February 19, 2003
To All Registered Lift/Escalator Contractors

Dear Sirs,

Circular No. 3/2003
Distribution of Circular Letters by Electronic Means

From time to time circular letters are sent to registered lift/escalator contractors/engineers to disseminate information or to appeal for actions. New circulars are also uploaded to our departmental homepage for the reference of the general public.

As communication by electronic means has become a common practice, we consider that it is opportune to abandon sending circulars in paper form and replace by distributing the same via e:mail to the respective recipients which include registered lift/escalator contractors, contractors associations, workers union, relevant professional body and government departments. We would seek for opportunity to include individual registered lift/escalator engineers into the distribution list in the near future.

Through the change, all the recipients and this department could share the benefits of higher operational efficiency and better house keeping (less storage space required). More importantly, we have joint hands in protecting the environment by using less paper.

Please provide your e:mail address for the receipt of our circular letters and related correspondences by completing the accompanying form and have it faxed to us by not later than February 28, 2003.
Please note that once distribution of circular using e:mail has started, circular in paper form will no longer be provided. We will however maintain posting of new circulars in our departmental homepage at www.emsd.gov.hk/emsd/eng/wnew/wn_n_gl_cc.shtml for downloading/reference of the public.

Yours faithfully,

LAW Yu-wing
(Chief Electrical and Mechanical Engineer / General Legislation)
for Director of Electrical and Mechanical Services

c.c. The Director of Housing,
The Director of Architectural Services
The Lift and Escalator Contractors Association
The Registered Elevator & Escalator Contractors Association Ltd.,
The International Association of Elevator Engineers
The Hong Kong General Union of Lift and Escalator Employees

) Please also complete the attached form and have it faxed to us by the deadline.
E:Mail Address for Receipt of EMSD Circulars and Correspondences Related to the Lifts and Escalators (Safety) Ordinance

RLC No. ___________________ REC No. ___________________
((where applicable) (where applicable)

Registered Name (in English) ________________________________
(in Chinese) ________________________________

To: EMSD (fax no. 2504 5970),

Pursuant to Circular Letter No.: 3/2003, we would like to receive electronic mails of EMSD Circulars and correspondences related to the Lifts and Escalators (Safety) Ordinance. Please send the corresponding electronic mails to our e:mail address as follows:

E:mail Address: ________________________________

Company Chop: ___________________ Sign: ________________________________
(Authorized Signatory)

Date: ________________________________

Remarks: This form can also be used for changing the e:mail address.