

GUIDE ON REGISTRATION OF ENERGY AUDITOR

May 2026

TABLE OF CONTENTS

1.	OBJECTIVES	3
2.	SCOPE.....	3
3.	INTERPRETATION	3
4.	REGISTRATION OF ENERGY AUDITOR.....	4
5.	RENEWAL OF PRACTISING CERTIFICATE.....	9
6.	CANCELLATION OF CERTIFICATE OF REGISTRATION.....	11
7.	APPENDICES	13

1. OBJECTIVES

This Guide is developed by the Commission with the objective to set out the process and procedure for:

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

2. SCOPE

This Guide applies 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 this Guide, 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];
“REA”	means the registered energy auditor;
“Regulations”	means the Energy Efficiency and Conservation Regulations 2024 [P.U.(A)466/2024].

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 this Guide 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 in accordance with the Appendices.

4.3. The requirements to become REA are as follows:

(a) holds 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;

(b) holds a diploma in science, engineering, technology or architecture from a college, institution or university recognized by the Commission and is a registered energy manager who fulfils the requirements of subregulation 14(2) or (3) of the Regulations;

(c) is registered under the Registration of Engineers Act 1967 as—

(i) a Graduate Engineer or Engineering Technologist with at least two years of working experience;

(ii) an Inspector of Works and is a registered energy manager who fulfils the requirements of subregulation 14(2) or (3) of the Regulations; or

(iii) a Professional Engineer;

(d) is registered under the Technologists and Technicians Act 2015 as—

(i) a Graduate Technologist with at least two years of working experience;

- (ii) a Qualified Technician who holds at least a diploma and is a registered energy manager who fulfils the requirements of subregulations 14(2) or (3) of the Regulations; or
 - (iii) a Professional Technologist; or
- (e) is registered under the Architects Act 1967 as—
 - (i) a Graduate Architects with at least two years of working experience;
 - (ii) an Inspector of Works and is a registered energy manager who fulfils the requirements of subregulation 14(2) or (3) of the Regulations; or
 - (iii) a Professional Architect; and
- (f) a Malaysian citizen;
- (g) having experiences in at least two energy audits approved by the Commission;
- (h) demonstrates knowledge of the requirements of the Act and Regulations that satisfies the Commission; and
- (i) has not been convicted of an offence involving fraud, dishonesty, or corruption.

4.4. In relation to the energy audits approved by the Commission referred to in paragraph 4.3(g), the format and requirements on such energy audit report are outlined in the Guidelines on Energy Audit Report [GP/ST/No.49/2024];

4.5. The words “recognized by the Commission” referred to in paragraphs 4.3(a) and (b) means any degree or diploma which is equivalent to the degree or diploma in science, engineering, technology or architecture accredited or recognized by an institution such as:

- (a) the Malaysian Qualifications Agency (MQA);
- (b) Jabatan Perkhidmatan Awam (JPA); and

(c) Majlis Amanah Rakyat (MARA).

4.6. The term “working experience” referred to in paragraph 4.3(a) and subparagraphs 4.3(c)(i), (d)(i) and (e)(i) means any working experience gained by a person after obtaining a diploma or degree, and such experience shall be relevant to the diploma or degree obtained.

