





(e) 香港身份證號碼:  
H.K.I.D. No:         (  )

\_\_\_\_\_  
(英文姓名, 姓氏先行) (Name in English, surname first)

\_\_\_\_\_  
(中文姓名) (Name in Chinese)

職位:  
Position in the Company: \_\_\_\_\_  
上述獲授權人士的簽名樣本:  
Specimen signature of the above named authorized person: \_\_\_\_\_

(8) 公司所屬僱用的註冊電業工程人員 (請參閱備註 5):  
Registered Electrical Workers of the Company (see note 5):

(a) 電業工程人員註冊編號:  
Registration Number of Certificate of Registration:  W

工程級別: 准許工程:  
Grand: \_\_\_\_\_ Permitted Work: \_\_\_\_\_

\_\_\_\_\_  
(英文姓名, 姓氏先行) (Name in English, surname first)

\_\_\_\_\_  
(中文姓名) (Name in Chinese)

(b) 電業工程人員註冊編號:  
Registration Number of Certificate of Registration:  W

工程級別: 准許工程:  
Grand: \_\_\_\_\_ Permitted Work: \_\_\_\_\_

\_\_\_\_\_  
(英文姓名, 姓氏先行) (Name in English, surname first)

\_\_\_\_\_  
(中文姓名) (Name in Chinese)

(c) 電業工程人員註冊編號:  
Registration Number of Certificate of Registration:  W

工程級別: 准許工程:  
Grand: \_\_\_\_\_ Permitted Work: \_\_\_\_\_

\_\_\_\_\_  
(英文姓名, 姓氏先行) (Name in English, surname first)

\_\_\_\_\_  
(中文姓名) (Name in Chinese)

(d) 電業工程人員註冊編號:  
Registration Number of Certificate of Registration:  W

工程級別: 准許工程:  
Grand: \_\_\_\_\_ Permitted Work: \_\_\_\_\_

\_\_\_\_\_  
(英文姓名, 姓氏先行) (Name in English, surname first)

\_\_\_\_\_  
(中文姓名) (Name in Chinese)

(e) 電業工程人員註冊編號:  
Registration Number of Certificate of Registration:  W

工程級別: 准許工程:  
Grand: \_\_\_\_\_ Permitted Work: \_\_\_\_\_

\_\_\_\_\_  
(英文姓名, 姓氏先行) (Name in English, surname first)

\_\_\_\_\_  
(中文姓名) (Name in Chinese)

**B 部：隨申請書附上作為證明的文件影印本 (請參閱備註 5 及 6)**

**Section B: Photocopies of documents submitted in support of this application (see notes 5 & 6)**

(\* 請在適當位置加上√ 號) (\* Please tick as appropriate)

- (a) 商業登記證 \*  
Business Registration Certificate
- (b) 在 A 部(8)的電業工程人員註冊證明書 \*  
Certificates of Registration of the worker listed in Section A(8)
- (c) 註冊電業工程人員受僱證明文件 \*  
Documentary proof(s) of employment of registered electrical worker(s)
- (d) 其他 (請註明): \*  
Others (please specify): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C 部：為分行申領註冊證明書副本 (請參閱備註 7)**

**Section C: Additional Certificate of Registration for Branch Office (see note 7)**

本人欲為屬下分行申領註冊證明書副本，分店的資料已填報於隨附的表格二 A 內。

I wish to apply for additional copies of the certificate of registration for my branch offices, detail of which are given in the attached Form 2A.

