

FORM 2

表格二



GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION

香港特別行政區政府

GAS SAFETY (REGISTRATION OF GAS INSTALLERS
AND GAS CONTRACTORS) REGULATIONS 1990

1990 年氣體安全（氣體裝置技工及氣體工程承辦商註冊）規例

NEW APPLICATION FOR REGISTRATION AS A GAS CONTRACTOR

新申請註冊為氣體工程承辦商

Official use only

此欄不用填寫

receipt date

receipt number

To the Gas Authority,

致：氣體安全監督

(Note : This application form is only used for a **NEW** application as a registered gas contractor (see note 1)The applicant should complete all sections of this application form in **BLOCK** letters and **SIGN** the form.)

(注意：此申請表格祇供新申請註冊為氣體工程承辦商之用(請參閱備註 1)

申請人應以正楷填寫本表格各欄，並應在表格上簽署。)

In marking this application I / We undertake to

本人 / 我們申請註冊並保證

- (i) provide each employee involved in gas installation work with necessary resources (see note 5), including tools and equipment, in order that gas installation work can be carried out safely in accord with the Gas Safety Ordinance 1990;
向每名從事氣體裝置工程的僱員提供必要的資源(見備註 5)，包括工具及裝備，使氣體裝置工程能安全地進行並符合《1990 年氣體安全條例》的規定；
- (ii) hold stocks of gas fittings and equipment such that all gas installation work undertaken can be completed safely in accordance with the Gas Safety Ordinance 1990 (see note 9);
保管氣體配件及裝備的存貨，其數量可確保所承辦的氣體裝置工程，全部能夠安全地完成並符合《1990 年氣體安全條例》的規定(見備註 9)；
- (iii) carry out all duties contained within Regulations 18, 19, 20, 21, 22, 23 and 24 of Part VII of the Gas Safety (Registration for Gas Installers and Gas Contractors) Regulations 1990.
執行《1990 年氣體安全(氣體裝置技工及氣體工程承辦商註冊)規例》第 VII 部第 18、19、20、21、22、23 及 24 條所載的一切職責。

I / We hereby apply to be included in the register of gas contractors and I / we declare that all particulars, statements and documents submitted herein and with this application form are true and correct. **WARNING: It is an offence in law to furnish any false statement or information related to this application. I / we have read and agreed with the "Personal Data Privacy Statement" in this application form.**

本人 / 我們現申請列入氣體工程承辦商註冊紀錄冊內，本人 / 我們並聲明在此申請表格填報的一切資料，陳述及附上的文件全屬真確無訛。**警告：如就此項申請作出虛假陳述或失實資料，即屬違法。本人亦已閱讀及同意於表格內之「個人資料私隱聲明」。**

Date :

日期

Signature of Applicant :

申請人簽署

Company Seal :

公司印章

Section A : Particulars of Applicant

A 部：申請人資料

- (1) Business Registration Certificate Number :

商業登記證號碼：

- (2) Name of Company :

or Firm

公司名稱：

(English)

(英文)

(Chinese)

(中文)

(3) Normal Business
Address : (English)

(see note 10)

正常經營業務的地址 : (中文)
(見備註 10) _____

(4) Contact Person: _____
聯絡人 :

(5) Telephone Number : _____ E-mail Address : _____
電話號碼 :

 電郵地址 : _____

(6) Names of the Partners : (a) _____
(if the applicant is a partnership, see note 13) (b) _____
合夥人姓名 :

(如申請人為合夥經營, 見備註 13)

(7) Total number of employees currently engaged in gas contracting business :
現時從事氣體承辦業務的僱員總數 :

Manual 操作	Supervisory 督察	Clerical 文書	Managerial/Professional 管理 / 專業	Total 總數
<table border="1" style="display: inline-table; width: 40px; height: 1.2em;"></table>	<table border="1" style="display: inline-table; width: 40px; height: 1.2em;"></table>	<table border="1" style="display: inline-table; width: 40px; height: 1.2em;"></table>	<table border="1" style="display: inline-table; width: 40px; height: 1.2em;"></table>	<table border="1" style="display: inline-table; width: 40px; height: 1.2em;"></table>

