



# GUIDE ON REGISTRATION OF ENERGY AUDITOR

30 December 2024



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## GUIDES ON REGISTRATION OF ENERGY AUDITOR

### 1. OBJECTIVES

These Guides are developed by the Commission with the objective to set out the process and procedures for the following:

- (a) the application as a Registered Energy Auditor;
- (b) the renewal application for the Practicing Certificate of Registered Energy Auditor; and
- (c) the cancellation as a Registered 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 816].

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### 3. INTERPRETATION

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

<b>“Act”</b>	means the Energy Efficiency and Conservation Act 2024 [ <i>Act 816</i> ];
<b>“Commission”</b>	has the same meaning assigned to it under the Energy Efficiency and Conservation Act 2024 [ <i>Act 861</i> ];
<b>“REM First Type”</b>	means the first type registered energy manager;
<b>“REA”</b>	means the registered energy auditor;
<b>“Regulations”</b>	means the Energy Efficiency and Conservation Regulations 2024 [ <i>P.U.(A)466/2024</i> ]; and
<b>“REM Second Type”</b>	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 subsection 25(2) of the Act, an energy auditor shall register and holds a valid practicing certificate issued under this Act for carrying or conducting functions or duties referred to in subsection 25(1) of the Act.

4.2 The application is to be made to the Commission and accompanied by a prescribed fee in accordance with section 27 of the Act.

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:

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- (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;
- (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;
- (e) the applicant demonstrates knowledge of the requirements of the Act and these Regulations that satisfies the Commission; and

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- (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).

4.4 Method to apply for REA are as follows:

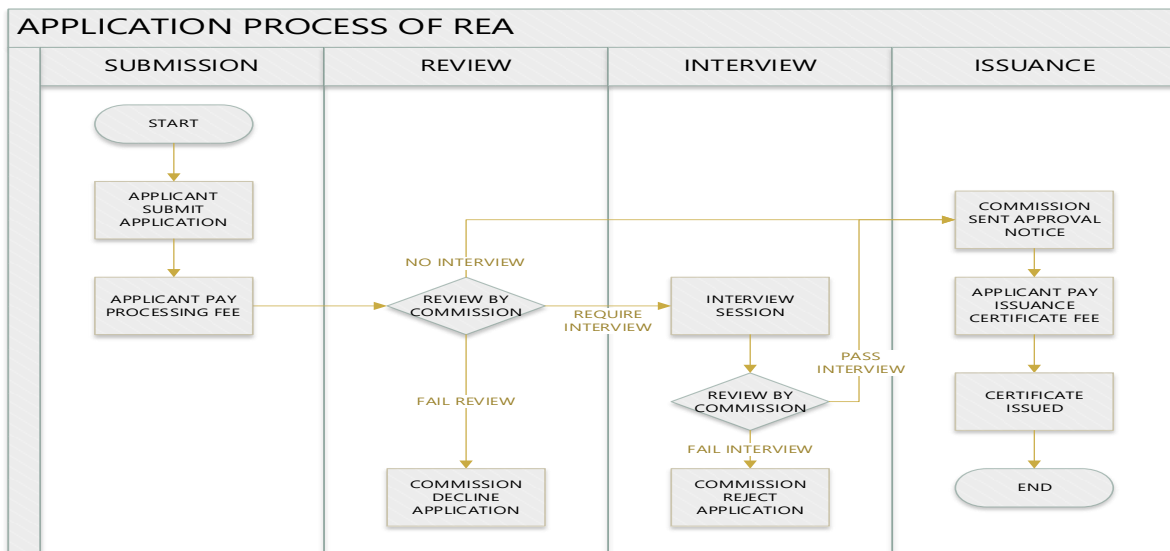


Figure 4.1 Application Process of REA to conduct energy audit

PROCESS	DESCRIPTION
<b>SUBMISSION</b>	
Applicant submit Application	1. Applicant to submit to the Commission: <ul style="list-style-type: none"> <li>(a) application form as per Appendix A; and</li> <li>(b) supporting document as follows:               <ul style="list-style-type: none"> <li>(i) a certified true copy of MyKad;</li> <li>(ii) a certified true copy of degree certificate or diploma certificate;</li> </ul> </li> </ul>

