

Our reference 本署檔號：
(32) in EMSD/LESD 7-2/4

Telephone 電話號碼： 2808 3861

Your reference 來函檔號：

Facsimile 圖文傳真： 2504 5970

20 December 2006

All Registered Lift / Escalator Contractors / Engineers

Dear Sirs,

Circular No. 12/2006
Closure of EMSD's Customer Services Office From 1 January 2007

The Electrical and Mechanical Services Department's Customer Services Office will operate on a five-day week basis with effect from 1 January 2007. The new opening hours will be as follows:

Monday to Friday	9:00 am – 5:15 pm
Saturday, Sunday and Public Holidays	Closed

Apart from coming to EMSD's Customer Services Office in person for registration and endorsement services, the public and trade members may submit their applications through the following alternative channels:-

- (i) By post
- (ii) Use the drop-in box located at G/F lobby of EMSD Headquarters from 8:30 am to 12:30 pm on Saturday.

I should be grateful if you would disseminate the above messages to your employees and owners of the lifts and escalators under your maintenance.

For enquiries, please call the 1823 Citizen's Easy Link, contact the Customer Services Office by fax (2882 3614), send email to the EMSD (info@emsd.gov.hk) or visit the EMSD web site (www.emsd.gov.hk).

Yours faithfully,



(K. M. WOO)
for Director of Electrical and Mechanical Services