ENERGY
COMMISSION OF SABAH

GUIDE

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

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

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 (EEISy), 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 8th 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: 8th September 2025.

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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).
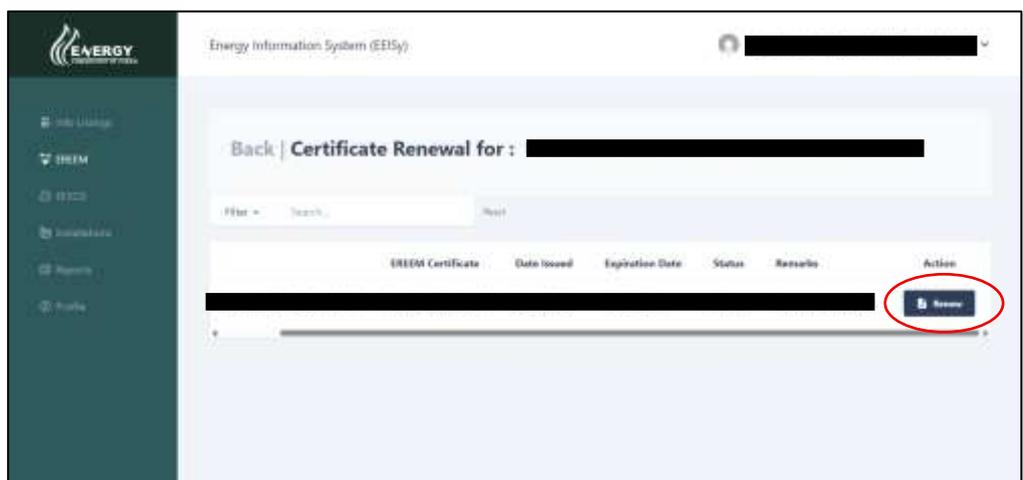

2.0   NOTIFICATION TO RENEW

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.
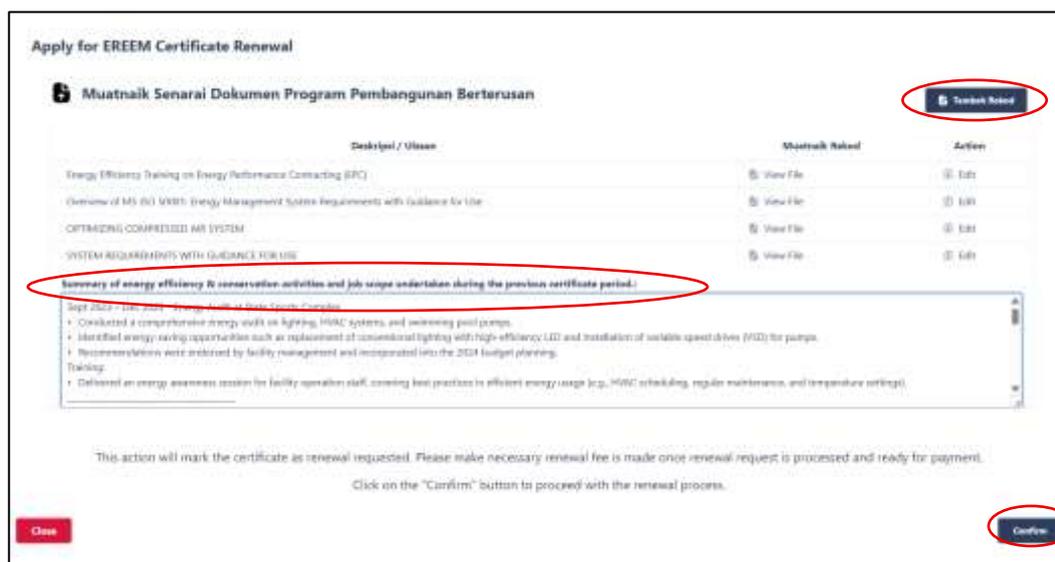
3.0   RENEWAL SUBMISSION

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.

