

車輛維修技工自願註冊計劃
Voluntary Registration Scheme for Vehicle Mechanics
表格 Form 2A

申請註冊續期及資歷證明書
Application for Renewal of Registration and Statement of Attainment

- 註 Note :**
- 現已推出網上註冊及續期服務，申請人亦可經「智方便」流動應用程式提交註冊及續期申請#。
Online registration and renewal services have been launched. Applicants can submit registration and renewal applications through the "iAM Smart" app#.
 - 申請人在填寫本申請表之前，應先細閱「表格 2 的填寫須知」和「怎樣申請 – 註冊車輛維修技工」小冊子。
Applicant should read carefully the "Guidance Notes to Complete Form 2" together with the leaflet "How to Apply - Registered Vehicle Mechanic" before completing this application form.
 - 本申請表的所有部分均應以正楷填寫。
All sections of this application form should be completed in BLOCK LETTERS.
 - 在向機電工程署遞交申請表之前，應在表格上簽署及填上日期。
The application form should be signed and dated before submitting to the Electrical and Mechanical Services Department.
 - 如空位不敷應用，請另用紙張填寫，並應在每一頁增添的紙張上簽署及填上日期，與申請表一併遞交。
If space is insufficient, please attach additional sheet(s) which should each be signed and dated by the applicant.
 - 在適當位置加上 號 Tick where appropriate

Section A 部：個人資料 Personal Particulars

- (1) 姓名 Name : 先生 Mr. / 小姐 Miss / 女士 Ms. / 太太 Mrs.
_____ (英文 English) _____ (中文 Chinese)
- (2) 香港身份證號碼 HKID No. : _____
- (3) 出生日期 Date of Birth: _____ (日 dd - 月 mm - 年 yyyy)
- (4) 日間聯絡電話 Daytime Contact Tel. No: _____
- (5) 電郵地址 E-mail Address : _____
- (6) 通訊地址 Correspondence Address : _____
「該地址會用於郵寄信件，申請人必須填寫最新的通訊地址。」
(This address will be used for mailing correspondence. Thus, applicant **must** fill in their updated correspondence address.)
 香港 Hong Kong 九龍 Kowloon
 新界 New Territories
- (7) 現職公司名稱 Name of Present Company : _____
- (8) 現職公司地址 Address of Present Company: _____
「如跟通訊地址相同，則不用填寫。」
(Leave blank if same as correspondence address.)
 香港 Hong Kong 九龍 Kowloon
 新界 New Territories
- (9) 公司聯絡電話 Company Contact Tel. No: _____

Section B 部：現時註冊資料 Existing Registration Particulars

- (1) 註冊號碼 Registration No. : VM _____

請參閱「網上續期的填寫須知」小冊子內的申請方法。
Please refer to the Registration Methods in the "Guidance Notes for Online Renewal" leaflet.

Section C 部：車輛維修工作經驗 Working Experience in Vehicle Maintenance

(1) 過去三年註冊期內的工作經驗詳情 Details of Working Experience in Last 3-Year Registration Period

公司 Company	期間(月/年) Period (mm/yyyy)		工作的服務類別 Service Class Carried out							
	從 From	到 To	B1	B2	B1(b)	B2(b)	E	E(b)	M	M(b)
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

公司 Company	期間(月/年) Period (mm/yyyy)		工作的服務類別 Service Class Carried out						
	從 From	到 To	S1	S2	S3	S4	S5	S6	S7
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

請參閱「怎樣申請 – 註冊車輛維修技工」小冊子內的註冊類別及註冊資格。

Please refer to the Registration Classifications and the Registration Requirements in the "How to Apply - Registered Vehicle Mechanic" leaflet.

(2) 有關公司諮詢人的聯絡資料 Contact Details of the Associated Company References

公司 Company	諮詢人姓名 Name of Referee	職位 Designation	電話號碼 Telephone No.	地址 Address

請確保備存以上工作經驗的證明文件。在註冊續期後，註冊車輛維修技工可能會被要求提供證明文件，以供核實。未能提供證明文件可能會引致已續期的註冊無效。

Please ensure that supporting documents for substantiating the above working experience are available. After renewal of registration, registered vehicle mechanic may be required to provide the supporting documents for verification. Failure to provide the supporting documents may render the renewed registration invalid.

