

表格 LE31  
香港特別行政區政府  
升降機及自動梯條例(第 618 章)  
申請註冊成為升降機承辦商及/或自動梯承辦商及註冊續牌申請表格

FORM LE31  
THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION  
LIFTS AND ESCALATORS ORDINANCE, CHAPTER 618  
APPLICATION FOR REGISTRATION / RENEWAL OF REGISTRATION  
AS A LIFT CONTRACTOR AND/OR AN ESCALATOR CONTRACTOR

申請人須知  
Notes for Applicants

- (i) 申請人在填寫本表格前，應先細閱背頁的「表格 LE31 備註」、「表格 LE31 申請及繳款方法」、和「個人資料私隱聲明」。  
The Applicant should read carefully the "Notes to Form LE31", "Application and Payment Instructions To Form LE31", and "Personal Data Privacy Statement" (overleaf) before completing this application form.
- (ii) 申請人如未能提供全部所需的資料，或所填寫的資料未能清楚顯示申請人具備有關註冊所需的最低條件，將會為審批申請的工作帶來不必要的延誤，或導致申請被拒。  
If you fail to provide all the information as requested, or the information that you provided is not clear as to whether you have attained the minimum requirements, unnecessary hindrance will be induced to the assessment process and it may lead to refusal of the application.
- (iii) 註冊主任或會要求申請人證明他直接僱用了足夠和合資格的專業人員和技術人員，並擁有廠房設施和用作進行升降機工程或自動梯工程的基本設備。署長或會要申請人提出證明，以令署長信納他有足夠能力進行升降機工程或自動梯工程，及能向升降機製造商或自動梯製造商取得技術更新、員工技術培訓及提供備用零件的支援。  
The Registrar may require the Applicant to demonstrate that he employs adequate and suitably qualified professionals and direct work force, and possesses workshop facilities and essential equipment for use in carrying out lift works or escalator works. In addition, the Applicant may also be required to demonstrate to the satisfaction of the Registrar that he is capable of carrying out lift works or escalator works and of obtaining technical support from a lift manufacturer or an escalator manufacturer for technological updating, technical training of staff and sourcing of spare parts.
- (iv) 註冊主任或會要求申請人進一步提交資料，包括申請人及其聘請作監督和進行升降機工程或自動梯工程的人員的資歷和經驗。  
The Registrar may require the Applicant to submit further particulars as regard to the qualifications and experience of the applicant and of persons employed by the Applicant to supervise and carry out lift works or escalator works.
- (v) 在「表格 LE31 申請及繳款方法」第 3 項所指定的文件副本須與本表格一併提交。  
A copy of each document specified in Item 3 of the "Application and Payment Instructions To Form LE31" should be submitted together with this application form.
- (vi) 如空位不敷填寫，請另頁詳列有關資料，並隨申請表一同附上。  
If there is insufficient space, please provide the information on a supplementary page and submit the supplementary page together with this application form.
- (vii) 請以正楷填寫本申請表格的相關部份，並在表格上簽署。  
Please complete all relevant sections of this application form in **BLOCK** letters and **SIGN** the form.



**表格 LE31**  
**香港特別行政區政府**  
**升降機及自動梯條例(第 618 章)**  
**申請註冊成為升降機承辦商及/或自動梯承辦商及註冊續牌申請表格**

此欄不用填寫 Office use only									
收件日期 Receipt Date									
收據編號 Receipt No.									

**FORM LE31**  
**THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION**  
**LIFTS AND ESCALATORS ORDINANCE, CHAPTER 618**  
**APPLICATION FORM FOR REGISTRATION & RENEWAL OF REGISTRATION**  
**AS A LIFT CONTRACTOR AND/OR AN ESCALATOR CONTRACTOR**

**(甲) 申請人資料**  
**(A) Particulars of Applicant**

商業登記號碼 Business Registration No.		
公司名稱(英文) Company Name in English		
公司名稱(中文) Company Name in Chinese		
營業地址 (英文) Business Address in English		
營業地址(中文) Business Address in Chinese		
工場地址 (英文) Workshop Address in English		
工場地址 (中文) Workshop Address in Chinese		
電話號碼 Telephone No.	傳真號碼 Facsimile No.	電子郵件地址 E-Mail Address