(8) Number of directly employed Registered Gas Installers : Registered

 Trainee

直接僱用的註冊氣體裝置技工數目 : (Any Class) 見習
已註冊
(任何類別)

(9) Number of directly employed Registered Gas Installers who are registered to carry out each class of gas installation work :
直接僱用的註冊氣體裝置技工中註冊從事每一類別氣體裝置工程的人數 :

Class 類別	1	2	3	4	5	6	7	8
Number 人數	<table border="1" style="display: inline-table; width: 40px; height: 1.2em;"></table>	<table border="1" style="display: inline-table; width: 40px; height: 1.2em;"></table>	<table border="1" style="display: inline-table; width: 40px; height: 1.2em;"></table>	<table border="1" style="display: inline-table; width: 40px; height: 1.2em;"></table>	<table border="1" style="display: inline-table; width: 40px; height: 1.2em;"></table>	<table border="1" style="display: inline-table; width: 40px; height: 1.2em;"></table>	<table border="1" style="display: inline-table; width: 40px; height: 1.2em;"></table>	<table border="1" style="display: inline-table; width: 40px; height: 1.2em;"></table>

(10) The past examples of gas installation work which were carried out by registered gas installer employed by registered gas contractor. (see note 14) :
註冊氣體裝置技工過去受僱於註冊氣體工程承辦商所承做的氣體裝置工程例子(見備註 14) :

<i>Building / Location</i> 建築物 / 地點	<i>Date of Completion</i> 完工日期	<i>Classes of Gas Installation Work Involved</i> 有關的氣體裝置工程類別
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Section B : Photo-copies of documents submitted in support of this application

(see note 8 and the Application & Payment Instructions No. 2)

*

B 部： 為證明此申請而提交的文件副本
(見備註 8 和申請及繳款辦法第 2 號)

- | | |
|---|--------------------------|
| (a) Business Registration Certificate
商業登記證 | <input type="checkbox"/> |
| (b) Certificate of Incorporation
公司註冊證書 | <input type="checkbox"/> |
| (c) Company Organization Chart
公司組織圖表 | <input type="checkbox"/> |
| (d) Registered Gas Installer List
註冊氣體裝置技工名單 | <input type="checkbox"/> |
| (e) Registered Gas Installer Card
註冊氣體裝置技工卡 | <input type="checkbox"/> |
| (f) Sample of Gas Installation Work Record
氣體裝置工程記錄的樣本 | <input type="checkbox"/> |
| (g) Company Floor Plan
公司平面圖 | <input type="checkbox"/> |
| (h) Documents in support of Section A(10)
(Examples : job records, certificates of completion or other contract documents, etc.)
用以證明 A 部第(10)項的文件
(例如：工作記錄、完工證明書或其他合約文件等) | <input type="checkbox"/> |
| (i) Others :
其他： | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> |

(* Please tick as appropriate)

(* 請在適當方格加上✓號)

Section C : Particulars of Branch Offices**C 部：** 分行的資料

Branch Name
分行名稱

Address
地址

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Section D : Return Postal Address (this part must be completed)**D 部：** 回郵地址(此部分必須填寫)

Name :
名稱： _____
Address :
地址： _____

Name :
名稱： _____
Address :
地址： _____

Notes to Form 2

1. This application form is only to be used for a new application to become a Registered Gas Contractor. Please read this Notes carefully. Incomplete information will cause delay or refusal of registration.
2. The applicant should complete all sections of the application form in BLOCK letters and black in colour.
3. For existing Registered Gas Contractors, they should write to the Gas Authority for obtaining additional copies of certificate of registration for branch offices (i.e. not existing at the time of initial application) or replacement of existing certificate of registration (i.e. change of particulars, lost, etc.) .
4. (a) At the time of application the Contractor should be able to confirm that a minimum of 50% of the total number of employees directly engaged in gas installation work should be Registered Gas Installers. This figure is to facilitate the registration process only and it is expected that the proportion of RGI's will increase to a higher level in the short term. Copies of certificate for Registered Gas Installers should be submitted.

