

# Guidelines

## For the Registration of ECoS Energy Service Company (EESCO)

[Electricity Supply Enactment 2024]

## Registration Record

Reg. No	Issuance / Amendments	Effective Date
GP(E)/ECoS/011/2024	First Issuance	9 August 2024



## 1. INTRODUCTION

ECoS Energy Service Contractor (EESCO) is a company registered with ECoS to perform implementation of energy efficiency and conservation improvement project.

EESCO Roles are:

- (a) **Supply of Energy Efficiency Devices and Equipment:** Providing and installing devices like LED lights, efficient HVAC systems and smart controls that help reduce less energy and cut costs.
- (b) **Consultancy Services:** Experts analyze how you use energy, identify ways to save and recommend solutions to improve efficiency. They also assist with compliance and technology choices.
- (c) **Contract Works:** These agreements cover specific tasks, such as installing or upgrading energy-saving systems. Contracts detail what is included, costs, and timelines.
- (d) **Energy Audit:** An energy audit examines how much energy you use and where you might be wasting it. It includes checking bills, inspecting your setup and suggesting improvements.
- (e) **Design Engineering:** This involves creating detailed plans for energy-efficient systems. It ensures designs are effective, meet standards, and integrate well with other project elements.
- (f) **Project Financing:** This involves finding and managing funding for energy projects. It includes applying for grants or loans and ensuring the project's financial viability.
- (g) **Management of Energy Performance Contract:** This involves overseeing projects where a contractor handles the design, procurement and construction of energy-saving systems. It ensures everything is done on time and to the agreed quality.
- (h) **Commissioning and Services:** Commissioning ensures that new or upgraded energy systems work correctly. It involves testing and adjusting while ongoing services ensure they continue to operate efficiently.

- (i) **Operation and Maintenance of Equipment Energy Efficient Installation:**  
This involves regularly checking and maintaining installed energy-efficient systems to ensure they continue to run effectively and save energy over time.
- (j) **Inspection of Energy Efficiency Improvement Projects:** Inspections check that energy efficiency projects meet standards and work as intended. This can happen at different stages to ensure proper execution and savings.

## 2. REQUIREMENT AND CRITERIA FOR REGISTRATION OF EESCO

- (a) The applicant has registered his business with either the Registrar of Business or the Registrar of Companies as the case may be (Appendix A);
- (b) The applicant has employed, on a full-time basis, a Registered Electrical Energy Manager (REEM) as prescribed under the Efficient Management of Electrical Energy Regulations 2024 (EMEER 2024) (Appendix A);
- (c) The applicant has access to suitable monitoring and testing equipment and instruments required for energy efficiency management works;
- (d) The applicant has satisfactorily furnished all the information in the application form; and
- (e) The applicant shall have an official office address in Sabah.

The Certificate of Registration as an EESCO may not be transferred unless with the written approval of the ECoS.

Any change of name, address and other details of the business or company stated in the Certificate of Registration must be informed in writing to the ECoS within fourteen (14) days of such change.

In the event of any change or replacement of an appointed REEM, the EESCO shall ensure that a new REEM be appointed to effect such change or replacement and the ESCO shall notify in writing to Energy Commission within fourteen (14) days of such change or replacement.

All electrical work in relation to the Energy Services provided by the Registered EESCO must be performed by Competent Persons in accordance with the Electricity Supply Enactment 2024 and the Electricity Regulations 2024.

### **3. VALIDITY PERIOD OF CERTIFICATE OF REGISTRATION**

The Certificate of Registration issued under this guideline is only valid for a period of one (1) year from the date of issuance of the said Certificate of Registration.

### **4. RENEWAL OF CERTIFICATE OF REGISTRATION**

The renewal of the Certificate of Registration as an EESCO must be made not less than one (1) month before the date of expiry of the registration.

### **5. CANCELLATION OF CERTIFICATE OF REGISTRATION**

ECoS may cancel the Certificate of Registration as an EESCO if:

- i. The holder of the Certificate ceases to carry on the business in respect of which he is registered;
- ii. The holder of the Certificate has been adjudicated a bankrupt;
- iii. The company goes into liquidation.

### **6. RETURN OF CERTIFICATE OF REGISTRATION**

Where a Certificate of Registration as an EESCO is cancelled by the ECoS, the Certificate must be returned to the ECoS within fourteen (14) days of the notification of the cancellation.

### **7. SUBMISSION OF APPLICATION**

Application through web application ECoS Energy Information System (EEISy)

<https://eeisy.ecos.services/login>

## 8. ENQUIRIES AND CLARIFICATION

For enquiries and clarification, please refer to the Department of Sustainable Energy (Energy Efficiency & Conservation Unit) at:

Energy Efficiency & Conservation Unit,  
Department of Sustainable Energy,  
Energy Commission of Sabah (ECoS),  
Tingkat 10, Plaza Shell,  
29, Jln Tunku Abdul Rahman,  
Pusat Bandar Kota Kinabalu,  
88000 Kota Kinabalu,  
Sabah.



List of supporting documents (latest) to be uploaded during submission:

1. Business/Company Registration

- a. Form D (Registration Certificate)
- b. Business information form
- c. Company Bank Statement (latest 3 months)
- d. Identification Card or Passport

OR

Sole Proprietorship (*Sendirian Berhad*)

- a. Form 9 / Section 17 (Certificate of Incorporation of Sole Proprietorship)
- b. Form 24 / Section 78 (Return of Allotments of Share)
- c. Form 49 / Section 14 (Particulars in Registers of Directors, Managers & Secretaries)
- d. MAA (Memorandum & Articles of Association of Company)
- e. Identification Card or Passport of the shareholders.

2. A copy of the rental agreement or a copy of the title/purchase agreement of the business premises [Agreement must be signed by the applicant or one of the shareholders or business partner(s)].

3. The applicant's company profile containing information about the organization, the company's technical expertise, the company's work record and registration with other related agencies.

4. Information on competent person:

- a. Competent person's identification card (front and back)
- b. Certificate of competence Registered Electrical Energy Manager (REEM)
- c. Letter of offer and acceptance of the position.



**ENERGY COMMISSION OF SABAH**

10<sup>th</sup> Floor, Plaza Shell,  
29, Jln Tunku Abdul Rahman,  
88000 Kota Kinabalu,  
Sabah

E-mail: [info@ecos.gov.my](mailto:info@ecos.gov.my) (General)

Tel: 088 – 205 574