

SYSTEM SPECIFICATION
ON
DATA MANAGEMENT SYSTEM
FOR
BUILDINGS ENERGY EFFICIENCY ORDINANCE
FOR
ENERGY EFFICIENCY OFFICE
OF
ELECTRICAL AND MECHANICAL SERVICES
DEPARTMENT (EMSD)



By



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SYSTEM SPECIFICATION ON DATA MANAGEMENT SYSTEM FOR BUILDINGS ENERGY EFFICIENCY
ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL AND MECHANICAL SERVICES
DEPARTMENT (EMSD)

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SYSTEM SPECIFICATION ON DATA MANAGEMENT SYSTEM FOR BUILDINGS ENERGY
EFFICIENCY ORDINANCE FOR ENERGY EFFICIENCY OFFICE OF ELECTRICAL AND MECHANICAL
SERVICES DEPARTMENT (EMSD)

Amendment History				
Change Number	Revision Description	Section Affected	Revision Number	Date
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1. DEFINITION AND CONVENTION

1.1 Definition

In this document, unless the context otherwise requires, the following expressions have the following meanings:

Term	Definition
BEEO	Buildings Energy Efficiency Ordinance
WBRS	Web-based Registration Services for online application submission.
REA	Registered Energy Assessor
COCR	Certificate of Compliance Registration
FOC	Form of Compliance

2. FUNCTIONAL SPECIFICATION

2.1 Function Summary

The following naming convention is used for naming the functions:

This function list defines the functions to be provided by the required system.

Function ID = [Category] + [3-digit Sequence Number]

Category	Function
ASS	Assignment of WBRS Records
SDM	Submission & Case Document Management
REA	Registered Energy Assessor
COCR	Certificate of Compliance Registration
FOC	Form of Compliance

Category	Function ID	Function Name
ASS	ASS-001	Search WBRS Records of COCR/FOC
	ASS-002	View WBRS Records of EE1
	ASS-003	View WBRS Records of EE2
	ASS-004	View WBRS Records of EE3
	ASS-005	View WBRS Records of EE4
	ASS-006	Search WBRS Records of REA
	ASS-007	View WBRS Records of REA1
	ASS-008	View WBRS Records of REA3
REA	REA-001	Maintain REA Case
	REA-002	Generate REA E-Licence
	REA-003	Maintain REA Registration
COCR	COCR-001	Maintain COCR Case
	COCR -002	Generate COCR E-Licence
	COCR -003	Maintain COCR Registration

2.2 Function Definition

2.2.1 Assignment of WBRs Records

2.2.1.1 ASS-001 Search WBRs Records of COCR/FOC

Function ID	:	ASS-001	Mode	:	Online/Update
Name	:	Search WBRs Records of COCR/FOC			
Frequency	:	(Min: 0 Avg: 1000 Max: 2000)	Period	:	Yearly
Description:					
This function allows user to search all WBRs records of EE1, EE2, EE3, EE4.					
Related Path: [Assignment]>[Assign WBRs Record]					
<ul style="list-style-type: none">- User can use the [Status] dropdown to filter WBRs records.- User can see a list of WBRs record summary with below informations.					
Column		Description			
Select to Assign		Checkbox to assign/cancel			
Submission Type		Options: <ul style="list-style-type: none">- EE1- EE2- EE3- EE4			
Application No.		Application Number generated from WBRs Link to WBRs Record details page			
Building Name		Building Name			
Building Address		Building Address			
Receive Date		Receive Date			
Status		Options: <ul style="list-style-type: none">- PENDING- NEW- CONVERTED- CANCELLED			
Inspector		Inspector of the assignment			
Engineer		Engineer of the assignment			
<ul style="list-style-type: none">- User can click on the specified row to view the WBRs record details.- User can filter records where [Status] = NEW, check the [Select to Assign] checkbox, select [Inspector] dropdown and [Engineer] dropdown and then click [Assign] button to complete the assignment, the [Status] of the record(s) will be updated from “NEW” to “CONVERTED”.- User can filter records where [Status] = “NEW”/”PENDING”, check the [Select to					

Assign] checkbox, input [Cancel Reason] and then click [Cancel] button to cancel the application, the [Status] of the record(s) will be updated from “NEW”/”PENDING” to “CANCELLED”.

Related Requirements:

REQ-3001 – COCR Case Maintenance

2.2.1.2 ASS-002 View WBRs Records of EE1

Function ID	:	ASS-002	Mode	:	Online/Update
Name	:	View WBRs Records of EE1			
Frequency	:	(Min: 0 Avg: 300 Max: 600)	Period	:	Yearly
Description:					
This function allows user to view the details of WBRs records of EE1.					
Related Path: [Assignment]>[Assign WBRs Record]					
User can click on the specified row to view the details of WBRs record with below informations					
WBRs - EE1 Record Details					
Field		Type		Details	
Application No.		Textbox		WBRs Application Number	
Building Name (English)		Textbox			
Building Name (Chinese)		Textbox			
Cancel Reason		Textarea			
Address of Proposed Building		Label			
Street No.		Label			
Start No.		Textbox		Street Start No.	
Alpha		Textbox		Street Start No. Alpha	
End No.		Textbox		Street End No.	
Alpha		Textbox		Street End No. Alpha	
Street		Label			
English		Textbox		Street English Name	
Chinese		Textbox		Street Chinese Name	
District		Textbox			
Area		Textbox			
Lot No.		Textbox			
Developer					
BEC Edition		Textbox			
Company Name (English)		Textbox			
Company Name (Chinese)		Textbox			
Salutation		Radio Button		Options: - Mr. - Miss - Ms.	
Position		Textbox			
Name (English)		Textbox		Developer Name (English)	

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Name (Chinese)	Textbox	Developer Name (Chinese)
Correspondence Address	Label	Developer Correspondence Address
Room/Flat	Textbox	
Floor	Textbox	
Block	Textbox	
Building	Textbox	
Street No.	Label	
Start No.	Textbox	Street Start No.
Alpha	Textbox	Street Start No. Alpha
End No.	Textbox	Street End No.
Alpha	Textbox	Street End No. Alpha
Street (English)	Textbox	Street English Name
District	Textbox	
Area	Textbox	
Telephone	Textbox	
Fax	Textbox	
Email	Textbox	
Registered Energy Assessor		
BEC Edition	Textbox	
Salutation	Radio Button	Options: - Mr. - Miss - Ms.
Name (English)	Textbox	REA English Name
Name (Chinese)	Textbox	REA Chinese Name
Correspondence Addresss	Label	REA Correspondence Addresss
Room/Flat	Textbox	
Floor	Textbox	
Block	Textbox	
Building	Textbox	
Street No.	Label	
Start No.	Textbox	Street Start No.
Alpha	Textbox	Street Start No. Alpha
End No.	Textbox	Street End No.
Alpha	Textbox	Street End No. Alpha
Street (English)	Textbox	Street English Name
District	Textbox	
Area	Textbox	
Telephone	Textbox	
Fax	Textbox	

