August 4, 2006

All Registered Lift/Escalator Contractors

Dear Sirs,

**Circular No. 7/2006**

**Application for Inclusion in Register of Lift Contractors and/or Register of Escalator Contractor**

Please be informed that Circular No. 13/98 issued on September 8, 1998 on the captioned subject is superseded by this Circular No. 7/2006, attached with an updated copy of “Documents to be Submitted with Application for Inclusion in the Register of Lift Contractors and/or Register of Escalator Contractors”.

Yours faithfully,

(G. M. W. CHUI)
for Director of Electrical and Mechanical Services

**Encl.**

c.c. Director of Architectural Services (Attn.: AD/BS)
    Director of Housing (Attn.: TS/2)
    The Lift and Escalator Contractors Association Ltd.
    The Registered Elevator and Escalator Contractors Association Ltd.
    The International Association of Elevator Engineers
    The Hong Kong General Union of Lift and Escalator Employees
Documents to be Submitted with Application for Inclusion in the Register of Lift Contractors and/or the Register of Escalator Contractors

The documents required for assessment including:

(a) Organisation chart of the company.

(b) Copy of the company’s Business Registration Certificate.

(c) Copy of the Certificate of Incorporation of the company.

(d) Copy of the Memorandum and Articles of Association of the company.

(e) Copy of the Annual Return pursuant to the Companies Ordinance.

(f) Copy of the minutes of meeting of the Board of Directors showing the intention to proceed with lift/escalator business, the decision to seek registration and appointment of the Authorised Signatories. The Applicant should be one of the Authorised Signatories.

(g) Details of academic and professional qualifications together with details of experience of the Authorised Signatories.

(h) Copies of certificates of the Registered Lift/Escalator Engineers employed by the company on a full time basis.

(i) Detail of adequate workforce to cope with the workload and documentary evidence of employment of at least a capable registered lift/escalator engineer and a competent lift/escalator worker by the company on a full time basis (Payrolls and employer’s MPF contribution records to be checked).

(j) Documentary evidence to demonstrate the company’s experience/capability in carrying out lift/escalator works and in obtaining technical support concerning lift/escalator works, including supply of new lifts/escalators, technology updating, technical training for staff and sourcing of spare parts. Workers’ safety handbook, emergency manual, operational control procedure/manual prepared by the company should be submitted. In addition, installation, commissioning, repair and maintenance manuals issued by the lift/escalator manufacturer should be presented.

(k) Details of the workshop, and equipment and tools available (Site inspection to be carried out). The company should possess essential equipment and tools for its sole use for performing lift/escalator works. Essential equipment and tools shall cover at least a drilling machine, electric arc welding machine, gas welding machine, grinding machine, hand drill, a bench completed with a vice, jack saw, portable grinder, chain block, multi-meter, megger, speedometer, gauges for measuring clearance, door stoppers, rope tension and door closing force measuring devices.

Note: All attachments and duplicate documents have to be self-certified true by the Applicant. The Applicant should provide the originals or certified true copies for checking. A certified true copy shall be certified by the issuing party/authority/organisation or an independent body agreed by the Director of Electrical and Mechanical Services. All the documents are subjected to the satisfaction of the Director.