



P(E)/ECoS/002/2025

# GUIDE

## to Renewal of ECoS Registered Electrical Energy Manager (EREEM) Certificate

[ Electricity Supply Enactment 2024 ]

<b>DOCUMENT CONTROL</b>			
<b>VERSION</b>	<b>REG. NO</b>	<b>EFFECTIVE DATE</b>	<b>AMENDMENTS</b>
1	GP(E)/ECoS/002/2025	8 <sup>th</sup> September 2025	First Edition

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"Source: Energy Commission of Sabah (ECoS)"

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ECoS Publication Number : P(E)/ECoS/002/2025

**PRINTED IN SABAH**



**ELECTRICITY SUPPLY ENACTMENT 2024  
EFFICIENT MANAGEMENT OF ELECTRICAL ENERGY REGULATIONS 2024**

**GUIDE TO RENEWAL OF ECoS REGISTERED ELECTRICAL ENERGY  
MANAGER (EREEM) CERTIFICATE**

**P(E)/ECoS/002/2025**

Pursuant to Regulation 17 of the Efficient Management of Electrical Energy Regulations 2024 (EMEER 2024) relating to the validity period of registration and renewal, the Energy Commission of Sabah (ECoS) issues this guide as follows:

**Purpose**

1. This guide sets out the procedures for the renewal of the registration certificate for a Registered Electrical Energy Manager (EREEM) via the ECoS Energy Information System (EISy), from submission of the application to the issuance of the certificate.

**Title and Commencement**

1. This guide may be cited as the Guide to Renewal of ECoS Registered Electrical Energy Manager (EREEM) Certificate
2. This guide shall come into effect on 8<sup>th</sup> September 2025.

**Application**

1. This guide applies to all EREEMs who intend to continue performing work, acts, or functions for which such registration is required after the expiry of the current certificate.
2. Applications for renewal must be submitted at least two (2) months before the expiry date of the current registration.

Date: 8<sup>th</sup> September 2025.

**DATUK IR. ABDUL NASSER BIN ABDUL WAHID**  
CHIEF EXECUTIVE OFFICER  
ENERGY COMMISSION OF SABAH

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## **1.0 ELIGIBILITY**

Renewal of registration is only applicable to existing ECoS Registered Electrical Energy Managers (EREEM) who have been registered under subregulation 14(2) of the Efficient Management of Electrical Energy Regulations 2024 (EMEER 2024).

## **2.0 NOTIFICATION TO RENEW**

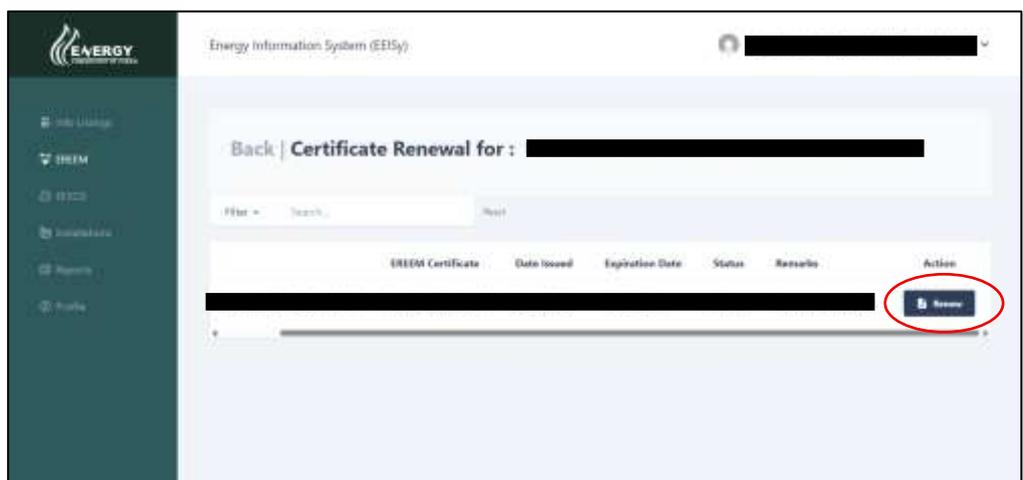
- 2.1 This guide outlines the renewal process for EREEM certification via the ECoS Energy Information System (EEISy), covering all steps from application submission to certificate issuance. For ease of reference, a flowchart summarising the process is provided in Appendix 1.
- 2.2 Applications for renewal must be submitted by the EREEM at least two (2) months before the expiry of the current registration. In accordance with Regulation 17(2), where a person registered under subregulation (1) intends to continue performing any work, act, or function requiring such registration after its expiry, he shall renew his registration not less than two (2) months prior to the expiry date.
- 2.3 EEISy will automatically send a renewal reminder email to the registered EREEM email address three (3) months before the certificate expiry date.

