

表格 LE12

香港特別行政區政府 升降機及自動梯條例(第 618 章) 申請准許繼續使用及操作自動梯的許可證

此欄不用填寫								
Office use only								
炇據編號								
Receipt No.								

FORM LE12

THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION LIFTS AND ESCALATORS ORDINANCE, CHAPTER 618 APPLICATION FOR A USE PERMIT PERMITTING AN ESCALATOR TO CONTINUE TO BE USED AND OPERATED

請參閱「表格 LE12 備註」,並以正楷填寫此表格及在適當方格內加上✔號。 Please read the "Notes to Form LE12", complete this Form in BLOCK LETTERS and enter ✔ in the

致 : 機電工程署署長 ("署長")

appropriate box(es).

To : The Director of Electrical and Mechanical Services ("the Director")

第 1 部 申請人資料 (此部分須由申請 Part 1 Particulars of the Applicant (This part must be	i人填寫) e completed by the Applicant)
自動梯地點編號: Escalator Location ID.:	
裝置於	
Escalator No installed at	
申請人的通訊資料	
Contact Details of the Applicant (請於本格) (Please fill the contact Contact Details of the Applicant (Please fill the contact Contact Details of the Applicant Contact Details of the Contact Details of the Applicant Contact Details of the Applicant	洛內填寫通訊資料) act details within this box)
(名稱 Name)	
(室 Flat/Room) (樓 Floor) (座 Block)	
(大廈名稱 Name of Building)	
(屋苑名稱 Name of Estate)	
(號碼及街道名稱 No. and Name of Street)	
(地區 District)	
(注意: 本署會以上述地址郵寄函件與申請人聯絡) (Note: This Department will correspond with the Applicant us) 申請人的聯絡電話號碼 Contact Telephone No. of Applicant 申請人的電郵地址 Email Address of Applicant	ing the above address) 現有准用證的屆滿日期 Expiry Date of Existing Use Permit
註冊自動梯承辦商的名稱	

第2部 Part 2		聲明 Declaration	(此部分須由申請人填寫及簽署) (This part must be completed and signed by the Applicant)	
	•			
本人現	遵照	《升降機及自動梯條例》(第6	518 章)第 56(1)(b)條,為上述自動梯申請准用證。附上由註冊	升自
動梯工	程師第	簽發的安全證書(本表格附件	1)及在《升降機工程及自動梯工程實務守則》中規定的所需	导文
件(如適	i用)。			
In acco	rdanc	e with section 56(1)(b) of the	ne Lifts and Escalators Ordinance, Chapter 618, I would like	e to
apply fo	or a l	Jse Permit for the above-me	entioned escalator. A safety certificate (Annex 1 of this Fo	rm)
issued l	oy a r	registered escalator engineer	and all the necessary documents as stipulated in the Code	e of
Practice	for L	ift Works and Escalator Wor	ks, where applicable, are enclosed.	
上述自	動梯層	蓝· 钉·		
The abo	ove-m	nentioned escalator is:		
	私人(包括業主立案法團)所擁有。		
		ely owned (with owners corp	poration).	
	私人(不包括業主立案法團)所擁有		
		ely owned (without owners		
	的府戶	· 折擁有。		
		rnment owned.		
	巨层を	委員會所擁有。		
		ng Authority owned.		
	甘畑	(請註明):		
	–			
(Other	rs (Please specify):		
			申請人簽署 日期	
			Signature of the Applicant Date	

