



### 注意

1. 升降機或自動梯的擁有人，須在收到此證明書後七天之內繳交指定的款項。各項指定的款項列於隨附的收費表上。
2. 機電工程署署長如認為該升降機或自動梯可安全操作，才會發出許可證，准許恢復使用及操作該升降機或自動梯。

### 繳款辦法

1. 款項可照下列辦法繳交：——

(甲) **郵寄**香港九龍啟成街三號機電工程署署長收。繳款時請將此表格一併寄回。當局稍後會寄回編號收據給繳款人。

**注意：請勿郵寄現金。**

(乙) **前往**香港九龍啟成街三號地下機電工程署客戶服務部繳交。交款時請攜同此表格，收款人會即時發回編號收據。

**收款時間：**——

星期一至星期五——上午九時至下午五時十五分

2. 凡支票、匯票及本票均須書明支付「香港特別行政區政府」並加劃線，切勿寫明支付個別職員。期票將不予接納。

### NOTES

1. The owner of the lift or escalator shall pay the prescribed fee within 7 days of the receipt of this certificate. The prescribed fee is indicated in the Schedule of Fees being attached.
2. The Director of Electrical and Mechanical Services will issue a permit to resume use and operation of lift or escalator only if he is satisfied that the lift or escalator is in safe working order.

### PAYMENT INSTRUCTIONS

1. Payment may be made : ——

(a) **BY POST** addressed to the Director of Electrical and Mechanical Services, Electrical and Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong. This form must accompany payment. A serially numbered receipt will be returned.

**N.B.: CASH SHOULD NOT BE SENT THROUGH THE POST.**

(b) **IN PERSON** at the Customer Services Office of the Electrical and Mechanical Services Department, Ground Floor, 3 Kai Shing Street, Kowloon, Hong Kong. Please produce this form at the time of payment. A serially numbered receipt will be issued.

**HOURS OF COLLECTION :** ——

Monday to Friday                      9:00 a.m. to    5:15 p.m.

2. Cheques, Drafts and Cashier Orders should be made payable to 'The Government of the Hong Kong Special Administrative Region' and crossed. They must not be made payable to any individual officer. Post-dated cheques will not be accepted.

申請可經由電子方式遞交，詳情請瀏覽：

Application may be submitted electronically. For details, please refer to:

<http://www.emsd.gov.hk/emsd>