

Our reference 本署檔號 :  
(22a) in EMSD/LESD 7-2/4 Pt. 4

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26 August 2009

All Registered Lift/Escalator Contractors and Engineers

Dear Sirs,

**Circular No. 13/2009**  
**Display of Statutory Certificates in Lifts**

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Section 39(3) of the Lifts and Escalators (Safety) Ordinance (Cap. 327) requires the owner of a lift to display or cause to be displayed any endorsed certificate (Form 5 or Form 11) delivered to him by the Director of Electrical and Mechanical Services, and keep it displayed until another such certificate is delivered to him, in a conspicuous position in the lift.

Registered lift contractors should advise and assist the lift owner to display the certificate in the lift car according to the Ordinance and the guidelines set out below:-

1. The minimum size of the certificate shall be 210mm x 297mm;
2. The certificate shall be posted such that the bottom of the certificate is at a height of at least 1m above floor level;
3. The certificate shall be posted such that the top of the certificate is at a height of not higher than 1.8m above floor level; and
4. The certificate shall be clearly legible, and shall not be obstructed by any items, including leaflets, stickers or notices.

Yours faithfully,



(George LING)  
for Director of Electrical and Mechanical Services

- c.c. The Director of Housing (Attn: SM/QM)  
The Director of Architectural Services (Attn: CBSE/2)  
The Lift and Escalator Contractors Association  
The Registered Elevator and Escalator Contractors Association Ltd  
The International Association of Elevator Engineers  
The Hong Kong General Union of Lift and Escalator Employees