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CIRCULAR TO BUILDING OWNERS

ANNUAL MANDATORY SUBMISSION OF BUILDING INFORMATION AND ENERGY CONSUMPTION DATA

1. From 1 July 2013, building owners are required to submit building information and energy consumption data relating to their buildings to the Building and Construction Authority (“**BCA**”) annually. This requirement comes under “Section 22FJ – Power to Obtain Energy Consumption and other Information” of the Building Control Act (Chapter 29). A copy of Section 22FJ is provided in Annex 1 below.
2. BCA will be using the data to monitor energy efficiency of buildings in Singapore and formulate the national energy benchmark. The benchmarking results will be made available publicly through BCA Building Energy Benchmarking Report annually, so that building owners can pro-actively improve their buildings’ energy performance.

What and How to Submit

3. For newly targeted buildings, BCA will serve a written notice to building owners 3 months before the submission date on 1 July, to allow building owners to have sufficient time to prepare the data. The notice will include the unique system generated login ID and password to facilitate the first-time account registration of the building owners. With the registration completed, building owners can proceed to submit their building information through Building Energy Submission System (BESS) using the SingPass, or the system assigned login ID from 1 July to 31 July annually.
4. For the first year’s submission, building owners will need to provide all the necessary information. For subsequent annual submissions, building owners are only required to update with latest data.

5. The following building information are required to be submitted by building owners:

- 1) Ownership and Activity Type (Ownership, occupancy type, activity type, etc.)
- 2) Building Data (Gross floor area, air-conditioning floor area, renovation/ retrofitting works, etc.)
- 3) Service Information (Lifts, ACMV, lightings and hot water systems)
- 4) Energy Consumption (Electricity, diesel, natural gas, town gas, etc.)

6. For more information on the submission procedures, please visit the useful links at <https://www.bca.gov.sg/bess/> (see Figure 1). The “Useful Links” contains four self-help tools:

- 1) User submission manual
- 2) Technical guide
- 3) BESS training video
- 4) Demo video



Figure 1: BESS Landing Page

Penalty for Non-Compliance

7. The Annual Mandatory Submission of Building Information and Energy Consumption Data is a national initiative that requires building owners to provide the necessary information and in conduct under **Section 22FJ – Power to Obtain Energy Consumption and Other Information under the Environmental Sustainability Measures for Existing Buildings** of the Act. A building owner that fails to comply with Section 22FJ shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$10,000.

MINIMUM ENVIRONMENTAL SUSTAINABILITY STANDARD (GREEN MARK STANDARD) FOR EXISTING BUILDINGS AND MANDATORY PERIODIC AUDIT OF OPERATING SYSTEM EFFICIENCY

8. Besides the Annual Mandatory Submission of Building Information and Energy Consumption Data, BCA has also implemented two other regulatory measures targeting existing buildings on 2 January 2014.

9. The two regulatory measures are i) the establishing of prescribed minimum green mark standards; and ii) the conducting of periodic audits of the Operating System Efficiency (OSE). Building owners will receive written notices from BCA, should their buildings meet the requirements to comply with the measures. Details of the two regulatory measures are provided in BCA corporate website at http://www.bca.gov.sg/EnvSusLegislation/Existing_Building_Legislation.html.

Clarification

10. For any queries pertaining to the new legislative requirements, please contact the following officers:

Annual Mandatory Submission of Building Information and Energy Consumption Data	Ms Vinna Tan	vinna_tan@bca.gov.sg	6804 4698
	Ms Choo See Loke	choo_see_loke@bca.gov.sg	6804 4693
	Mr Jeremy Hong	jeremy_hong@bca.gov.sg	6804 4692

Minimum Environmental Sustainability Standard (Green Mark) for Existing Buildings	Mr Aloysius Aw	aloyusius_aw@bca.gov.sg	6804 4705
	Mr Kong Jia Hng	kong_jia_hng@bca.gov.sg	6804 4704
	Mr Thomas Pang	thomas_pang@bca.gov.sg	6804 4709

Mandatory Periodic Audit of Operating System Efficiency (OSE)	Mr Wee Kai Siong	wee_kai_siong@bca.gov.sg	6804 4701
	Mr Yong Siew Hwa	yong_siew_hwa@bca.gov.sg	6804 4715

11. For general enquiries, please e-mail: bca_enquiry@bca.gov.sg



ANG KIAN SENG
GROUP DIRECTOR
TECHNOLOGY DEVELOPMENT GROUP
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for COMMISSIONER OF BUILDING CONTROL

Annex 1

(Section 22FJ of the Act)

Power to obtain energy consumption and other information

22FJ.—(1) For the purpose of monitoring the energy efficiency and environmental sustainability of any building, the Commissioner of Building Control may do all or any of the following:

(a) by a notice in writing to the owner of the building require the owner to furnish to him all or any of the following information in respect of the building:

(i) the electricity consumption by users of the building as a whole or any part of the building or by different users in the building;

(ii) the consumption of other types of energy by users of the building as a whole or any part of the building or by different users in the building;

(iii) the consumption of chilled water supplied to the cooling system of the building;

(iv) such other information relating to the building, the users of the building and their energy usage as the Commissioner of Building Control may specify in the notice;

(b) by a notice in writing to a supplier of electricity, gas or any other type of energy (referred to in this section as an energy supplier), require the energy supplier to furnish to the Commissioner of Building Control information in the possession of the energy supplier relating to the energy consumption of any building or buildings specified in the notice;

(c) by a notice in writing to a supplier of any cooling system to buildings, require that person to furnish to the Commissioner of Building Control information specified in the notice relating to the supply of cooling systems by that person to any building or buildings.

(2) The person to whom a notice is directed under subsection (1) shall provide the data required in the form and manner and within the time specified in the notice.

(3) Any person who, without reasonable excuse, fails to comply with subsection (2) shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$10,000.

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