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Email	Textbox	
Registration No.	Textbox	REA Registration No.
Expiry Date	Textbox	Date format = dd/MM/yyyy
Supplementary Information		
Type of Building	Checkbox List	Options: <ul style="list-style-type: none"> - Commercial - Community - Hospital, clinic or rehabilitation center - Residential - Municipal - Composite (industrial & office) - Industrial - Government - Composite (commercial & residential) - Hotel and guesthouse - Railway station - Passenger terminal building of airport - Educational - Other composite use
Other composite use	Textbox	Description of Other composite use
Date of Declaration by REA	Textbox	Date format = dd/MM/yyyy
Supersede Previous Form	Radio Button	Options: <ul style="list-style-type: none"> - Yes - No
Previous Submission No.	Textbox	
Date of Declaration by REA in Previous Form	Textbox	
Consent Building Work MapType	Radio Button	Options: <ul style="list-style-type: none"> - plan - map
Consent Issue Date	Textbox	
Consent Document No. Type	Radio Button	Options: <ul style="list-style-type: none"> - Permit No. - Reference No. - Contract No.
Consent Document No.	Textbox	
Commence Date Type	Radio Button	Options: <ul style="list-style-type: none"> - Anticipated - Actual
Commence Date	Textbox	
Occupation Date	Textbox	

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Internal Floor Area(m^2)	Textbox		
Exemption Grant	Radio Button	Options: - Yes - No	
Exemption Reference No.	Textbox		
Exemption Date	Textbox		
Exemption Installations	Textbox		
Checklist of Document Proof that must be submitted	Label		
Copy of consent to the commencement of building works	Checkbox		
Site location plan/ map * in A3 size	Checkbox		
Responsible Person	Label		
Organization Name (English)	Textbox		
Organization Name (Chinese)	Textbox		
Name (English)	Textbox		
Name (Chinese)	Textbox		
Attachment			
Attachment	Grid	Name	Details
		File Name	File full name
		Type	Options: - Submission Form - Acknowledgement Letter / Memo - Request for Supplementary Information Letter / Memo - Checklist for general Checking - Inspection Notice - Detailed Compliance Checklist - Inspection Report - Improvement Notice - Others - S29 Letter - Reminder letters - COCR certificate - EA form
		Remark	

Related Requirements:	
REQ-3001 – COCR Case Maintenance	

2.2.1.3 ASS-003 View WBRs Records of EE2

Function ID	:	ASS-003	Mode	:	Online/Update
Name	:	View WBRs Records of EE2			
Frequency	:	(Min: 0 Avg: 300 Max: 600)	Period	:	Yearly
Description:					
This function allows user to view the details of WBRs records of EE2.					
Related Path: [Assignment]>[Assign WBRs Record]					
User can click on the specified row to view the details of WBRs record with below informations					
WBRs - EE2 Record Details					
Field	Type		Details		
Application No.	Textbox		WBRs Application Number		
Building Name (English)	Textbox				
Building Name (Chinese)	Textbox				
Cancel Reason	Textarea				
Address of Building	Label				
Street No.	Label				
Start No.	Textbox		Street Start No.		
Alpha	Textbox		Street Start No. Alpha		
End No.	Textbox		Street End No.		
Alpha	Textbox		Street End No. Alpha		
Street	Label				
English	Textbox		Street English Name		
Chinese	Textbox		Street Chinese Name		
District	Textbox				
Area	Textbox				
Lot No.	Textbox				
Developer					
BEC Edition	Textbox				
Company Name	Textbox				

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(English)		
Company Name (Chinese)	Textbox	
Salutation	Radio Button	Options: - Mr. - Miss - Ms.
Position	Textbox	
Name (English)	Textbox	Developer Name (English)
Name (Chinese)	Textbox	Developer Name (Chinese)
Correspondence Address	Label	Developer Correspondence Address
Room/Flat	Textbox	
Floor	Textbox	
Block	Textbox	
Building	Textbox	
Street No.	Label	
Start No.	Textbox	Street Start No.
Alpha	Textbox	Street Start No. Alpha
End No.	Textbox	Street End No.
Alpha	Textbox	Street End No. Alpha
Street (English)	Textbox	Street English Name
District	Textbox	
Area	Textbox	
Telephone	Textbox	
Fax	Textbox	
Email	Textbox	
Registered Energy Assessor		
Inspect Date	Textbox	
Salutation	Radio Button	Options: - Mr. - Miss - Ms.
Name (English)	Textbox	REA English Name
Name (Chinese)	Textbox	REA Chinese Name
Correspondence Addresss	Label	REA Correspondence Addresss
Room/Flat	Textbox	
Floor	Textbox	
Block	Textbox	
Building	Textbox	
Street No.	Label	
Start No.	Textbox	Street Start No.

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Alpha	Textbox	Street Start No. Alpha
End No.	Textbox	Street End No.
Alpha	Textbox	Street End No. Alpha
Street (English)	Textbox	Street English Name
District	Textbox	
Area	Textbox	
Telephone	Textbox	
Fax	Textbox	
Email	Textbox	
Registration No.	Textbox	REA Registration No.
Expiry Date	Textbox	
Supplementary Information		
Type of Building	Checkbox List	Options: <ul style="list-style-type: none"> - Commercial - Community - Hospital, clinic or rehabilitation center - Residential - Municipal - Composite (industrial & office) - Industrial - Government - Composite (commercial & residential) - Hotel and guesthouse - Railway station - Passenger terminal building of airport - Educational - Other composite use
Other composite use	Textbox	Description of Other composite use
Date of Declaration by REA	Textbox	
Supersede Previous Form	Radio Button	Options: <ul style="list-style-type: none"> - Yes - No
Previous Submission No.	Textbox	
Date of Declaration by REA in Previous Form	Textbox	
Technical Forms Enclosed	Label	
Form EE-EL	Radio Button	Options: <ul style="list-style-type: none"> - Yes - NA

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Form EE-LG	Radio Button	Options: - Yes - NA	
Form EE-AC	Radio Button	Options: - Yes - NA	
Form EE-LE	Radio Button	Options: - Yes - NA	
Form EE-PB	Radio Button	Options: - Yes - NA	
Reference Number of Stage One Declaration	Textbox		
Issue Date of "occupation approval"	Textbox		
Reference No. of "occupation approval"	Textbox		
Total internal floor area of the building (m ²)	Textbox		
Exemption Grant	Radio Button	Options: - Yes - No	
Exemption Reference No.	Textbox		
Exemption Date	Textbox		
Exemption Installations	Textarea		
Checklist of Document Proof that must be submitted	Label		
Copy of occupation approval	Checkbox		
Responsible Person	Label		
Organization Name (English)	Textbox		
Organization Name (Chinese)	Textbox		
Name (English)	Textbox		
Name (Chinese)	Textbox		
Attachment			
Attachment	Grid	Name	
		Details	
		File Name	File full name
		Type	Options: - Submission Form