**(乙) 申請類別**

(請在適當的申請項目空格內加上√號)  
(Please tick in the appropriate box)

**(B) Type of Application**

<input type="checkbox"/> 新註冊 New registration	→ 請填妥 (丁) 至 (庚) 各部 Please complete sections (D) to (G)	(請參閱備註 1) (see note 1)
<input type="checkbox"/> 註冊升降機承辦商 Registered Lift Contractor		
<input type="checkbox"/> 註冊自動梯承辦商 Registered Escalator Contractor		
<input type="checkbox"/> 申請續牌 Renewal of registration	→ 請填妥 (丙) 部至 (戊) 部, (己) 部和 (庚) 部只須填上更新資料 Please complete sections (C) to (E), and provide updated information, if any, to sections (F) to (G)	(請參閱備註 2) (see note 2)
<input type="checkbox"/> 註冊自動梯承辦商 Registered Lift Contractor		
<input type="checkbox"/> 註冊升降機承辦商 Registered Escalator Contractor		

**(丙) 公司註冊資料**

(祇適用於已註冊的升降機承辦商及/或自動梯承辦商)

**(C) Company's Registration Particulars**

(for registered lift contractor and/or registered escalator contractor only)

註冊升降機承辦商 Registered Lift Contractor  註冊編號 Registration No. <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px;">R</td><td style="width: 20px;">L</td><td style="width: 20px;">C</td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td></tr></table> 屆滿日期 Expiry Date _____ 日 Day / 月 Month / 年 Year	R	L	C								註冊自動梯承辦商 Registered Escalator Contractor  註冊編號 Registration No. <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px;">R</td><td style="width: 20px;">E</td><td style="width: 20px;">C</td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td></tr></table> 屆滿日期 Expiry Date _____ 日 Day / 月 Month / 年 Year	R	E	C							
R	L	C																			
R	E	C																			

**(丁) 獲授權簽署人的個人資料**

(如有兩位以上獲授權簽署人, 請使用附加頁)

**(D) Personal Particulars of Authorised Signatory**

(if more than two authorized signatories, please use supplementary page)

<b>(1) 獲授權簽署人 Authorised Signatory</b>											
姓名(英文) (姓氏先行) Name in English (Surname first)	姓名(中文) Name in Chinese										
香港身份證號碼 H.K.I.D. No. <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td></tr></table> ( )											護照號碼 (如無身份證) Passport No. (If no H.K.I.D.)
職位 Position in the Company											
大專或以上學歷 Tertiary Academic Qualifications _____											
專業資歷 Professional Qualifications _____											
工作經驗 (過往十年) Working Experience (last 10 years) _____											
你是否同意註冊主任在有需要時, 向本欄所填寫之有關學術及/或專業機構, 查證你的學術/專業資格, 以及同意有關機構就相關資料作出披露? (請在其中一個空格內加上「√」號) Do you agree the Registrar to approach the academic and/or professional organizations stated in this section for verification of your academic/professional qualifications, and agree such institutions to release such information? (Please tick one of the boxes)											
<input type="checkbox"/> 同意 Agree <input type="checkbox"/> 不同意 Not Agree											
相關獲授權簽署人簽名確認 Sign by the respective Authorised Signatory											

<b>(2) 獲授權簽署人 Authorised Signatory</b>	
姓名(英文) (姓氏先行) Name in English (Surname first)	姓名(中文) Name in Chinese
香港身份證號碼 H.K.I.D. No.	護照號碼 (如無身份證) Passport No. (If no H.K.I.D.)
職位 Position in the Company	
大專或以上學歷 Tertiary Academic Qualifications	
專業資歷 Professional Qualifications	
工作經驗 ( 過往十年 ) Working Experience (last 10 years)	
<p>你是否同意註冊主任在有需要時，向本欄所填寫之有關學術及/或專業機構，查證你的學術/專業資格，以及同意有關機構就相關資料作出披露？ (請在其中一個空格內加上「√」號)</p> <p>Do you agree the Registrar to approach the academic and/or professional organizations stated in this section for verification of your academic/professional qualifications, and agree such institutions to release such information? (Please tick one of the boxes)</p> <p style="text-align: center;"> <input type="checkbox"/> 同意 Agree          <input type="checkbox"/> 不同意 Not Agree         </p>	
相關獲授權簽署人簽名確認 Sign by the respective Authorised Signatory	

