

Our reference 本署檔號 :

( 40 ) in EMSD/LESD 7-2/4 Pt. 4

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Facsimile 圖文傳真 : 2504 5970

18 January 2010

All Registered Lift/Escalator Contractors

Dear Sirs,

**Circular No. 2/2010**  
**Submission of Form 24 for New Installations**

Section 11K(1) of the Lifts and Escalators (Safety) Ordinance requires registered lift/escalator contractors to notify this department before commencing lift works or escalator works that involve the installation of a new lift or escalator.

Please note that this requirement also covers lifts and escalators in buildings belonging to the Government or Housing Authority or under their control and management, as well as similar buildings specified in section 3(1A) of the Ordinance.

Failure to submit Form 24 prior to commencement of works without reasonable excuse is an offence, and action will be taken against registered lift/escalator contractors when such non-compliance is found.

Yours faithfully,



(Arthur K.H. WONG)

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 Hong Kong General Union of Lift and Escalator Employees