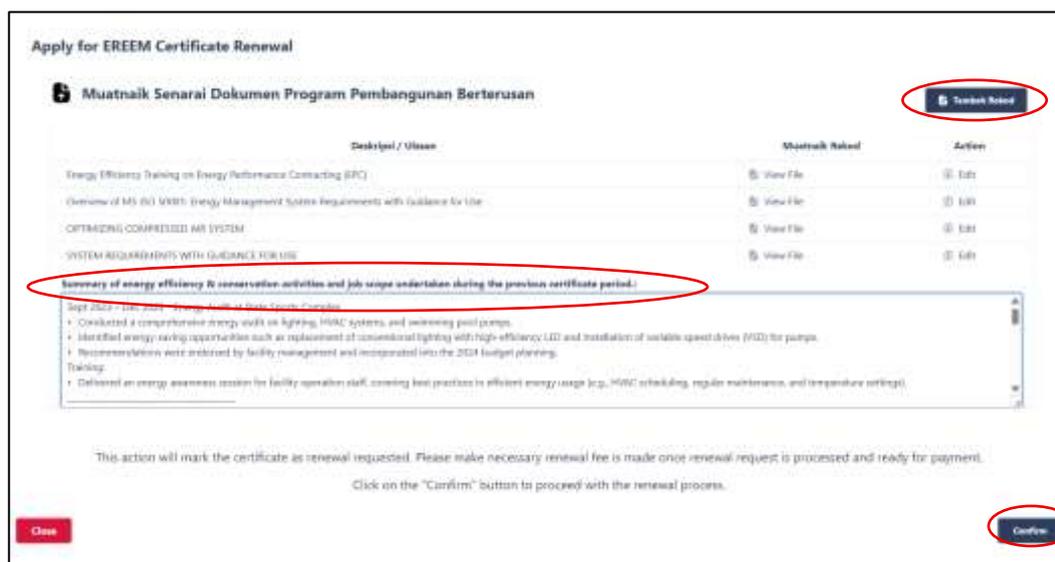
### 3.0 RENEWAL SUBMISSION

- 3.1 The EREEM required to logs into their EEISy Account to initiate the renewal process by clicking “Certificate Renewal” button.



- 3.2 The EREEM shall click the “Renew” button, upon which a pop-up window will appear. The EREEM is required to upload the supporting documents in PDF format (maximum 10 MB per file) and provide a summary statement of activities and job scope undertaken during the previous certificate period in the designated form field.





**Apply for EREEM Certificate Renewal**

**Muatnaik Senarai Dokumen Program Pembangunan Berterusan**

Deskripsi / Uraian	Muatnaik Rekod	Aktion
Energy Efficiency Training on Energy Performance Contracting (EPC)	View File	Edit
Overview of MS (R) MBEH Energy Management System Requirements with Guidance for Use	View File	Edit
OPTIMIZING COMPRESSED AIR SYSTEM	View File	Edit
SYSTEM REQUIREMENTS WITH GUIDANCE FOR USE	View File	Edit

**Summary of energy efficiency & conservation activities and job scope undertaken during the previous certificate period:**

Sept 2023 - Dec 2023  
 • Conducted a comprehensive energy audit on lighting, HVAC systems, and swimming pool pumps.  
 • Identified energy-saving opportunities such as replacement of conventional lighting with high-efficiency LED and installation of variable speed drive (VSD) for pumps.  
 • Recommendations were endorsed by facility management and incorporated into the 2024 budget planning.  
 Training:  
 • Delivered an energy awareness session for facility operation staff, covering best practices in efficient energy usage (e.g., HVAC scheduling, regular maintenance, and temperature settings).

This action will mark the certificate as renewal requested. Please make necessary renewal fee is made once renewal request is processed and ready for payment.  
 Click on the "Confirm" button to proceed with the renewal process.

3.3 The EREEM may click “Tambah Rekod” to add multiple supporting documents. The supporting documents include, but are not limited to:

3.3.1 Records of Energy Efficiency (EE) activities conducted during the registration period.

3.3.2 Certificates or proof of attendance for relevant training sessions, workshops, or courses

3.4 Once all documents and the summary statement have been provided, the EREEM shall click the “Confirm” button to submit the application.