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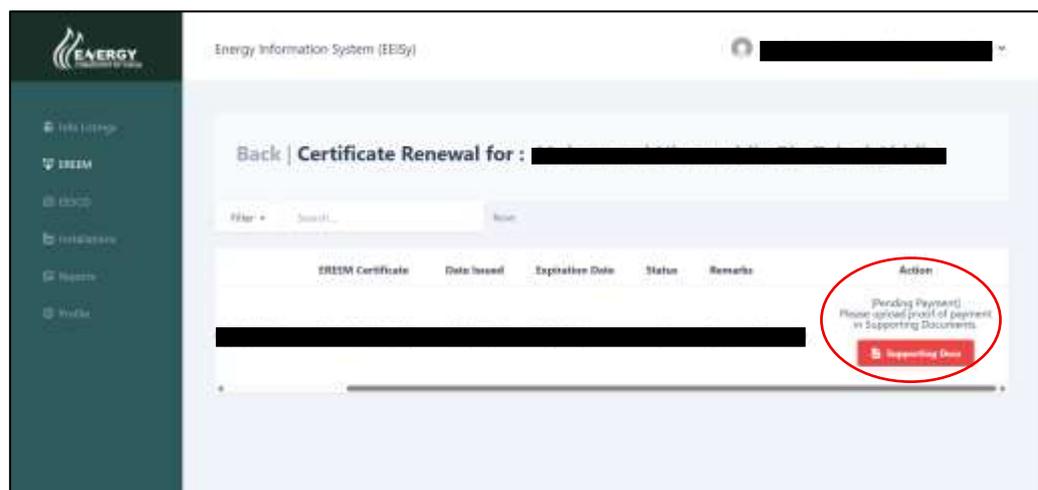
5.4   ECoS will verify the payment and issue an official receipt to EREEM's EEISy account.

6.0   CERTIFICATE ISSUANCE:

Upon payment confirmation, ECoS will issue the renewed EREEM certificate, which can be downloaded through the EREEM's EEISy account by clicking the "Generate Certificate" button.
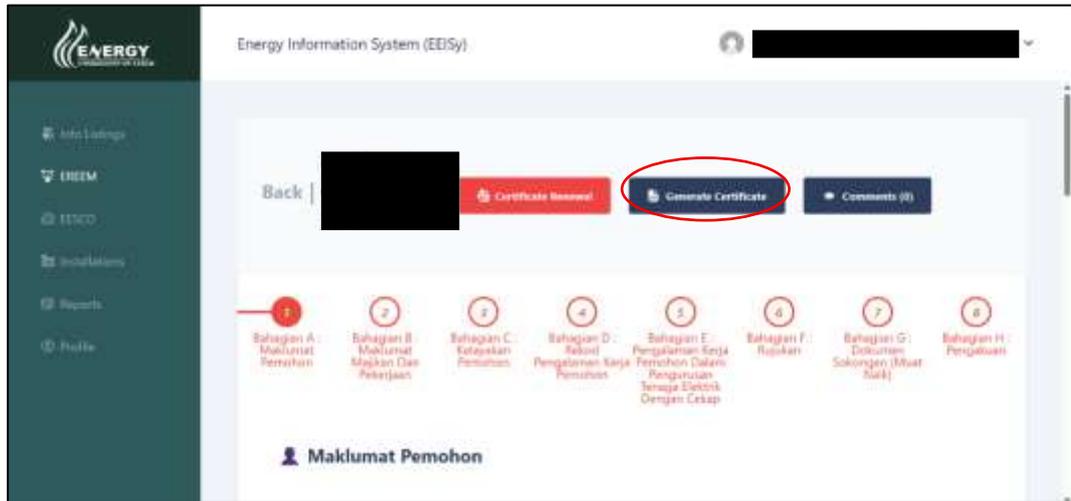
Example of renewed certificate (front page)

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

EREEM

ECoS

START

EREEM submits a renewal application through **EEISy.**

EEISy

EEISy will detect upcoming EREEM certificate expiries and automatically send email reminders three (3) months before the expiration date.

EEISy sends an email notification to the EREEM to fulfil requirements, based on ECoS comments provided through the 'forum' feature.

ECoS reviews the EREEM's activities, training, and courses related to Energy Efficiency (EE) to determine if they meet renewal requirements.

NO

Approve?

YES

EREEM makes the payment via bank transfer

ECoS issues payment notification to EREEM via email.

EREEM notify ECoS payment made by submitting the bank transfer receipt via the EREEM's EEISy account.

ECoS verifies the payment made

ECoS releases the renewed certificate and receipt to the EREEM's EEISy account.

END