Section D 部：持續專業進修 Continuing Professional Development (CPD)

過去三年註冊期內的持續專業進修時數 (至少二十小時)

Number of hours in last 3-year registration period for continuing professional development (at least 20 hours)

<input type="checkbox"/> VM加分站 - _____ 小時 VM learning station hours	<input type="checkbox"/> 其他 - _____ 小時 (提供持續專業進修證明文件的複印本) Other hours Please provide the photocopy of documents of CPD	總共 _____ 小時 Total hours
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VM加分站
VM learning station

如續期時未能滿足在持續專業進修時數的條件，VM 加分站可讓已登記用戶通過閱讀教材及進行測驗，取得持續專業進修時數，以作車輛維修技工註冊用途。

If the CPD requirements of renewal are not fulfilled, VM learning station allows registered users to obtain CPD hours. The platform allows registered users to access training materials and take quizzes to obtain CPD hours for vehicle mechanic registration.

請參閱「怎樣申請 – 註冊車輛維修技工」小冊子內的續期條件。

Please refer to the Renewal Requirements in the "How to Apply - Registered Vehicle Mechanic" leaflet.

Section E 部：文件及資料 Document and Material

請確保隨本申請表一併提交以下文件及資料。

Please ensure the following document and material is / are submitted together with this application form.

- (1) 申請人的彩色近照一張 (尺寸：3.5 厘米 x 5 厘米、相片的背景應為白色。)
One colour photograph taken recently of the applicant
(Size: 3.5 cm x 5 cm, the photograph should have a plain white background.)

*可透過電郵遞交彩色近照 Can submit the digital photograph through the e-mail.
(電郵: vmru@emsd.gov.hk, Email: vmru@emsd.gov.hk)

- (2) 持續專業進修證明文件的複印本，如在VM分站上完成，則無需附上平台上已有的記錄副本
Photocopy of documents to substantiate attendance of the required continuing professional development. Users of VM Learning Station need not enclose copies of their CPD records which are already available on the platform.
- (3) 如過去三年註冊期內曾轉換公司，必須提供工作證明文件
If applicant changed jobs during the past 3-year registration period, applicant must provide the employment certification documents.

Section F 部：聲明 Declaration

本人已清楚閱讀申請表內所載一切資料、隨申請表附上的填寫須知和收集個人資料聲明，並聲明本人在申請表內所提供的一切資料及提交的文件，盡本人所知均屬真確無訛。本人知道倘若明知故意虛報資料或作出虛假陳述，即屬犯罪，申請即屬無效。本人亦授權機電工程署向有關的資歷簽發院校/機構及僱主索取及核實本人的資歷及工作經驗資料。

I have carefully read all information in this application form, the guidance notes and Personal Information Collection Statement attached with this application form, and declare that all information and documents given by me in this application form are, to the best of my knowledge, true and correct. I understand that giving false information or making false statements knowingly and willfully is an offence under the law and the application being deemed to be invalid. I hereby authorise the Electrical and Mechanical Services Department to acquire the information about my qualifications from the issuing institution/organisations and employers concerned and to verify my qualifications and working experience.

此續期申請將會合併申請汽車業「過往資歷認可」相關資歷(只適用於 M, E, B1 及 B2 主要工作的服務類別人士) :
This renewal application is packaged with the application for respective qualifications under the Recognition of Prior Learning (RPL) of Automotive Industry (Applicable for persons with M, E, B1 and/or B2 Service Classes only):

- 本人是機電工程署車輛維修技工自願註冊計劃的申請人，並同意透過上述途徑申請汽車業「過往資歷認可」相關資歷。
I am an applicant of the EMSD Voluntary Registration Scheme for Vehicle Mechanics and agree to apply for respective qualifications under the RPL of Automotive Industry.
- 本人同意機電工程署向職業訓練局過往資歷認可事務組(事務組)及資歷架構秘書處提供本人的個人資料及證明文件以申請相關資歷及作通訊之用。
I consent to the provision of my personal data and supporting documents by EMSD to the RPL Unit of Vocational Training Council (VTC) and the Qualifications Framework Secretariat for processing respective qualification application and communication purposes.
- 通過審批的申請人會獲發資歷證明書。本人同意於收到事務組正式通知後親身到事務組辦事處領取證書，並出示身份證正本供核實之用；如未能親身到取，本人將委託他人携同本人的身份證副本及授權書代取資歷證明書，受託人需同時出示其身份證以核實身份。
Successful applicant will be awarded a Statement of Attainment. Upon receiving the notification from the RPL Unit, I agree to collect the Statement in person at the RPL Unit Office by presenting my original copy of Hong Kong Identity Card (HKID) card or by proxy. In the latter case, an authorisation letter and a photocopy of my HKID Card, together with the authorised person's HKID card are required for verification.
- 本人明白事務組有權要求本人提供證明文件正本，以作審查及核實，並同意按照職業訓練局之個人資料政策用作有關用途。詳見 <https://www.vtc.edu.hk/home/tc/privacy.html>。
I understand that the RPL Unit has the right to request me to provide the original documents for verification and/or review. I consent to use the information provided by me for the purpose set out in the VTC Personal Data Policy at <https://www.vtc.edu.hk/home/en/privacy.html>.
- 本人明白如提供虛假或誤導的資料，本人的申請資格及獲確認的資歷會被取消；事務組有權依循法律途徑追究本人應負的責任。
I understand that providing false or misleading information will result in disqualification of my application and qualification. The RPL Unit reserves the right to pursue my legal responsibility.

