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Environmental Sustainability Group
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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 (BEBR)¹ annually, so that building owners can pro-actively improve their buildings’ energy performance. For greater information transparency, voluntary disclosed data² on energy performance buildings are made publicly available at BCA’s website and Singapore’s open data portal. In 2018, building owners of 80% commercial buildings and healthcare facilities, and 75% of educational institutions have volunteered to disclose their buildings’ data.

(A) For Newly Targeted Buildings - What and How to Submit

3. For newly targeted buildings, BCA has served a written notice to building owners to inform them to complete the submission within a 3-month period. The notice includes 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 CorpPass or SingPass during the submission period annually.

¹ BCA Building Energy Benchmarking Report (BEBR) can be downloaded at <https://www.bca.gov.sg/BESS/BenchmarkingReport/BenchmarkingReport.aspx> or <https://www.bca.gov.sg/Sustain/sustain.html>

² The voluntary disclosed dataset can be downloaded at <https://www.bca.gov.sg/BESS/BenchmarkingReport/BenchmarkingReport.aspx> or <http://www.data.gov.sg>

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 link at <https://www.bca.gov.sg/bess/> (see Figure 1). The "Self-help Tools and Resources" contains self-help tools such as:
 - 1) User submission manual
 - 2) Technical guide

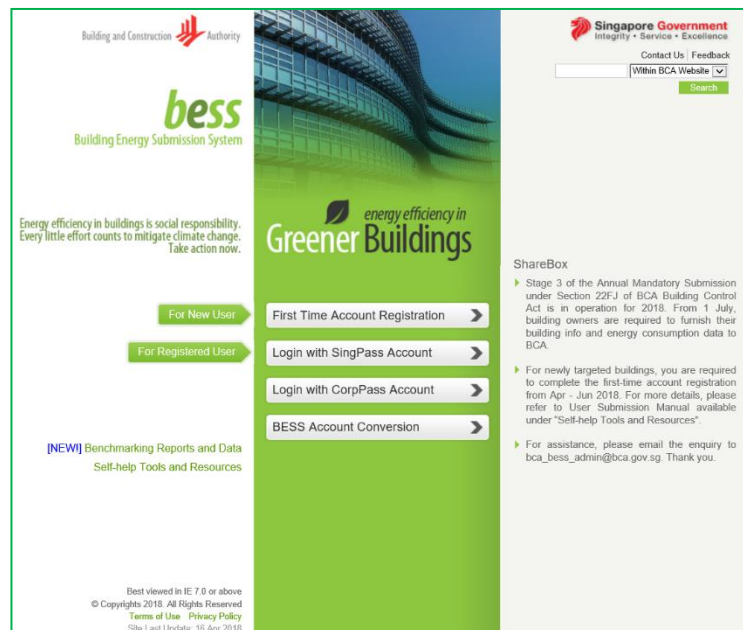


Figure 1: BESS Landing Page

(B) For Existing Buildings – Recent Changes

Revised Login Mode

7. For existing buildings, existing registered users using BESSID (email address) can no longer access BESS portal from 2018 onwards. Since the introduction of CorpPass login for Government digital services in 2018, businesses/companies (UEN-registered entities) are required to login BESS portal using their CorpPass accounts, whilst individual building owners can continue to access using SingPass.

8. As the past system mode of login through BESSID has been disabled, existing registered users using BESSID for login will have to update the system on their login mode to CorpPass or SingPass through the “BESS Account Conversion” function. (More details can be found in pages 14 - 15 of user submission manual). Upon the successful update, registered users will then be able to proceed with the data submission via BESS using the updated login mode (CorpPass or SingPass).

Revised Targeted Buildings for Submission

9. Starting from this year, the buildings targeted for submission are the large-sized buildings (GFA \geq 5,000m²) of commercial buildings, healthcare facilities, educational institutions, civic, community and cultural institutions, and sports and recreation centres. This year, hardcopy notice letters have been replaced by notices via email. E-notices have been sent out to inform owners prior to the start submission opening period on 1 Sep 2019. Should there be changes to the building ownership or submission representative, building owners are required to inform BCA of the changes.

Penalty for Non-Compliance

10. 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

11. 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.

12. 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

13. For any queries pertaining to the 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
	Ms Choo See Loke	choo_see_loke@bca.gov.sg
	Mr. Felix Teo	felix_teo@bca.gov.sg

Minimum Environmental Sustainability Standard (Green Mark) for Existing Buildings	Mr Aloysius Aw	aloysius_aw@bca.gov.sg
	Mr Ramlan Masnawi	ramlan_masnawi@bca.gov.sg

Mandatory Periodic Audit of Operating System Efficiency (OSE)	Mr Joseph Hong	joseph_hong@bca.gov.sg
	Mr Ramlan Masnawi	ramlan_masnawi@bca.gov.sg

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



ANG KIAN SENG
GROUP DIRECTOR
ENVIRONMENTAL SUSTAINABILITY GROUP
BUILDING AND CONSTRUCTION AUTHORITY
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 10 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.

DISTRIBUTION:

i. via Registered Mail only

- All owners of newly targeted commercial buildings, educational institutions, healthcare facilities, civic, community and cultural institutions, sports and recreation centres.

ii. via Email only

- Registered owners of targeted commercial buildings, educational institutions, healthcare facilities, civic, community and cultural institutions, sports and recreation centres.
- All CORENET e-info subscribers
- All Singapore Green Building Council (SGBC) members
- All Real Estate Developers' Association of Singapore (REDAS) members