

Our reference 本署檔號 :

(56) in EMSD/LESD 7-2/4

Your reference 來函檔號 :

(852) 2808 3651

(852) 2504 5970

February 21, 2008

To: All Registered Lift/Escalator Contractors

Dear Sirs,

Circular No. 2/2008

Electronic Submissions through Web-based Registration Services (WBRS)

EMSD is now offering the option of electronic on-line submissions of forms and applications for many of the services provided by us. A brief introduction to the system is attached for your information.

This initiative aims to simplify submission procedures and reduce processing times. The system is designed to be user-friendly and will provide substantial benefits to users.

A briefing/demonstration of the WBRS system is being arranged as follows :-

Date/Time : 18 March 2008, 9:00-10:00am

Venue : Room 7103A, EMSD Headquarters, 3 Kai Shing Street, Kowloon.

Registered lift/escalator contractors are invited to attend this informative briefing. You may wish to bring along completed WBRS Account Application Forms in order to create and collect your user accounts on that day.

Yours faithfully,



(CHUI Mow-wah, Gregory)

for Director of Electrical and Mechanical Services

Encl.

WEB-BASED REGISTRATION SERVICES (WBRS) - Information for Registered Lift/Escalator Contractors

The Web-based Registration Services of EMSD allows registered users to submit applications and forms on-line 24-hours a day. Payment can be made electronically on-line by PPS, by cash/ cheque in person, or by posted cheque.

The submission portal can be reached via the EMSD website at
<http://www.emsd.gov.hk/emsd/eng/sub/index.shtml>

Users are required to register for an account first. Registration is free-of-charge, and the applicant can be a person or a company. If you have a Hong Kong Post e-Certificate, you can register on-line. If not, please complete the account application form (*copy attached*) and submit it in person to the EMSD Customer Services Office at G/F, 3 Kai Shing Street, Kowloon.

The forms that can now be submitted on-line include the following :

Lift and Escalator Installations

Form 5 - Certificate on Examination of Lift or Escalator and on Testing of Safety Equipment Provided therefor upon Completion of the Installation

Form 7 - Certificate on Examination and Testing of Lift in Respect of which Lift Works Consisting of Major Alterations have been carried out or of Escalator in Respect of which Escalator Works Consisting of the Alteration of the Speed, Operation or Design thereof have been carried out

Form 11 - Certificate on Periodic Examination of Lift or Periodic Testing of Safety Equipment Provided therefor, or Both

Form 12 - Certificate on Periodic Examination of Escalator or Periodic Testing of Safety Equipment Provided therefor, or Both

Form 15 - Certificate on Examination of Lift or Escalator or Testing of Safety Equipment Provided therefor, or Both, Pursuant to an Order under Section 25

Form 17 - Certificate from Registered Lift Engineer/Registered Escalator Engineer

Form 18 - Certificate from Registered Lift Contractor/Registered Escalator Contractor

Form 17 - Certificate from Registered Lift Engineer/Registered Escalator Engineer, together with
Form 18 - Certificate from Registered Lift Contractor/Registered Escalator Contractor

Form 24 - Notice of Commencement of Lift or Escalator Works Involving Installation of New Lift or Escalator

Form 25 - Application for Approval under Section 27H(3) or 27I(3) of the Lifts and Escalators (Safety) Ordinance (Chapter 327)

Notification of Lift /Escalator Incident

Notification for Deferment of Periodic Examination of Lift/Escalator or Periodic Testing of Safety Equipment Provided therefor

Notice of Conducting Major Hot Work in Lift Well for Major Alteration, Replacement or Addition of Lift in Existing Building

Notice of Commencement of Lift Works Involving Major Alteration, Replacement or Addition of Lift in Existing Building

Lift and Escalator Engineers

- Form 1 - Application for Inclusion in Register of Lift Engineers
- Form 2 - Application for Inclusion in Register of Escalator Engineers
- Form 1 - Application for Inclusion in Register of Lift Engineers, together with
- Form 2 - Application for Inclusion in Register of Escalator Engineers

Lift and Escalator Contractors

- Form 20 - Application for Inclusion in the Register of Lift Contractors
- Form 21 - Application for Inclusion in the Register of Escalator Contractors
- Form 20 - Application for Inclusion in the Register of Lift Contractors, together with
- Form 21 - Application for Inclusion in the Register Of Escalator Contractors

Some statutory forms which require signatures will require the applicant to possess a Hong Kong Post e-Certificate as proof of identity.

A detailed User's Guide can be found on the portal page after registered users log in to WBRS.

Attachment

Application Form for WBRS Account

Electrical & Mechanical Services Department
February 2008

機電工程署 網上註冊服務戶口申請表 - 升降機及自動梯

EMSD Web-based Registration Services Account Application Form – Lifts and Escalators

請選擇 Please tick

<input type="checkbox"/> 個人申請 For Personal												
姓名 Full Name	中文 (Chinese)		English (英文)									
身份證號碼 HKID No.												
只供註冊升降機/自動梯工程師填寫 For Registered Lift/Escalator Engineer Only				*註冊升降機工程師編號 *RLE No.								
				*註冊自動梯工程師編號 *REE No.								
簽署 Signature						日期 Date						
<input type="checkbox"/> 公司或業主立案法團申請 For Company or Incorporated Owners												
名稱 Full Name	中文 (Chinese)											
	English (英文)											
*商業登記號碼/業主立案法團註冊號碼 *Business Registration Number (BRN)/ Registration Number of Incorporated Owners												
只供註冊升降機/自動梯承建商填寫 For Registered Lift/Escalator Contractor Only				*註冊升降機承建商編號 *RLC No.								
				*註冊自動梯承建商編號 *REC No.								
獲授權簽署人姓名 Name of Authorized Signatory	中文 (Chinese)		English (英文)									
身份證號碼 HKID No.												
*公司/業主立案法團/註冊升降機/ 自動梯承建商 簽署及印章 * Signature & Chop of Company/ Incorporated Owners/ RLC/REC										日期 Date		
聯絡資料 Contact Information												
郵寄地址 Postal Address												
電話 Telephone No.			(日間 Day)				(夜間 Night)					
手提電話 Mobile Phone No.												
傳真 Facsimile No.												
電郵地址 E-mail Address												