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			<ul style="list-style-type: none"> - Acknowledgement Letter / Memo - Request for Supplementary Information Letter / Memo - Checklist for general Checking - Inspection Notice - Detailed Compliance Checklist - Inspection Report - Improvement Notice - Others - S29 Letter - Reminder letters - COCR certificate - EA form 	
		Remark		
Related Requirements:				
REQ-3001 – COCR Case Maintenance				

2.2.1.4 ASS-004 View WBRs Records of EE3

Function ID	:	ASS-004	Mode	:	Online/Update
Name	:	View WBRs Records of EE3			
Frequency	:	(Min: 0 Avg: 300 Max: 600)	Period	:	Yearly
Description:					
This function allows user to view the details of WBRs records of EE3.					
Related Path: [Assignment]>[Assign WBRs Record]					
User can click on the specified row to view the details of WBRs record with below informations					
WBRs – EE3 Record Details					
Field		Type	Details		
Application No.		Textbox	WBRs Application Number		
Cancel Reason		Textarea			
Information of Building					
Building Name (English)		Textbox			
Building Name (Chinese)		Textbox			

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Address of Building	Label	
Street No.	Label	
Start No.	Textbox	Street Start No.
Alpha	Textbox	Street Start No. Alpha
End No.	Textbox	Street End No.
Alpha	Textbox	Street End No. Alpha
Street	Label	
English	Textbox	Street English Name
Chinese	Textbox	Street Chinese Name
District	Textbox	
Area	Textbox	
COCR Registration No.	Textbox	
Owner		
Name (English)	Textbox	
Name (Chinese)	Textbox	
Salutation	Radio Button	Options: - Mr. - Miss - Ms.
Representative Person	Label	
Position	Textbox	
Name (English)	Textbox	Representative Person Name (English)
Name (Chinese)	Textbox	Representative Person Name (Chinese)
Correspondence Address	Label	Representative Person Correspondence Address
Room/Flat	Textbox	
Floor	Textbox	
Block	Textbox	
Building	Textbox	
Street No.	Label	
Start No.	Textbox	Street Start No.
Alpha	Textbox	Street Start No. Alpha
End No.	Textbox	Street End No.
Alpha	Textbox	Street End No. Alpha
Street (English)	Textbox	Street English Name
District	Textbox	
Area	Textbox	
Telephone	Textbox	
Fax	Textbox	
Email	Textbox	

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Registered Energy Assessor		
BEC Edition	Textbox	
Inspect Date	Textbox	
Salutation	Radio Button	Options: - Mr. - Miss - Ms.
Name (English)	Textbox	REA English Name
Name (Chinese)	Textbox	REA Chinese Name
Correspondence Addresss	Label	
Room/Flat	Textbox	
Floor	Textbox	
Block	Textbox	
Building	Textbox	
Street No.	Label	
Start No.	Textbox	Street Start No.
Alpha	Textbox	Street Start No. Alpha
End No.	Textbox	Street End No.
Alpha	Textbox	Street End No. Alpha
Street (English)	Textbox	Street English Name
District	Textbox	
Area	Textbox	
Telephone	Textbox	
Fax	Textbox	
Email	Textbox	
Registration No.	Textbox	REA Registration No.
Expiry Date	Textbox	
Supplementary Information		
Type of Building	Checkbox List	Options: - Commercial - Community - Hospital, clinic or rehabilitation center - Residential - Municipal - Composite (industrial & office) - Industrial - Government - Composite (commerical & residential) - Hotel and guesthouse - Railway station - Passenger terminal building of

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		airport - Educational - Other composite use															
Other composite use	Textbox	Description of Other composite use															
Date of Declaration by REA	Textbox																
Supersede Previous Form	Radio Button	Options: - Yes - No															
Previous Submission No.	Textbox																
Date of Declaration by REA in Previous Form	Textbox																
Technical Forms Enclosed	Label																
Form EE-EL	Radio Button	Options: - Yes - NA															
Form EE-LG	Radio Button	Options: - Yes - NA															
Form EE-AC	Radio Button	Options: - Yes - NA															
Form EE-LE	Radio Button	Options: - Yes - NA															
Form EE-PB	Radio Button	Options: - Yes - NA															
Registration	Grid	<table border="1"> <thead> <tr> <th>Name</th><th>Details</th></tr> </thead> <tbody> <tr> <td>Registration No.</td><td></td></tr> <tr> <td>Expiry Date</td><td></td></tr> </tbody> </table>		Name	Details	Registration No.		Expiry Date									
Name	Details																
Registration No.																	
Expiry Date																	
Form of Compliance	Grid	<table border="1"> <thead> <tr> <th>Name</th><th>Details</th></tr> </thead> <tbody> <tr> <td>Location of Works</td><td></td></tr> <tr> <td>Date of Issue</td><td></td></tr> <tr> <td>Edition of Code of Practice applied (Year)</td><td></td></tr> <tr> <td>Lighting</td><td>Display Y if Type = LG</td></tr> <tr> <td>Air Conditioning</td><td>Display Y if Type = AC</td></tr> <tr> <td>Electrical</td><td>Display Y if Type = EL</td></tr> </tbody> </table>		Name	Details	Location of Works		Date of Issue		Edition of Code of Practice applied (Year)		Lighting	Display Y if Type = LG	Air Conditioning	Display Y if Type = AC	Electrical	Display Y if Type = EL
Name	Details																
Location of Works																	
Date of Issue																	
Edition of Code of Practice applied (Year)																	
Lighting	Display Y if Type = LG																
Air Conditioning	Display Y if Type = AC																
Electrical	Display Y if Type = EL																

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		Lift & Escalator	Display Y if Type = LE	
Exemption Grant	Radio Button	Options: - Yes - No		
Exemption Reference No.	Textbox			
Exemption Date	Textbox			
Exemption Installations	Textarea			
Responsible Person	Label			
Organization Name (English)	Textbox			
Organization Name (Chinese)	Textbox			
Name (English)	Textbox			
Name (Chinese)	Textbox			
Attachment				Textbox
Attachment	Grid	Name	Details	
		File Name	File full name	
		Type	Options: - Submission Form - Acknowledgement Letter / Memo - Request for Supplementary Information Letter / Memo - Checklist for general Checking - Inspection Notice - Detailed Compliance Checklist - Inspection Report - Improvement Notice - Others - S29 Letter - Reminder letters - COCR certificate - EA form	
		Remark		
Related Requirements:				
REQ-3001 – COCR Case Maintenance				

2.2.1.5 ASS-005 View WBRS Records of EE4

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Function ID	:	ASS-005	Mode	:	Online/Update
Name	:	View WBRS Records of EE4			
Frequency	:	(Min: 0 Avg: 700 Max: 1400)	Period	:	Yearly

Description:

This function allows user to view the details of WBRS records of EE4.