本人無需申請汽車業「過往資歷認可」相關資歷。
I do not need to apply for qualifications under the Recognition of Prior Learning (RPL) of Automotive Industry.

汽車業「過往資歷認可」短片簡介連結
Link to Short Video for the Recognition of
Prior Learning of Automotive Industry



申請人簽署 Signature of Applicant

姓名 Name
(以正楷填寫 IN BLOCK LETTERS)

日期 Date

此欄由職業訓練局事務組填寫

To be completed by RPL Unit, VTC

檔案編號: _____

日期: _____

- 車輛維修(機械服務)三級
- 車輛維修(電工服務)三級
- 車輛維修(車身修理)三級
- 車輛維修(車身噴漆)三級

《收集個人資料聲明》

收集個人資料的目的

- 閣下在這份表格提供的個人資料，機電工程署(本署)車輛維修註冊組會用於下列目的：
 - 進行與申請註冊車輛維修技工辦理和審批有關的工作；
 - 方便本署與閣下通訊；及
 - 向職業訓練局過往資歷認可事務組及資歷架構秘書處申請資歷證明書（如適用）。
- 提供個人資料純屬自願性質。如閣下未能提供足夠資料，本署可能無法處理閣下的申請。

受讓人的類別

- 在這份表格提供的個人資料，可為上述第 1 段所述的目的而向其他政府科別及部門披露。在註冊後，閣下的個人資料，只限於閣下的姓名、註冊號碼、註冊服務類別及註冊期滿日期會在機電工程署的網址向公眾披露，或會在個別人士提出申請後向其披露。

查閱個人資料

- 根據《個人資料（私隱）條例》第 18 及第 22 條，及附表 1 第 6 條原則的規定，閣下有權要求查閱及更改閣下在申請時所提供的相關個人資料。查閱權包括索取閣下在這份表格所提供個人資料的副本。

查詢

- 任何關於這份表格所收集個人資料的查詢，包括要求查閱及改正資料，請以書面形式向機電工程署署長提出，地址為：香港九龍啟成街 3 號機電工程署。至於其他一般查詢，請致電 2808 3545 與車輛維修註冊組聯絡或致電政府熱線 1823。

Personal Information Collection Statement

Purpose of Personal Data Collection

- The personal data provided by means of this form will be used by the Vehicle Maintenance Registration Unit of the Electrical and Mechanical Services Department (“the Department”) for the following purposes:
 - processing of your application as a registered vehicle mechanic;
 - to facilitate communication between the Department and yourself; and
 - to apply for Statement of Attainment from the Recognition of Prior Learning Unit of Vocational Training Council and the Qualifications Framework Secretariat (if applicable).
- The provision of personal data is voluntary. If you do not provide sufficient information, the Department may not be able to process your application.

Classes of Transferees

- The personal data you provided by means of this form may be disclosed to other Government branches and departments for the purposes mentioned in paragraph 1 above. Upon registration, your personal data limited to your name, registration number, registered service class and expiry date of registration may be disclosed to the public at the website of the Electrical and Mechanical Services Department, or to individual upon application.

Access to Personal Data

- You have a right to request access to and make correction of the personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. The right of access includes the right to obtain a copy of your personal data provided by you in the application.

Enquiries

- Enquiries concerning the personal data collected by means of this form, including the making of access and correction, should be submitted in writing and addressed to the Director of Electrical and Mechanical Services, Electrical and Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong. For other general enquiries, please contact the Vehicle Maintenance Registration Unit by telephone on 2808 3545 or dial the Citizen’s Easy Link 1823.

防止賄賂

任何人士試圖向任何政府人員提供利益(按照香港法例第201章《防止賄賂條例》中對利益的定義)，以影響本申請的結果，即構成《防止賄賂條例》下的罪行，並導致有關申請無效，而機電工程署會把個案向廉政公署報告。如任何政府人員或其代理人就本申請向你索取利益，你應向廉政公署舉報(電話號碼：2526 6366)。

Prevention of Bribery

Any attempt to offer advantage (as defined in the Prevention of Bribery Ordinance (“POBO”) (Chapter 201 of the Laws of Hong Kong) to any Government officer with a view to influencing the outcome of this application constitutes an offence under the POBO and renders the application invalid. The case will be reported to the Independent Commission against Corruption (ICAC). You should report to the ICAC (Telephone No.: 2526 6366) if any government officers or their agents solicits an advantage from you in relation to this application.