

**GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION
FORM 6**

**BUILDERS' LIFTS AND TOWER WORKING PLATFORMS
(SAFETY) ORDINANCE, CHAPTER 470**

SECTION 7(6)
APPLICATION FOR RE-REGISTRATION AS CONTRACTOR



Official Use Only

Receipt No. : _____
Amount Paid : _____
Payment Date : _____

To the Director of Electrical and Mechanical Services,

(Notes : This application form is used only for applications for RE-REGISTRATION as Contractor. The applicant should read the "Guidance Notes to Complete Form 6" carefully before completing the application form. The application shall be made at least 3 months before the expiration of the current registration if he/she wishes to continue to be registered or otherwise his / her registration would cease.

All sections of this application form should be completed in block capitals in black. The application form should be SIGNED, DATED and AFFIXED with company seal before submission.

The APPLICATION FEE should be paid at the time of submission of this application form and is NON REFUNDABLE.)

Section A : Particulars of Applicant

- (1) Contractor Registration No. : _____
Expiry Date (day / month / year) : _____
- (2) Name of *Sole Proprietorship / Partnership / Limited Company :

(English)

(Chinese)
- (3) Business Registration No. : _____
Expiry Date (day / month / year) : _____
- (4) Business Address :

(English)

(Chinese)
- (5) Telephone No. : _____ (Office) Fax No. : _____ (Office)

Section B : Authorised Signatories

- (1) Name (Surname first) : _____ (English)

(Chinese) _____
(Specimen Signature)
Previously Nominated : Y / N
Present Post : _____ *HKID / Passport No. : _____
Job Nature : _____
- (2) Name (Surname first) : _____ (English)

(Chinese) _____
(Specimen Signature)
Previously Nominated : Y / N
Present Post : _____ *HKID / Passport No. : _____
Job Nature : _____

Section C : Workshop, Tools and Facilities

I confirm that I possess at least the tools and facilities specified in section C(2) of the "Guidance Notes to Complete Form 6" and a workshop of floor area not less than 10 square metres for carrying out lift work located at :

(English)

(Chinese)

Section D : Competent Workers

Name	HKID / Passport Number	Present Post	# Previously Nominated	Qualifications	Years of Lift Work Experience
			Y / N		
			Y / N		
			Y / N		
			Y / N		
			Y / N		
			Y / N		

Section E : Submission of Documents

Documents (i) to (v) are required for a limited company and documents (ii) to (vi) are required for a sole proprietorship or partnership. Please ✓ the appropriate boxes if the corresponding documents are attached with the application form.

- i. Current Certificate of Business Registration, Certificate of Incorporation, Memorandum and Articles of Association, Annual Return and organisation chart
- ii. Documents to substantiate the appointment of authorised signatories who have not been previously nominated to this department and copies of their HKID cards / passports
- iii. In case the applicant is not the owner of the workshop area, documents to substantiate that consent of the owner of the workshop area has been obtained for the applicant to use the area as a workshop for carrying out lift work
- iv. Documents to substantiate the posts and working experience of competent workers, who have not been previously nominated to this department and copies of their HKID cards / passports
- v. Certificates, if any, acquired by competent workers, who have not been previously nominated to this department, in mechanical, marine or building services engineering and letters issued by competent workers authorising this department to check the authenticity of their certificates from the issuing institutions
- vi. Current Certificate of Business Registration and documents to substantiate the current proprietor or partners of company and organisation chart

Section F : Declaration

I hereby apply for re-registration under section 7(6) of the Builders' Lifts and Tower Working Platforms (Safety) Ordinance and declare that all particulars and statements stated herein and documents submitted with this application form are true and correct to the best of my knowledge.

Name and Signature of Applicant

Date : _____

Company Seal

Notes :

1. * Delete where not appropriate.
2. # Please delete N if the authorised signatory or competent worker has been nominated to this department for record previously or delete Y if the opposite.
3. If space is insufficient for Section B or D, please use the attached additional sheet and sign, date and affix the company seal on the additional sheet.

