

## **Guidance Notes to Complete Form 1**

Applicants should read this "Guidance Notes to Complete Form 1" together with the leaflet "How to Apply – Registered Vehicle Mechanic" carefully before completing the application form (Form 1). Incomplete application forms or using inappropriate forms may lead to delay in processing or rejection of the application. This application form (Form 1) should only be used for new applications for vehicle mechanic registration.

### **How to Complete the Application Form**

Every section in Form 1 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 page 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 : Service Class of Registration Being Applied for**

The applicant should tick in the appropriate box to select the service class of registration being applied for. The applicant is allowed to apply for more than one service class provided that he/she fulfills the relevant registration requirements. The applicant applying for registration with more than one service class within Services **M**, **E** and **B** shall specify his/her primary service class for registration in the application.

### **Section C : 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 his/her application. The details of qualification should be provided in chronological order.

### **Section D : Working Experience in Vehicle Maintenance**

The applicant should provide details of relevant working experience of his/her present and previous employments. Details including company name, period of service, service class of vehicle maintenance carried out and apprenticeship undertaken (if any) should be provided. Contact details of each associated company reference including name, designation, telephone number and address of the referee should also be provided.

### **Section E : Continuing Professional Development (CPD)**

The applicant should provide information of continuing professional development and the attendance certificate(s) achieved within the past three years to substantiate the application (please refer to the annexed document "Voluntary Registration Scheme For Vehicle Mechanics – Continuing Professional Development (CPD)").

### **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.