

GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION**FORM 4****BUILDERS' LIFTS AND TOWER WORKING PLATFORMS
(SAFETY) ORDINANCE, CHAPTER 470**

SECTION 7(1)

APPLICATION FOR INCLUSION IN THE REGISTER OF CONTRACTORS

機電工程署
EMSD**Official Use Only**

Receipt No. : _____

Amount Paid : _____

Payment Date : _____

To the Director of Electrical and Mechanical Services,

(Notes : This application form is used only for **NEW applications** for inclusion in the Register of Contractors. The applicant should read the "Guidance Notes to Complete Form 4" and "Personal Data Privacy Statement" carefully before completing the application form.

All sections of this application form should be completed in block capitals in black. The application form should be **SIGNED, DATED** and **AFFIXED** with company seal before submission.

The **APPLICATION FEE** should be paid at the time of submission of this application form and is **NON REFUNDABLE**.)

Section A : Particulars of Applicant

(1) Business Registration No. : _____

(2) Name of *Sole Proprietorship / Partnership / Limited Company : _____

_____ (English)

_____ (Chinese)

(3) Business Address : _____

_____ (English)

_____ (Chinese)

(4) Telephone No. : _____ (Office) Fax No. : _____ (Office)

Official Use Only

Contr. Reg. No.

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|--|--|--|--|--|--|
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|--|--|--|--|--|--|

Section B : Authorised Signatories

(1) Name (Surname first) : _____ (English)

_____ (Chinese)

(Specimen Signature)

Present Post : _____ *HKID / Passport No. : _____

Job Nature : _____

(2) Name (Surname first) : _____ (English)

_____ (Chinese)

(Specimen Signature)

Present Post : _____ *HKID / Passport No. : _____

Job Nature : _____

Section C : Workshop, Tools and Facilities

I confirm that I possess at least the tools and facilities specified in section C(2) of the "Guidance Notes to Complete Form 4" and a workshop of floor area not less than 10 square meters for carrying out lift work located at :

_____ (English)

_____ (Chinese)

Section D : Competent Workers

(1) Name (Surname first) : _____ (English) _____ (Chinese)
*HKID / Passport No. : _____
Holder of Certificate : *Mechanical Engineering / Marine Engineering / Building Services Engineering
Name of Issuing Institution : _____
Address of Issuing Institution : _____

Working Experience : (in chronological order)

| <u>Name of Employer</u> | <u>Period</u> | <u>Post and Job Nature</u> |
|-------------------------|---------------|----------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

(2) Name (Surname first) : _____ (English) _____ (Chinese)
*HKID / Passport No. : _____
Holder of Certificate : *Mechanical Engineering / Marine Engineering / Building Services Engineering
Name of Issuing Institution : _____
Address of Issuing Institution : _____

Working Experience : (in chronological order)

| <u>Name of Employer</u> | <u>Period</u> | <u>Post and Job Nature</u> |
|-------------------------|---------------|----------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Section E : Submission of Documents

Documents (i) to (v) are required for a limited company and documents (ii) to (vi) are required for a sole proprietorship or partnership. Please ✓ the appropriate boxes if the corresponding documents are attached with the application form.

- ☐ i. Certificate of Business Registration, Certificate of Incorporation, Memorandum and Articles of Association, Annual Return and organisation chart
- ☐ ii. Documents to substantiate the appointment of authorised signatories and copies of their HKID cards / passports
- ☐ iii. In case the applicant is not the owner of the workshop area, documents to substantiate that consent of the owner of the workshop area has been obtained for the applicant to use the area as a workshop for carrying out lift work
- ☐ iv. Documents to substantiate the posts and working experience of competent workers in present and/or previous employers and copies of their HKID cards / passports
- ☐ v. Certificates, if any, acquired by competent workers in mechanical, marine or building services engineering and letters issued by competent workers authorising this department to check the authenticity of the certificates from the issuing institutions.
- ☐ vi. Certificate of Business Registration and documents to substantiate the proprietor or partners of company and organisation chart

Section F : Declaration

I hereby declare that I apply for inclusion in the Register of Contractors and confirm that all particulars and statements stated herein and documents submitted with this application form are true and correct to the best of my knowledge.

