

EM/LE/55

895 8649

30 September 1991

To: All registered lift/escalator contractors
All registered lift/escalator engineers

Dear Sirs,

Circular No. 5/91
Submission of Forms 11/12

It has come to my attention that the submission of lift/escalator certificates (Form 11/Form 12) have not been made on a timely basis as required by Section 26 of the Lifts and Escalators (Safety) Ordinance.

Realizing that most of the certificates are delivered to this department by the registered lift/escalator contractors on behalf of the owners, I wish to have your assurance that all Form 11/Form 12 will be delivered to this department within 28 days after the expiration of the last certificates. In the situation where the certificate cannot be delivered in time, e.g. lift/escalator being overhauled etc., please write to inform this department accordingly and follow up through the issue.

In the circumstance where the certificates are delivered by the registered contractor/engineer to the owners for their onward submission to this department, please ensure that you will deliver the certificates within 21 days of the examination or test. In this connection, I wish to seek your assistance in reminding the owners to submit the certificates promptly.

Your co-operation on this matter is appreciated.

Yours faithfully,

(John CHAN)
for Director of Electrical & Mechanical Services

PSMY/PKC/JC/cs