3.5 The EREEM shall ensure that all submissions are complete and accurate to avoid processing delays.

#### 4.0 RENEWAL APPLICATION REVIEW:

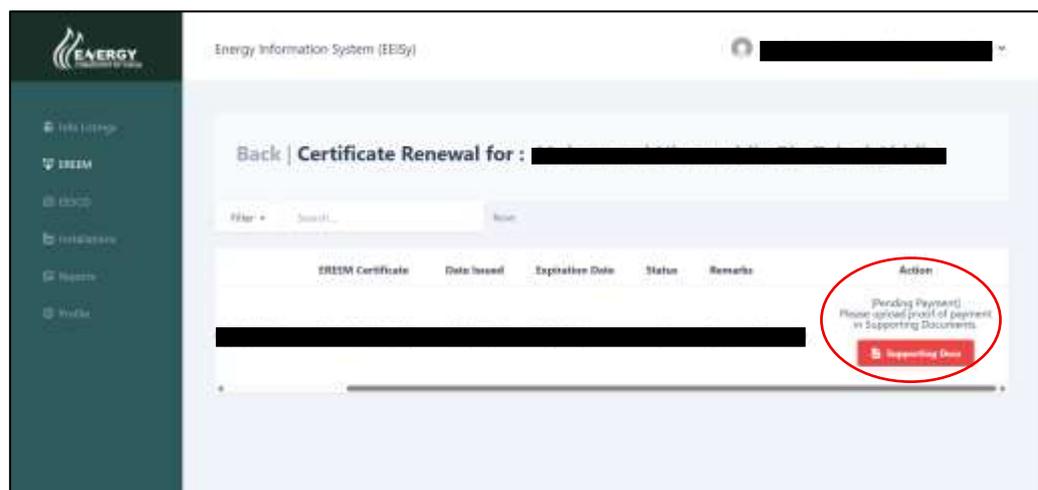
4.1 Energy Efficiency & Conservation Unit (EECU), Sustainable Energy Department, ECoS, is responsible for reviewing renewal applications.

4.2 The assessment focuses on verifying whether the applicant has undertaken sufficient EE related activities, training, and courses to meet the renewal requirements. If the application is incomplete or clarification is required, the applicant will be contacted via EEISy or email to provide the necessary information.

4.3 Once the review is complete and the application meets all requirements, ECoS will grant approval.

## 5.0 PAYMENT REQUEST & VERIFICATION:

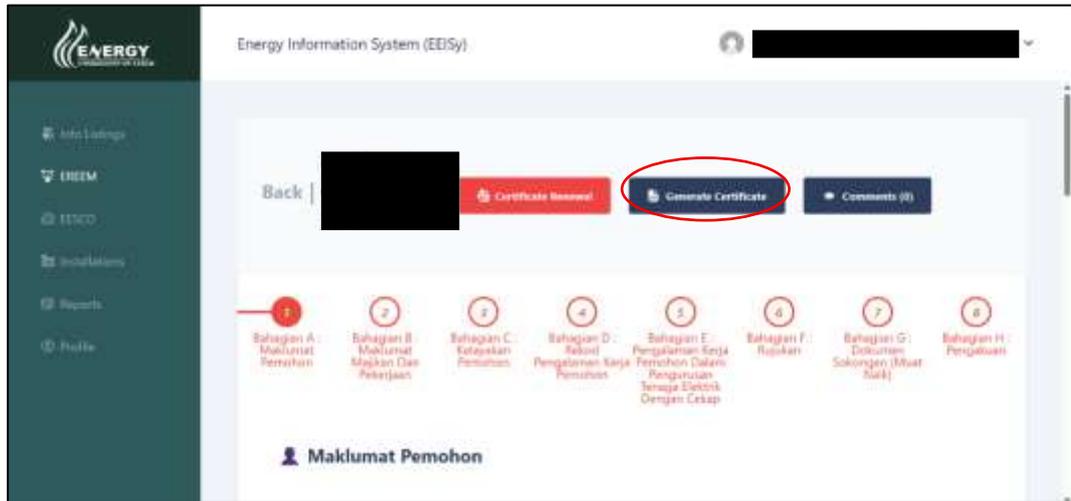
- 5.1 Upon approval, ECoS will issue an official payment notification to the EREEM via EEISy or email.
- 5.2 The payment amount will be based on the prescribed renewal fee under the First Schedule of EMEER 2024, which is RM250.
- 5.3 EREEM must complete the payment via bank transfer within fourteen (14) days from the date of the payment notice and notify ECoS by submitting the bank transfer receipt through EEISy account.



- 5.4 ECoS will verify the payment and issue an official receipt to EREEM's EEISy account.

### 6.0 CERTIFICATE ISSUANCE:

Upon payment confirmation, ECoS will issue the renewed EREEM certificate, which can be downloaded through the EREEM's EESy account by clicking the "Generate Certificate" button.



Example of renewed certificate (front page)



**7.0 CLIENT CHARTER:**

ECoS is committed to processing complete renewal applications within 14 working days from the date all required documents are received. Incomplete submissions will result in processing delays. An application will only be considered complete once all required information has been provided.

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APPENDIX 1

EREEM RENEWAL PROCESS FLOWCHART