ADDITIONAL SHEET FOR FORM 6

Section B : Authorised Signatories

() Name (Surname first) : _____ (English)
_____ (Chinese) _____
Previously Nominated : Y / N (Specimen Signature)
Present Post : _____ *HKID / Passport No. : _____
Job Nature : _____

() Name (Surname first) : _____ (English)
_____ (Chinese) _____
Previously Nominated : Y / N (Specimen Signature)
Present Post : _____ *HKID / Passport No. : _____
Job Nature : _____

() Name (Surname first) : _____ (English)
_____ (Chinese) _____
Previously Nominated : Y / N (Specimen Signature)
Present Post : _____ *HKID / Passport No. : _____
Job Nature : _____

() Name (Surname first) : _____ (English)
_____ (Chinese) _____
Previously Nominated : Y / N (Specimen Signature)
Present Post : _____ *HKID / Passport No. : _____
Job Nature : _____

() Name (Surname first) : _____ (English)
_____ (Chinese) _____
Previously Nominated : Y / N (Specimen Signature)
Present Post : _____ *HKID / Passport No. : _____
Job Nature : _____

() Name (Surname first) : _____ (English)
_____ (Chinese) _____
Previously Nominated : Y / N (Specimen Signature)
Present Post : _____ *HKID / Passport No. : _____
Job Nature : _____

Section D : Competent Workers

Name	HKID / Passport Number	Present Post	# Previously Nominated	Qualifications	Years of Lift Work Experience
			Y / N		
			Y / N		
			Y / N		
			Y / N		
			Y / N		
			Y / N		
			Y / N		
			Y / N		
			Y / N		
			Y / N		
			Y / N		
			Y / N		
			Y / N		
			Y / N		
			Y / N		

Name and Signature of Applicant

Date : _____

Company Seal

Notes :

1. * Delete where not applicable.
2. # Please delete N if the authorised signatory or competent worker has been nominated to this department for record previously or delete Y if the opposite.
3. Please submit this additional sheet with Form 6 only when spaces in Section B or D of Form 6 are insufficient.
4. Please sign, date and affix the company seal on this sheet before submission.

GUIDANCE NOTES TO COMPLETE FORM 6

Applicants should read this "Guidance Notes to Complete Form 6" and the Builders' Lifts and Tower Working Platforms (Safety) Ordinance (the Ordinance) carefully before completing the application form (Form 6). Incomplete application forms or using inappropriate forms may lead to delay in processing or rejection of the application. This application form (Form 6) should only be used for re-registration of Contractors. The applicant should make his / her application for re-registration at least 3 months before the expiration of his / her current registration if he / she wishes to continue to be registered or otherwise his / her registration would cease.

HOW TO COMPLETE THE APPLICATION FORM

Every section in Form 6 should be completed in block capitals in black. The applicant is advised that the provision of personal data in relation to this application is voluntary. If the applicant does not provide sufficient information, the application may not be able to be processed. A "Personal Data Privacy Statement" in respect of the application is annexed for information.

Section A : Particulars of Applicant

The applicant, who may be an authorised signatory or a person authorised by the company, should enter the following :

1. contractor registration number and date of expiry of registration.
2. name of company in English and Chinese if applicable.
3. current Business Registration Certificate number and expiry date of the certificate of registration.
4. the business address in English and Chinese.
5. the contact telephone number and facsimile number.

Section B : Authorised Signatories

An authorised signatory is a person who has been appointed and authorised by the company to sign documents on behalf of the company and to discharge the duties and take the responsibilities of a registered contractor as laid down in the Ordinance.

The applicant should provide the particulars of the authorised signatories including their names in English and Chinese, HKID / passport numbers, present posts and job nature in the company. The authorised signatories should give their respective specimen signatures in the space provided. Please indicate whether the authorised signatory has or has not been nominated to this department for record before the application date of this re-registration by deleting N or Y respectively. If space is insufficient, please use the attached addition sheet.

