

(82) in LE/02/04 Pt. II

(852) 2808 3861

(852) 2504 5970

February 19, 2003

To All Registered Lift/Escalator Contractors

Dear Sirs,

Circular No. 3/2003

Distribution of Circular Letters by Electronic Means

From time to time circular letters are sent to registered lift/escalator contractors/engineers to disseminate information or to appeal for actions. New circulars are also uploaded to our departmental homepage for the reference of the general public.

As communication by electronic means has become a common practice, we consider that it is opportune to abandon sending circulars in paper form and replace by distributing the same via e:mail to the respective recipients which include registered lift/escalator contractors, contractors associations, workers union, relevant professional body and government departments. We would seek for opportunity to include individual registered lift/escalator engineers into the distribution list in the near future.

Through the change, all the recipients and this department could share the benefits of higher operational efficiency and better house keeping (less storage space required). More importantly, we have joint hands in protecting the environment by using less paper.

Please provide your e:mail address for the receipt of our circular letters and related correspondences by completing the accompanying form and have it faxed to us by not later than **February 28, 2003**.

Please note that once distribution of circular using e:mail has started, circular in paper form will no longer be provided. We will however maintain posting of new circulars in our departmental homepage at www.emsd.gov.hk/emsd/eng/wnew/wn_n_gl_cc.shtml for downloading/reference of the public.

Yours faithfully,

LAW Yu-wing
(Chief Electrical and Mechanical Engineer / General Legislation)
for Director of Electrical and Mechanical Services

c.c. The Director of Housing,)
The Director of Architectural Services) Please also complete
The Lift and Escalator Contractors Association) the attached form and
The Registered Elevator & Escalator Contractors Association Ltd.,) have it faxed to us by
The International Association of Elevator Engineers) the deadline.
The Hong Kong General Union of Lift and Escalator Employees)

**E:Mail Address for Receipt of
EMSD Circulars and Correspondences
Related to the Lifts and Escalators (Safety) Ordinance**

RLC No. _____
(where applicable)

REC No. _____
(where applicable)

Registered Name (in English) _____
(in Chinese) _____

To: EMSD (fax no. 2504 5970),

Pursuant to Circular Letter No.: 3/2003, we would like to receive electronic mails of EMSD Circulars and correspondences related to the Lifts and Escalators (Safety) Ordinance. Please send the corresponding electronic mails to our e:mail address as follows:

E:mail Address: _____

Company Chop: _____

Sign: _____
(Authorized Signatory)

Date: _____

Remarks: This form can also be used for changing the e:mail address.