Name and Signature of Applicant

Date : _____

Company Seal

*Delete where not appropriate.

If space is insufficient for section B or D, please attach additional sheet(s) which must each be signed, dated and affixed with company seal by the applicant.

ADDITIONAL SHEET FOR FORM 4

Section B : Authorised Signatories

() Name (Surname first) : _____ (English)
_____ (Chinese) _____
(Specimen Signature)

Present Post : _____ *HKID / Passport No. : _____

Job Nature : _____

() Name (Surname first) : _____ (English)
_____ (Chinese) _____
(Specimen Signature)

Present Post : _____ *HKID / Passport No. : _____

Job Nature : _____

() Name (Surname first) : _____ (English)
_____ (Chinese) _____
(Specimen Signature)

Present Post : _____ *HKID / Passport No. : _____

Job Nature : _____

() Name (Surname first) : _____ (English)
_____ (Chinese) _____
(Specimen Signature)

Present Post : _____ *HKID / Passport No. : _____

Job Nature : _____

Name and Signature of Applicant

Date : _____

Company Seal

Notes :

1. * Delete where not applicable.
2. Please submit this additional sheet with Form 4 only when spaces in Section B or D of Form 4 are insufficient.
3. Please sign, date and affix the company seal on this sheet before submission.

ADDITIONAL SHEET FOR FORM 4

Section D : Competent Workers

() Name (Surname first) : _____ (English) _____ (Chinese)
*HKID / Passport No. : _____
Holder of Certificate : *Mechanical Engineering / Marine Engineering / Building Services Engineering
Name of Issuing Institution : _____
Address of Issuing Institution : _____

Working Experience : (in chronological order)

| <u>Name of Employer</u> | <u>Period</u> | <u>Post and Job Nature</u> |
|-------------------------|---------------|----------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

() Name (Surname first) : _____ (English) _____ (Chinese)
*HKID / Passport No. : _____
Holder of Certificate : *Mechanical Engineering / Marine Engineering / Building Services Engineering
Name of Issuing Institution : _____
Address of Issuing Institution : _____

Working Experience : (in chronological order)

| <u>Name of Employer</u> | <u>Period</u> | <u>Post and Job Nature</u> |
|-------------------------|---------------|----------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

() Name (Surname first) : _____ (English) _____ (Chinese)
*HKID / Passport No. : _____
Holder of Certificate : *Mechanical Engineering / Marine Engineering / Building Services Engineering
Name of Issuing Institution : _____
Address of Issuing Institution : _____

Working Experience : (in chronological order)

| <u>Name of Employer</u> | <u>Period</u> | <u>Post and Job Nature</u> |
|-------------------------|---------------|----------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Name and Signature of Applicant

Date : _____

Company Seal

Notes :

1. * Delete where not applicable.

2. Please submit this additional sheet with Form 4 only when spaces in Section B or D of Form 4 are insufficient.

3. Please sign, date and affix the company seal on this sheet before submission.



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Online service for
license application



掃描 QR Code Scan QR code
了解詳情 for details

註冊電業工程人員

Registered electrical worker

准用證 (升降機) / (自動梯)

Use permit (lift / escalator)

註冊氣體裝置技工

Registered gas installer

強制性能源效益標籤計劃

Mandatory Energy Efficiency
Labelling Scheme

申請參與建築物能源效益註冊計劃

Energy Efficiency Registration
Scheme for Buildings

淡水冷卻塔計劃

Fresh Water Cooling Towers Scheme

網上牌照
申請服務



機電工程署
EMSD



Important Notice

Any attempt to offer advantage (as defined in the Prevention of Bribery Ordinance ("POBO") (Cap. 201)) 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. You should report to the ICAC (Telephone No.: 2526 6366) if any government officer or their agent solicits an advantage from you in relation to this application.

(7/2022)

GUIDANCE NOTES TO COMPLETE FORM 4

Applicants should read this "Guidance Notes to Complete Form 4" together with the leaflet "How to Apply - Builder's Lift and Tower Working Platform Contractor" and the Builders' Lifts and Tower Working Platforms (Safety) Ordinance (the Ordinance) carefully before completing the application form (Form 4). Incomplete application forms or using inappropriate forms may lead to delay in processing or rejection of the application. This application form should only be used for NEW applications for inclusion in the Register of Contractors.