附交的表格二 A 份數:

Total number of Form 2A attached: \_\_\_\_\_

**D 部：機構性質 (可選擇填寫) (請參閱備註 8)**

**Section D: Business Nature (Optional item) (see note 8)**

- (a) 貴公司主要客戶的類別：(請選一項並將不適用的刪去)  
Who are your primary customer group? (Please choose one and delete whichever is inapplicable)  
住宅客戶 / 商業客戶 / 工業客戶 / 政府或公共事業 / 其他 : \_\_\_\_\_  
Residential customers / Commercial customers / Industrial customers / Government or Public Enterprise / Others: \_\_\_\_\_
- (b) 電力安裝 / 維修保養 / 定期檢測 (WR2) 服務在 貴公司的總營業額大概佔多少？  
What proportion of your business revenue comes from supplying electrical installation / repair & maintenance / PITC (WR2) services?  
電力安裝服務 維修保養服務 定期檢測服務(WR2)  
Electrical Installation Services \_\_\_\_\_% Maintenance and Repair Services \_\_\_\_\_% PITC (WR2) Services \_\_\_\_\_%  
其他  
Others (Please specify: \_\_\_\_\_) \_\_\_\_\_%
- (c) 貴公司於過去三年，曾否提供 定期檢測 (WR2) 之服務？如有，平均每年提供多少次該服務？  
Did your company provide any service on PITC (WR2) works?  
If yes, how many times per annum in average had your company provided such services? \_\_\_\_\_
- (d) 貴公司在香港聘有多少員工？  
What is the employee size of your company in Hong Kong? \_\_\_\_\_
- (e) 貴公司現聘有多少註冊電業工程人員？  
How many Registered Electrical Workers does your company currently employ? \_\_\_\_\_

**回郵地址(此項必須填寫)**

**Return Postal Address (this part must be completed)**

姓名	姓名
Name	Name
地址	地址
Address	Address
_____	_____
_____	_____
_____	_____

## NOTES TO FORM 1

### NEW/RENEWAL APPLICATION FOR REGISTRATION AS AN ELECTRICAL CONTRACTOR

1. This application form (Form 1) is used for **NEW/RENEWAL** application for registration as an electrical contractor.
2. Please fill in the address where you carry out your business, the address may be different from that you specified in your business registration certificate. If you have several branch offices, you need only to fill in your Head Office's address in this area and see note 7 for copies of certificates of registration for display at each of his branch offices.
3. If your company is registered as a partnership, please provide the names of the partners. If there are more than two persons, please provide the required details in separate sheets duly signed and have them attached to this Form.
4. According to Regulation 3(1) of the Electricity (Registration) Regulations, to be qualified as a registered electrical contractor, the applicant for registration must either employ at least one registered electrical worker or, if the applicant is an individual, he must be a registered electrical worker; or if the applicant is a partnership, one of the partners must be a registered electrical worker. Please provide name(s) and registration details of registered electrical worker(s) (REW). If there are more than four REWs, please provide the required details in separate sheets duly certified by the applicant and have them attached to this Form.

Details of Section A8 shall be supported with the photocopies of the certificates of registration of the workers.

5. The Electricity Ordinance requires the contractor to endorse the certificates and reports produced by the registered electrical worker(s) employed by him. The specimen signatures of the persons authorized by the company to endorse the certificates and reports shall be provided in this section. If there are more than four persons, please provide the required details in separate sheets duly signed and have them attached to this form.
6. In order to facilitate the processing of the application, the applicant should submit copy of relevant documents to support his application. This includes, but not be limited to the following:
  - (a) Copy of the Business Registration Certificate (with validity not less than 1 months)
  - (b) Letter confirming the employment of the REWs
7. If you have branch offices, you should apply for a copy of your certificate of registration issued by the Director for each of your branch office in accordance with Section 34(8) of the Electricity Ordinance.  
Application for additional copies of certificate of registration for branch offices should be done by:  
*either*
  - (a) completing this Form (Form 1) and providing details of branch offices by completing one Form 2A for each branch office and attach all Form 2A to this Form. Please indicate the total number of Form 2A that are attached to this Form 1 in the space provided, use one Form 2A for each branch office.  
*or*
  - (b) submitting Form 2 & 2A after the applicant has been registered as an electrical contractor.For replacement of copies of certificate of registration of electrical contractor or for any change in particulars of those branch offices that are already registered with the Director, the registered electrical contractor should apply in writing to the Director.
8. The provision of information in Section D is not compulsory for the application. The result of application will NOT be affected by the completeness of Section D. The information obtained in Section D is for EMSD reference only.
9. Application may be submitted electronically. For details, please refer to EMSD home page at [www.emsd.gov.hk](http://www.emsd.gov.hk)

