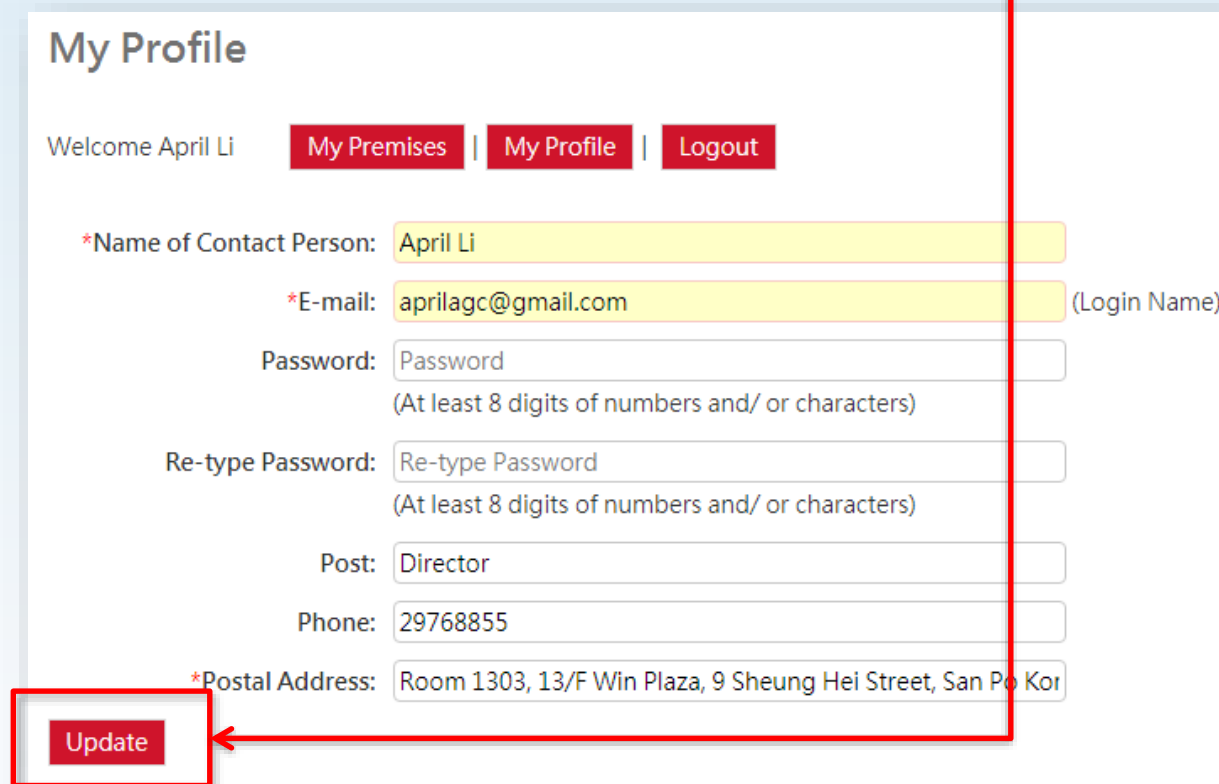
[Login](#) [Forgot password](#)

2) Online System

After successful login

My profile page

- At anytime, can update your profile, then press the 'Update' button for submission



My Profile

Welcome April Li [My Premises](#) | [My Profile](#) | [Logout](#)

*Name of Contact Person:

*E-mail: (Login Name)

Password:
(At least 8 digits of numbers and/ or characters)

Re-type Password:
(At least 8 digits of numbers and/ or characters)

Post:

Phone:

*Postal Address:

[Update](#)

2) Online System After successful login

For Signing Charter information, please click [‘My Premises’](#).