(戊) 受僱的專業人員的資料

(如有多於兩位專業人員，請使用附加頁)

(E) Personal Particulars of Professional Staff

(If more than two professional staff, please use supplementary page)

(請在適當的項目空格內加上√號，並填寫所需資料)

(Please tick in the appropriate box and fill in the required details)

<b>(1) 香港工程師學會正式會員/升降機工程師/自動梯工程師 Corporate Member of Hong Kong Institution of Engineers/ Lift Engineer/ Escalator Engineer</b>																			
姓名(英文) (姓氏先行) Name in English (Surname first)		姓名(中文) Name in Chinese																	
香港身份證號碼 H.K.I.D. No.		護照號碼 (如無身份證) Passport No. (If no H.K.I.D.)																	
<input type="checkbox"/> 香港工程師學會正式會員 Corporate Member of Hong Kong Institution of Engineers  專業界別 Discipline		會員編號 Membership No. _____  生效日期 Effective Date _____ 日 Day / 月 Month / 年 Year																	
<input type="checkbox"/> 註冊升降機工程師 Registered Lift Engineer  註冊編號 Registration No. <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;">R</td><td style="width: 20px; height: 20px;">L</td><td style="width: 20px; height: 20px;">E</td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>  屆滿日期 Expiry Date _____ 日 Day / 月 Month / 年 Year		R	L	E						<input type="checkbox"/> 註冊自動梯工程師 Registered Escalator Engineer  註冊編號 Registration No. <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;">R</td><td style="width: 20px; height: 20px;">E</td><td style="width: 20px; height: 20px;">E</td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>  屆滿日期 Expiry Date _____ 日 Day / 月 Month / 年 Year		R	E	E					
R	L	E																	
R	E	E																	
僱主 Employer	聘用日期 Period of Employment	職位 Post Title	主要職責 Main Responsibilities																
你是否同意註冊主任在有需要時，向本欄所填寫之有關專業機構及/或你的僱主/前僱主，查證你的專業資格及工作經驗，以及同意有關機構及/或僱主就相關資料作出披露？ (請在其中一個空格內加上「√」號) Do you agree the Registrar to approach the professional institutions and/or your previous/current employers stated in this section for verification of your professional qualifications and working experience, and agree such institutions and/or employers to release such information? (Please tick one of the boxes)																			
<input type="checkbox"/> 同意 Agree		<input type="checkbox"/> 不同意 Not Agree																	
相關專業人員簽名確認 Sign by the respective Professional Staff																			



(己) 受僱的技術人員的資歷及經驗

(如有多於四位技術人員，請使用附加頁)

(F) Personal Particulars and Qualifications of Technical Staff

(If more than three technical staff, please use supplementary page)

(請在適當的項目空格內加上√號，並填寫所需資料)

(Please tick in the appropriate box and fill in the required details)

(1) 升降機工程人員/自動梯工程人員 Lift Worker/ Escalator Worker		
姓名(英文) (姓氏先行) Name in English (Surname first)		姓名(中文) Name in Chinese
<input type="checkbox"/> 合資格/註冊升降機工程人員 Competent / Registered Lift Worker		<input type="checkbox"/> 合資格/註冊自動梯工程人員 Competent / Registered Escalator Worker
香港身份證號碼 H.K.I.D. No.		香港身份證號碼
註冊編號(如有) Registration No.		註冊編號(如有)
屆滿日期 Expiry Date		屆滿日期
_____ 日 Day / 月 Month / 年 Year		_____ 日 Day / 月 Month / 年 Year
現職聘用日期 Date of Present Employment	職位 Post title	主要職責 Main Responsibilities
(2) 升降機工程人員/自動梯工程人員 Lift Worker/ Escalator Worker		
姓名(英文) (姓氏先行) Name in English (Surname first)		姓名(中文) Name in Chinese
<input type="checkbox"/> 合資格/註冊升降機工程人員 Competent / Registered Lift Worker		<input type="checkbox"/> 合資格/註冊自動梯工程人員 Competent / Registered Escalator Worker
香港身份證號碼 H.K.I.D. No.		香港身份證號碼
註冊編號(如有) Registration No.		註冊編號(如有)
屆滿日期 Expiry Date		屆滿日期
_____ 日 Day / 月 Month / 年 Year		_____ 日 Day / 月 Month / 年 Year
現職聘用日期 Date of Present Employment	職位 Post title	主要職責 Main Responsibilities