Related Path: [Assignment]>[Assign WBRS Record]

User can click on the specified row to view the details of WBRS record with below informations

WBRS – EE4 Record Details		
Field	Type	Details
Application No.	Textbox	WBRS Application Number
Cancel Reason	Textarea	
Information of Building		
Building Name (English)	Textbox	
Building Name (Chinese)	Textbox	
Address of Building	Label	
Street No.	Label	
Start No.	Textbox	Street Start No.
Alpha	Textbox	Street Start No. Alpha
End No.	Textbox	Street End No.
Alpha	Textbox	Street End No. Alpha
Street	Label	
English	Textbox	Street English Name
Chinese	Textbox	Street Chinese Name
District	Textbox	
Area	Textbox	
Information of Relevant Unit / Common Area		
Name (English)	Textbox	
Name (Chinese)	Textbox	
Location	Label	
Room/Flat	Textbox	
Floor	Textbox	
Block	Textbox	
Other Description	Textbox	
Information of Responsible Person		
Type of Responsible Person	Checkbox	Options: - Owner of the relevant common area

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		<ul style="list-style-type: none"> - Owner of the relevant central building services installation - Tenant of the relevant unit - Occupier of the relevant unit - Owner of the relevant unit
Name (English)	Textbox	Name of Responsible Person
Name (Chinese)	Textbox	Name of Responsible Person
Representative	Label	
Salutation	Radio Button	Options: <ul style="list-style-type: none"> - Mr. - Miss Ms.
Name (English)	Textbox	Name of Representative Person
Name (Chinese)	Textbox	Name of Representative Person
Position	Textbox	
Correspondence Address	Label	
Street No.	Label	
Start No.	Textbox	Street Start No.
Alpha	Textbox	Street Start No. Alpha
End No.	Textbox	Street End No.
Alpha	Textbox	Street End No. Alpha
Street	Label	
English	Textbox	Street English Name
Chinese	Textbox	Street Chinese Name
District	Textbox	
Area	Textbox	
Telephone	Textbox	
Fax	Textbox	
Email	Textbox	
Registered Energy Assessor		
BEC Edition	Textbox	
Inspect Date	Textbox	
Salutation	Radio Button	Options: <ul style="list-style-type: none"> - Mr. - Miss - Ms.
Name (English)	Textbox	REA English Name
Name (Chinese)	Textbox	REA Chinese Name
Correspondence Addresss	Label	
Room/Flat	Textbox	
Floor	Textbox	

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Block	Textbox	
Building	Textbox	
Street No.	Label	
Start No.	Textbox	Street Start No.
Alpha	Textbox	Street Start No. Alpha
End No.	Textbox	Street End No.
Alpha	Textbox	Street End No. Alpha
Street (English)	Textbox	Street English Name
District	Textbox	
Area	Textbox	
Telephone	Textbox	
Fax	Textbox	
Email	Textbox	
Registration No.	Textbox	REA Registration No.
Expiry Date	Textbox	
Supplementary Information		
Type of Building	Checkbox List	Options: <ul style="list-style-type: none"> - Commercial - Community - Hospital, clinic or rehabilitation center - Residential - Municipal - Composite (industrial & office) - Industrial - Government - Composite (commercial & residential) - Hotel and guesthouse - Railway station - Passenger terminal building of airport - Educational - Other composite use
Other composite use	Textbox	Description of Other composite use
Date of Declaration by REA	Textbox	
Supersede Previous Form	Radio Button	Options: <ul style="list-style-type: none"> - Yes - No
Previous Submission No.	Textbox	
Date of Declaration by REA in Previous Form	Textbox	
Technical Forms Enclosed	Label	

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Form EE-EL	Radio Button	Options: - Yes - NA	
Form EE-LG	Radio Button	Options: - Yes - NA	
Form EE-AC	Radio Button	Options: - Yes - NA	
Form EE-LE	Radio Button	Options: - Yes - NA	
Form EE-PB	Radio Button	Options: - Yes - NA	
Details of major retrofitting works	Grid	Name	Details
		Location of Works	
		Common Area	Display Y if is selected
		Unit	Display Y if is selected
		Area of Works (m ²)	
		Lighting	Display Y if Type = LG
		Air Conditioning	Display Y if Type = AC
		Electrical	Display Y if Type = EL
		Lift & Escalator	Display Y if Type = LE
		Work Completion Date	
Total Area of Works (m ²)	Textbox		
Exemption Grant	Radio Button	Options: - Yes - No	
Exemption Reference No.	Textbox		
Exemption Date	Textbox		
Exemption Installations	Textarea		
Checklist of Document Proof that must be submitted	Label		
Copy of letter, e-mail or	Checkbox		

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delivery note/receipt etc. to certify that the Form of Compliance has been sent to responsible person of the relevant building / units			
Copy of letter, e-mail or delivery note/receipt etc. to certify that the copy of Form of Compliance has been sent to the following administrator of the building concerned	Label		
Property Management Company	Checkbox		
Building Owner	Checkbox		
N/A	Checkbox		
Responsible Person	Label		
Organization Name (English)	Textbox		
Organization Name (Chinese)	Textbox		
Name (English)	Textbox		
Name (Chinese)	Textbox		
Attachment			Textbox
Attachment	Grid	Name	Details
		File Name	File full name
		Type	Options: <ul style="list-style-type: none"> - Submission Form - Acknowledgement Letter / Memo - Request for Supplementary Information Letter / Memo - Checklist for general Checking - Inspection Notice - Detailed Compliance Checklist - Inspection Report - Improvement Notice - Others - S29 Letter - Reminder letters - COCR certificate - EA form

		Remark	
Related Requirements:			
REQ-3001 – COCR Case Maintenance			

2.2.1.6 ASS-006 Search WBRS Records of REA

Function ID	:	ASS-006	Mode	:	Online/Update
Name	:	Search WBRS Records of REA			
Frequency	:	(Min: 0 Avg: 200 Max: 400)	Period	:	Yearly
Description:					
This function allows user to search all WBRS records of EA1, EA3.					
Related Path: [Assignment]>[Assign REA WBRS Record]					
<ul style="list-style-type: none">- User can use the [Status] dropdown to filter WBRS records.- User can see a list of WBRS record summary with below infomations.					
Column		Description			
Select to Assign		Checkbox to assign/cancel			
Submission Type		Options: <ul style="list-style-type: none">- REA1- REA3			
Application No.		Application Number generated from WBRS Link to WBRS Record details page			
Name		Applicant Name			
Registration No.		Registration No.			
Receive Date		Receive Date			
Status		Options: <ul style="list-style-type: none">- PENDING- NEW- CONVERTED- CANCELLED			
STO		STO of the assignment			
Engineer		Engineer of the assignment			
<ul style="list-style-type: none">- User can click on the specified row to view the WBRS record details.- User can filter records where [Status] = NEW, check the [Select to Assign] checkbox, select [STO] dropdown and [Engineer] dropdown and then click [Assign] button to complete the assignment, the [Status] of the record(s) will be updated from “NEW” to “CONVERTED”.- User can filter records where [Status] = “NEW”/”PENDING”, check the [Select to Assign] checkbox, input [Cancel Reason] and then click [Cancel] button to cancel					

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the application, the [Status] of the record(s) will be updated from
“NEW”/”PENDING” to “CANCELLED”.

