

GUIDE ON REGISTRATION OF ENERGY AUDITOR

25 March 2025

Registration Record

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GUIDES ON REGISTRATION OF ENERGY AUDITOR

1. OBJECTIVES

These Guides are developed by the Commission with the following objectives:

- (a) the registration of energy auditor;
- (b) the renewal of practising certificate of registered energy auditor; and
- (c) the cancellation of certificate or registration of energy auditor.

2. SCOPE

These Guides shall apply to any person who applies to become a Registered Energy Auditor under the Energy Efficiency and Conservation Act 2024 [Act 861].

3. INTERPRETATION

3.1. In these Guides, the following terms shall bear the following meanings:

“Act”	means the Energy Efficiency and Conservation Act 2024 [Act 861];
“Commission”	has the same meaning assigned to it under the Energy Efficiency and Conservation Act 2024 [Act 861];
“REM First Type”	means the first type registered energy manager;
“REA”	means the registered energy auditor;
“Regulations”	means the Energy Efficiency and Conservation Regulations 2024 [P.U.(A)466/2024]; and
“REM Second Type”	means the second type registered energy manager.

3.2. Subject to paragraph 3.1 and unless expressly indicated to the contrary or unless the context otherwise requires, terms adopted and used in these Guides shall bear the same meaning as they are defined in the Act.

4. REGISTRATION OF ENERGY AUDITOR

- 4.1. Pursuant to section 27 of the Act, an application for registration of energy auditor shall be made to the Commission.
- 4.2. The application shall be accompanied by –
- (a) a prescribed fee in accordance with subsection 27(2) of the Act and regulation 16 of the Regulations; and
 - (b) any information, particulars, or documents as may be required by the Commission.
- 4.3. The requirements to become REA to carry out energy audit are as follows:
- (a) the applicant is a Malaysian citizen;
 - (b) the applicant holds a qualification in any of the following:
 - (i) a degree in science, engineering, technology or architecture from a college, institution or university recognized by the Commission and has at least two years of working experience;
 - (ii) a diploma in science, engineering, technology or architecture from a college, institution or university recognized by the Commission and is a REM Second Type;
 - (iii) he is registered under the Registration of Engineers Act 1967 [Act 138] as—
 - A. a Graduate Engineer or Engineering Technologist with at least two years of working experience;
 - B. an Inspector of Works and is a REM Second Type; or
 - C. a Professional Engineer;

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- (iv) he is registered under the Technologists and Technicians Act 2015 [Act 768] as —
 - A. a Graduate Technologist with at least two years of working experience;
 - B. a Qualified Technician who holds at least a diploma and is a REM Second Type; or
 - C. a Professional Technologist;
 - (v) he is registered under the Architects Act 1967 [Act 117] as—
 - A. a Graduate Architects with at least two years of working experience;
 - B. an Inspector of Works and is a REM Second Type; or
 - C. a Professional Architect;
 - (c) the applicant fulfils any other prerequisite requirements as may be determined by the Commission;
 - (d) the applicant has been involved in at least two energy audits approved by the Commission. Applicant may refer GP/ST/No.49/2024: Guidelines on Energy Audit Report for format and requirement on the energy audit report approved by the Commission;
 - (e) the applicant demonstrates knowledge of the requirements of the Act and these Regulations that satisfies the Commission; and
 - (f) the applicant not been convicted of an offence involving fraud, dishonesty, or corruption.
- 4.2.2 For the purpose of qualification under paragraph 4.3, “recognized by the Commission” means the degree or diploma is equivalent to the degree or diploma in science, engineering, technology or architecture issued by public universities but not limited to:
- (a) the Malaysian Qualifications Agency (MQA);
 - (b) Jabatan Perkhidmatan Awam (JPA); and
 - (c) Majlis Amanah Rakyat (MARA).