4.7 Method to apply for REA are as follows:

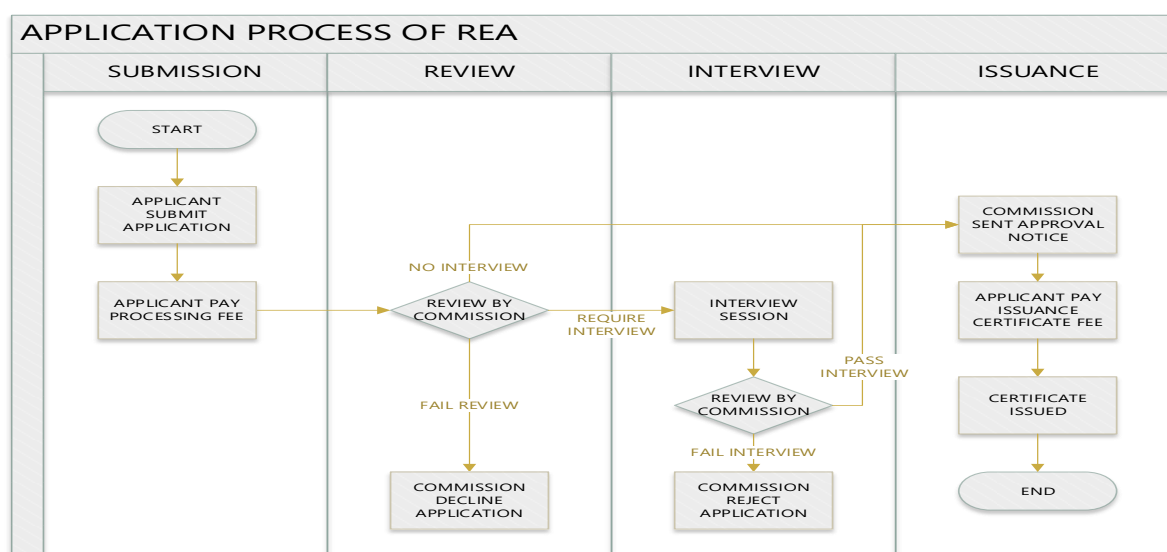


Figure 4.1 Application Process of REA to conduct energy audit

PROCESS	DESCRIPTION
SUBMISSION	
Applicant submit application	1. Applicant to submit to the Commission the application form as per Appendix A.
Applicant pay the application fee	2. Applicant to pay the application fee for registration of energy auditor 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 application fee, the Commission shall start to review the application.

PROCESS	DESCRIPTION
	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. 6. If the application is incomplete, the Commission may request the applicant by way of notice to provide 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. 7. If the Commission decides that the applicant does not fulfill the requirement of the Act, the application shall be declined.
INTERVIEW	
Interview session	8. The Commission may require the applicant to attend an interview session conducted by the Commission to assess his qualification by giving two weeks' notice to the applicant. 9. The applicant is required to prepare the original supporting document to the interview session with the Commission. 10. The interview may consist of— (a) objective or subjective examination; and (b) face-to-face interview with the Commission. 11. If the applicant failed to attend two (2) interview sessions as required by the Commission, the application shall be rejected without further notice and without affecting the right of the applicant to make a fresh application.

PROCESS	DESCRIPTION
Review by Commission	12. Following the interview session, the Commission shall review and determine whether the applicant has passed or failed the interview session. 13. If the Commission determines that the applicant does not fulfill the requirement of the Act, the application shall be declined.
ISSUANCE	
Commission send the approval notice	14. The Commission shall inform the applicant by way of notice on the approval of the application together with the detail of fees required to be paid by the applicant as follows: (a) the issuance of certificate of registration of energy auditor under paragraph 27(3)(a) of the Act - RM100.00; (b) the application for practising certificate of registered energy auditor under subsection 28(2) of the Act – RM30.00; and (c) the issuance of practising certificate of registered energy auditor under paragraph 28(3)(a) of the Act – RM100.00. 15. 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.
Certificate issued	16. Upon receiving the payment of fees, the Commission shall register the applicant and issue— (a) the Certificate of Registration as REA as per Appendix 1; and

PROCESS	DESCRIPTION
	(b) the Practising Certificate of REA as per Appendix 2. 17. The practising certificate shall be valid for a year starting from the date of issuance of the certificate.

5. RENEWAL OF PRACTISING CERTIFICATE

5.1 Subsection 25(2) of the Act required that the registered energy auditor shall hold a valid practising certificate to conduct any energy audit under the Act.