**表格一備註**  
**新申請註冊為電業承辦商／註冊續期**

1. 此申請表格(表格一) 供**新申請為電業承辦商／註冊續期**之用。
2. 請填報經營業務的地址，該地址不一定要與商業登記證所填報的地址相同。如設有數間分行，祇須在此欄填報總辦事處地址。請參閱備註 7 有關在每間分行張貼證明書副本的事項。
3. 如屬合夥商行，請填報合夥人的姓名。如有超過 2 名合夥人，請另用紙張填報所需資料並予簽署，隨本表格附交。
4. 根據電力(註冊)規例第 3(1)條的規定，凡申請註冊為電業承辦商，必須僱用最少 1 名註冊電業工程人員；或屬個人的申請人，必須是註冊電業工程人員；或屬合夥商行的申請人，必須有 1 名合夥人是註冊電業工程人員。請填報註冊電業工程人員的姓名及註冊資料。如有超過 4 名註冊電業工程人員，請另用紙張填報所需資料並由申請人證實正確，隨本表格附交。

為證明 A 部第 8 項的資料，應同時遞交所僱用電業工程人員的註冊證明書的影印本及受僱證明文件。

5. 電力條例規定承辦商須在其僱用的電業工程人員所擬備的證明書或報告上加簽。獲公司授權加簽證明書或報告的人士，應在此欄提供其簽名樣本。如獲授權人士超過 4 名，應另用紙張填報所需資料並予簽署，隨本表格附交。
6. 為方便處理註冊申請，申請人須將作為證明的有關文件副本夾附於本申請書一併繳交。這些文件最少要包括：
  - (a) 公司商業司登記證副本（有效期不少於 1 個月）
  - (b) 註冊電業工程人員受聘證明信
7. 如申請人設有分行，須按照電力條例第 34(8)條的規定，為每間分行申領由署長發出的註冊證明書副本。  
為分行申領註冊證明書副本的辦法如下：
  - (a) 填具本表格(表格一)，並為每間分行填具一份表格二 A，以申報分行的資料，然後把全部表格二 A 連同本表格一併遞交。請在此欄的空位上註明所夾附的表格二 A 份數。  
或
  - (b) 申請人如已註冊為電業承辦商，可利用表格二及二 A 提出申請。

註冊電業承辦商如需補領註冊明書副本，或更改已向署長註冊的分行資料，應以書面向署長提出申請。

8. D 部要求之資料並非申請註冊為電業承辦商 / 註冊續期必須提供之資料，填寫與否將不會影響申請結果。所得之資料只作本署參考之用。
9. 申請可經由電子方式遞交，詳情瀏覽本署網頁([www.emsd.gov.hk](http://www.emsd.gov.hk))

## 表格一/二 A 申請與繳款方法

1. 無論新申請或續期申請註冊為電業承辦商的費用為港幣 855 元。註冊電業承辦商為每間分行申領註冊證明書副本的費用為 340 元。政府可對申請費用加以調整。
2. 此申請表格連同所須文件及申請費用，可以親自遞交本署座於九龍啓成街 3 號客戶服務部。辦公時間：

星期一至五	上午 9 時正至下午 5 時 15 分
星期六、日及公眾假期	休息

除此以外，申請人亦可採用以下任何一種方法遞交申請：

(a)	郵寄至本署署長，地址如上；
(b)	經本署網頁（ <a href="http://www.emsd.gov.hk">www.emsd.gov.hk</a> ）遞交電子表格；
(c)	祇在星期六由上午 8 時 30 分至下午 12 時 30 分止，將申請表格投入設於本署地下大堂的投遞箱內。