(b) For employees directly engaged in gas installation work :
 - (i) an employee shall receive instruction on, and at all times have ready access to, related gas industry codes of safe working practice, including procedures for dealing with gas emergencies;
 - (ii) an employee should receive an issue of equipment to include an appropriate range of pipe fitting tools, and
 - (a) a pressure gauge (e.g. U gauge) (Classes 1, 3, 4, 6, 7 & 8),
 - (b) leakage test fluid (Classes 1, 3, 4, 6, 7 & 8),
 - (c) a temporary electrical continuity bond (Classes 3, 4, 6, 7 & 8),
 - (d) if repairing live electrical equipment (on mains voltage); an electrical test instrument (Classes 3, 4, 6, 7 & 8),
 - (e) where designated by roster to attend reported gas escapes in the first instance; a gas detection instrument (Classes 3, 4, 6, 7 & 8),
 - (f) Flue Gas Analyser (Classes 6,7 & 8) and
 - (g) a first aid kit (All classes of gas installation work).

(The above is additional to any relevant requirements of the current Factories and Industrial Undertakings Ordinance and Regulations.)
5. (i) The applicant shall undertake to provide administrative resources and communication facilities such that customers' instructions and requests can be processed safely without undue delay.

(ii) The applicant shall ensure that gas installers are provided with job cards such that records of gas installation work are kept in accord with Regulation 23(1) and (2) of the Gas Safety (Registration of Installers and Gas Contractors) Regulations 1990.

6. The applicant shall provide the address where the applicant actually carries out his/her business, and an elevation plan with dimensions of the shop and location(s) of gas fittings storage places being marked.
7. Applicant(s) should submit copies of relevant documents at the time of application. The documents should verify the types of work indicated in Section A(10) of this application form.
8. Targets of Service
 - (a) The applicant shall undertake to maintain, or have access to, stock lines of gas fittings (as defined in Part 1(2), Interpretation of Gas Safety Ordinance 1990) to be available as back-up for gas installations completed by, or on behalf of, the applicant. Stock lines should be maintained for gas fittings which have a regular turnover and are essential to the safe operation of gas installations. Minimum stock quantities should aim to meet the following :
 - * replacement gas fittings, essential to be safe use of gas installations, should be supplied and fitted for 70% of all repair jobs within two working days and all remaining jobs within 5 working days.
 - (b) The applicant will undertake to obtain a required gas fitting, which is not a stock line item, as soon as is practicable.
 - (c) The applicant will undertake, wherever possible, to repair/service gas installations not installed by, or on behalf of the applicant, and to obtain replacement gas fittings as required.
9. Please enter in the address where you carry on your business, which shall be the address specified in your business registration certificate. For an applicant having several branch offices, he should, record the address in Section C of this application form. The branch address shall be the address specified in your branch business registration certificate. He shall give written notification to the Authority not later than 21 days after commencement of branch business. In accordance with section 18 and 19 of the Gas Safety Regulations, a registered gas contractor shall display, in a prominent place at each of his business addresses (included branch office) a copy of his certificate of registration issued by the Gas Authority. Copies of certificate for branch offices will be made available at the time of registration.
10. The address of the Registered Gas Contractor established in residential premises is not acceptable and the application will be rejected.
11. A Registered Gas Contractor shall equip with a valid business registration certificate, which the eleven (11) digits of certificate number should be the same as that of the business registration certificate submitted for the initial application for registration as a gas contractor. The qualification of Registered Gas Contractor will be cancelled if the business registration certificate is expired.
12. If there are more than two partners, please provide the names of the partners on separate sheets and attach it to this form. He shall give written notification to the Authority of such change not later than 21 days.