(3) 升降機工程人員/自動梯工程人員 Lift Worker/ Escalator Worker		
姓名(英文) (姓氏先行) Name in English (Surname first)		姓名(英文) (姓氏先行) Name in English (Surname first)
<input type="checkbox"/> 合資格/註冊升降機工程人員 Competent / Registered Lift Worker		<input type="checkbox"/> 合資格/註冊自動梯工程人員 Competent / Registered Escalator Worker
香港身份證號碼 H.K.I.D. No. <input type="text"/>		香港身份證號碼 H.K.I.D. No. <input type="text"/>
註冊編號(如有) Registration No. <input type="text"/>		註冊編號(如有) Registration No. <input type="text"/>
屆滿日期 Expiry Date <input type="text"/>		屆滿日期 Expiry Date <input type="text"/>
現職聘用日期 Date of Present Employment	職位 Post title	主要職責 Main Responsibilities
(4) 升降機工程人員/自動梯工程人員 Lift Worker/ Escalator Worker		
姓名(英文) (姓氏先行) Name in English (Surname first)		姓名(英文) (姓氏先行) Name in English (Surname first)
<input type="checkbox"/> 合資格/註冊升降機工程人員 Competent / Registered Lift Worker		<input type="checkbox"/> 合資格/註冊自動梯工程人員 Competent / Registered Escalator Worker
香港身份證號碼 H.K.I.D. No. <input type="text"/>		香港身份證號碼 H.K.I.D. No. <input type="text"/>
註冊編號(如有) Registration No. <input type="text"/>		註冊編號(如有) Registration No. <input type="text"/>
屆滿日期 Expiry Date <input type="text"/>		屆滿日期 Expiry Date <input type="text"/>
現職聘用日期 Date of Present Employment	職位 Post title	主要職責 Main Responsibilities





(i) 本人聲明本人具有足夠的知識及合適的狀況以執行本條例下註冊承辦商的責任及職能。

I declare that I am fit and have sufficient knowledge to perform the required duties and functions of a registered contractor under the Ordinance.

(ii) 本人聲明 (曾 / 未曾)\* 在香港或香港以外地方被裁定犯某罪行，而該罪行如由註冊承辦商所犯，便可損及註冊承辦商專業的聲譽或在專業方面有任何失當或疏忽行為。

I declare that I (have / have not)\* been convicted in Hong Kong, or elsewhere, of any offence which, if committed by a registered contractor, may bring the profession of registered contractor into disrepute; or committed any misconduct or negligence in a professional respect.

(iii) 本人聲明在此申請表格填報的一切資料、陳述及附上的文件全屬真確無訛。**警告：如就此申請作出虛假陳述或失實資料，即屬違法。**本人亦已閱讀及同意夾附於申請表的「個人資料私隱聲明」。

I declare that all particulars, statements and documents submitted herein and with this application are true and correct. **Warning: It is an offence in law to furnish any false statement or information related to this application.** I also confirm that I have read and agreed to the "Personal Data Privacy Statement" attached to the application form.

公司印章

Company Chop \_\_\_\_\_

申請人姓名

Name of Applicant \_\_\_\_\_

申請日期

Date of Application

		/				/				
--	--	---	--	--	--	---	--	--	--	--

日 Day

月 Month

年 Year

申請人簽署

Signature of Applicant \_\_\_\_\_

(須由其中一位獲授權簽署人簽名)

(to be signed by one of the authorized signatories)

回郵地址(此項必須填寫)

Return Postal Address (this part must be complete)

姓名

Name \_\_\_\_\_

地址

Address \_\_\_\_\_

表格 LE31 備註

**1. 註冊成為升降機承辦商及/或自動梯承辦商的要求**

若申請人擁有以下所指定的條件，便合資格申請成為升降機承辦商及/或自動梯承辦商：

(甲) 最少有一位董事、合夥人或僱員為：

- (i) 香港工程師學會正式會員；或
- (ii) 註冊升降機工程師及/或註冊自動梯工程師；

(乙) 以連續受僱模式聘用不少於兩名其他工程僱員，而其中一人須為註冊升降機工人及/或註冊自動梯工人，或合資格升降機工人及/或合資格自動梯工人，並可獨立執行所有種類自動梯工程或升降機工程；