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4.4 Method to apply for REA are as follows:

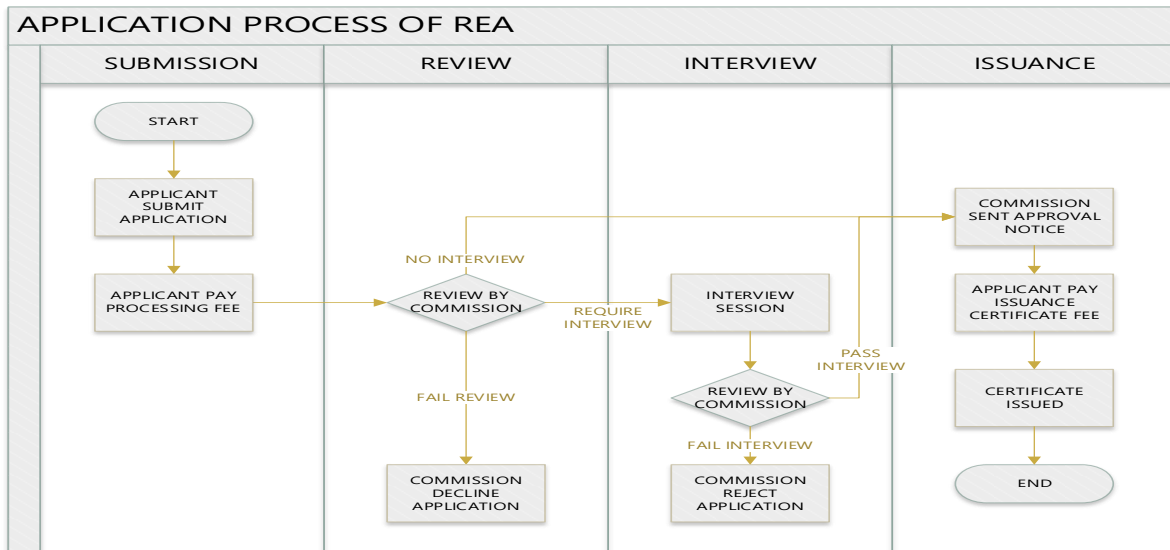


Figure 4.1 Application Process of REA to conduct energy audit

PROCESS	DESCRIPTION
SUBMISSION	
Applicant submit Application	1. Applicant to submit to the Commission application form as per Appendix A.
Applicant to pay the application fee	2. Application fee for registration of energy manager under subsection 27(2) of the Act amounting to RM 30.00.
REVIEW	
Review by Commission	3. Upon receiving the complete application together with the processing fee, the Commission shall start to review the application. 4. During review, the Commission may decide whether the application is complete or incomplete. 5. If the application is complete, the Commission shall send the approval notice to the applicant.

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PROCESS	DESCRIPTION
	<p>6. If the application is incomplete, the Commission may request the applicant to provide additional supporting documents within fourteen (14) days from the date of the notice. Failure to do so may result in the Commission rejecting the application without further notice and without affecting the right of the applicant to make a fresh application.</p> <p>7. If the Commission decide that the applicant does not fulfill the requirement of the Act, the application shall be declined.</p>
INTERVIEW	
Interview Session	<p>8. The Commission may require the applicant to attend an interview session to assess his qualification by giving two weeks' notice to the applicant.</p> <p>9. The applicant is required to prepare the original supporting document to the interview session with the Commission.</p> <p>10. The interview may consist of objective and subjective examination and face-to-face interview with the Commission.</p>
Review by Commission	<p>11. Following the interview session, the Commission shall review and determine whether the applicant has passed or failed the interview session.</p> <p>12. If the Commission determine that the applicant does not fulfill the requirement of the Act, the application shall be declined.</p>
ISSUANCE	
Commission Sent Approval Notice	<p>13. The Commission shall inform the applicant on the approval of the application together with the detail of fees required to be paid by the applicant as follows:</p>