My Profile

Welcome April Li

[My Premises](#) | [My Profile](#) | [Logout](#)

*Name of Contact Person:

*E-mail: (Login Name)

Password:
(At least 8 digits of numbers and/ or characters)

Re-type Password:
(At least 8 digits of numbers and/ or characters)

Post:

Phone:

*Postal Address:

[Update](#)

2) Online System

Old participants (have participated in ESC 2018)

My Premises

Welcome Sample [My Premises](#) | [My Profile](#) | [Logout](#)

Sequence No.	Organisation	Category	Address	
03891-0001	Electrical and Mechanical Services Department 機電工程處	Office Building / Commercial Building / Industrial Building 辦公室大樓 / 商業大樓 / 工業大樓辦公室	Electrical and Mechanical Services Department Headquarters 機電工程處總部	Edit / Join Not join

[Add New premises](#)

Premises participated in the Charter before

2) Online System

Sequence No.	Organisation	Category	Address	
03891-0001	Electrical and Mechanical Services Department 機電工程署	Office Building / Commercial Building / Industrial Building 辦公室大樓 / 商業大樓 / 工業大樓辦公室	Electrical and Mechanical Services Department Headquarters 機電工程署總部	Edit / Join Not join

For the premises participated in Energy Saving Charter 2018:

Step 1: Click [‘Edit / Join’](#)

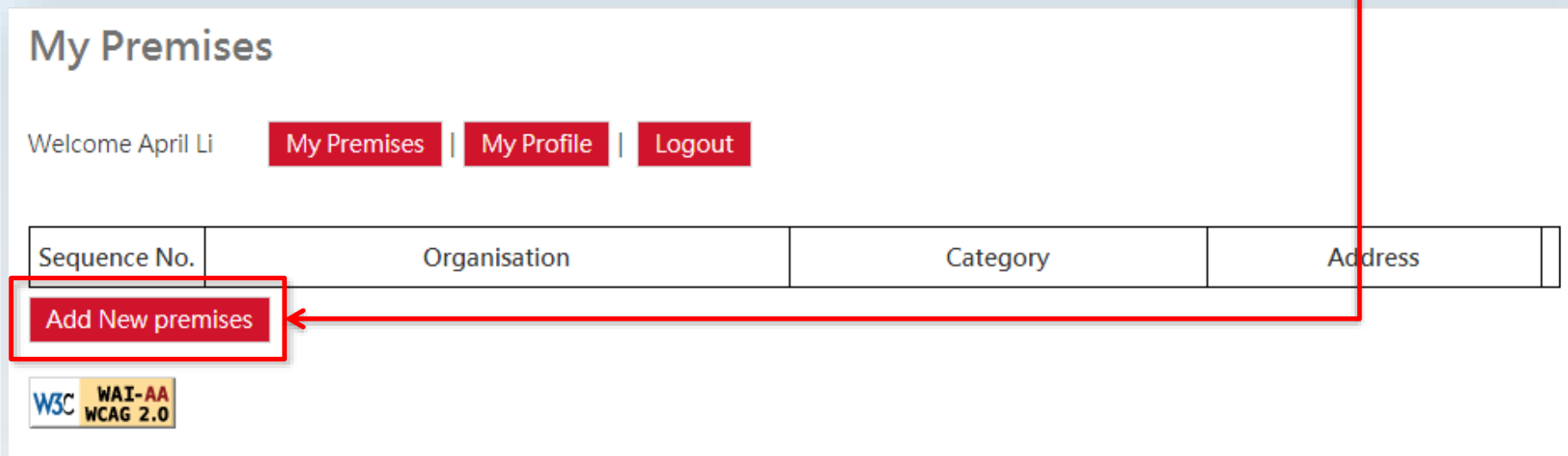
Step 2: Check your premises’ details and make change(s) if necessary

Step 3: Click [‘Save and Join’](#) to submit your application

2) Online System

Add New Premises


Click '[Add New premises](#)'
to create new premises



My Premises

Welcome April Li [My Premises](#) | [My Profile](#) | [Logout](#)

Sequence No.	Organisation	Category	Address
Add New premises			



Add New Premises

Example

The screenshot shows a web form for adding new premises. The form is divided into several sections:

- Organisation:** Eng: Electrical and Mechanical Services Department (dropdown), Chi: 機電工程處 (dropdown), Category: Office Building / Commercial Building / Industrial Bldg (dropdown).
- Participating Premises Address:** (English) Flat / Room / Unit / Suite, Floor, Shop, Block/Tower/Name of Building: Electrical and Mechanical Services Department Headquarter, Name of Estate/Shopping Mall, Number and Name of Street: 3 Kai Shing Street, Location: G/F Lobby, Common Area & Corridors, District: Kowloon Bay - 九龍灣.
- Address in Chinese:** (中文) 大廈名稱及門牌號碼: 新成街3號, 屋苑/商場/商場名稱, 大廈名稱/層: 機電工程處總區, 樓: 樓, 地點: 地下大堂, 公眾地方及後座.
- Charter Schemes:** A list of schemes with checkboxes for selection:
 - 1. 節能約章2017 (Energy Saving Charter 2017 Scheme)
 - (a) 在2017年夏季6月至9月期間, 將平均室內溫度維持在24至26度之間。
To maintain average indoor temperature 24-26 °C during the summer months of June to September in 2017.
 - (b) 在2017年6月至2018年5月期間, 將停止使用的電器系統。
To switch off appliances and systems when not in use from June 2017 to May 2018.
 - (c) 在2017年6月至2018年5月期間, 採購節能標記的電器 (如附有一級能源標記的電器) 及系統。
To procure energy efficient appliances such as with Grade 1 energy labels and systems from June 2017 to May 2018 and.
 - (d) 動員工 / 學生共同實踐以上節約能源做法。
To engage staff / students to adopt the above energy saving practices together.
 - 2. 4Ts約章 (4Ts Charter Scheme)
 - (a) 制定時間表以訂立節能目標。
To set energy saving target with a timeline.
 - (b) 確保與透明度以追蹤節能成效。
To ensure transparency to track energy saving result and.
 - (c) 鼓勵全體 (動員工 / 學生 / 住戶 / 租客) 共同參與達成節能目標。
To encourage inhabitants (including staff / students / occupants / tenants) to work together on the above energy saving target.

Buttons at the bottom: Save and Join, Add New premises, Cancel.

2) Online System

Add New Premises

*Organisation: Eng << --Choose from saved record--

Chi << --Choose from saved record--

*Category: -- Please select 請選擇 --

Participating Premises' Address

(English) Flat / Room / Unit / Suite / Shop

Block/Tower/Name of Building:

Name of Estate/Shopping Mall:

Number and Name of Street:

Location: e.g.- All areas, Lobby, Lift lobby, Podium, Public commons, Common areas, Clubhouse, Management Office, Customer Service Cent

District 地區: -- Please select 請選擇 --

參與場所的地址

(中文) 街道名稱及門牌號碼:

屋苑/屋宇/商場名稱:

大廈名稱/座:

樓: 舖 / 室 :

Step 1: Select Category

Add New Premises

The screenshot shows a web form for adding new premises. The form is divided into English and Chinese sections. Mandatory fields are highlighted in yellow and marked with an asterisk (*). Red arrows point to these fields from the right side of the form.

English Section:

- *Organisation: Eng [Yellow highlighted text input]
- Cl [Yellow highlighted text input]
- *Category: Shopping Mall 商場 [Yellow highlighted dropdown menu]
- Participating Premises' Address
- (English) Flat [radio] / Room [radio] / Unit [radio] / Suite [radio] [input] Floor: [input]
- [radio] / Shop [radio]
- Block/Tower/Name of Building [input]
- * Name of Estate/Shopping Mall [Yellow highlighted text input]
- Number and Name of Street: [input]
- Location: [input] (e.g. All areas, Lobby, Lift lobby, Pool area, Public corridors, Common areas, Clubhouse, Management Office, Customer Service Cent)
- * District 地區 [Yellow highlighted dropdown menu]

Chinese Section:

- 參與場所的地址
- (中文) 街道名稱及門牌號碼: [input]
- * 屋苑/屋邨/商場名稱: [Yellow highlighted text input]
- 大廈名稱/座: [input]
- 樓: [input] 舖/室: [input]
- 地點: 例如: 所有地方、大堂、升降機大堂、平台、公共走廊、公共地方、會所、管理處/管理處、客戶服務中心

At the bottom of the form is a button labeled "Add New premises".