(丙) 擁有工場設施及進行升降機工程或自動梯工程所需的設備；及

(丁) 能令註冊主任信納有足夠能力進行升降機工程或自動梯工程，及能從升降機製造商或自動梯製造商取得技術更新、員工技術培訓及提供備用零件的支援。

**2. 註冊續牌的要求**

所有已註冊的升降機承辦商或自動梯承辦商在申請註冊續牌時，需提交文件證明擁有所需的設施、資源及專業技能，以繼續履行條例所要求的責任及執行條例所要求的工作。詳情請閱讀「申請及繳款方法」的第四項。

3. 你的公司名稱、承辦商註冊編號、註冊日期及註冊有效期到期日的資料，會在政府網頁"www.emsd.gov.hk"及本署客戶服務部向公眾披露。

4. **升降機工程或自動梯工程**包括任何升降機或自動梯、或任何其他關乎升降機或自動梯的機械或設備的安裝、試運行、巡視、檢驗及測試、保養、維修、更改或拆卸的各類工作。

**5. 更改個人資料**

如註冊升降機承辦商或註冊自動梯承辦商所提交的資料有任何更改，該註冊升降機承辦商或註冊自動梯承辦商須於該更改後的14 天內，以書面通知機電署署長並提供相關證明，以作更改。

## NOTES TO FORM LE31

### 1. Requirement for registration as lift contractors and/or escalator contractors

An Applicant is qualified for registration as an lift contractor and/or a escalator contractor, if the Applicant:-

- (a) has at least a director, partner or employee who is :-
  - (i) a corporate member of the Institution of Hong Kong Engineers; or
  - (ii) a registered lift engineer and/or a registered escalator engineer.
- (b) is in continuous employment of not less than two workers with one of them is a Registered lift/escalator worker or a competent lift/escalator worker who is qualified to carry out all kinds of lift works and / or escalator works independently;
- (c) is in possession of workshop facilities essential equipment for carrying out lift works or escalator works; and
- (d) can demonstrate to the satisfaction of the Registrar that he is capable of carrying out lift works or escalator works, and obtaining technical support from a lift manufacturer or an escalator manufacturer for technological updating, technical training of staff, and sourcing of spare parts.

### 2. Requirement for renewal of registration as lift contractor and/or escalator contractor

Every registered lift contractor or registered escalator contractor applying for renewal of registration is required to submit documents substantiating that it has the necessary facilities, resources and expertise for the continuing discharging the duties and performing the functions as required by the Ordinance. Please refer to Item 4 of this Application and Payment Instruction.

3. Your company name, contractor registration number, date of registration and expiry date of registration may be disclosed to the public at the Government website "<http://www.emsd.gov.hk>" and the Customer Service Office of the Electrical and Mechanical Services Department.

4. **Lift works or escalator works** includes any kind of work connected with the installation, commissioning, testing, inspection, examination, maintenance, repair, alteration or demolition of a lift or an escalator, or of any machinery or equipment connected with a lift or an escalator.

### 5. Change of Personal Particulars

If there is a change in the name, correspondence address or identity document, the registered lift worker or registered escalator worker should, within 14 days of the change, notify the Director of Electrical and Mechanical Services in writing with the proof of change.

## 表格 LE31 申請及繳款方法

1. 同時申請註冊成為註冊升降機承辦商及註冊自動梯承辦商費用為港幣 3,300 元。  
申請註冊成為註冊升降機承辦商或註冊自動梯承辦商費用為港幣 2,980 元。  
註冊升降機承辦商或註冊自動梯承辦商註冊續牌的費用為港幣 515 元，而同時申請註冊成為註冊升降機承辦商及註冊自動梯承辦商註冊續牌的費用為港幣 550 元。  
(註：無論申請成功與否，所繳申請費用均不會獲發還。)
2. 申請人可採用以下任何一種方法遞交申請：  
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」遞交申請及繳款，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)  
申請人亦可以郵寄方式將申請表格及有關文件和繳交費用的支票寄至註冊主任地址為香港九龍啟成街 3 號機電工程署總部地下「客戶服務部」。

