

**GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION
BUILDERS' LIFTS AND TOWER WORKING PLATFORMS
(SAFETY) ORDINANCE, CHAPTER 470**

香港特別行政區政府

香港法例第470章

建築工地升降機及塔式工作平台(安全)條例

Official Use Only

Date received. : _____

Ref. number : _____

NOTIFICATION OF CHANGES TO THE COMPANY INFORMATION
OF REGISTERED CONTRACTOR 註冊承建商更改公司資料通知書

機電工程署
EMSD



To the Director of Electrical & Mechanical Services,

致 機電工程署署長：

Name of Registered Contractor:

註冊承建商名稱 _____ (RC _____)

Contact person

聯絡人： _____

Please indicate the changes in the space below (add additional sheets if required)

請在下面的空白處註明更改（如有需要，可加上附加頁）

CHANGE OF AUTHORISED SIGNATORY 變更獲授權簽署人

Documents to be attached:

需附文件：

1. Resolution of Board of Directors or equivalent; 董事會會議記錄形式的決議或等同文件;
2. Organisation Chart; 組織架構圖表;
3. Copy of Identity Document (For new nominee). 身份證明文件副本 (適用於新提名人)。

CHANGE TO EMPLOYMENT OF COMPETENT WORKER 變更合資格人員

Documents to be attached:

需附文件：

(For new nominee 適用於新提名人)

1. Substantiation of Work Experience and Qualification; 工作經驗及資格證明文件;
2. Copy of Identity Document. 身份證明文件副本。

CHANGE OF WORKSHOP ADDRESS 變更工場地址

Documents to be attached:

需附文件：

(For new Workshop 適用於新工場)

1. Location Plan and Floor Plan of Workshop; 工場的位置圖及平面圖;
2. Documents to substantiate consent of workshop owner to use as lift workshop. 已獲業主同意用作升降機工場的證明文件。

An updated "Information of Registered Contractor" is attached

附上已更新的“註冊承建商資料”。

#Name of Applicant

申請人姓名： _____

Telephone or Email

電話或電子郵件： _____

Date日期： _____

(Signature of Applicant
and Company Stamp
申請人簽名及公司印章)

#申請人應為其中一位獲授權人士

The applicant should be one of the authorised signatories.