Step 2: Fill in Mandatory Fields
(Highlighted in **yellow** & with *****)

Add New Premises

*Organisation: Eng << --Choose from saved record--
Chi << --Choose from saved record--
ABC Company Limited
*Category: -- Please select 請選擇 --

You may find and select your entered organisation in the drop-down list.

* Suggest to type *full name* (e.g. ✓ Limited × Ltd.)

Participating Premises' Address

Flat / Room / Unit / Suite Floor:
 / Shop
樓: 舖 / 室 :

Enter letter(s)/number(s) *only*
(e.g. Ground floor→G; 1/F→1)

Add New Premises

Block/Tower/Name of Building:	<input type="text"/>
Name of Estate/Shopping Mall:	<input type="text"/>
屋苑/屋邨/商場名稱:	<input type="text"/>
大廈名稱/座:	<input type="text"/>

Housing Estate / Residential Building, NGO, School & Others

Block/Tower/Name of Building

Name of Estate (if applicable)

Shop & Shopping Mall

Name of Shopping Mall

Office, Office/Commercial/Industrial Building, Hotel & Hospital

Block/Tower/ Name of Building

Add New Premises

* Number and Name of Street:

* 街道名稱及門牌號碼:

- * Suggest to type full name (e.g. ✓ Street × St. / ✓ Road × Rd.)
- English address: 1 Stephen's Road
- 中文地址：史提芬道123號

Add New Premises

* Location: e.g. All areas, Lobby, Lift lobby, Podium, Public corridors, Common areas, Clubhouse

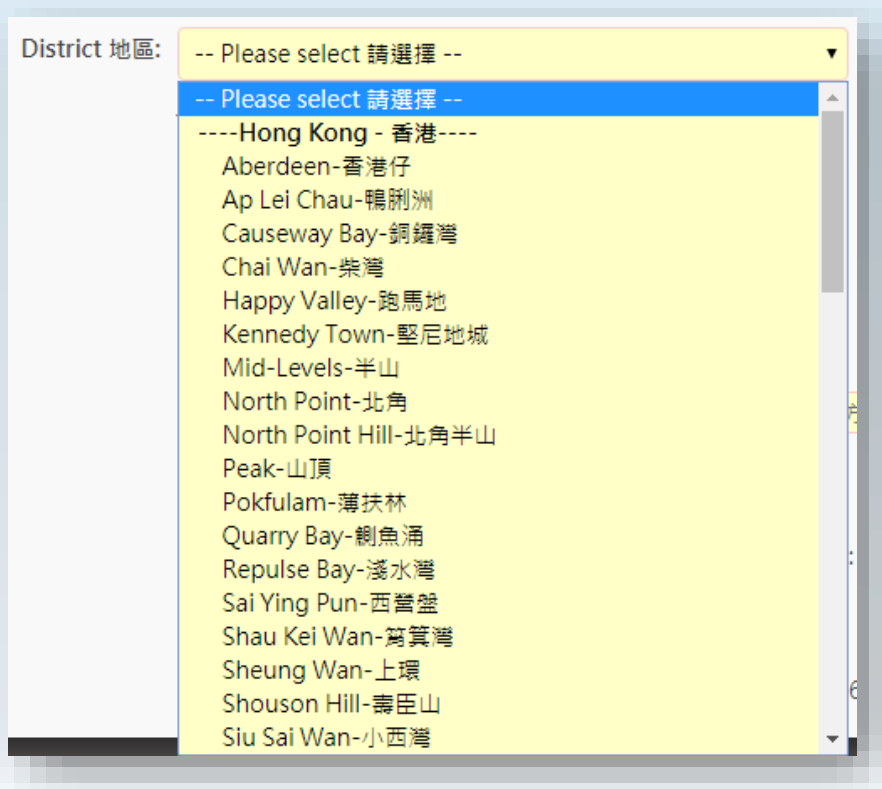
* 地點: 例如: 所有地方、大堂、升降機大堂、平台、公共走廊、公共地方、會所

You may only apply for specific location(s) such as:

- All areas
- Lobby
- Common areas
- Clubhouse
- Podium
- Lift lobby
- Public corridors

* If only applying Management Office, Customer Service Office, etc., it should be applied in 'Office' category instead of 'Housing Estate/Residential Building'.