13. Please list for inspection, as part of the interview process, no more than four examples (completed by the employed Registered Gas Installer); include completion date and Classes of installation work involved. The workmanship of the Registered Gas Installer shall be audited by Authority when required if no past relevant gas installation work provided.
14. Gas Authority will conduct regular ad-hoc audit from time to time to ensure that the Registered Gas Contractor has sufficient resources to carry on business as a gas contractor.
15. In accordance with section 18 and 19 of the Gas Safety Regulations, a registered gas contractor shall display the certificate of registration and notice in a prominent place at each of his business addresses (included branch office).
16. 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 & Mechanical Services, Gas Standards Office, 3 Kai Shing Street, Kowloon, Hong Kong. Telephone No. 2808 3683, Fax: 2576 5945.

Definition of Classes of Gas Installation Work

- Class 1 - Installation, commissioning and routine maintenance of a domestic gas appliance which is a hotplate supplied by not more than one cylinder.
- Class 2 - Installation of –
- (a) a service pipe, and any gas flow control, primary meter or primary meter installation used in connection with such pipe, in domestic premises; or
 - (b) an installation pipe in domestic premises.
- Class 3 - Installation and commissioning of –
- (a) a service pipe, and any gas flow control primary meter or primary meter installation used in connection with such pipe, in domestic premises;
 - (b) an installation pipe in domestic premises; or
 - (c) & domestic gas appliance.
- Class 4 - Installation of domestic gas appliances to existing, adjacent gas supply points and commissioning and servicing of domestic gas appliances.
- Class 5 - Installation of –
- (a) a service pipe, and any gas flow control, primary meter or primary meter installation used in connection with such pipe, in non-domestic premises; or
 - (b) an installation pipe in non-domestic premises.
- Class 6 - Installation and commissioning of –
- (a) a service pipe, and any gas flow control, primary meter or primary meter installation used in connection with such pipe, in non-domestic premises; or
 - (b) an installation pipe in non-domestic premises; or
 - (c) a non-domestic gas appliance.
- Class 7 - Installation of non-domestic gas appliances to existing, adjacent gas supply points and commissioning and servicing of non-domestic gas appliances.
- Class 8 - Installation, commissioning and servicing of a gas appliance which forms part of an industrial process.

Application & Payment Instructions No. 2

1. The current application fee for registration as a gas contractor is \$5,110 but is subject to revision.
2. Submission of this application form and payment of application fee should be made by the applicant in person or representative at the Registration and Permit Office, Ground Floor, the Electrical & Mechanical Services Department Headquarters, 3 Kai Shing Street, Kowloon, Hong Kong.

OFFICE HOURS : Monday to Friday, 9:00 a.m. to 5:15 p.m.
 (Closed on Saturday, Sunday and Public holiday)

3. At the time of submission of this application form, the applicant or representative should produce the original and one photo-copy of each document submitted under Section B for inspection. The original copy will be immediately returned to the applicant after inspection, however, the photo-copies submitted will not be returned.
(Note : No photocopy service will be provided at the Registration and Permit Office.)
4. Cheques, Drafts and Cashier orders should be made payable to 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.

Personal Data Privacy Statement

Purpose of Personal Data Collection

- (i) The personal / company data provided by means of this forms will be used by the Government for the following purposes:
- (a) activities relating to the processing of your application in this form in accordance with the relevant provisions of the Gas Safety Regulations; and
 - (b) maintenance of record of register which could be for public access under regulation 29(1) and regulation 30(2) of the Gas Safety (Registration of Gas Installers and Gas Contractors) Regulations; and
 - (c) activities relating to gas installation work matter ; and
 - (d) facilitating communication between the Government and you.
- (ii) The personal / company data you provided by means of this form may be disclosed to other Government departments, bureaux, relevant organizations and Electrical and Mechanical Services Department to supervise and promote of gas safety.
- (iii) It is obligatory for you to supply the personal / company data as required by this form. If you failed to supply the required data, your application may be refused.