5.2 Method to renew practising certificate for REA is as follow:

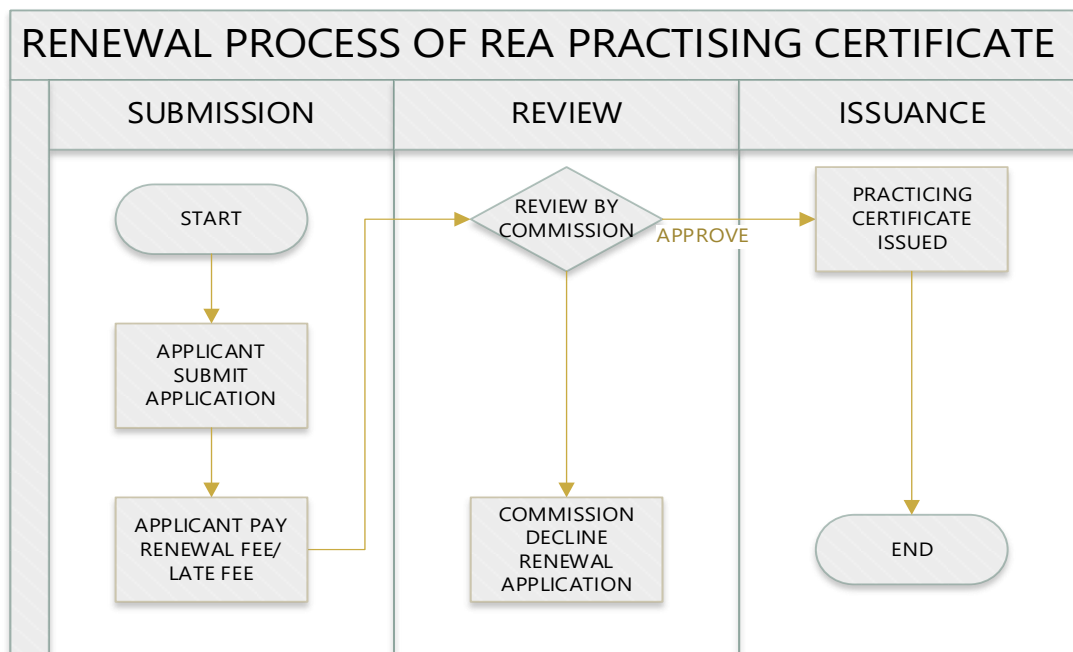


Figure 5.1 Renewal Process of REA Practising Certificate

PROCESS	DESCRIPTION
SUBMISSION	
Applicant submit application	1. The applicant to submit to the Commission the application form as per Appendix B.

PROCESS	DESCRIPTION
Applicant pay renewal fee/late fee	2. Application fee for renewal of practising certificate of registered energy auditor under subsection 29(3) of the Act amounting to RM30.00 and the late fee for the renewal of practising certificate of registered energy auditor under subsection 29(2) of the Act amounting to RM100.00 if applicable.
REVIEW	
Review by Commission	3. Upon receiving the complete application together with processing fee, 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 by notice, 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 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.
ISSUANCE	
Practising certificate issued	7. The Commission shall notify the applicant on the approval by way of notice and together with the detail of fees required to be paid by the applicant under paragraph 29(5)(a) of the Act – RM100.00 per year. 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.

PROCESS	DESCRIPTION
	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.

6. CANCELLATION OF CERTIFICATE OF REGISTRATION

6.1 The Commission may cancel the certificate of registration of a REA due to any circumstance as follows:

- (a) the REA has contravened any provision of this Act;
- (b) the REA has misused or caused to be misused the certificate of registration;
- (c) the REA has altered the certificate of registration;
- (d) the REA 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) the REA 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 cancellation of the certificate of registration of REA by the Commission are as follows:

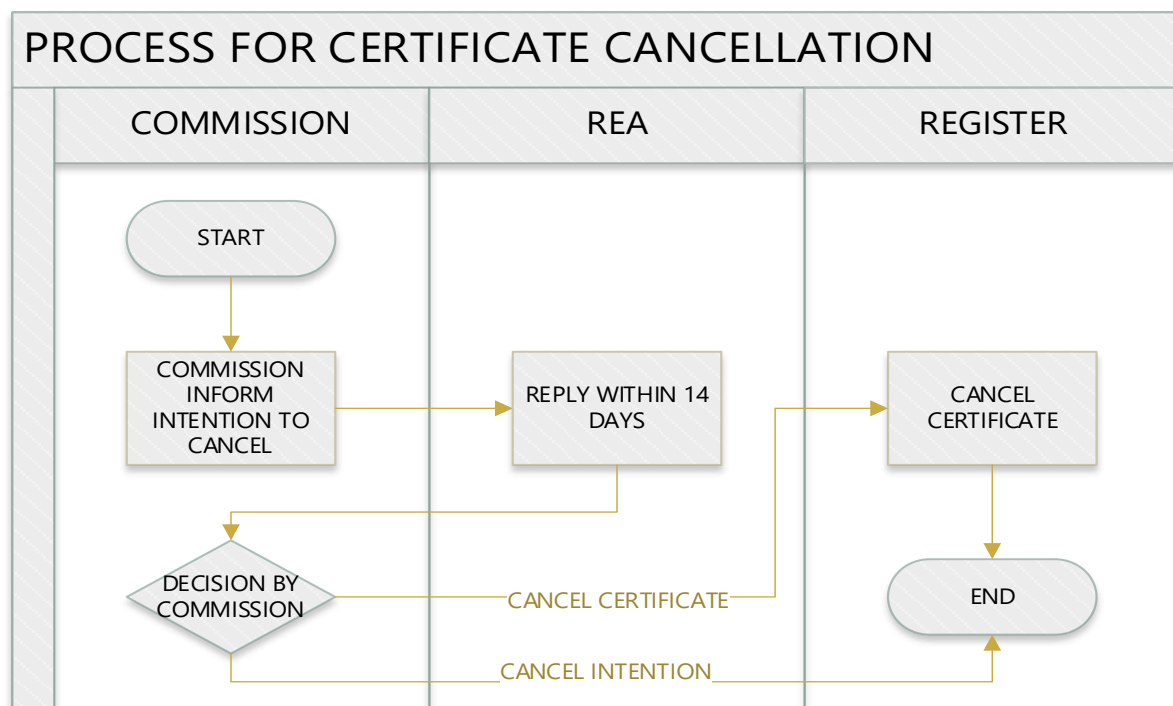


Figure 6.1 Cancellation Process for Certificate of Registration

PROCESS	DESCRIPTION
Commission inform intention to cancel certificate	1. If any circumstance specified under paragraph 6.1 occurs, the Commission may inform the REA of the intention to cancel the certificate by way of notice.
REA reply within 14 days	2. REA who receives the notice are given 14 days to reply to the Commission. If no reply is received, the Commission would consider the REA has agreed with the Commission's intention.

PROCESS	DESCRIPTION
Decision by Commission	3. The Commission shall review the reply submitted by the REA and decide accordingly. 4. If the Commission decides to proceed with the cancellation, the Commission shall remove the REA's name from the register and issue a cancellation notice. 5. If the Commission decides not to proceed with the cancellation, the Commission shall inform the decision to the REA accordingly.

7. APPENDICES

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 a REA can be made through <https://mystee.st.gov.my/>.

Appendix B - REA Practising Certificate Renewal Form

The REA Practising Certificate Renewal Form can be made through <https://mystee.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 :

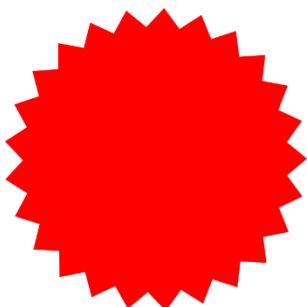
NO. PERAKUAN AMALAN :

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