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PROCESS	DESCRIPTION
	<p>(a) the issuance of certificate of registration of energy auditor under paragraph 27(3)(a) of the Act - RM100.00;</p> <p>(b) the application for practising certificate of registered energy auditor under subsection 28(2) of the Act – RM30.00;</p> <p>(c) the issuance of practising certificate of registered energy manager under paragraph 28(3)(a) of the Act – RM100.00</p> <p>14. The applicant is given fourteen (14) days from the date of the notice to pay all the fees above. Failure to do so may result in the application being rejected. There shall be no refund on any payment made by the applicant.</p>
Certificate Issued	<p>15. Upon receiving the payment of fees, the Commission shall register the applicant and issue:</p> <p>(a) the Certificate of Registration as REA as per Appendix 1; and</p> <p>(b) the Practising Certificate of REA as per Appendix 2.</p> <p>16. The practising certificate shall be valid for a year starting from the date of issuance of the certificate.</p>

5. RENEWAL OF PRACTISING CERTIFICATE

Method to renew practising certificate is as follow:

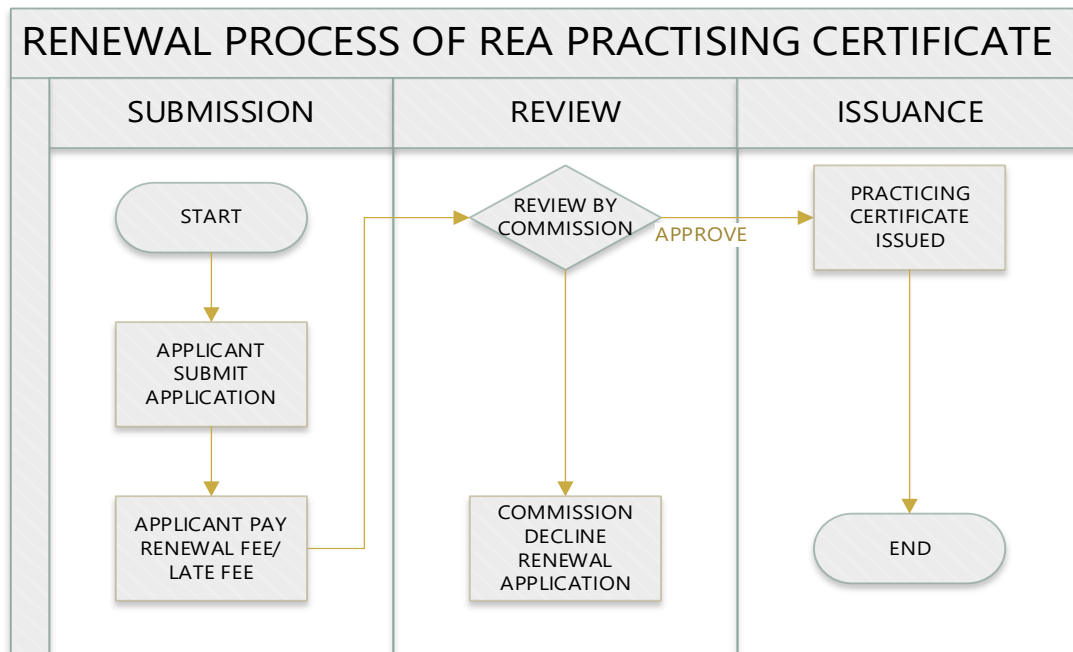


Figure 5.1 Renewal Process of REA Practising Certificate

PROCESS	DESCRIPTION
SUBMISSION	
Applicant Submit Application	1. The applicant to submit to the Commission application form as per Appendix B.
Applicant Pay Renewal Fee	2. Application fee for renewal of practising certificate of registration of energy manager under subsection 29(3) of the Act amounting to RM30.00 and the late fee for the renewal of practising certificate of registered energy manager under subsection 29(2) of the Act amounting to RM100.00 if applicable.

