

Our reference 本署檔號 :

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

Telephone 電話號碼 : (852) 2808 3651

Your reference 來函檔號 :

Facsimile 圖文傳真 : (852) 2504 5970

August 28, 2008

To: All Registered Lift/Escalator Contractors and Engineers

Dear Sirs,

Circular No. 8/2008

Reporting of Particulars for Registered Lift/Escalator Engineers

A register of lift/escalator engineers (RE) is kept by this department in accordance with sections 5 of the Lifts and Escalators (Safety) Ordinance, Cap. 327. In order to keep the register up to date, we now ask all REs to update their particulars using the attached form, and to return it to us by 30 September 2008. Wherever possible, REs should provide a valid contact email addresses to enhance communication.

We also take the opportunity to remind REs and RCs of the following requirements under the Ordinance :

- a) A RE is required to notify the Director of Electrical & Mechanical Services of any change in his business address or residential address within 14 days of such change.
- b) A RC shall notify the Director of any changes to the REs employed by him, and in particular if a RE under his employment dies or ceases for any other reason to be employed by him, as soon as practicable.

Would all RCs copy this letter to the REs under your employment. The particulars form may be returned by REs to this department directly or via RCs.

REs should continue to report any future changes to his/her particulars to EMSD using the attached form. A signature is required every time the form is submitted.

Yours faithfully,

A handwritten signature in cursive script, appearing to read 'G. Mui', written in black ink.

(CHUI Mow-wah, Gregory)
for Director of Electrical and Mechanical Services

Encl.

c.c. The Lift and Escalator Contractors Association
The Registered Elevator and Escalator Contractors Association Ltd.

**Registered Lift/Escalator Engineer
under the Lifts and Escalators (Safety) Ordinance**

Please tick applicable box(es) :

Update exercise for Cir 8/2008

First Registration Change in Employment Details Change of Contact Info

RLE No.: _____

REE No.: _____

Surname: _____

Other Names: _____

(as shown on HKID Card)

Name in Chinese Characters (if applicable): _____

HKID No.: _____

Date of Birth: _____

Employment

Name of Employer: _____

Business Address: _____

Position: _____

Effective Date : _____

Telephone No.: _____

Facsimile No.: _____

Name of Previous Employer (if any) : _____

Contact Information

Residential Address: _____

Telephone No.: _____

Facsimile No.: _____

Mobile No.: _____

E-mail Address: _____

(must be provided for communication)

Specimen Signature *

Date: _____

*** Please do not sign outside the boundary.**

(Please complete in Block Letters and read the Personal Information Collection Statement overleaf.)

Personal Information Collection Statement
Registration of Lift/Escalator Engineers
Lifts and Escalators (Safety) Ordinance, Chapter 327

Purpose of Collection

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

- (a) activities relating to requirements stipulated in the Lifts and Escalators (Safety) Ordinance (the Ordinance), which shall include the establishment of a public register; and
- (b) to facilitate communication between Government and yourself.

Remarks: For registration purposes, lift/escalator engineers are obliged to provide personal data by means of this form. If you do not provide sufficient information, there may be difficulty in confirming to members of the public or interested organizations upon their request your status of being a registered lift/escalator engineer. Failure to provide and update some of the information may also render you liable to prosecution under section 28(3) of the Ordinance and will be liable to a fine of \$5,000 and imprisonment of 6 months.

Class of Transferees

2. (a) The personal data you provided by means of this form may be disclosed to other Government bureaux/departments and organizations in activities relating to registration of lift/escalator engineers for the purposes mentioned in paragraph 1 above.

(b) Your personal data limited to your name, registration number, contact details and other information included by the Director as he may consider necessary to fulfil the purposes of the Register of Lift Engineers and/or the Register of Escalator Engineers may be disclosed to individuals or organizations upon their request.

(c) On signing the data form, your consent is given to the Electrical and Mechanical Services Department to carry out "matching procedures" to compare your personal data collected by this department in relation to the Ordinance with your personal data collected by other Government bureaux/departments for other purposes to ascertain your compliance with the duties as a registered lift/escalator engineer.

Access and Correction to Personal Data

3. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

Enquiries

4. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:

Director of Electrical and Mechanical Services
3 Kai Shing Street,
Kowloon,
Hong Kong
(Attn.: Lifts and Escalators Sub-division)
Tel.: 2808 3623