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表格 LE36
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工程師及/或自動梯工程師及註冊續牌申請表格

FORM LE36
THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION
THE LIFTS AND ESCALATORS ORDINANCE (CHAPTER 618)
APPLICATION FOR REGISTRATION / RENEWAL OF REGISTRATION
AS A LIFT ENGINEER / AN ESCALATOR ENGINEER

申請人須知
Notes for Applicants

- (i) 本表格用作申請成為升降機及自動梯條例(" 條例 ")所界定屬於本表於丙部所列表載的註冊自動梯工程師及/或註冊升降機工程師。
- This form is for application for registration as a registered lift engineer and/or registered escalator engineer under the Lifts and Escalators Ordinance (" the Ordinance") as listed in section C of this form.
- (ii) 申請人在填寫本表格前，應先細閱背頁的「表格 LE36 備註」、「表格 LE36 申請及繳款方法」、和「個人資料私隱聲明」。
- Applicant should read carefully the " Notes to Form LE36" , " Application and Payment Instructions to Form LE36" , and " Personal Data Privacy Statement" (overleaf) before completing this application form.
- (iii) 註冊的資歷要求列載於本表格背頁的「表格 LE36 備註」。機電工程署署長或會要求申請人出席面試或測試，以評核申請人是否具備所需知識及技能。此外，申請人會被要求出示所有有關之證明書或文件的正本，以供核實。
- The qualification requirements for registration are listed in the " Notes to Form LE36" (overleaf). The Director of Electrical and Mechanical Services (" the Director") may require the Applicant to attend an interview or test for assessing whether the Applicant possesses the necessary knowledge and skills. The Applicant will be required to produce all relevant original certificates or documents for verification.
- (iv) 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資歷、培訓及工作經驗的條件，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 the Applicant fail to provide all the information as requested, or the information that the Applicant provided is not clear as to whether you have attained the minimum qualification, training, experience requirements, unnecessary hindrance will be induced to the assessment process and it may lead to refusal of the application.
- (v) 在「表格 LE36 申請及繳款方法」第 2 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 2 of the " Application and Payment Instructions to Form LE36" 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 LE36
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工程師及/或自動梯工程師及註冊續牌申請表格

FORM LE36
THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION
THE LIFTS AND ESCALATORS ORDINANCE (CHAPTER 618)
APPLICATION FORM FOR REGISTRATION & RENEWAL OF REGISTRATION
AS A LIFT ENGINEER AND/OR AN ESCALATOR ENGINEER

(甲) 個人身份及聯絡資料

(請在適當的申請項目空格內加上✓號)

(A) Personal Particulars and Contact Details

(Please tick in the appropriate box)

姓名(英文) (姓氏先行) Name in English (Surname first)	姓名(中文) Name in Chinese
出生日期 Date of Birth	性別 Sex
香港身分證號碼 H.K.I.D. No.	護照號碼(如無身分證) Passport No. (If no H.K.I.D.)
通訊地址 Correspondence Address	
聯絡電話號碼 Contact Telephone No.	傳真號碼(如有) Facsimile No. (if available)
電子郵件地址(如有) E-Mail Address (if available)	
<p>你是否同意在你的註冊申請或註冊續牌申請獲得接納後，本署在政府網頁 "www.emsd.gov.hk" 及機電工程署客戶服務部向公眾披露你的聯絡電話？</p> <p>Do you agree the department to disclose following acceptance of your application for registration or renewal of registration your contact telephone number to the public at the Government website "http://www.emsd.gov.hk" and the Customer Service Office of Electrical and Mechanical Services Department?</p> <p>(請在其中一個空格內加上「✓」號) <input type="checkbox"/> 同意 Agree (Please tick one of the boxes) <input type="checkbox"/> 不同意 Not Agree</p>	

(乙) 申請人的註冊資料

(申請首次註冊人士無需填寫此部份)

(B) Applicant's registration particulars

(Applicant for new registration is not required to complete this section)

申請人的註冊升降機工程師編號 Applicant's Registered Lift Engineer No.	屆滿日期 Expiry Date
R L E ()	日 Day 月 Month 年 Year
申請人的註冊自動梯工程師編號 Applicant's Registered Escalator Engineer No.	屆滿日期 Expiry Date
R E E ()	日 Day 月 Month 年 Year

(丙) 申請途徑 (請在適當的申請項目空格內加上✓ 號)
(C) Route of Application (Please tick in the appropriate box)