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PROCESS	DESCRIPTION
REVIEW	
Review by the Commission	<p>3. The Commission shall review the application.</p> <p>4. During review, the Commission may decide that the submission is complete or incomplete.</p> <p>5. If the submission is incomplete, the Commission may request the applicant to furnish additional supporting documents within fourteen (14) days from the date of the notice. Failure to do so may result in the Commission declining the application without further notice and without affecting the right of the applicant to make a fresh application.</p> <p>6. If the Commission decides that the applicant does not fulfill the requirement of the Act, the application shall be declined.</p>
ISSUANCE	
Practising certificate issued	<p>7. The Commission shall notify the applicant on the approval and provide instructions for the payment under paragraph 29(5)(a) of the Act – RM100.00 per year.</p> <p>8. The applicant is given fourteen (14) days from the date of the notice to pay all the required fees. Failure to do so may result in the application being rejected. There shall be no refund on any payment made by the applicant.</p> <p>9. The Commission shall update in the register and issue practising certificate as per approved duration of minimum one (1) year and maximum of three (3) year.</p>

6. CANCELLATION OF CERTIFICATE OF REGISTRATION

6.1 Cancellation of the certificate of registration of REA may be made by the Commission due to reasons as follows:

- (a) has contravened any provision of this Act;
- (b) has misused or caused to be misused the certificate of registration;
- (c) has altered the certificate of registration;
- (d) has obtained the certificate of registration by making or causing to be made, or by producing or causing to be produced, a false or fraudulent declaration, certificate, application, representation or information, either in writing or otherwise; or
- (e) has been convicted of an offence involving fraud, dishonesty, or corruption.

6.2 Upon the cancellation of the certificate of registration –

- (a) the certificate of registration and practising certificate shall cease to be valid;
- (b) the name and particulars of the energy auditor is removed from the Register of the Commission; and
- (c) the energy auditor is not allowed to submit a fresh application to be a REA under this Act.

6.3 Method for the Commission to cancel the certificate of registration of RTI are as follows:

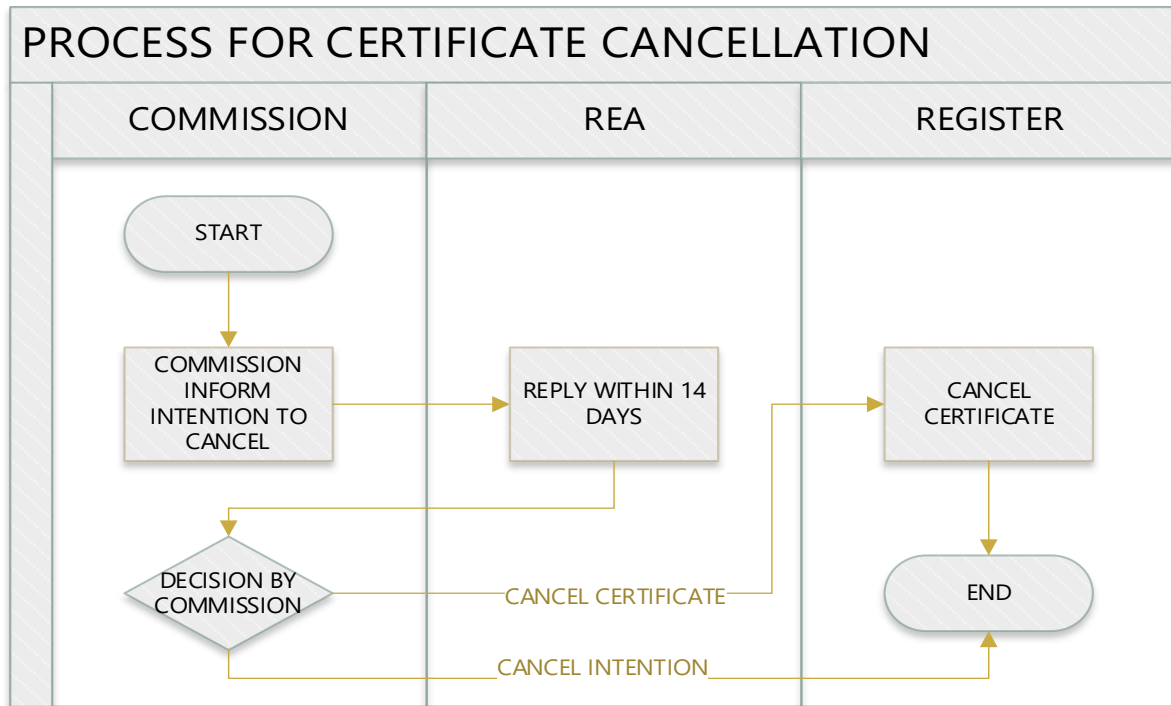


Figure 6.1 Cancellation Process for Certificate of Registration

PROCESS	DESCRIPTION
Commission Inform Intention to Cancel Certificate	1. If there is a requirement under the Act that requires the Commission to cancel the certificate, the Commission shall inform the REA the intention to cancel the certificate.
REA Reply Within 14 Days	2. REA that receives the notice are given 14 days to respond and submit the appeal to the Commission. If no response is received, the Commission would consider the REA has agreed with the Commission's intention.