Related Requirements:

REQ-2001 – REA Case Maintenance

2.2.1.7 ASS-007 View WBRs Records of REA1

Function ID	:	ASS-007	Mode	:	Online/Update
Name	:	View WBRs Records of REA1			
Frequency	:	(Min: 0 Avg: 200 Max: 400)	Period	:	Yearly
Description:					
This function allows user to view the details of WBRs records of REA1.					
Related Path: [Assignment]>[Assign REA WBRs Record]					
User can click on the specified row to view the details of WBRs record with below informations					
WBRs – REA1 Record Details					
Field	Type	Details			
Application No.	Textbox	WBRs Application Number			
Receive Date	Textbox				
Application Type	Textbox				
Change of Particulars	Checkbox	Options: - Name - Correspondence Address - Professional Qualification			
Registration No.	Textbox				
Expiry Date	Textbox				
Cancel Reason	Textarea				
Personal Details					
Name (English)	Textbox	Salutation + English Name			
Name (Chinese)	Textbox	Salutation + Chinese Name			
Date of Birth	Textbox				
HKID / Travel Document Number					
Correspondence Address	Label				
Flat	Textbox				
Floor	Textbox				
Block	Textbox				
Building	Textbox				
Start Street No.	Textbox				
Start Street Alpha	Textbox				
End Street No.	Textbox				
End Street Alpha	Textbox				
Street	Textbox				

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District	Textbox	
Region	Textbox	
Contact Phone	Textbox	
Current Company Name	Textbox	
Current Company Address	Label	
Flat	Textbox	
Floor	Textbox	
Block	Textbox	
Building	Textbox	
Start Street No.	Textbox	
Start Street Alpha	Textbox	
End Street No.	Textbox	
End Street Alpha	Textbox	
Street	Textbox	
District	Textbox	
Region	Textbox	
Contact Phone	Textbox	
Current Company Name	Textbox	
Current Company Address	Label	
Flat	Textbox	
Floor	Textbox	
Block	Textbox	
Building	Textbox	
Start Street No.	Textbox	
Start Street Alpha	Textbox	
End Street No.	Textbox	
End Street Alpha	Textbox	
Street	Textbox	
District	Textbox	
Region	Textbox	
Current Position	Textbox	
Email Address	Textbox	
Telephone No. (Office)	Textbox	
Fax No.	Textbox	
Professional Qualifications		
Name	Details	
Date of Qualified / Membership No.		
Professional Qualifications	Checkbox Options: - Registered professional engineer within the meaning of	

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(Please tick in the appropriate box(s))	section 2(1) of the Engineers Registration Ordinance (Cap.409) <ul style="list-style-type: none"> - Corporate member of the Hong Kong Institution of Engineers (HKIE) - Equivalent qualification recognized by HKIE as being of a standard not lower than that of a corporate member of the Institution in any of these disciplines (please read the attached “Notes to Applicants” Item 2.1) - (Please state your professional membership of the relevant professional body based upon the reciprocal recognition agreements between the HKIE and the professional body) - Other : (please read the attached “Notes to Applicant” Item 2.2) 		
Discipline	Checkbox: <ul style="list-style-type: none"> - BSS - ELL - ENV - MCL 		
Relevant Practical Experience	Label		
	Grid	Name	Details
		From (DD/MM/YY)	
		To (DD/MM/YY)	
		Position	
		Company Name	
		Description	
Checklist of Supporting Documents			
(i) I attach documentary proof of relevant practical experience.	Checkbox		
(ii) I attach a photocopy of document to substantiate my professional qualifications and the qualified discipline.	Checkbox		
(iii) I attach a photocopy of the following documents to substantiate my application made under section 5(2) of the Buildings Energy Efficiency (Registered Energy Assessors) Regulation (Cap. 610B)	Checkbox	With description Textbox	
Declaration			
Applicable to new application /renewal application only	Label		

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(i) I declare that I have the knowledge required for the performance of the duties and functions of a registered energy assessor under the Ordinance.	Checkbox	
(ii) I declare that I have / have not been convicted in Hong Kong, or elsewhere, of any offence which, if committed by a registered energy assessor, may bring the profession of registered energy assessor into disrepute and sentenced to imprisonment, whether suspended or not and have not committed any misconduct or neglect in a professional respect.	Checkbox	
Applicable to all application	Label	
(iii) I declare that the information in this form and the entire document submitted in relation to my application for registration are true and correct.	Checkbox	
Attachment		Textbox
Attachment	Grid	Name
		Details
		File Name
		Type
		Options:
		<ul style="list-style-type: none"> - Submission Form - Acknowledgement Letter / Memo - Request for Supplementary Information Letter / Memo - Checklist for general Checking - Inspection Notice - Detailed Compliance Checklist - Inspection Report - Improvement Notice

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			<ul style="list-style-type: none"> - Others - S29 Letter - Reminder letters - COCR certificate - EA form 	
		Remark		
Related Requirements:				
REQ-2001 – REA Case Maintenance				

2.2.1.8 ASS-008 View WBRs Records of REA3

Function ID	:	ASS-008	Mode	:	Online/Update																																																
Name	:	View WBRs Records of REA3																																																			
Frequency	:	(Min: 0 Avg: 200 Max: 400)	Period	:	Yearly																																																
Description:																																																					
This function allows user to view the details of WBRs records of REA3.																																																					
Related Path: [Assignment]>[Assign REA WBRs Record]																																																					
User can click on the specified row to view the details of WBRs record with below informations																																																					
<table><tr><th colspan="3">WBRs – REA3 Record Details</th></tr><tr><th>Field</th><th>Type</th><th>Details</th></tr><tr><td>Application No.</td><td>Textbox</td><td>WBRs Application Number</td></tr><tr><td>Receive Date</td><td>Textbox</td><td></td></tr><tr><td>Application Type</td><td>Textbox</td><td></td></tr><tr><td>Change of Particulars</td><td>Checkbox</td><td>Options:<ul style="list-style-type: none">- Name- Correspondence Address</td></tr><tr><td>Registration No.</td><td>Textbox</td><td></td></tr><tr><td>Cancel Reason</td><td>Textarea</td><td></td></tr><tr><th colspan="3">Personal Details</th></tr><tr><td>Name (English)</td><td>Textbox</td><td>Salutation + English Name</td></tr><tr><td>Name (Chinese)</td><td>Textbox</td><td>Salutation + Chinese Name</td></tr><tr><td>Date of Birth</td><td>Textbox</td><td></td></tr><tr><td>HKID</td><td>Textbox</td><td></td></tr><tr><td>Correspondence Address</td><td>Label</td><td></td></tr><tr><td>Flat</td><td>Textbox</td><td></td></tr><tr><td>Floor</td><td>Textbox</td><td></td></tr></table>						WBRs – REA3 Record Details			Field	Type	Details	Application No.	Textbox	WBRs Application Number	Receive Date	Textbox		Application Type	Textbox		Change of Particulars	Checkbox	Options: <ul style="list-style-type: none">- Name- Correspondence Address	Registration No.	Textbox		Cancel Reason	Textarea		Personal Details			Name (English)	Textbox	Salutation + English Name	Name (Chinese)	Textbox	Salutation + Chinese Name	Date of Birth	Textbox		HKID	Textbox		Correspondence Address	Label		Flat	Textbox		Floor	Textbox	
WBRs – REA3 Record Details																																																					
Field	Type	Details																																																			
Application No.	Textbox	WBRs Application Number																																																			
Receive Date	Textbox																																																				
Application Type	Textbox																																																				
Change of Particulars	Checkbox	Options: <ul style="list-style-type: none">- Name- Correspondence Address																																																			
Registration No.	Textbox																																																				
Cancel Reason	Textarea																																																				
Personal Details																																																					
Name (English)	Textbox	Salutation + English Name																																																			
Name (Chinese)	Textbox	Salutation + Chinese Name																																																			
Date of Birth	Textbox																																																				
HKID	Textbox																																																				
Correspondence Address	Label																																																				
Flat	Textbox																																																				
Floor	Textbox																																																				

