

車輛維修技工自願註冊計劃  
Voluntary Registration Scheme for Vehicle Mechanics

表格 Form 3

申請更改註冊服務類別  
Application for Change of Service Class of Registration

- 註 Note :**
- 申請人在填寫本申請表之前，應先細閱「表格 3 的填寫須知」和「怎樣申請 - 註冊車輛維修技工」小冊子。  
Applicant should read carefully the "Guidance Notes to Complete Form 3" together with the leaflet "How to Apply - Registered Vehicle Mechanic" before completing this application form.
  - 本申請表的所有部分均應以正楷填寫。  
All sections of this application form should be completed in block letters.
  - 在向機電工程署遞交申請表之前，應在表格上簽署及填上日期。  
The application form should be signed and dated before submitting to the Electrical and Mechanical Services Department.
  - 如空位不敷應用，請另用紙張填寫，並應在每一頁增添的紙張上簽署及填上日期，與申請表一併遞交。  
If space is insufficient, please attach additional sheet(s) which should each be signed and dated by the applicant.
  - 在本地專利巴士公司完成學徒訓練的申請人，在未達所需的工作經驗前，可以申請特殊的註冊類別 M(b)、E(b)、B1(b)或 B2(b)，以便只適用於本地專利巴士公司之內進行“機械”、“電工”、“車身修理”或“車身噴漆”的工作。  
An applicant having completed apprenticeship in a local franchised bus company, but before attaining the required working experience, may apply for registration with special service class M(b), E(b), B1(b) or B2(b) for carrying out "mechanical work", "electrical work", "body repair" or "body painting" respectively in franchised bus company only.
  - 在適當位置加上 ✓ 號 Tick where appropriate

**Section A 部：個人資料 Personal Particulars**

- (1) 姓名 Name : \_\_\_\_\_ (英文 English) \_\_\_\_\_ (中文 Chinese)
- (2) 稱號 Title :  先生 Mr /  女士 Ms /  太太 Mrs /  小姐 Miss (3) 出生日期 Date of Birth : \_\_\_\_\_  
( 日 dd - 月 mm - 年 yyyy )
- (4) 香港身份證號碼 HKID No. : \_\_\_\_\_
- (5) 通訊地址 Correspondence Address : \_\_\_\_\_
- (6) 現職公司名稱及地址 : \_\_\_\_\_  
Name & Address of Present Company : \_\_\_\_\_
- (7) 電話號碼 Telephone No. : \_\_\_\_\_ (辦公室 Office) \_\_\_\_\_ (手機 Mobile)
- (8) 傳真號碼 Fax No. : \_\_\_\_\_ (9) 電郵地址 E-mail Address : \_\_\_\_\_

**Section B 部：現時註冊資料 Existing Registration Particulars**

- (1) 註冊號碼 Registration No. : VM \_\_\_\_\_
- (2) 已註冊的服務類別 : B1  B2  B1(b)  B2(b)   
Registered Service Class : E  E(b)  M  M(b)   
S1  S2  S3  S4   
S5  S6  S7

請參閱「怎樣申請 - 註冊車輛維修技工」小冊子內的註冊類別及註冊資格。

Please refer to the Registration Classifications and the Registration Requirements in the "How to Apply - Registered Vehicle Mechanic" leaflet.

**Section C 部：擬申請更改之服務類別 Change of Service Class of Registration Being Applied for**

更改服務類別 Service Class to be changed (+ 為增加 for addition / - 為取消 for deletion) :

B1 <input type="checkbox"/> +/ <input type="checkbox"/> -	B2 <input type="checkbox"/> +/ <input type="checkbox"/> -	B1(b) <input type="checkbox"/> +/ <input type="checkbox"/> -	B2(b) <input type="checkbox"/> +/ <input type="checkbox"/> -	E <input type="checkbox"/> +/ <input type="checkbox"/> -	E(b) <input type="checkbox"/> +/ <input type="checkbox"/> -	M <input type="checkbox"/> +/ <input type="checkbox"/> -	M(b) <input type="checkbox"/> +/ <input type="checkbox"/> -
S1 <input type="checkbox"/> +/ <input type="checkbox"/> -	S2 <input type="checkbox"/> +/ <input type="checkbox"/> -	S3 <input type="checkbox"/> +/ <input type="checkbox"/> -	S4 <input type="checkbox"/> +/ <input type="checkbox"/> -	S5 <input type="checkbox"/> +/ <input type="checkbox"/> -	S6 <input type="checkbox"/> +/ <input type="checkbox"/> -	S7 <input type="checkbox"/> +/ <input type="checkbox"/> -	

首次在服務 **M**、**E** 及 **B** 內申請註冊並在服務 **M**、**E** 及 **B** 內申請多於一項服務類別註冊的申請人須在其中圈出一項作為申請註冊的首項服務類別。請勿將服務 **S** 內的服務類別選為首項服務類別。

Applicant applying for registration within Services **M**, **E** and **B** for the first time and applying for more than one service class within Services **M**, **E** and **B** shall circle one of them as the primary service class for registration being applied for. Please do not choose service class within Services **S** as the primary service class.

請參閱「怎樣申請 - 註冊車輛維修技工」小冊子內的註冊類別及註冊資格。

Please refer to the Registration Classifications and the Registration Requirements in the "How to Apply - Registered Vehicle Mechanic" leaflet.