Add New Premises



District can be selected in the drop-down list.

Add New Premises

有關場所願意簽署以下約章：(請於適當的空格填上別號)

The venue would like to sign the following Charter Scheme(s): (Please tick the box(es) as appropriate)

1. 節能約章2019 (Energy Saving Charter 2019 Scheme)

- (a) 在2019年夏季6月至9月期間，將平均室內溫度維持在24至26度之間；
To maintain average indoor temperature 24-26 °C during the summer months of June to September in 2019;
- (b) 在2019年6月至2020年5月期間，關掉不使用的電器及系統；
To switch off appliances and systems when not in use from June 2019 to May 2020;
- (c) 在2019年6月至2020年5月期間，採購具能源效益的產品（如貼有一級能源標籤的電器用具）及系統；
To procure energy efficient appliances (such as with Grade 1 energy labels) and systems from June 2019 to May 2020; and
- (d) 與員工 / 學生 / 租客共同實踐以上節約能源措施。
To engage staff/ students/ tenants to adopt the above energy saving practices together.

曾於以下年份簽署約章

Had participated in Energy Saving Charter

2012 2013 2014 2015 2016 2017 2018

2. 4Ts約章 (4Ts Charter Scheme)

- (a) 制定時間表以訂立節能目標；
To set energy saving **target** with a **timeline**;
- (b) 確保具透明度跟進節能成效及建築物能源數據；
To ensure **transparency** on energy saving result and building energy data;
- (c) 鼓勵全民（如員工 / 學生 / 住戶 / 租客）共同參與達成節能目標。
To encourage inhabitants (including staff / students / occupants / tenants) to work **together** on the above energy saving target.

Tick the box(es) of year(s) participated

Tick the box(es) to sign the Charter(s)

Add New Premises

(a) 制定明確的短期節能目標；
To set energy saving target with a timeline;

(b) 確保具透明度跟進節能成效；
To ensure transparency to track energy saving result; and

(c) 鼓勵全民（如員工／學生／住戶／租客）共同參與達成節能目標。
To encourage inhabitants (including staff / students / occupants / tenants) to work together on the above energy saving target.

Save and Join

Cancel

Add New premises

Click '[Save and Join](#)' to submit your application

Add New Premises

Sequence No.	Organisation	Category	Address	
03891-0001	ABC Company Limited 甲乙丙有限公司	Shopping Mall 商場		Edit / Join

Add New premises

Pending Approval

Usually approved
within 7 working days

Approved

Sequence No.	Organisation	Category	Address	
03891-0001	ABC Company Limited 甲乙丙有限公司	Shopping Mall 商場	ABC Mall 甲乙丙商場	Edit / Join Unjoin

Add New premises

Information Collect Form

4Ts Charter

4Ts 的章計劃 – 資料收集
4Ts Charter Scheme – Information to be collected

傳真 Fax : 8143 0048
電話地址 Email : esc2019@emsd.gov.hk
電話 Phone : 3155 3977

(此表格適合以打字方式填寫，如將表格紙張掃描上送亦屬歡迎)
It is preferable to have this form typed and send its soft version to us via the above email

參與 4Ts 的學校機構須向本處提交有關資料，如參與機構的能源節約目標的開支 (只限 4Ts 及其成效 (見 C 部分))，成效的資料只供內部分析，並不會向外公布。
Upon requested, participating organisation is required to submit relevant information related to the 4Ts Charter, such as energy saving target with timeline (see section B below) and result of participating premises (see section C below). This information will be used for internal analysis only and aggregated data will be published.

(A) 基本資料 Basic information

序號 Sequence Number:	
機構名稱 Name of Organization:	
參與機構名稱 Name of Participating Premises:	
聯絡人姓名 Name of Contact Person:	
電話地址 Email:	
傳真 Fax:	

(B) 訂立節約能源目標的日期表 Establishing energy saving target with timeline:

(1) 基年年份 Base Year : 年份 Year _____

(2) 目標年份 Target Year : 年份 Year _____

(3) 與基年相比，目標年目標節約的百分比 Percentage of Energy Reduction by Target Year when compare with Base Year : _____ %

(4) 基年全年的總耗電量 Total Energy Consumption¹ of Base Year : _____ 兆瓦時(MWh)

1 For information, 1 MWh is equivalent to 3.6 Mega Joules (MJ)
1 兆瓦時 = 3.6 百萬焦耳

(C) 為了確保公開透明，供參與機構參考，所有參與機構須採用下列方法，將節電的成效在網上刊載。 To achieve transparency, organisation of participating premises will adopt following method(s) to publish its energy saving results and building energy data (please put tick(s) in appropriate box(es)).