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Block	Textbox	
Building	Textbox	
Start Street No.	Textbox	
Start Street Alpha	Textbox	
End Street No.	Textbox	
End Street Alpha	Textbox	
Street	Textbox	
District	Textbox	
Region	Textbox	
Contact Phone	Textbox	
Department Name	Textbox	
Office Address	Label	
Flat	Textbox	
Floor	Textbox	
Block	Textbox	
Building	Textbox	
Start Street No.	Textbox	
Start Street Alpha	Textbox	
End Street No.	Textbox	
End Street Alpha	Textbox	
Street	Textbox	
District	Textbox	
Region	Textbox	
Current Position	Textbox	
Email Address	Textbox	
Telephone No. (Office)	Textbox	
Fax No.	Textbox	
Declaration		
Applicable to new application only	Label	
(i) I declare that I have have not been convicted in Hong Kong, or elsewhere, of any offence which, if committed by a registered energy assessor, may bring the profession of registered energy assessor into disrepute and sentenced to imprisonment, whether suspended or not and have not committed any misconduct or neglect in a professional	Checkbox	

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respect.		
(ii) I declare that I have / have not been convicted in Hong Kong, or elsewhere, of any offence which, if committed by a registered energy assessor, may bring the profession of registered energy assessor into disrepute and sentenced to imprisonment, whether suspended or not and have not committed any misconduct or neglect in a professional respect.	Checkbox	
Applicable to all application	Label	
(iii) I declare that the information in this form and the entire document submitted in relation to my application for registration are true and correct.	Checkbox	
Nomination		
I, the undersigned, on behalf of the Department described in this Section, nominate and support the public officer described in Section A of this form to apply for registration as a Registered Energy Assessor according to the Buildings Energy Efficiency (Registered Energy Assessors) Regulation (Cap. 610B).	Label	
Full Name of Nominator	Textbox	
Rank (D1 or above)	Textbox	
Post	Textbox	
Name of Department	Textbox	
Contact No.	Textbox	
Attachment		
Attachment	Grid	Name
		File Name
		Type
		Details File full name Options: - Submission Form - Acknowledgement

Textbox

			<ul style="list-style-type: none"> - Letter / Memo - Request for Supplementary Information Letter / Memo - Checklist for general Checking - Inspection Notice - Detailed Compliance Checklist - Inspection Report - Improvement Notice - Others - S29 Letter - Reminder letters - COCR certificate - EA form
		Remark	

Related Requirements:

REQ-2001 – REA Case Maintenance

2.2.2 Registered Energy Assessor

2.2.2.1 REA-001 Maintain REA Case

Function ID	:	REA-001	Mode	:	Online/Update
Name	:	Maintain REA Case			
Frequency	:	(Min: 0 Avg: 200 Max: 400)	Period	:	Yearly
Description:					
Related Path: [Search]>[Search Case (REA)]					
Modify existing REA Case Detail page to facilitate e-licence generation, details as below					
Field	Action	Details			
REA Reg. No.	Update	<ul style="list-style-type: none"> - Label Color: Red - Add validation: When [Generate Certificate] button click, check mandatory - Add validation: When [Save] button click, if “Application Type” = “New” and “REA Reg. No.” already exist then show error message “REA Reg No. is Duplicated” - If “Application Type” = “Renew” / “Change of Particulars” then prefill value 			


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		with Current Registered Energy Assessor Registration No.
REA Name	Update	- Disabled
Issue Date (dd/mm/yyyy)	Update	<ul style="list-style-type: none"> - Label Color: Red - Add validation: When [Generate Certificate] button click, check mandatory - Add validation: When [Save] button click, if "Registered Date First (dd/mm/yyyy)" >= Issue Date then alert error message "Issue Date must be later than Registered Date First"
Status	Update	<ul style="list-style-type: none"> - Label Color: Red - Add validation: When [Save] button click, check mandatory
Registered Date First (dd/mm/yyyy)	Add	<ul style="list-style-type: none"> - Type: Datepicker - When create/update rea register, update corresponding value in rea register - Add validation: When [Save] button click, if is renew and "Registered Date First (dd/mm/yyyy)" is empty then show alert message
Expiry Date (dd/mm/yyyy)	Add	<ul style="list-style-type: none"> - Type: Datepicker - Label Color: Red - Add validation: When [Generate Certificate] button click, check mandatory -
Application No	Update	- Set value as WBRs application when create case from WBRs record
Application Type	Update	- Disabled
Name (surname first) English	Update	<ul style="list-style-type: none"> - Label Color: Red - Add validation: When [Generate Certificate] button click, check mandatory
Name (surname first) Chinese	Update	<ul style="list-style-type: none"> - Label Color: Red - Add validation: When [Generate Certificate] button click, check mandatory
Generate Certificate	Add	<ul style="list-style-type: none"> - Type: Button - Display: when status = "Pending for CE Confirmation" / "Pending for Payment" / "Payment Received" / "CE Approved" And login = "HandlingOfficer" - Details refer to 2.2.2.2 Generate REA Licence
Draft Version	Add	<ul style="list-style-type: none"> - Type: Button - Display: when status = "Pending for CE Confirmation" / "Pending for Payment" / "Payment Received" / "CE Approved" And login = "HandlingOfficer"

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		<ul style="list-style-type: none"> - Details refer to 2.2.2.2 Generate REA Licence
Create/Update Register	Add	<ul style="list-style-type: none"> - Type: Button - Display: when status = “Pending for CE Confirmation” / “Pending for Payment” / “Payment Received” / “CE Approved” And login = “HandlingOfficer” - Details refer to 2.2.2.3 Maintain REA Register
Generate Letter	Add	<ul style="list-style-type: none"> - Type: Button - Display: when status = “Pending for CE Confirmation” / “Pending for Payment” / “Payment Received” / “CE Approved” And login = “HandlingOfficer” And (SubmissionType = “Registration as General Officer” or SubmissionType = “Registration of Public Officer”) - Details refer to 2.2.2.4 Generate Approval Letter
Upload Letter	Add	<ul style="list-style-type: none"> - Type: Button - Display: when status = “Pending for CE Confirmation” / “Pending for Payment” / “Payment Received” / “CE Approved” And login = “HandlingOfficer” And (SubmissionType = “Registration as General Officer” or SubmissionType = “Registration of Public Officer”) - Details refer to 2.2.2.4 Generate Approval Letter
Related Requirements:		
REQ-2001 – REA Case Maintenance REQ-2002 – REA Certificate Maintenance REQ-2003 – REA e-licence Generation		