Classes of Transferees

Upon the acceptance of your registration, your personal data will be kept at the Electrical and Mechanical Services Department (EMSD) and disclosed to the data users of the EMSD.

The data limited to the name, address, telephone number, registration number, the information of performance and the disciplinary actions, may be disclosed to the public at the Government web site (www.emsd.gov.hk), the Registration and Permit Office of this department and the District Offices; or to individual upon their application.

Access to Personal Data

You have the 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 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 & Mechanical Services:

Address: Gas Standards Office, 3 Kai Shing Street, Kowloon, Hong Kong. Telephone No.: 2808 3683

Prevention of Bribery

Any attempt to offer advantage (as defined in the Prevention of Bribery Ordinance ("POBO") (Chapter 201 of the Laws of Hong Kong)) to any Government officer with a view to influencing the outcome of this application constitutes an offence under the POBO and renders the application invalid. The case will be reported to the Independent Commission against Corruption ("ICAC"). You should report to the ICAC (Telephone No.: 2526-6366) if any government officers or their agents solicits an advantage from you in relation to this application.

表格二備註

1. 本申請表只供新申請列入註冊氣體工程承辦商名冊之用。申請人在填寫申請表前，請先細閱本「備註」，如申請表內所填寫的資料不全，會令申請的工作受到延誤或導致不被接納。
2. 申請表均須以黑色正楷填寫。
3. 已註冊的氣體工程承辦商，如欲為分行(最初申請註冊時未存在者) 申領額外註冊證明書或換領/補領註冊證明書(即更改資料營業地址，遺失等)，應以書面向氣體安全監督申請。
4. (a) 氣體工程承辦商在申請註冊時，應能證實所僱用以直接從事氣體裝置工程的僱員總數之中，最少有百份之五十是註冊氣體裝置技工。此一數目祇為便利註冊進行而定出，預期短期內註冊氣體裝置技工的比率會提升至更高水平。申請人須提交他有僱用的註冊氣體裝置技工證明書的核證副本。

(b) 對於受僱以直接從事氣體裝置工程的僱員：

- (i) 必須給予每名僱員有關氣體行業安全工作守則的指示，包括處理氣體緊急事故的步驟而每名僱員應在任何時間均能看到這些工作守則。
- (ii) 每名僱員應獲發專供其人使用的裝備，包括一套適當的喉管裝配工具，及
 - (a) 壓力計 (例如U形壓力計)(第1, 3, 4, 6, 7 及8 類)；
 - (b) 檢漏液 (第1, 3, 4, 6, 7 及8類)；
 - (c) 臨時接地線 (第3, 4, 6, 7 及8類)；
 - (d) 電氣測試儀 (如須對使用帶電總線電壓的設備施工)(第3, 4, 6, 7 及8 類)；
 - (e) 氣體探測儀 (如已獲編定指派於第一時間處理接報的氣體外洩事件)(第3, 4, 6, 7 及8 類)；
 - (f) 燃燒煙氣分析儀 (如須對商業或工業的設備施工)(第6, 7 及8 類)；
 - 及 (g) 急救箱 (所有氣體裝置工程類別)。

(上述規定是附加於現行工廠及工業經營條例及規例的任何有關規定。)

5. (i) 申請人必須保證會提供行政資源及通訊設施，使到顧客的指示及要求能夠受到安全處理而沒有過份耽擱。
(ii) 申請人必須確保所有他進行氣體工程均記錄在工作咭上，使到在保存氣體裝置工程紀錄方面，能符合《1990 年氣體安全(氣體裝置技工及氣體工程承辦商註冊)規例》第 23(1) 及(2) 條的規定。

