

LE/02/04

2808 3651

2895 4929

26 February 1997

All Registered Lift & Escalator Contractors

Dear Sirs,

Circular No. 5/97
Notice of Commencement of Installation of New Lifts/Escalators - Form 24

When you complete a Form 24 to notify this department of the commencement of lift or escalator works involving installation of new lift(s) or escalator(s) in a building, please state clearly the full address (including the street number and name) and the lift or escalator number(s) in the locality field of the paragraph (a) or (b) respectively. A location plan indicating their position in the building should also be submitted. If the full address, the lift/escalator number and/or the location plan are not available, you have to submit them once you have obtained such information.

In order to find out whether the new lift/escalator is installed in a new building or an existing building, a new item "New building/Existing building location no. _____" is added in Form 24. Please delete the second part of the item if the lift/escalator is installed in a new building. Otherwise, please delete the first part and complete the location number of the existing building. New Form 24 with the added item is available for collection at this department. You may use the existing Form 24 provided that the above new item is added as shown in the attached Form 24.

Yours faithfully,

(G.M.W. CHUI)
for Director of Electrical & Mechanical Services

c.c. AD/BS
D of Housing (Attn.: TS/1)

WKW/GMWC/tlp