2.2.2.2 REA-002 Genereate REA E-Licence

Function ID	:	REA-002	Mode	:	Online/Update
Name	:	Genereate REA E-Licence			
Frequency	:	(Min: 0 Avg: 200 Max: 400)	Period	:	Yearly
Description:					
Related Path: [Search]>[Search Case (REA)]					
Modify existing REA Case Detail page to provide e-licence generation function, details of [Genereate Certificate] and [Draft Version] button as below					
Function		Details			
Genereate Certificate		<ul style="list-style-type: none"> - If any available LEK in database, then assign the “REA Reg. No.” to one LEK, else retrieve LEK and corresponding QR code by E-Licence Core API - Call E-Licence Core API to create/update E-Licence data, details refer to E-Licence Core API Request Form (REA)  <p>e-licence core API Request Form (REA).xl</p> <ul style="list-style-type: none"> - Generate a full version of REA Certificate in PDF format by a WORD template - Append Signature to the PDF file and save a copy to DMS share drive - User can download the PDF file when Click [Generate Certificate] button 			
Draft Version		<ul style="list-style-type: none"> - Generate a draft version of REA Certificate in PDF format by a WORD template - save a copy to DMS share drive - User can download the PDF file when Click [Draft Version] button 			
E-Payment		<ul style="list-style-type: none"> - Add “Pending for Payment”, “Payment Received” to REA1 case status - Call Payment API to start Payment proccess in WBRS - When user change status of REA1 case to "Pending for Payment", system will trigger this function automatically 			

Related Requirements:
REQ-1004 – Online Submitting the Reived Application REQ-1005 – Facilitate Payment Workflow REQ-2002 – REA Certificate Maintenance REQ-2003 – REA e-licence Generation REQ-5004 – Add Payment Status

2.2.2.3 REA-003 Maintain REA Registration

Function ID	:	REA-003	Mode	:	Online/Update
Name	:	Maintain REA Registration			
Frequency	:	(Min: 0 Avg: 200 Max: 400)	Period	:	Yearly

Description:

Related Path: [Search]>[Search REA Register]

Modify existing REA Register page to facilitate e-licence generation function, details of [Create/Update Register] button as below

Function	Details
Create/Update Register	<ul style="list-style-type: none"> - Convert REA Case data to New/Existing REA Register - When user change status to "REA-Closed (Accepted)", system will trigger this function automatically



Details of REA Register page as below

Field	Action	Details
Case Number	Add	- Type: Textbox
Registered Date First	Add	- Type: Datepicker
Expiry Date First	Add	- Type: Datepicker
Expired	Add	<ul style="list-style-type: none"> - Type: Checkbox - Disabled - Checked: If Today > "Expiry Date"
Renewal	Add	<ul style="list-style-type: none"> - Type: Checkbox - Disabled - Checked: If "Registered Date First" has value
Salutation	Add	<ul style="list-style-type: none"> - Type: Radio Button Options: <ul style="list-style-type: none"> - Mr. - Miss - Ms.
Date of Birth	Add	- Type: Datepicker
HKID	Add	- Type: Textbox
Address	Add	- Type: Textbox
Fax	Add	- Type: Textbox
Company Name	Add	- Type: Textbox



Company Post	Add	- Type: Textbox
CompanyAddress	Add	- Type: Textbox
Office Tel	Add	- Type: Textbox
REA Certificate	Link	- Retrive full and draft version of REA Certificate from share drive
Letter	Link	- Retrive REA Certificate Letter from share drive
WBRS Application:	Link	- download WBRS PDF - View WBRS Record

Related Requirements:		
REQ-2002 – REA Certificate Maintenance		
REQ-2003 – REA e-licence Generation		

2.2.2.4 REA-004 Generate Approval Letter

Function ID	:	REA-004	Mode	:	Online/Update
Name	:	Generate Approval Letter			
Frequency	:	(Min: 0 Avg: 200 Max: 400)	Period	:	Yearly
Description:					
Related Path: [Search]>[Search Case (REA)]					
Modify existing REA Register page to facilitate Approval Letter generation function, details of [Create/Update Letter] button as below					
Function		Details			
Genereate Letter		<ul style="list-style-type: none"> - If APPLICATION_TYPE = "NEW" Or APPLICATION_TYPE = "RENEW" Generate the following template letter DOCx file  Annex M - Notification letter - If APPLICATION_TYPE = "CHANGE" And Name Selected Generate the following template letter DOCx file  Annex Z - Notification Letter - If APPLICATION_TYPE = "CHANGE" And Correspondence Address Selected Generate the following template letter DOCx file 			

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	 <p>Annex Z - Notification Letter</p> <ul style="list-style-type: none"> - If APPLICATION_TYPE = "CHANGE" And Professional Qualification Selected Generate the following template letter DOCx file  <p>Annex Z - Notification Letter</p> <ul style="list-style-type: none"> - If APPLICATION_TYPE = "CHANGE" and Name/Correspondence Address/Professional Qualification, If the selected number is greater than one, zip will be downloaded 	
Upload Letter	<ul style="list-style-type: none"> - Overwrite the PDF generated by generate letter 	
Related Requirements:		
REA-001 Maintain REA Case		

2.2.3 Certificate of Compliance Registration


2.2.3.1 COCR-001 Maintain COCR Case

Function ID	:	COCR-001	Mode	:	Online/Update
Name	:	Maintain COCR Case			
Frequency	:	(Min: 0 Avg: 300 Max: 600)	Period	:	Yearly
Description:					
Related Path: [Search]>[Search Case (EA/FOC/COCR/INSP)]					
Modify existing COCR Case Detail page to facilitate e-licence generation, details as below					
Field	Action	Details			
BEC Edition	Update	<ul style="list-style-type: none"> - Label Color: Red - Add validation: When [Generate Certificate] button click, check mandatory 			
COCR Issue Date(dd/mm/yyyy)	Update	<ul style="list-style-type: none"> - Label Color: Red - Add validation: When [Generate Certificate] button click, check mandatory 			
COCR Expiry Date(dd/mm/yyyy)	Update	<ul style="list-style-type: none"> - Label Color: Red - Add validation: When [Generate Certificate] button click, check mandatory 			
COCR Cert Number	Update	<ul style="list-style-type: none"> - Label Color: Red - Add validation: When [Generate Certificate] button click, check mandatory 			
Generate Certificate	Add	<ul style="list-style-type: none"> - Type: Button - Display: when status = "COCR Registry Issued" / "Pending for CE Confirmation" / "Pending for Payment" / "Payment Received" - Details refer to 2.2.3.2 Generate COCR Licence 			
Create/Update Register	Add	<ul style="list-style-type: none"> - Type: Button - Display: when status = "COCR Registry Issued" / "Pending for CE Confirmation" / "Pending for Payment" / "Payment Received" - Details refer to 2.2.3.3 Maintain COCR Register 			
Generate Letter	Add	<ul style="list-style-type: none"> - Type: Button - Display: when status = "COCR Registry Issued" / "Pending for CE Confirmation" / "Pending for Payment" / "Payment Received" and SubmissionType = "Stage Two Declaration"/" COCR Renew" - Details refer to 2.2.3.4 Generate Approval 			