如選擇以支票方法繳款，支票抬頭為「香港特別行政區政府」並加劃線。**切勿**寫明支付某一職員。期票不會獲得接納。現金切勿郵寄。

### 3. 新註冊申請

申請人須填寫此表格(表格 LE31)，並隨申請表格連同申請費用、及以下的證明文件一併遞交「機電工程署」(註：「客戶服務部」不會提供影印服務。):

- i) 公司註冊證明，包括：
- (a) 公司現時的商業登記證正式認證副本(由稅務局商業登記署發出)；
  - (b) 公司根據《商業登記規例》登記的申請表正式認證副本(由稅務局商業登記署發出)；
  - (c) 如屬有限法律責任公司，則須遞交公司的組織大綱章程及細則刊印本，以及由公司註冊處發出的公司註冊證書的正式認證副本；
  - (d) 根據《公司條例》的週年申報表副本。
- ii) 公司組織圖。
- iii) 表示有意進行升降機/自動梯工程的業務，並決定尋求登記及委任獲授權簽署人的董事會會議紀錄副本。
- iv) 有關申請人、獲授權簽署人、受僱的專業人員及技術人員的證明文件副本，包括：
- (a) 香港身份證/護照；(如有關人士親身到機電工程署的「客戶服務部」遞交申請表格時，出示他/她的身證/護照正本，則無需提交其身份證/護照副本。)
  - (b) 專業資格證明文件(如適用)；
  - (c) 畢業證書或學歷證明文件；
  - (d) 工作經驗證明文件；
  - (e) 訓練證書或記錄以詳細地說明有關的訓練項目；及
  - (f) 受僱狀況證明，包括：
    - 僱主強積金供款記錄或員工薪俸報稅表副本；
    - 以書面方式確認所有獲授權簽署人、受僱的專業人員及技術人員的受聘日期；

■ 以書面方式確認相關獲授權簽署人、受僱的專業人員及技術人員為全職受聘。

- v) 由升降機製造商或自動梯製造商確認提供有關升降機及/或自動梯的技術支援包括新升降機 / 自動梯的供應、技術更新、員工的技術培訓、和備件的採購的證明文件。
- vi) 由公司所編寫的工程人員安全手冊、應急手冊、運行控制程序/手冊。此外，由升降機製造商及/或自動梯製造商所編寫的有關安裝、調試、維修及保養手冊。
- vii) 工場資料，包括：
  - (a) 裝備清單；
    - 公司應具備基本的設備和工具適用於執行升降機工程 / 自動梯工程。基本的設備和工具，應包括鑽牀、電弧焊接機、氣體焊接機、手提電鑽、附有固定鉗的工作枱、手動吊重裝置、萬用電錶、絕緣試驗器、速度計、間隙量度規、機門制動器、鋼纜張力量度器、和關門力量度器。
  - (b) 工場地址證明文件副本(中、英文)；
  - (c) 工場的購買/租賃協議書副本；
  - (d) 如該物業非由申請人購買/租賃，申請人須遞交購買/租賃人的授權書，以及以書面說明購買/租賃人與申請人的關係；
  - (e) 如租賃協議書上沒有登記蓋印，申請人須遞交有關處所的差餉或公用事業繳費收據副本；及
  - (f) 工場平面圖。

所有遞交證明文件必須由申請人加簽確認為文件核證副本。

#### 4. 註冊續牌申請

申請人須填寫此表格(表格LE31)，並隨申請表格連同申請費用、及以下的證明文件一併遞交「機電工程署」(註：「客戶服務部」不會提供影印服務。):

- i) 公司現時的商業登記證正式認證副本(由稅務局商業登記署發出)。
- ii) 如在此申請表格的(丁)部至(庚)部有資料更新，必須提交有關之證明文件，如：
  - (a) 有關申請人、獲授權簽署人、受僱的專業人員及技術人員的證明文件副本；  
(有關所須的證明文件的詳情，請參閱上述第3項「新註冊申請」中的第(iv)項)
  - (b) 由升降機製造商或自動梯製造商確認提供有關升降機及/或自動梯的技術支援證明文件。
- iii) 有關工場的更新資料  
(有關所須的證明文件的詳情，請參閱上述第3項「新註冊申請」中的第(vii)項)