6. 申請人須提供註冊氣體工程承辦商的公司平面圖，平面圖須清楚標明尺寸，氣體配件存放位置等資料。

7. 申請人應在提出申請時呈交能核證在本表格 A 部第 10 項所示的證明文件副本工程例子。

8. 服務目標

- (a) 申請人必須保證會保存或能取得氣體配件〔符合 1990 年氣體安全條例第 1(2)部『釋義』的定義者〕的存貨，以作為申請人所負責完成，或由他人代為完成的氣體裝置的備用品。申請人應為具有固定換新率及對氣體裝

置的安全操作具有主要作用的氣體配件保存存貨。存貨的最小數量應符合下列規定：

- 供替換用的氣體配件，如對氣體裝置的安全使用有主要作用，以所有修理工程計，應有 70% 在 2 個工作天內獲得供應及裝配，餘下的工程則應在 5 個工作天內獲得供應及裝配。
 - (b) 申請人須保證會盡快取得需用而屬於非存貨項目的氣體配件。
 - (c) 申請人須保證，在可能的情況下，修理/維修不是由他裝置，或不是由他人代裝置的氣體裝置，並取得所需的替換配件。
9. 請填報經營業務的地址，該地址一定要與商業登記所指明的地址相同。根據氣體安全規例的規定，註冊氣體工程承辦商必須在他每一營業地址（包括分行）的當眼地方張貼氣體安全監督所發的註冊證明書正本及告示。設有分行並欲想分行同時成為註冊氣體工程承辦商的申請人，應在此申請表格 C 部填寫各分行地址。如新申請時並未開設分行的話，在分行開設時必須在 21 天內通知氣體安全監督，分行地址一定要與分行商業登記所指明的地址相同。在註冊的時候，氣體安全監督會分別簽發註冊證明書給每一註冊分行。
 10. 氣體工程承辦商店舖的地址，必須設於根據大廈公契列明為非住宅用途的樓宇內，店舖設於住宅樓宇內的申請不會被接納。如已獲註冊的氣體工程承辦商，不論任何原因而搬遷到住宅樓宇內，會被取消其註冊資格，取消資格後若欲再註冊為氣體工程承辦商，必須重新申請。
 11. 獲註冊的氣體工程承辦商，須持有有效商業登記證明書（商業登記證首 11 個號碼必須與成為註冊氣體工程承辦商時相同），如商業登記證明書顯示該氣體工程承辦商已結束營業，會被取消註冊氣體工程承辦商的註冊資格。
 12. 如有超過 2 名合夥人，請另用紙填報，然後隨本表格附交，已成為註冊氣體工程承辦商後如有任何改變（包括合夥人及他僱用的註冊氣體裝置技工），必須 21 天內以書面通知氣體標準事務處。
 13. 申請人須提供他僱用的註冊氣體裝置技工現時或過去兩年內所承做的氣體工程紀錄，請列出不多於 4 個例子，包括完成日期及有關裝置工程類別，以供查核。有關查核是作為審查程序的一部分。（如未能提供工程紀錄，須接受氣體安全督察的考核）。
 14. 氣體安全監督有權定時或不定時為已獲註冊的氣體工程承辦商進行稽核，以確保符合氣體安全。
 15. 獲註冊的氣體工程承辦商（包括總行及分行）的每一辦事處，須經常展示註冊證明書及中英文兼備的告示，展示的告示須符合氣體安全規例的規定。
 16. 如有任何疑問，請致電或致函氣體標準事務處（電話：2808 3683 或傳真：2576 5945，地址：九龍啟成街 3 號機電工程署）。