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PROCESS	DESCRIPTION
	<p>(iii) a valid Certificate of Registration and Practicing Certificate of REM Second Type; and</p> <p>(iv) any other additional supporting documents may be specified in the application form.</p>
Applicant to pay the application fee	2. A fee payment of RM30 in accordance with subsection 27(2) of the Act.
REVIEW	
Review by Commission	<p>3. Upon receiving the application together with the application fee, the Commission shall start to review the application.</p> <p>4. During review, the Commission may decide whether 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 fulfil the requirement of the Act, the application shall be declined.</p>
INTERVIEW	
Interview Session	<p>7. The Commission may require the applicant to attend an interview to ascertain his qualification by giving two weeks' notice to the applicant.</p> <p>8. The applicant is required to prepare original supporting documents during the interview session with the Commission.</p> <p>9. The interview may consist of:</p>



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PROCESS	DESCRIPTION
	<p>(a) answering objective and subjective examination; and</p> <p>(b) face-to-face interview with the Commission.</p>
Review by Commission	<p>10. Following the interview session, the Commission shall review and determine whether the applicant has passed or failed the interview session.</p> <p>11. If the Commission determines that the applicant does not fulfill the requirement of the Act, the application shall be rejected.</p>
ISSUANCE	
Commission Sent Approval Notice	<p>12. 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> <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>13. 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 not being further proceeded with. There shall be no refund on any partial payment made.</p>
Certificate Issued	<p>14. Upon receiving the payment of fees, the Commission shall register the applicant and issue:</p> <p>(a) a Certificate of Registration as Registered Energy Auditor as per Appendix 1.</p>

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PROCESS	DESCRIPTION
	<p>(b) a Practising Certificate of Registration as Registered Energy Auditor as per Appendix 2.</p> <p>15. The practising certificate shall be valid within the period specified in the certificate.</p>

*Table 4 – Process and description of application process of REA*

**5. RENEWAL OF PRACTICING CERTIFICATE**

Method for renewal practicing certificate is as follow:

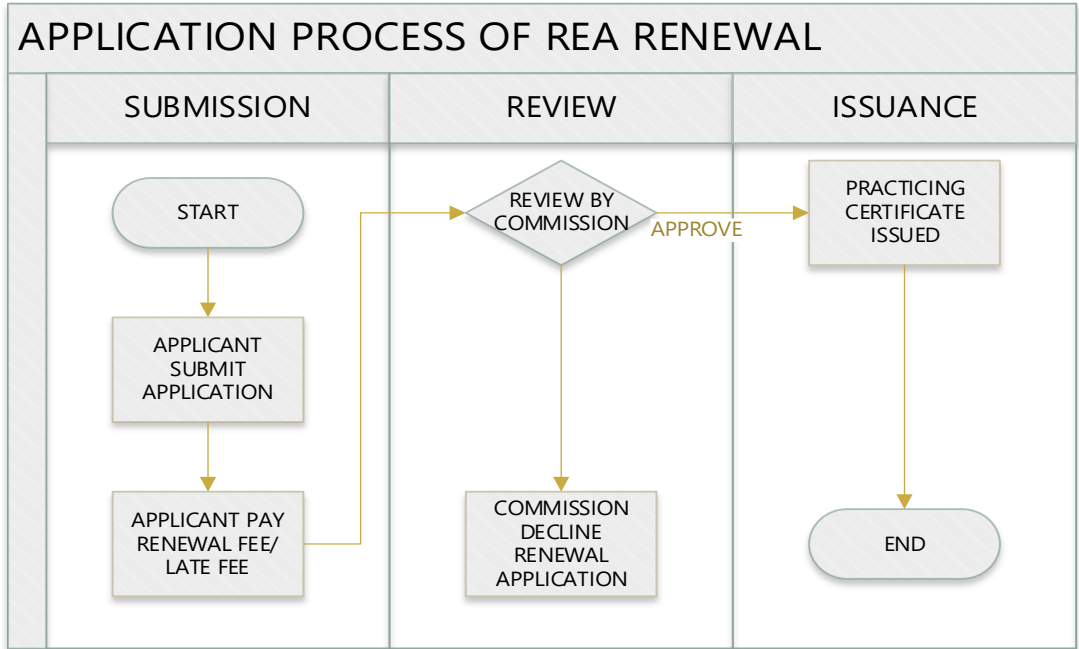


Figure 5.1 Renewal Process of REA Practicing Certificate

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PROCESS	DESCRIPTION
<b>SUBMISSION</b>	
Applicant Submit Application	1. The applicant to submit to the Commission: (a) application form as per Appendix B; and (b) supporting document as may be required.
Applicant Pay Renewal Fee	2. Renewal fee for the practicing certificate for REA in accordance with subsection 29(3) of the Act – RM30.00
<b>REVIEW</b>	
Review by the Commission	3. The Commission shall review the application.  4. During review, the Commission may decide that the submission is complete or incomplete.  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.  6. If the Commission decides that the applicant does not fulfill the requirement of the Act, the application shall be declined
<b>ISSUANCE</b>	
Commission Sent Approval Notice	7. The Commission shall inform the applicant on the approval together with the detail of fees required to be paid by the applicant as follows:  8. Renewal fee for Practicing Certificate for REA to conduct energy audit (a) applications made before the expiry of the practicing certificate of the registered energy auditor under paragraph 29(5)(a) of the Act; -- RM100.00; and if

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PROCESS	DESCRIPTION
	<p>(b) applications made after the expiration of the practicing certificate of registered energy auditor under subsection 29(2) of the Act – RM100.00</p> <p>9. The applicant is given fourteen (14) days from the date of the notice to pay the relevant fees above. Failure to do so may result in the application not being further proceeded with. There shall be no refund on any partial payment made.</p>
Certificate Issued	<p>10. Upon approving the renewal application, the Commission shall update in the Register and re-issue the practising certificate of Registered Energy Auditor as per approved duration of minimum one (1) year and maximum of three (3) years.</p>

*Table 5 – Process and description of application process of renewal of practicing certificate*

### 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 practicing certificate shall cease to be valid;

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- (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:

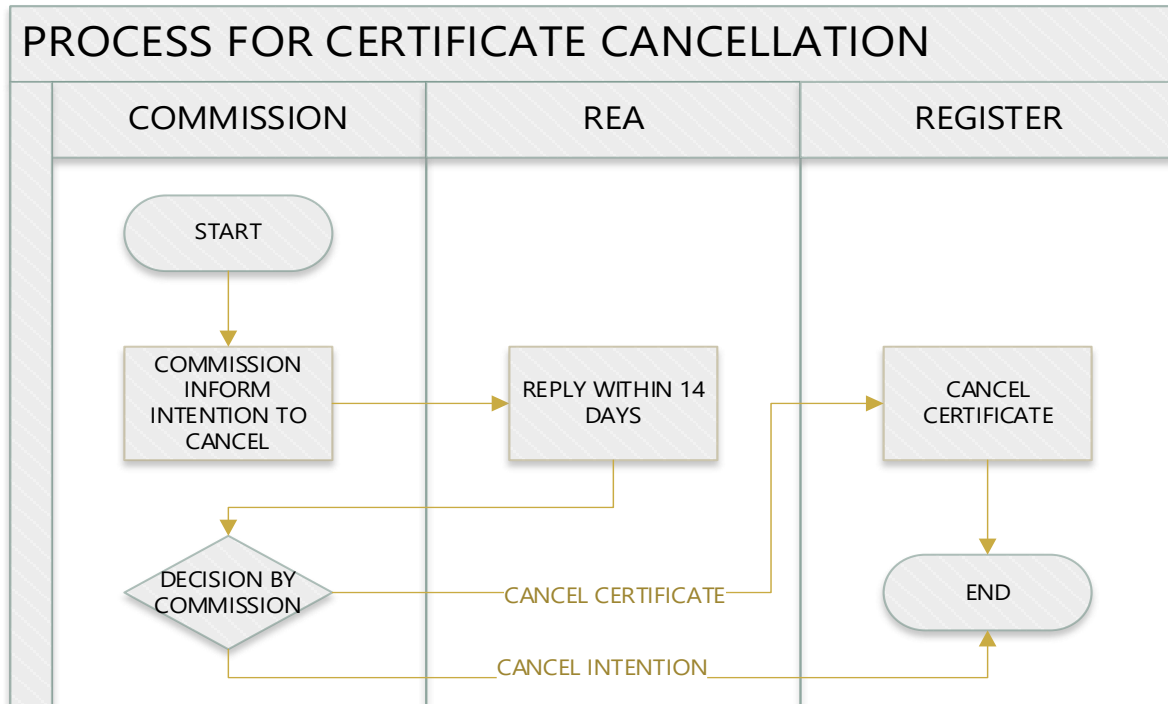


Figure 6.1 Process of Cancellation of Certificate of Registration

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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.
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 RTI accordingly.</p>

### 7. APPENDIX

**Appendix A** – REA Application Form

**Appendix B** – REA Renewal Practicing Certificate Application Form

**Appendix 1** – REA Certificate of Registration

**Appendix 2** – REA Practicing Certificate

Appendix A – REA Application Form

Application to be REA can be made through ST Integrated Regulatory Information System (iRIST) at [www.irst.st.gov.my](http://www.irst.st.gov.my).



## Appendix B – REA Renewal Practicing Certificate Application Form

REA Renewal Practicing Certificate Application Form can be made through ST Integrated Regulatory Information System (iRIST) at [www.irst.st.gov.my](http://www.irst.st.gov.my).



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

**PERAKUAN PENDAFTARAN SEBAGAI  
JURUAUDIT TENAGA BERDAFTAR**

INI ADALAH UNTUK MEMPERAKUI BAHAWA

NAMA :  
NO. KAD PENGENALAN :  
NO. PENGURUS TENAGA :

Telah memenuhi kehendak dan keperluan di bawah seksyen 26 Akta Kecekapan dan Konservasi Tenaga 2024 [*Akta 816*] untuk didaftarkan sebagai Juruaudit Tenaga Berdaftar tertakluk kepada syarat-syarat yang telah dinyatakan di bawah:

- (a) Tarikh mula pendaftaran:
- (b) Mempunyai Perakuan Amalan Sebagai Juruaudit Tenaga Berdaftar yang sah untuk menjalankan fungsi dan tugas sebagai Juruaudit Tenaga Berdaftar di bawah Akta Kecekapan dan Konservasi Tenaga 2024 [*Akta 816*];

Tarikh dikeluarkan :



\_\_\_\_\_  
SURUHANJAYA TENAGA



AKTA KECEKAPAN DAN KONSERVASI TENAGA 2024  
[SEKSYEN 28.(3)(a), 29.(5)(a)]

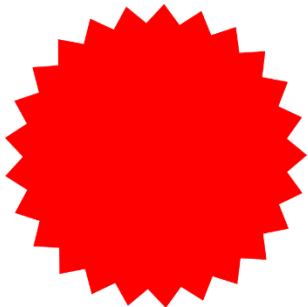
**PERAKUAN AMALAN SEBAGAI  
JURUAUDIT TENAGA BERDAFTAR**

INI ADALAH UNTUK MEMPERAKUI BAHAWA

NAMA :  
NO. KAD PENGENALAN :  
NO. PENGURUS TENAGA :

Telah memenuhi kehendak dan keperluan di bawah seksyen 28 dan seksyen 29 Akta Kecekapan dan Konservasi Tenaga 2024 [Akta 816] untuk diluluskan pengeluaran Perakuan Amalan sebagai Juruaudit Tenaga Berdaftar tertakluk kepada syarat-syarat yang telah dinyatakan di bawah:

- (a) Tarikh Mula Perakuan:
- (b) Tarikh Tamat Perakuan:
- (c) Mempunyai Perakuan Amalan sebagai Juruaudit Tenaga Berdaftar yang sah di bawah Akta Kecekapan dan Konservasi Tenaga 2024;
- (d) Mempunyai Perakuan Pendaftaran Sebagai Juruaudit Tenaga Berdaftar yang sah untuk menjalankan fungsi dan tugas sebagai Juruaudit Tenaga Berdaftar di bawah Akta Kecekapan dan Konservasi Tenaga 2024;



\_\_\_\_\_  
SURUHANJAYA TENAGA