所有遞交證明文件必須由申請人加簽確認為文件核證副本。

- 5. 續牌申請應在註冊主任指定時間內遞交。

## APPLICATION AND PAYMENT INSTRUCTIONS TO FORM LE31

1. The application fee for registration as both lift contractor and escalator contractor is HK\$3,300.  
The application fee for registration as either lift contractor or escalator contractor is HK\$ 2,980.  
The application fee for renewal of either registration of lift contractor or registration of escalator contractor is HK\$ 515 while the application fee for both registration of lift contractor and registration of escalator contractor is HK\$550.  
(Note: Any application fee received **will not** be refunded regardless of the result of application.)
2. The Applicant can submit application through any one of the following methods :
  - i) Applicant can submit the application and application fee to the Customer Services Office at G/F, Electrical and Mechanical Services Department Headquarters, 3 Kai Shing Street, Kowloon Bay, in person during the following office hours:
 

Monday to Friday :	9:00 a.m.to 5:15 p.m.
(Saturday, Sunday and Public Holidays :	Closed)
  - ii) Applicant can also submit the application form, copies of relevant documents, and application fee in the form of a cheque to our Customer Services Office at G/F, Electrical and Mechanical Services Department Headquarters, 3 Kai Shing Street, Kowloon Bay, by post.

All cheques should be made payable to 'The Government of the Hong Kong Special Administrative Region' and crossed. Cheque **must not** be made payable to any individual officer. Post-dated cheque will not be accepted.

### 3. New Application

The Applicant is required to submit the duly completed Form LE31, and application fee, together with the following documents in support of the application to the Electrical and Mechanical Services Department:  
(Note: Photocopying service will **not** be provided at the Customer Services Office)

- i) Proof of company registration, including:
  - (a) Officially certified true copy of the company's **current** Business Registration Certificate, obtainable from the Business Registration Office of the Inland Revenue Department;
  - (b) Officially certified true copy of the company's application form for registration under the Business Registration Regulations, obtainable from the Business Registration Office of the Inland Revenue Department;
  - (c) In case of a limited liability company, a printed copy of the Memorandum and Articles of Association together with an officially certified true copy of the Certificate of Incorporation of this limited liability company, obtainable from the Companies Registry; and
  - (d) Copy of the Annual Return pursuant to the Companies Ordinance.
- ii) Organisation chart of the company.
- iii) Copy of the minutes of meeting of the Board of Directors of the company showing the intention to undertake lift/escalator works, the decision to seek registration and appointment of the Authorized Signatories.
- iv) Copies of documentary proof in relation to the Applicant, authorised signatories, employed professional staff and technical staff including:
  - (a) Hong Kong Identity Card/passport; (*Copy of the identity card/passport is not required if the relevant personnel produces his/her original identity card/passport to our Customer Services Office at the time of his/her submission of the application form.*)
  - (b) Certificates or testimonials of professional qualifications (*if applicable*);
  - (c) Certificates or testimonials of relevant education and academic qualifications;
  - (d) Documentary proof of relevant working experience;
  - (e) Training certificates or records with detail description on the training items;
  - (f) Documentary proof of employment status:
    - Copy of employer's Mandatory Provident Fund contribution record or tax return on staff remuneration;
    - Written confirmation of the date of employment of the authorised signatory, employed professional staff and technical staff;
    - Written confirmation stating that the relevant authorised signatory, employed professional staff and technical staff are full-time employees.
- v) Documentary proof as to the provision of technical supports on the lift(s) and/or escalator(s) by the lift manufacturer(s) and/or escalator manufacturer(s), including supply of new lifts/escalators, technology updating, technical training for staff and sourcing of spare parts.

- vi) Workers' safety handbook, emergency manual, operational control procedure/manual prepared by the company, and installation, commissioning, repair and maintenance manuals issued by the lift/escalator manufacturer.
- vii) Particulars of the workshop, including:
  - (a) List of equipment;
    - The Applicant should possess essential equipment and tools for its sole use for performing lift works / escalator works. Essential equipment and tools cover at least a drilling machine, electric arc welding machine, gas welding machine, hand drill, a bench completed with a vice, chain block, multi-meter, megger, speedometer, gauges for measuring clearance, door stoppers, rope tension and door closing force measuring devices;
  - (b) Copy of substantiate document in Chinese and English for the addresses of the workshop;
  - (c) Copy of the purchase / lease agreement of the workshop;
  - (d) Authorization letter issued by the owner / tenant of the workshop premises and written explanation on the relationship between the owner / tenant and the applicant, if the premises is not purchased / leased by the applicant;
  - (e) Copy of receipts for payment of Government rates or utility charges if the lease agreement has not been stamped;
  - (f) Layout plan.