本人就提供上述一切資料，聲明真實無訛。

I declare to my best knowledge that the above information is true and correct.

部門專用 Official Use Only			
Verified by	Date	Login Name and Password Issued by	Date

*刪除不適用處 Delete whichever inappropriate.

注意事項

1. 申請人須明白此網上註冊服務(WBRS)戶口申請，須獲得本部門批核申請人資料，方能領取網上戶口登入名稱和密碼及使用網上註冊服務。另外申請人須具備電子數碼證書，以便於網上遞交電子申請表格作簽署之用。
2. 申請網上註冊服務(WBRS)戶口，申請人可親身前往香港 九龍 啟成街 3 號 地下 機電工程署 客戶服務部辦理或經由電子媒介遞交網上註冊服務(WBRS)戶口申請表格。
3. 如選擇親身到本署遞交網上註冊服務戶口申請，申請人須親身到臨本署客戶服務部辦理申請手續，帶同身分證和現住地址證明文件(連同副本)，簽收網上註冊服務戶口登入名稱和密碼。
4. 若申請人選擇使用電子媒介遞交申請表，他/她必須使用電子數碼證書簽署申請表。經本署批核後，網上註冊服務戶口登入名稱和密碼將會稍後以郵寄方式發給申請人。
5. 若公司東主未能親自簽收網上註冊服務戶口登入名稱和密碼，公司必須簽發授權信授權代理人簽收網上註冊服務戶口個人登入名稱和密碼。公司東主應帶備公司印章或代理人應帶備公司印章及授權信前往客戶服務部辦理申請手續及簽收網上註冊服務戶口登入名稱和密碼。
6. 申請人不應將個人或公司戶口登入名稱、密碼洩露給第三者。若違反這項協定，申請人須承擔一切後果的責任。

Notes

1. Applicant shall note that the Web-based Registration Services (WBRS) account application has to be checked and verified by this Department before the issue of the user account and PIN to the applicant for use of WBRS. The applicant should also possess an e-cert for digitally signing the application via the web.
2. Application for Web-based Registration Services (WBRS) account can be submitted in person to Customer Services Office of Electrical and Mechanical Services Department at G/F., 3 Kai Shing Street, Kowloon, Hong Kong, or by electronic means via the web.
3. If applied at the Customer Services Office, applicant shall bring along with his/her Identity Card and the current address proofing document(s) together with copies for verification. He/she will then be given a user account and PIN, and then sign the acknowledgement receipt.
4. If applied via the web, the applicant shall complete the application form electronically and use the e-cert to digitally sign the application. After verification by Customer Services Office staff, the applicant will be given a user account and PIN through mail delivery.
5. The proprietor shall bring along with the Company Chop to collect the user account and password in person. If the proprietor cannot collect the user account and password in person. The person on behalf of his/her Company shall bring along with the Company Chop/Seal as well as authorization letter to our Customer Services Office for collecting the user account and password.
6. Applicant shall not disclose his WBRS personal/company account and/or password. Any violation to this obligation, the applicant is liable for any consequence.

個人資料收集聲明

(a) **收集資料的目的**

在這份戶口申請表格提供的個人資料，機電工程署會用於下列目的：

- (i) 進行與機電工程署（規管服務）網上註冊服務及/或升降機及自動梯（安全）條例（第327章）有關的事宜；及
- (ii) 方便政府與你通訊。

(b) **受讓人的類別**

閣下 在這份戶口申請表格所提供的個人資料，本署可為上文第(a)(i)段有關事宜而向政府決策局/部門披露。

(c) **查閱及改正個人資料**

閣下 有權查閱及改正個人資料。你的查閱權包括索取在這份表格所提供個人資料的副本。

(d) **查詢**

任何關於這份表格所收集個人資料的查詢，包括要求查閱及改正資料，請向機電工程署署長提出：

香港 九龍
啟成街3號
機電工程署

Personal Information Collection Statement

(a) **Purpose of Collection**

The personal data provided by means of this account application form will be used by the Electrical and Mechanical Services Department for the following purposes:

- (i) matters in relation to EMSD (Regulatory Services) Web-based Registration Services (WBRS) and/or the Lifts and Escalators (Safety) Ordinance, Cap. 327; and
- (ii) to facilitate communication between Government and yourself.

(b) **Classes of Transferees**

The personal data you provided in this account application form may be disclosed to other Government bureaux/departments in matters relating to paragraph (a)(i) above.

(c) **Access and Correction to Personal Data**

You have a right of access and correction with respect to personal data provided. Your right of access includes the right to obtain a copy of your personal data provided by this form.

(d) **Enquiries**

Enquiries concerning the personal data collected by this form, including the making of access and correction can be addressed to:

Director of Electrical and Mechanical Services
3 Kai Shing Street,
Kowloon, Hong Kong