

## Checklist:

- Appoint or designate a Registered Electrical Energy Manager (REEM) to carry out the functions and duties under Regulation 16 of EMEER 2008 at the installation not later than three months from the date of the written notice.
  - To find the list of REEM:
    1. Please go to <http://ecos.st.gov.my>
    2. Click at the *Maklumat* Tab
    3. Click at the *Senarai Pengurus Tenaga Elektrik Berdaftar*
    4. Click at the *Cetak Senarai* to print out the list of REEM or search the REEM name in the search field.
  
- Submit a written confirmation of such appointment or designation of the REEM to Energy Commission (EC). Installation need to write an official letter to EC to inform EC on the appointment of the REEM.
  - Details that required in the REEM appointment letter:
    1. Installation details:
      - a) Name of the installation
      - b) Licencee Supply Authority account number (Eg: TNB account number, SESB account number, etc)
      - c) Address of the installation
    2. REEM details:
      - a) Name of REEM
      - b) REEM's Certificate Number
      - c) REEM's Certificate Expiry Date
    3. Date of REEM appointment
    4. Installation's person in charge (worker from installation) details for submission of periodic report in \*Energy Management Information System (EMIS)
      - a) Name of the person in charge
      - b) Designation
      - c) Email
      - d) Phone Number
      - e) Fax Number (optional)
  - The REEM appointment letter can be submitted to the following address:

*Unit Kecekapan dan Pemuliharaan Tenaga  
Jabatan Operasi Industri,  
Suruhanjaya Tenaga,  
No. 12, Jalan Tun Hussein,  
Presint 2, 62100 Putrajaya*

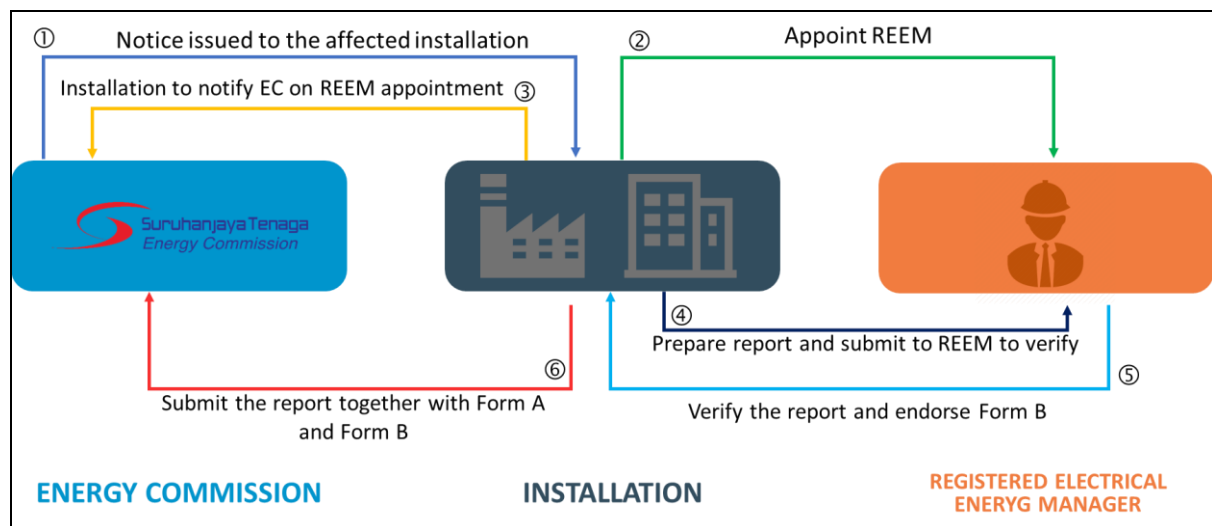
- Installation together with the appointed REEM will develop the Efficient Electrical Energy Management Policy, Objective and Committee.
- EC's personnel will provide EMIS access (user ID and password) to the installation's person in charge based on the details of person in charge provided in the REEM appointment letter.
- Periodic reporting every six months start. Installation need to update the Efficient Electrical Energy Management Policy, Objective and Committee in EMIS (once only unless there is a changes) and submit report through EMIS.

**Note:**

\* Energy Management Information System (EMIS):

EMIS serves to establish an online reporting and monitoring of EMEER 2008 compliance and comprehensive performance analysis of each installations as well as sectors and sub-sectors. EMIS can be accessed through <https://emis.st.gov.my>

**Summary:**



Remark:

\*No. 6 - Report is submitted through EMIS. Only Form A and Form B need to be submitted hardcopy to EC once report is submitted to EMIS.

**Contact Us:**

Unit Kecekapan dan Pemuliharaan Tenaga  
Jabatan Operasi Industri,  
Suruhanjaya Tenaga  
No. 12, Jalan Tun Hussein Onn, Precinct 2, 62100, Putrajaya  
Tel: 03-8870 8680 / 8693 / 8627 / 8762  
Fax: 03-8888 8648

Email: [emeer@st.gov.my](mailto:emeer@st.gov.my)