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		Letter
Upload Letter	Add	<ul style="list-style-type: none"> - Type: Button - Display: when status = “COCR Registry Issued” / “Pending for CE Confirmation” / “Pending for Payment” / “Payment Received” and SubmissionType = “Stage Two Declaration”/” COCR Renew” - Details refer to 2.2.3.4 Generate Approval Letter
Related Requirements:		
REQ-3001 – COCR Case Maintenance REQ-3002 – COCR Certificate Maintenance REQ-3003 – COCR e-licence Generation		

2.2.3.2 COCR-002 Genereate COCR E-Licence

Function ID	:	COCR-002	Mode	:	Online/Update
Name	:	Genereate COCR E-Licence			
Frequency	:	(Min: 0 Avg: 300 Max: 600)	Period	:	Yearly
Description:					
Related Path: [Search]>[Search Case (EA/FOC/COCR/INSP)]					
Modify existing REA Case Detail page to provide e-licence generation function, details of [Genereate Certificate] and [Draft Version] button as below					
Function		Details			
Genereate Certificate		<ul style="list-style-type: none">- If any available LEK in database, then assign the “REA Reg. No.” to one LEK, else retrieve LEK and corresponding QR code by E-Licence Core API- Call E-Licence Core API to create/update E-Licence data, details refer to E-Licence Core API Request Form (COCR) <div><p>e-licence core API Request Form (COCR)</p></div> <ul style="list-style-type: none">- Generate a full version of COCR Certificate in PDF format by a WORD template- Append Signature to the PDF file and save a copy to DMS share drive- User can download the PDF file when Click [Generate Certificate] button			
E-Payment		<ul style="list-style-type: none">- Add “Pending for Payment”, “Payment Received” to COCR Stage Two case status- Call Payment API to start Payment process in WBRS- When user change status to "Pending for Payment", system will trigger this function automatically			
Related Requirements:					
REQ-1004 – Online Submitting the Reived Application					
REQ-1005 – Facilitate Payment Workflow					
REQ-3002 – COCR Certificate Maintenance					

REQ-3003 – COCR e-licence Generation

REQ-5004 – Add Payment Status

2.2.3.3 COCR-003 Maintain COCR Registration

Function ID	:	COCR-003	Mode	:	Online/Update
Name	:	Maintain COCR Registration			
Frequency	:	(Min: 0 Avg: 300 Max: 600)	Period	:	Yearly

Description:

Related Path: [Search]>[Search COCR Registry]

Add new COCR Registry page to facilitate e-licence generation function, this page store issued COCR Stage Two data

Details of [Create/Update Register] button as below

Function	Details
Create/Update Register	<ul style="list-style-type: none"> - Convert COCR Stage Two Case data to New/Existing REA Register - When user change COCR Stage Two Case status to "COCR-Closed (Accepted)", system will trigger this function automatically

Details of COCR Registry page as below

Field	Type	Value	Details
File No.	Textbox	Case Number	- Disabled
Record ID	Textbox	Submission ID	- Disabled
Cert Number	Textbox	COCR Cert Number	- Disabled
BEC Edition	Textbox	BEC Edition	-
Issue Date	Datepicker	COCR Issue Date	-
Renewal	Checkbox	Checked: if submission type = EE3	- Disabled
Expiry Date	Datepicker	COCR Expiry Date	-
Expired	Checkbox	Checked: if Today > COCR Expiry Date	- Disabled
Subject Engineer	Textbox	Subject Engineer	
Status	Dropdown	Options: <ul style="list-style-type: none"> - Enable - Disable 	
English Building Address	Textbox	English Building Name + “,” + Start No. + Start No.	<ul style="list-style-type: none"> - Disabled - Retrieve data from Building Master


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		Alpha + “-“ + End No. + End No. Alpha + English Street Name + Lot. No. + “,” + District + “,” + Area	
Chinese Building Address	Textbox	Chinese Street Name + Start No. + Start No. Alpha + “-“ + End No. + End No. Alpha + “號” + Lot. No. + Chinese Building Name	- Disabled - Retrieve data from Building Master
REA Reg. No.	Textbox	REA Reg. No.	- Disabled
REA Name	Textbox	REA English Name	- Disabled - Retrieve data from REA Register
COCR Cert	Link	COCR Cert File	
Letter	Link	Retrieve COCR Certificate Letter from share drive	
WBRS Application:	Link	View WBRS Record	
Related Requirements:			
REQ-3002 – COCR Certificate Maintenance			
REQ-3003 – COCR e-licence Generation			

2.2.3.4 COCR-004 Generate Approval Letter

Function ID	:	COCR-004	Mode	:	Online/Update
Name	:	Generate Approval Letter			
Frequency	:	(Min: 0 Avg: 200 Max: 400)	Period	:	Yearly
Description:					
Related Path: [Search]>[Search Case (EA/FOC/COCR/INSP)]					
Modify existing Cocr Register page to facilitate Approval Letter generation function, details of [Create/Update Letter] button as below					
Function		Details			
Generate Letter		<ul style="list-style-type: none"> - If SubmissionType = “Stage Two Declaration”/” COCR Renew” Generate the following template letter DOCx file 			

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	 COCR Approval Letter_template_e:	
Upload Letter	- Overwrite the PDF generated by generate letter	
Related Requirements:		
<i>COCR-001 Maintain COCR Case</i>		

3. E-NOTIFICATION

3.1 Batch Jobs

Job Name	Description	Schedule	Related Requirements
SendElicenceEmail	After “Payment Received Date” + N days(Configurable), send email with E-Licence as attachment to applicant and inform related parties	TBC	REQ-2003 – REA e-licence Generation REQ-3003 – COCR e-licence Generation REQ-5004 – Add Payment Status

4. E-TRACKING

The following status is used for E-Tracking

Status	Description
Submitted	Application submitted to the system
Acknowledged / In progress	EMSD received the application and start processing
Approved	Application approved
Rejected	Application rejected
Withdrawn	Application withdraws by applicant
Under Clarification	Clarification issued by EMSD and awaiting applicant response

When REA and COCR case status changed in DMS, update corresponding application in WBRS as below

Case Changed in DMS	Actions
WBRS record status changes to “Cancelled”	Update WBRS Application Status = “Rejected”
WBRS record status changes to “Converted”	Update WBRS Application Status = “Acknowledged / In progress”
TBC	

- End of Document -