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PROCESS	DESCRIPTION
Decision by Commission	<p>3. The Commission shall review the reply letter and decide accordingly.</p> <p>4. If the Commission decides to continue with the intention, the Commission shall remove the name from the register and send a cancellation notice.</p> <p>5. If the Commission decides to cancel the intention, the Commission shall inform the decision to the REA accordingly.</p>

7. APPENDIX

Appendix A – REA Application Form

Appendix B – REA Practising Certificate Renewal Form

Appendix 1 – REA Certificate of Registration

Appendix 2 – REA Practising Certificate

Appendix A – REA Application Form

Application to be REA can be made through ST Integrated Regulatory Information System (iRIST) at <https://irist.st.gov.my/>.

Appendix B – REA Practising Certificate Renewal Form

REA Practising Certificate Renewal Form can be made through ST Integrated Regulatory Information System (iRIST) at <https://irist.st.gov.my/>.



AKTA KECEKAPAN DAN KONSERVASI TENAGA 2024
[PERENGGAN 27(3)(a)]

**PERAKUAN PENDAFTARAN SEBAGAI
JURUAUDIT TENAGA BERDAFTAR**

INI ADALAH UNTUK MEMPERAKUI BAHAWA

NO. JURUAUDIT TENAGA :

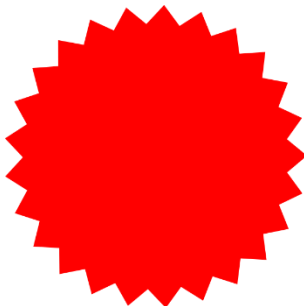
NAMA :

NO. KAD PENGENALAN :

telah memenuhi kehendak dan keperluan di bawah Seksyen 26 Akta Kecekapan dan Konservasi Tenaga 2024 untuk didaftarkan sebagai Juruaudit Tenaga Berdaftar tertakluk kepada syarat-syarat yang telah dinyatakan di bawah:

- (a) tarikh mula pendaftaran: dd/mm/yyyy; dan
- (b) mempunyai Perakuan Amalan Sebagai Juruaudit Tenaga Berdaftar yang sah untuk menjalankan audit tenaga di bawah Akta Kecekapan dan Konservasi Tenaga 2024.

Tarikh dikeluarkan :



SURUHANJAYA TENAGA



AKTA KECEKAPAN DAN KONSERVASI TENAGA 2024
[PERENGGAN 28(3)(a) dan 29(5)(a)]

**PERAKUAN AMALAN SEBAGAI
JURUAUDIT TENAGA BERDAFTAR**

INI ADALAH UNTUK MEMPERAKUI BAHAWA

NO. JURUAUDIT TENAGA :

NAMA :

NO. KAD PENGENALAN :

telah memenuhi kehendak dan keperluan di bawah Seksyen 28 atau Seksyen 29 Akta Kecekapan dan Konservasi Tenaga 2024 untuk diluluskan pengeluaran Perakuan Amalan sebagai Juruaudit Tenaga Berdaftar tertakluk kepada syarat-syarat yang dinyatakan seperti yang berikut:

- (a) tarikh mula perakuan: dd/mm/yyyy;
- (b) tarikh tamat perakuan: dd/mm/yyyy; dan
- (c) mempunyai Perakuan Pendaftaran Sebagai Juruaudit Tenaga Berdaftar yang sah untuk menjalankan audit tenaga di bawah Akta Kecekapan dan Konservasi Tenaga 2024.



SURUHANJAYA TENAGA