氣體裝置工程類別的定義

- 第1類 - 把住宅式氣體用具裝置投入運作並進行例行維修，而該用具是由不多於一個石油氣瓶供應氣體的平頭爐。
- 第2類 - 在住宅房產內裝置-
- (a) 供氣分喉及與之連同使用的任何氣體供應控制器件、主錶或主錶裝置；或
 - (b) 用戶喉。
- 第3類 - 把以下各項用具裝置在住宅房產內，並使其投入運作 -
- (a) 供氣分喉及與之連同使用的任何氣體供應控制器件、主錶或主錶裝置；
 - (b) 用戶喉；或
 - (c) 住宅式氣體用具。
- 第4類 - 把住宅式氣體用具裝置到鄰近已有的氣體供應點，並將住宅式氣體用具投入運作及予以維修。
- 第5類 - 在非住宅房產內裝置 -
- (a) 供氣分喉及與之連同使用的任何氣體供應控制器件、主錶或主錶裝置；或
 - (b) 用戶喉。
- 第6類 - 把以下各項用具裝置在非住宅房產內，並使其投入運作 -
- (a) 供氣分喉及與之連同使用的任何氣體供應控制器件、主錶或主錶裝置；或
 - (b) 用戶喉；或
 - (c) 非住宅式氣體用具。
- 第7類 - 把非住宅式氣體用具裝置到鄰近已有的氣體供應點，並將非住宅式氣體用具投入運作及予以維修。
- 第8類 - 把氣體用具裝置，並使其投入運作及予以維修，作為工業工序的一部分。

申請及繳款辦法第 2 號

1. 現時申請註冊氣體工程承辦商的費用為\$5,110，但政府可調整此註冊費。
2. 申請人應親自或派代表，到香港九龍啓成街 3 號機電工程署總部地下「註冊及許可證辦事處」，遞交此申請表格及繳付申請費用。

辦公時間： 星期一至五 上午9時至下午5時15分；
(星期六、日及公眾假期休息)

3. 遞交申請表格時，申請人或其代表應出示B部所填報每一份文件的正副本，以供查閱。正本查閱後即時交回申請人，但副本則不會發還。
〔註：註冊及許可證辦事處並不提供影印服務。〕
4. 所有支票、匯票及本票都必須寫明支付「香港特別行政區政府」並加畫線，切勿寫明支付某一職員：期票不會獲得接納。

個人資料私隱聲明

收集個人及公司資料的目的

- (i) 在本表格提供的個人資料，政府會用於下列目的：
 - (a) 與根據《氣體安全條例》相關條文審批你在本表格中的申請有關的事宜；以及
 - (b) 依照氣體安全《氣體裝置技工及氣體工程承辦商註冊規例》第29(1)條和第30(2)條的規定，備全一份註冊氣體承辦商的紀錄冊，並可供市民索閱；以及
 - (c) 辦理氣體工程相關的事務；以及
 - (d) 方便政府與你聯絡。
- (ii) 你透過本申請表提交個人及公司的資料會向其他政府部門、決策局、有關機構及機電工程署公開以作氣體監督認為能夠推廣有關氣體安全。
- (iii) 你必須提供本申請表所要求的資料，假如你未能提供所需資料，你的申請可能不獲接納。

受讓人類別

你的申請獲接納後，你的個人資料會存放於機電工程署(機電署)，並向機電署的資料使用人披露。
個人及公司的名稱、地址、電話號碼、註冊號碼、有關表現及紀律處分的資料，會在政府網頁（www.emsd.gov.hk）及本署註冊及許可證辦事處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22條，以及附表1第6條，你有權查閱及改正個人資料。你的查閱權包括索取在本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，包括要求查詢及改正資料，應向機電工程署署長提出：
地址：香港九龍啟成街3號機電工程署氣體標準事務處 電話：2808 3683。

防止賄賂

任何人士試圖向任何政府人員提供利益(按照香港法例第201章《防止賄賂條例》中對利益的定義)，以影響本申請的結果，即構成《防止賄賂條例》下的罪行，並導致有關申請無效，而機電工程署會把個案向廉政公署報告。如任何政府人員或其代理人就本申請向你索取利益，你應向廉政公署舉報(電話號碼：2526 6366)。