HOW TO COMPLETE THE APPLICATION FORM

Every section in Form 4 should be completed in block capitals in black. 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 annexed for information.

Section A : Particulars of Applicant

The applicant should provide the Business Registration Number, company name, business address, telephone number and facsimile number of the company.

Section B : Authorised Signatories

An authorised signatory is a person who has been appointed and authorised by the company to sign documents on behalf of the company and to discharge the duties and take the responsibilities of a registered contractor as laid down in the Ordinance. Documents should be provided to substantiate their appointment as authorised signatory by a resolution of a quorate meeting held by the board of directors or by an authorised person with power of appointment stipulated in the Memorandum and Articles of Association. The applicant, after registration, may include other names or remove the names already included as authorised signatories by notifying this department in writing.

The applicant should appoint at least one authorised signatory and provide the particulars of the authorised signatory in section B including the name, HKID / Passport No., present post and job nature in the company. The appointed authorised signatories should give their specimen signatures in section B for identification of documents issued by them. If space is insufficient, please use the attached addition sheet.

Section C : Workshop, Tools and Facilities

1. Workshop : The applicant should possess a workshop of not less than 10 square metres and located inside an industrial premises or at a construction site with a postal address. The applicant should provide the address of the workshop and the location plan. In case the applicant is not the owner of the workshop area, he / she is required to produce document to substantiate that he / she has obtained the consent of the owner to use the area as a workshop for carrying out lift work.
2. Tools and Facilities : The applicant should be in possession of adequate tools and equipment that are required for carrying out lift work including -
 - Mechanical tools and equipment such as torque wrench, box wrench, hammer, file, level spirit, a pair of pliers, grease gun, hacksaw, screwdriver, and adjustable spanner;
 - Electrical testers and instruments such as insulation tester, earth loop impedance

GUIDANCE NOTES TO COMPLETE FORM 4

- tester and multimeter;
- Measuring tools such as a pair of callipers, measuring tape, feeler gauge and ultrasonic thickness gauge;
- Non destructive testing equipment such as dye penetration testing package or magnetic particle inspection equipment with accessories.

Section D : Competent Workers

The applicant should provide the name(s) and particulars of at least one competent worker in this section. However, the names of the other competent workers under employment should be provided after the registration. The applicant should give details of the posts and working experience of competent workers in connection with lift work in present and / or previous employers. The applicant should indicate whether the competent workers possess a certificate in mechanical, marine or building services engineering and provide the names and correspondence addresses of the issuing institutions. If space is insufficient, please use the attached addition sheet.

Section E : Submission of Documents

One copy each of the documents in support of the application should be submitted together with the application form. The applicant should tick the appropriate boxes in this section and attach the corresponding documents in the application form. They may be originals, photocopies with the originals for inspection upon request or certified true copies signed and stamped by a legal practitioner or the issuing organisations. The holders of identity documents are recommended to produce their identity documents for checking by the staff of this department either in the applicant's office or our office instead of submitting the photocopies.

Section F : Declaration

The applicant should give his name and signature, date and affix the company seal in this section.

ENQUIRY

For enquiries, please contact the General Legislation Division by telephone on 2808 3867, by fax on 2577 4901 or by post to the Electrical and Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong.

Personal Data Privacy Statement

Builders' Lifts and Tower Working Platforms (Safety) Ordinance, Chapter 470

Purpose of Collection

1. The personal data provided by means of this form will be used by General Legislation Sub-division, Electrical and Mechanical Services Department for the following purposes:

- (a) activities relating to the application for approval as Registered Examiners and Contractors;
- (b) activities relating to requirements stipulated in the Builders' Lifts and Tower Working Platforms (Safety) Ordinance; and
- (c) 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.

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 corrections, should be addressed to:

Director of Electrical and Mechanical Services /
General Legislation Division, EMSD
3 Kai Shing Street,
Kowloon,
Hong Kong

Tel.: 2808 3867

Protect Privacy
Respect Personal Data