3. 所有支票、滙票及本票都必須寫明支付「香港特別行政區政府」並加劃線。切勿寫明支付某一職員。期票不會獲得接納。現金切勿郵寄。

### Application and Payment Instructions To Form 1/2A

1. The application fee for registration as an electrical contractor is \$855. The application fee for a copy of certificate of registration of electrical contractor for one branch office is \$340. All fees are subject to revision.
2. Submission of this application form (together with photocopies of documents submitted under Section B) and payment of application fee can be submitted in person at the Customer Services Office, Ground Floor, the Electrical and Mechanical Services Department Headquarters, 3 Kai Shing Street, Kowloon, Hong Kong. The office hours are :

Monday to Friday	9:00 a.m. to 5:15 p.m.
Saturday, Sunday and Public Holidays	closed

Moreover, applicant can also submit application through any one of the following methods:

(a)	by post to the Director of Electrical and Mechanical Services at the above address;
(b)	by electronic submission through Electrical and Mechanical Services Department homepage at <a href="http://www.emsd.gov.hk">www.emsd.gov.hk</a> ;
(c)	by putting applications into the drop-in box located at G/F lobby of Electrical and Mechanical Services Department on Saturday only from 8:30 a.m. to 12:30 p.m.

3. Cheques, Draft and Cashier Orders should be made payable to the “The Government of the Hong Kong Special Administrative Region” and crossed. They must not be made payable to any individual officer. Post-dated cheque will not be accepted. Cash should not be sent through the post.

# 個人資料私隱聲明

## 收集個人資料的目的

在這份表格提供的個人資料，政府會用於下列目的：

- (a) 評估貴公司的資格，以確定貴公司是否符合條件，可根據《電力(註冊)規例》有關條文的規定註冊為電業承辦商；以及
- (b) 方便政府與貴公司通訊。

## 受讓人的類別

你的註冊獲接納後，本表格所載的所有資料會存於機電工程署，並向部門的資料使用人披露。貴公司的名稱、地址、電話號碼、註冊號碼及註冊有效期到期日，會在政府網頁"[www.emsd.gov.hk](http://www.emsd.gov.hk)"及本署客戶服務部及各民政事務處向公眾披露，或在個別人士提出申請後向他們披露，但所披露的資料，只限上述數項。

## 查詢個人資料

根據個人資料(私隱)條例第18及第22條，以及附表1第6原則的規定，你有權查閱及改正個人資料。你的查閱權包括索取在這份表格所提供個人資料的副本。

## 查詢

任何關於這份表格所收集個人資料的查詢，包括要求查閱及改正資料，請向機電工程署署長提出。  
地址：香港九龍啓成街3號，機電工程署總部7樓電力法例部 電話：1823。

## Personal Data Privacy Statement

### Purpose of Personal Data Collection

The personal data provided by means of this form will be used by the Government for the following purposes:

- (a) To assess the qualifications of your company in order to determine its eligibility for registration as an electrical contractor in accordance with the relevant provisions of the Electricity (Registration) Regulations; and
- (b) To facilitate communication between Government and your company.

### Classes of Transferees

Upon the acceptance of your registration, all the data that appear in the form will be kept at the Electrical and Mechanical Services Department and disclosed to the data users of the department.

The data limited to the name, address, telephone number, registration number and expiry date of registration may be disclosed to the public at the Government web site "[www.emsd.gov.hk](http://www.emsd.gov.hk)", the Customer Services Office of this department and District Offices; or to individual upon their application.

### Access to Personal Data

You have a right to access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

### Enquiries

Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to :

The Director of Electrical and Mechanical Services, Electricity Legislation Division 7/F, 3 Kai Shing Street, Kowloon, Hong Kong.  
Telephone No.: 1823