年報報告 Annual Report
 網頁 Website
 對外通訊 Newsletter (for public)
 其他: 請列明如下 Others: please specify below _____

內網 Intranet
 電郵 Memo/Circular

備註：參與機構須提交有關節電的成效，如每年一次。
Note – Participating organisation/ premises is required to report energy saving results, say, on annual basis upon requested.

(D) 鼓勵住戶 (包括員工、學生、住戶、租客) 參與制定或實施節電計劃 (透過與住戶共同制定)
Measures for encouraging inhabitants (including staff/students/ occupants/ tenants) to work together on the energy saving target. Please put tick(s) in appropriate box(es).

邀請員工、學生、住戶等，參與制定或實施節電計劃 Involve inhabitants in planning of energy saving programme
 制定節電的進度目標，並向員工、學生、住戶、租客給予回饋 Set goals and provide feedback to inhabitants on progress of energy saving programme
 鼓勵員工、學生、住戶，對節電計劃提供意見 Encourage participation of inhabitants in implementation of energy saving programme
 為員工、學生、住戶、租客提供簡短或支援性的節電計劃簡報 Provide briefing or supportive coaching for inhabitants on energy saving
 與住戶定期溝通，員工、住戶、租客提供意見 Communicate regularly with inhabitants on energy saving programme
 定期提供機會與住戶分享目標及成就 Create opportunities for sharing of goals and accomplishments
 其他: 請列明如下 Others: please specify below _____

備註：參與機構須提供實業、提交文件證明以上有關方法得以實施。
Note – Participating organisation/ premises is required to provide documentary proof of above measures upon requested.

- Complete the form and email to esc2019@emsd.gov.hk
- Preferably, to be submitted together with the Reply Slip

* Information Collect Form is subject to minor changes.

Information Collect Form

4Ts Charter

(A) 基本資料 Basic Information

序號 Sequence Number :	
機構名稱 Name of Organization :	Asian Gateway Consultants Limited
參與場所名稱 Name of Participating Premises:	Room 1303, 13/F, Win Plaza
聯絡人名稱 Name of Contact Person:	April Li
電郵地址 Email:	aprilagc@gmail.com
電話 Tel:	2967 8855

(B) 制定時間表以訂立節能目標 Establishing energy saving target with timeline:-

(i) 基準年份 Base Year	:	年份 Year	2018
(ii) 目標年份 Target Year	:	年份 Year	2019
(iii) 與基準年份相比，目標年份能源節省的百分比 Percentage of Energy Reduction by Target Year	:		
when compare with Base Year			2 %
(iv) 基準年份的總能源消耗 ¹ Total Energy Consumption ¹ of Base Year	:		265405 兆焦耳(MJ)

¹ For information, 1 kWh is equivalent to 3.6 Mega Joules (MJ)

¹ 以供參考，1 千瓦小時相當於 3.6 兆焦耳

Information Collect Form

4Ts Charter

(C) 為了確保具透明度，參與機構將會採用以下公佈節能成效及建築物能源數據的方法（請於適當的空格填上剔號） To achieve transparency, organization of participating premises will adopt following method(s) to publish its energy saving results and building energy data (please put tick(s) in appropriate boxes):-

年度報告 Annual Report

網站 Website

對外通訊 Newsletter (for public)

其他: 請註明如下

Others: please specify below

內聯網 Intranet

內部通訊 Memo/ Circular

備注：參與機構須因應要求提交能源節約的成效，如每年度一次。

Note – Participating organization/ premises is required to report energy saving results, say, on annual basis upon requested.