表格 LE12 備註

- 1. 本表格的申請人是指僱用或安排註冊自動梯工程師進行定期檢驗的自動梯的負責人或其代表。
- 2. 申請人須確保其委托的註冊自動梯工程師已填妥夾附於本表格(表格LE12)的安全證書(附件1)及在證書上簽署,以證明有關自動梯及其所有相聯設備或機械處於安全操作狀態。請注意,註冊自動梯工程師發出的安全證書的有效期由完成檢驗的日期起計為期六十天,逾時申請將不會被接納。
- 3. 申請人須填妥本表格(表格LE12)的第1部和第2部及在表格上簽署。本署會以申請人提供的通訊資料郵寄函件與申請人聯絡。如果填報的資料有任何變更,請以書面通知本署及註明自動梯的地點編號,以便本署更新有關通訊資料。
- 4. 如果申請獲批,機電工程署會於收到申請表後的十三個工作天內發出准用證,並會將准用證及編號收據(適用於以郵寄方式提出的申請)以掛號形式寄給申請人,同時會將由註冊自動梯工程師發出的安全證書一併退回。
- 5. 自動梯的負責人須將有效的准用證展示於自動梯出入口旁的顯眼位置。
- 6. 自動梯的負責人應預早向機電工程署提出申請,以免自動梯因未能取得有效的准用證而被停用。如果有關檢驗於上一份准用證的屆滿日期結束前的兩個月內完成,准用證的有效期會於上一份准用證的屆滿日期後計算,延續6個月。如果該檢驗於其他時間完成,則該准用證的有效期會在完成檢驗的日期翌日起計,為期6個月。

NOTES TO FORM LE12

- 1. The Applicant of this Form means the responsible person for the escalator, who employs or arranges the registered escalator engineer to carry out the examination, or his/her representative.
- 2. The Applicant must ensure that the appointed registered escalator engineer completes and signs the safety certificate in Annex 1 of this Form (Form LE12) to certify that the escalator and all its associated equipment or machinery are in safe working order. Please note that the validity period of the safety certificate issued by a registered escalator engineer lasts for 60 days counting from the date of completion of the examination. Late application will not be accepted.
- 3. The Applicant must complete and sign Part 1 and 2 of this Form (Form LE12). This Department will correspond with the Applicant making use of the contact details provided by the Applicant. If there is any change to the correspondence address, the Applicant should notify this Department in writing and clearly state the escalator location ID for updating the contact details.
- 4. If the application is approved, this Department will issue a Use Permit and a serially numbered receipt (applicable for an application made by post) to the Applicant by a registered post within 13 working days of receipt of the application. The safety certificate issued by the registered escalator engineer will be returned to the Applicant at the same time.
- 5. The responsible person for the escalator must display the valid Use Permit in a conspicuous position adjacent to a landing of the escalator.
- 6. The responsible person should apply to the Director of Electrical and Mechanical Services Department for a Use Permit in advance in order to avoid suspension of the escalator services due to the expiration of the Use Permit. If the examination of the escalator is completed by a registered escalator engineer on a date within the period of 2 months ending on the date of expiry of the preceding Use Permit, the Use Permit will be valid until the 6-month period beginning on the date immediately after the date of expiry of the preceding use permit. If the examination of the escalator is completed at another time, the validity of the Use Permit, lasting for 6-month, will count from the first day after the completion of the examination.

表格 LE12 申請及繳款方法

- 1. 申請繼續使用及操作自動梯的准用證的費用為港幣290元。
- 2. 申請人可採用以下任何一種方法遞交申請表格:
 - i) 申請人可親自到香港九龍啟成街 3 號機電工程署總部地下「客戶服務部」遞交填妥的申請表格 及繳款,申請人會即時獲發編號收據。如申請獲批,准用證將以申請人在本表格第 1 部提供的 地址寄給申請人。

辦公時間為:

星期一至五 上午9時正至下午5時15分

星期六、日及公眾假期 休息

ii) 申請人亦可以郵寄方式將填妥的申請表格和繳費支票寄到香港九龍啟成街 3 號機電工程署署 長收。如申請獲批,准用證及編號收據將以申請人在本表格第 1 部提供的地址寄給申請人。 注意:請勿郵寄現金。

3. 凡支票、匯票及本票均須註明支付「香港特別行政區政府」並加劃線,<u>切勿</u>寫明支付個別職員。期票將不予接納。

APPLICATION AND PAYMENT INSTRUCTIONS TO FORM LE12

- 1. The fee for the application for a Use Permit for continuing use and operation of the escalator is HK\$290.
- 2. The Applicant can submit the application form through any one of the following methods:
 - i) The Applicant can submit the duly completed application form and pay the prescribed fee <u>IN PERSON</u> at the Customer Services Office of the Electrical and Mechanical Services Department, Ground Floor, 3 Kai Shing Street, Kowloon, Hong Kong. A serially numbered receipt will be issued immediately. If the application is approved, the Use Permit will be sent to the Applicant through the correspondence address provided in Part 1 of this Form.