If the authorised signatories have not been nominated to this department before, please provide documents to substantiate their appointment by a resolution of a quorate meeting held by the board of directors or by an authorised person with power of appointment stipulated in the Memorandum and Articles of Association of the company. The documents should state that the authorised signatories will act on behalf of the company to discharge the duties and take the responsibilities stipulated in the Ordinance.

Section C : Workshop, Tools and Facilities

1. Workshop : The applicant should possess a workshop of not less than 10 square metres and located inside an industrial premises or at a construction site with a postal address. The applicant should provide the address of the workshop and the location plan. In case the applicant is not the owner of the workshop area, he / she is required to produce

GUIDANCE NOTES TO COMPLETE FORM 6

document to substantiate that he / she has obtained the consent of the owner to use the area as a workshop for carrying out lift work.

2. Tools and Facilities : The applicant should be in possession of adequate tools and equipment that are required for carrying out lift work including -
- Mechanical tools and equipment such as torque wrench, box wrench, hammer, file, level spirit, a pair of pliers, grease gun, hacksaw, screwdriver, and adjustable spanner;
 - Electrical testers and instruments such as insulation tester, earth loop impedance tester and multimeter;
 - Measuring tools such as pairs of callipers, measuring tape, feeler gauge and ultrasonic thickness gauge;
 - Non destructive testing equipment such as dye penetration testing package or magnetic particle inspection equipment with accessories.

Section D : Competent Workers

The applicants should provide the names, identity card / passport numbers, posts, years of lift work experience and qualifications (e.g. certificate in mechanical, marine or building services engineering) of all competent workers under his / her present employment. Please indicate whether the competent worker has or has not been nominated to this department for record before the application date of this re-registration by deleting N or Y respectively. If space is insufficient, please use the attached addition sheet.

Section E : Submission of Documents

One copy each of the documents in support of the application should be submitted together with the application form. The applicant should tick the appropriate boxes in this section and attach the corresponding documents with the application form. They may be photocopies with the originals for inspection upon request or certified true copies which should be signed and stamped by a legal practitioner or the issuing organisations. The holders of the identity documents are recommended to produce their identity documents for checking by the staff of this department either in the applicant's office or our office instead of submitting the photocopies.

Section F : Declaration

The applicant should give his / her name and signature, date and affix the company seal on this section.

SUBMISSION OF APPLICATION

The completed application form together with supporting documents and the application fee specified in the Builders' Lifts and Tower Working Platforms (Safety) (Fees) Regulation should be submitted either

- i. in person to the Customer Services Office or
- ii. by post to the General Legislation Sub-division
of the Electrical and Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong.

(Note : All payments by cheque, draft and cashier order should be made payable to "The Government of the Hong Kong Special Administrative Region". They must not be made payable to any individual officer. Post-dated cheque will not be accepted.)

GUIDANCE NOTES TO COMPLETE FORM 6

NOTIFICATION OF RESULT

The applicant will be notified of the result by post within 3 months from the date of receipt of the completed application form. A renewed "Certificate of Registration" will be issued to each successful applicant.

ENQUIRY

For enquiries, please contact the General Legislation Sub-division by telephone on 2808 3867, by fax on 2577 4901 or by post to the Electrical and Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong.

Personal Data Privacy Statement

Builders' Lifts and Tower Working Platforms (Safety) Ordinance, Chapter 470

Purpose of Collection

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

- (a) activities relating to the application for approval as Registered Examiners and Contractors;
- (b) activities relating to requirements stipulated in the Builders' Lifts and Tower Working Platforms (Safety) Ordinance; and
- (c) to facilitate communication between Government and yourself.

The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your application.

Classes of Transferees

2. 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.

Access 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 /
General Legislation Sub-division, EMSD
3 Kai Shing Street,
Kowloon,
Hong Kong

Tel.: 2808 3867

Protect Privacy
Respect Personal Data