Information Collect Form

4Ts Charter

(D) 鼓勵全民（如員工/ 學生/ 住戶/ 租客）共同參與達成節能目標的方法（請於適當的空格填上剔號）
Measures for encouraging inhabitants (including staff/ students/ occupants/ tenants) to work together on the energy saving target. Please put tick(s) in appropriate box(es):-

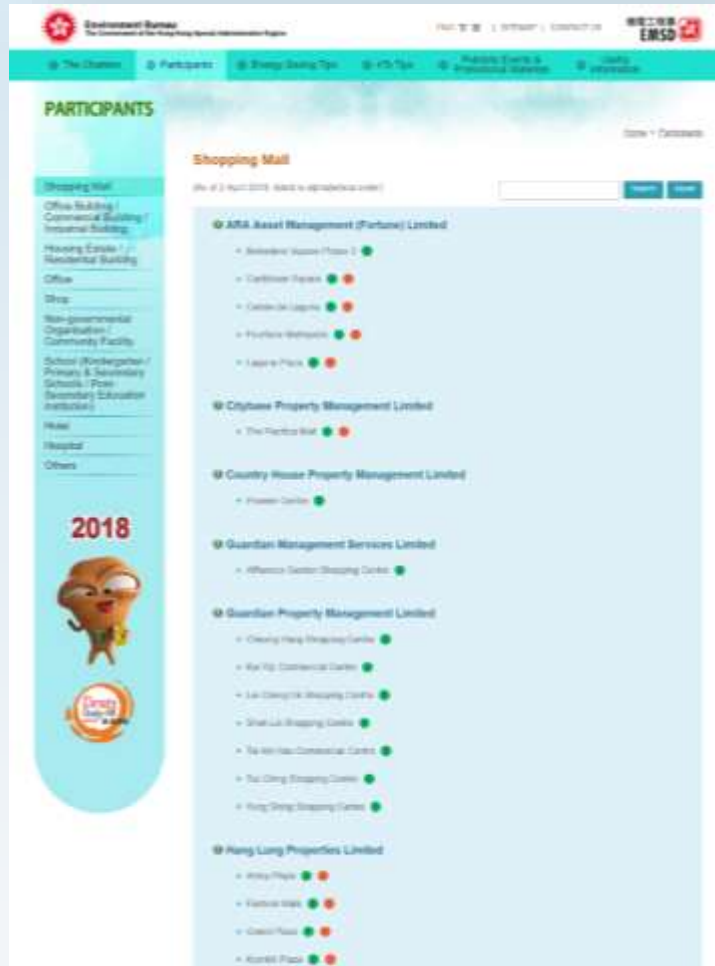
- 讓員工／學生／居住者／承租人參與計劃節能項目
Involve inhabitants in planning of energy saving programme
- 就節能項目的進度訂下目標，並向員工／學生／住戶／租客給予反饋。
Set goals and provide feedback to inhabitants on progress of energy saving programme
- 鼓勵員工／學生／住戶／租客參與實踐節能計劃
Encourage participation of inhabitants in implementation of energy saving programme
- 為員工／學生／住戶／租客提供簡介會或支援訓練來鼓勵他們參與節能計劃
Provide briefing or supportive coaching for inhabitants on energy saving
- 就節能計劃與員工／學生／住戶／租客進行定期溝通
Communicate regularly with inhabitants on energy saving programme
- 開創目標和成果共享的機會
Create opportunities for sharing of goals and accomplishments
- 其他: 請註明如下
Others: *please specify below*