Office Hours:

Monday to Friday 9:00 a.m. to 5:15 p.m.

Saturday, Sunday and Public Holidays closed

ii) The Applicant can address the duly completed application form and prescribed fee in the form of a cheque <u>BY POST</u> to the Director of the Electrical and Mechanical Services Department at 3 Kai Shing Street, Kowloon, Hong Kong. If the application is approved, the Use Permit and a serially numbered receipt will be sent to the Applicant through the correspondence address provided in Part 1 of this Form.

Note: CASH SHOULD NOT BE SENT THROUGH THE POST.

3. Cheques, Drafts and Cashier Orders should be made payable to 'The Government of the Hong Kong Special Administrative Region' and crossed. They <u>must not</u> be made payable to any individual officer. Post-dated cheques will not be accepted.

附件 1 Annex 1	│安全證書 │Safety Certifica		自註冊自 must be c						d escalato	or engineer)
自動梯地黑	<u> </u>	` '					<u> </u>			
	ocation ID.:				_					
(請填寫自動	梯的中文 <u>及</u> 英文地址	Please provide the escalator	r address in Chine	se <u>and</u> Eng	lish)					
裝置於								_之第	<u></u> 5	虎自動梯
Escalator N	loi	nstalled at								
					冊自動	梯工程	怪師(約	編號 REE_) ,
*(甲) 搜	安照《升降機及自! 医成對該自動梯及	動梯條例》(第6	18章)第5	53 及 5		之規定	,在上	亡述自動梯	無負載的	的情況下,
	安照《升降機及自! E成對該自動梯及					と規定	,在上	上述自動梯	有負載的	内情况下,
並證明該自	目動梯及其所有相	聯設備或機械處	意於安全排	操作狀態	態。					
l.			reaistered	l escal	ator e	naine	er (No	. REE). have
on the	day	of					(<u> </u>		
as	*(a) completed the thorough examination of the above-mentioned escalator without load and all its associated equipment or machinery in accordance with sections 53 & 54 of the Lifts and Escalators Ordinance, Chapter 618,									
as	ompleted the tho ssociated equipm scalators Ordinan	nent or machine	ery in acc							
and certify safe worki	that the above-n ng order.	nentioned escala	ator and a	ll its a	ssocia	ted eq	uipm	ent or mad	chinery v	vere in
I am emp	《承辦上述自動梯 loyed by the reg ne above mentior	gistered escalato				ıking ⁻	the m	naintenand	□是 ce □Ye	
□ 裙板安 □ 裙板偏 □ 裙板偏 □ 防護制 □ 関極 □ 附加制 □ 梯級下	mentioned escala 全裝置 轉裝置(毛刷型) 轉裝置(橡膠型) 板 動裝置 全裝置 動器 陷安全裝置 掉安全裝置	ator is equipped Skirt Panel S Skirt Panel E Obstruction Emergency S Landing Floo Auxiliary Bra Step Saggin Missing Step None of the	afety Dev Deflector Deflector E Guard Stop Switcor Plate Sa ke g Safety D	Device Device Th afety D Device	(Rubb					
		註· Signature of	冊自動梯 Registere			Engine	eer		簽發日! Date of Is	





掃描 QR Code Scan QR code 了解詳情 for details

淡水冷卻塔計劃

Energy Efficiency Registration Scheme for Buildings

Labelling Scheme

Fresh Water Cooling Towers Scheme

申請參與建築物能源效益註冊計劃

機電工程署



重要通知

任何人士試圖向任何政府人員提供利益(根據《防止賄賂條例》(第201章)定義),以影響本申請的結果,即構成《防 止賄賂條例》所訂的罪行・並導致有關申請無效・而機電工程署會向廉政公署舉報個案。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:25266366)。

Important Notice

Any attempt to offer advantage (as defined in the Prevention of Bribery Ordinance ("POBO") (Cap. 201)) 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. You should report to the ICAC (Telephone No.: 2526 6366) if any government officer or their agent solicits an advantage from you in relation to this application.