All submitted duplicates **must** be certified true copies of the originals by the Applicant.

#### 4. **Renewal Application**

The Applicant is required to submit the duly completed Form LE31, and application fee, together with the following documents in support of the application to the Electrical and Mechanical Services Department:  
(Note: Photocopying service will **not** be provided at the Customer Services Office)

- i) Officially certified true copy of the company's **current** Business Registration Certificate, obtainable from the Business Registration Office of the Inland Revenue Department;
- ii) If any part of Section (D) to Section (G) of this application form has been updated, relevant supporting documents are required to be provided, for example:
  - (a) Copies of documentary proof in relation to the applicant, authorised signatory, employed professional staff and technical staff  
*(Please refer to item 3(iv) of "New Application" for the requirements of the documentary proof)*
  - (b) Documentary proof as to the provision of technical supports on the lift(s) and/or escalator(s) by the lift manufacturer(s) and/or escalator manufacturer(s).
- iii) Updated particulars of the workshop  
*(Please refer to item 3(vii) of "New Application" for the requirements of the documentary proof)*

All submitted duplicates **must** be certified true copies of the originals by the Applicant.

- 5. Renewal application should be submitted within the time period specified by the Registrar.



## 個人資料私隱聲明

### 收集個人資料的目的

- 閣下所提供的個人資料，機電工程署(本署)將會用作：
  - 處理閣下成為註冊升降機承辦商及/或註冊自動梯承辦商及相關註冊續牌的申請；並在有需要時向有關專業或學術機構作出查證，以確定你、獲授權簽署人、受僱的專業人員、及技術人員的專業/學術資格升降機及工作或自動梯工作經驗；
  - 管理《升降機及自動梯條例》(第 618 章) 及相關附屬法例；及
  - 方便本署與閣下通訊。
- 閣下可自願提供有關的個人資料。假如你未能提供足夠的資料，本署可能無法處理你的申請。

### 受讓人的類別

- 你的申請獲接納後，閣下在申請時所提供的個人資料會存於機電工程署，並會就上述第 1 段所述目的被透露或轉交與相關的人士。

### 查詢個人資料

- 根據《個人資料(私隱)條例》第 18 及第 22 條，以及附表 1 第 6 原則的規定，你及所有提供個人資料的僱員均有權要求查閱及更改你在申請時提供的有關個人資料。查閱權包括索取你及相關僱員在申請時所提供個人資料的副本。而提供有關個人資料副本將按章收費。

### 查詢

- 任何關於有關申請所收集個人資料的查詢，包括要求查閱及更改資料，請向機電工程署署長提出：

地址：香港九龍啟成街 3 號機電工程署 7 樓「一般法例部」

電話：1823

## PERSONAL DATA PRIVACY STATEMENT

### Purpose of Collection of Personal Data

1. The personal data provided by you will be used by the Electrical and Mechanical Services Department (“the Department”) for the purposes of:
  - (a) processing your application for registration or renewal of registration as a lift contractor and/or an escalator contractor, including approaching the related professional or academic institutions for verification of your professional, academic and experience in escalator works or lift works, and those of the authorised signatory, employed professional staff, and technical staff;
  - (b) administering the Lifts and Escalators Ordinance, Chapter 618, and related Regulations; and
  - (c) facilitating communication between the Department and yourself.
2. The provision of the personal data is voluntary. If you do not provide sufficient information, the Department may not be able to process your application.

### Classes of Transferees

3. Upon the acceptance of your application, the personal data provided by you in the application will be kept at the Department and may be disclosed or transferred to parties relevant and necessary for the purposes as stated in paragraph 1.

### Access to Personal Data

4. You and your employees who have provided personal data 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 and their relevant personal data provided by you in the application. A fee may be imposed for obtaining a copy of such data.

### Enquiries

5. Enquiries concerning personal data provided by you, including the making of access and corrections, should be addressed to :

Address: General Legislation Division, Electrical and Mechanical Services Department, 7/F, 3 Kai Shing Street, Kowloon, Hong Kong.

Telephone No.: 1823