**Section D 部：資歷 Qualifications**

資歷詳情 (以支持所申請增加的服務類別) Details of Qualification (in support of additional service class applied for)

資歷名稱 Description of Qualification	獲頒日期 Date of Award (按時間順序列出) (in chronological order)	頒發院校/機構 Issuing Institution/Organization

**Section E 部：車輛維修工作經驗 Working Experience in Vehicle Maintenance**

(1) 工作經驗詳情 (以支持所申請增加的服務類別) Details of Working Experience (in support of additional service class applied for)

公司 Company	期間(月/年) Period (mm/yyyy)		工作的服務類別 Service Class Carried out							
	從 From	到 To	B1	B2	B1(b)	B2(b)	E	E(b)	M	M(b)
	/	/	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	/	/	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	/	/	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	/	/	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

公司 Company	期間(月/年) Period (mm/yyyy)		工作的服務類別 Service Class Carried out						
	從 From	到 To	S1	S2	S3	S4	S5	S6	S7
	/	/	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	/	/	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	/	/	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	/	/	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

請參閱「怎樣申請 - 註冊車輛維修技工」小冊子內的註冊類別及註冊資格。

Please refer to the Registration Classifications and the Registration Requirements in the "How to Apply - Registered Vehicle Mechanic" leaflet.

(2) 有關公司諮詢人的聯絡資料 Contact Details of the Associated Company References

公司 Company	諮詢人姓名 Name of Referee	職位 Designation	電話號碼 Telephone No.	地址 Address

**Section F 部：證明文件及資料 Supporting Documents and Materials**

請確保隨本申請表一併提交以下證明文件及資料。

Please ensure the following supporting documents and materials are submitted together with this application form.

- (1) 資歷證明文件的複印本  
Photocopy of documents to substantiate qualifications
- (2) 工作經驗證明文件的複印本  
Photocopy of documents to substantiate working experience
- (3) 申請人的彩色近照一張 (尺寸：3.5 厘米 x 5 厘米)  
One colour photograph taken recently of the applicant (Size: 3.5 cm x 5 cm)
- (4) 其它 (請註明)  
Others (please specify)

**Section G 部：聲明 Declaration**

本人已清楚閱讀申請表內所載一切資料、隨申請表附上的填寫須知和個人資料私隱聲明，並聲明本人在申請表內所提供的一切資料及提交的文件，盡本人所知均屬真確無訛。本人知道倘若明知故意虛報資料或作出虛假陳述，即屬犯罪，申請即屬無效。本人亦授權機電工程署向有關的資歷簽發院校/機構及僱主索取及核實本人的資歷及工作經驗資料。

I have carefully read over all information printed in this application form, the guidance notes and personal data privacy statement attached with this application form, and declare that all information given by me on this application form and documents submitted with this application are, to the best of my knowledge, true and correct. I understand that giving false information or making false statements knowingly and willfully is an offence under the law and may result in the application being deemed to be invalid. I have also authorized the Electrical and Mechanical Services Department to acquire information about my qualifications from the issuing institution/organizations and employers concerned and to verify my qualifications and working experience.

申請人簽署 Signature of Applicant

姓名 Name  
(以正楷填寫 in block letters)

日期 Date

## 個人資料私隱聲明

### 收集個人資料的目的

1. 在這份表格提供的個人資料，機電工程署車輛維修註冊組會用於下列目的：

- (i) 進行與申請車輛維修技工註冊有關的工作；及
- (ii) 方便政府與你通訊。

在這份表格提供個人資料，純屬自願性質。如你沒有提供足夠資料，我們便無法處理你的申請。

### 受讓人的類別

2. 在這份表格提供的個人資料，可為上述第 1 段所述的目的而向其他政府科別及部門披露。在註冊後，你的個人資料，只限於你的姓名、註冊號碼、註冊服務類別及註冊期滿日期會在機電工程署的網址向公眾披露，或會在個別人士提出申請後向其披露。

### 查閱個人資料

3. 根據個人資料（私隱）條例第 18 及第 22 條，及其附表 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

4. 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，請以書面形式向機電工程署署長提出，地址為：香港九龍啟成街 3 號機電工程署。至於其他一般查詢，請致電 2808 3867 與車輛維修註冊組聯絡或致電政府熱線 1823。

## Personal Data Privacy Statement

### Purpose of Personal Data Collection

1. The personal data provided by means of this form will be used by the Vehicle Maintenance Registration Unit of the Electrical and Mechanical Services Department for the following purposes :

- (i) activities relating to the application for vehicle mechanic registration; and
- (ii) to facilitate communication between Government and yourself.

The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your application.

### Classes of Transferees

2. The personal data you provided by means of this form may be disclosed to other Government branches and departments for the purposes mentioned in paragraph 1 above. Upon registration, your personal data limited to your name, registration number, registered service class and expiry date of registration may be disclosed to the public at the website of the Electrical and Mechanical Services Department, or to individual upon application.

### Access to Personal Data

3. You have a right of 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

4. Enquiries concerning the personal data collected by means of this form, including the making of access and correction, should be submitted in writing and addressed to the Director of Electrical and Mechanical Services, Electrical and Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong. For other general enquiries, please contact the Vehicle Maintenance Registration Unit by telephone on 2808 3867 or dial the Citizen's Easy Link 1823.

Vehicle Maintenance Registration Unit 車輛維修註冊組

Electrical and Mechanical Services Department 機電工程署