Guidance Notes to Complete Form 3

Applicants should read this "Guidance Notes to Complete Form 3" together with the leaflet "How to Apply – Registered Vehicle Mechanic" carefully before completing the application form (Form 3). Incomplete application forms or using inappropriate forms may lead to delay in processing or rejection of the application. This application form (Form 3) should only be used for change of service class applications for vehicle mechanic registration.

How to Complete the Application Form

Every section in Form 3 should be completed in block letters. The applicant is advised that the provision of personal data in relation to this application is voluntary. If the applicant does not provide sufficient information, the application may not be able to be processed. A "Personal Data Privacy Statement" in respect of the application is printed on the back of the application form for reference.

Section A : Personal Particulars

The applicant should provide his/her name, title, date of birth, HKID number, correspondence address, name and address of present company, telephone number, fax number and e-mail address.

Section B : Existing Registration Particulars

The applicant should fill in his/her existing vehicle mechanic registration number and tick in the appropriate box to indicate the registered service class.

Section C : Change of Service Class of Registration Being Applied for

The applicant should tick in the appropriate box to select the change of service class being applied for. The 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 specify his/her primary service class for registration in the application.

Section D : Qualifications

The applicant should provide information and details of his/her relevant qualification including description, date of award and issuing institution/organization in support of the additional service class applied for. The details of qualification should be provided in chronological order.

Section E : Working Experience in Vehicle Maintenance

The applicant should provide details of relevant working experience of his/her present and previous employments in support of the additional service class applied for. Details including company name, period of service and service class of vehicle maintenance carried out. Contact details of each associated company reference including name, designation, telephone number and address of the referee should also be provided.

Section F : Supporting Documents and Materials

One set of each of the documents and materials in support of the application should be submitted together with the application form. The applicant should attach the corresponding documents and materials in the submitted application form. Where a photocopy is to be submitted, the original should be produced for inspection upon request. If the application is submitted by hand to the Customer Services Office (CSO) of the Electrical and Mechanical Services Department, the applicant may bring along with the original documents for verification by the staff at CSO. The Vehicle Maintenance Registration Unit (VMRU) of the Electrical and Mechanical Services Department may arrange an interview with the applicant to verify the true copy of the submitted documents and ensure the qualification and experience of the applicant.

Section G : Declaration

The application form should be signed and dated by the applicant in this section.

Enquiries

For enquires, please contact VMRU (Telephone: 2808 3867, Fax: 3521 1565, E-mail: vmru@emsd.gov.hk, Address: Electrical and Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong) or dial the Citizen's Easy Link 1823.