備注：參與機構須因應要求，提交文件證明以上有關方法得以實施。

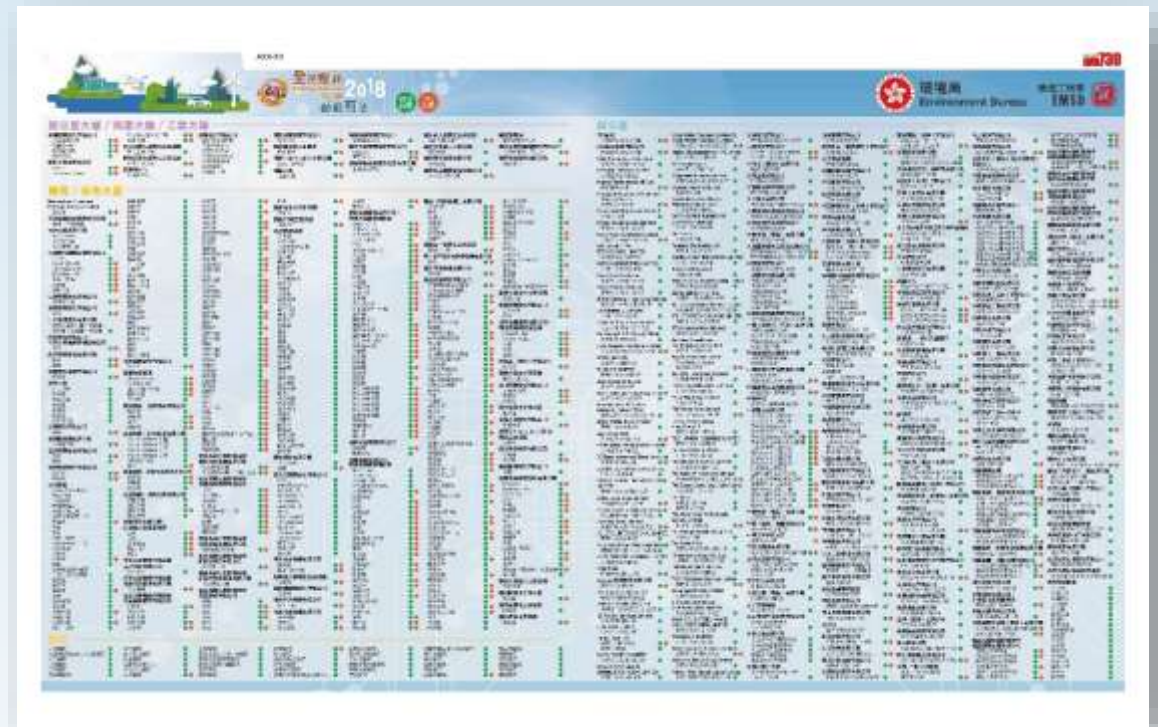
Note – Participating organization/ premises is required to provide documentary proof of above measures upon requested.

List of Participants

Website



Newspaper



For the Energy Saving Charter 2018

Publicity Materials

- Poster
- Window sticker
- Switch sticker

- Deliver together with certificate(s) by post

Poster of ESC2018



For the Energy Saving Charter 2018

Certificate of Participation



For the Charters 2018



- Name of participating premises
- Specify location(s)
- May add year(s) of signing

- Deliver by post
 - Postal address provided during online sign up / reply slip

Appreciation Certificate

Will be presented to **outstanding organisations** who successfully recruit a significant number shops/offices to sign up the Energy Saving Charter 2019

B. 類別 Categories

1 : 商場 Shopping Mall	5 : 商舖 Shop #	7c : 中學 Secondary School
2a : 辦公室大樓 Office Building	6a : 非政府機構 Non-governmental Organisation	7d : 專上教育院校 Post-Secondary Education Institution
2b : 商業大樓 Commercial Building	6b : 社區設施 Community Facility	8 : 酒店 Hotel
2c : 工業大樓 Industrial Building	7a : 幼稚園 Kindergarten	9 : 醫院 Hospital
3 : 屋苑/住宅大廈 Housing Estate/Residential Building	7b : 小學 Primary School	10 : 其他 Others
4 : 辦公室 Office #		

如機構成功招募大量的商舖或辦公室簽署約章，可獲頒發嘉許獎狀。
An Appreciation Certificate will be presented to the Organization successfully recruits a significant number of shops or offices to sign up the Charter.

Application Deadline

- Tentatively, the Ceremony for **Energy Saving for All 2019** will be held on **5 July 2019**
- Application has opened on 29 April 2019.
- However, preferably submit **on or before 14 June 2019** for listing on the website (on the Ceremony Day though it will be updated regularly) and all promotion material (e.g. newspaper supplements)

Enquiry

Phone: 3155 3977

Email : esc2019@emsd.gov.hk

Q&A Session