<input type="checkbox"/> 新註冊 New registration	→ 請填妥 (丁) 至 (己) 各部 Please complete sections (D) to (F)	(請參閱備註 1) (see note 1)
<input type="checkbox"/> 註冊升降機工程師 Registered Lift Engineer		
<input type="checkbox"/> 註冊自動梯工程師 Registered Escalator Engineer		
<input type="checkbox"/> 申請續牌 Renewal of registration	→ 請填妥 (戊) 及 (己) 各部 Please complete sections (E) and (F)	(請參閱備註 2) (see note 2)
<input type="checkbox"/> 註冊升降機工程師 Registered Lift Engineer		
<input type="checkbox"/> 註冊自動梯工程師 Registered Escalator Engineer		

(此欄祇適用於申請註冊)
 (請選擇一項合適資格類別，並在適當的空格內加上✓ 號)
 (This section is for application for registration only)

(丁) 資格類別 (請參閱備註 1)
(D) Type of Qualification (Please select one appropriate type of qualification and tick in the corresponding box) (see note 1)

<input type="checkbox"/> 途徑 1 ROUTE 1	<input type="checkbox"/> 途徑 2 ROUTE 2
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(戊) 申請人的資歷 (按日期先後順序列出)
(E) Qualifications of the Applicant (in chronological order)

(i) 專業資格 Professional Qualifications		
<i>(申請續牌人士只須填報過往五年內所取得的相關學歷) (For renewal of registration, please provide details of professional qualifications obtained within the last 5 years.)</i>		
專業機構 Professional Institute	獲頒證書 Certificate of Award	獲頒資格日期 Date of Award

(ii) 學歷 Academic Qualifications		
<i>(申請續牌人士只須填報過往五年內所取得的相關學歷) (For renewal of registration, please provide details of academic qualifications attained or obtained within the last 5 years.)</i>		
技術 / 學術機構 Technical / Academic Establishment	獲頒文憑或證書類別 Class of Award	獲頒資格日期 Date of Award

(己) 升降機工程及自動梯工程工作經驗

(申請續牌人士只須填報過往五年內所取得的相關工作經驗)

(F) Practical Experience in Lift Works and Escalator Works

(For renewal of registration, please provide details of working experience obtained within the last 5 years.)

僱主名稱 Name of Employer	工作期間 (按日期先後順序列出) Working Period (in chronological order)		任期 Duration of Employment		職位及從事之工程種類 (例如：安裝、試運行、保養、檢查及測試等) Post and Type of Works Undertaken (e.g. Installation, Commissioning, Maintenance, Examination and Testing, etc.)
	由 From	至 To	(年) (year)	(月) (month)	
	月/年 (month/year)	月/年 (month/year)			

你是否同意註冊主任在有需要時，向(戊)部和(己)部所填寫之有關學術機構及/或你的僱主/前僱主，查證你的學術/訓練資格及升降機工作及/或自動梯工作經驗，以及同意有關機構及/或僱主就相關資料作出披露？

Do you agree the Registrar to approach the academic institutions and/or your previous/current employers stated in Section (E) and Section (F) above for verification of your academic/training qualifications and lift works and/or escalator works experience, and agree such institutions and/or employers to release such information ?

(請在其中一個空格內加上「✓」號) 同意 Agree

(Please tick one of the boxes) 不同意 Not Agree

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.

申請人簽署
Signature of Applicant

申請日期
Date of Application

日 Day 月 Month 年 Year

表格 LE36 備註

1. 註冊資格類別

申請人若具備以下任何一個途徑(即途徑1及途徑2)所訂明的資格及經驗，即符合資格申請成為註冊升降機工程師 / 註冊自動梯工程師：

途徑 1 申請人是機械工程、輪機及造船工程、電機工程、電子工程、屋宇裝備工程、或控制、自動化及儀器儀表工程的註冊專業工程師；及
已累積不少於 2 年的升降機工程或自動梯工程相關工作經驗（請一併參閱*註解）。

途徑 2 申請人持有機械工程、輪機及造船工程、電機工程、電子工程、或屋宇裝備工程的學士學位，或持有獲註冊主任認可的等同或更高資格；及
已累積不少於 4 年的升降機工程或自動梯工程相關工作經驗（請一併參閱*註解）。

備註

* 申請成為註冊升降機工程師必須具備所需的升降機工程實際經驗；而申請成為註冊自動梯工程師也須具備所需的自動梯工程實際經驗。如申請人在同一時期從事升降機工程及自動梯工程兩類工作，則兩類工作的累積時間可重疊計算。

2. 註冊續牌的要求

所有已註冊的升降機工程師或自動梯工程師在申請註冊續牌時，需要符合以下要求：

(甲) 在提交註冊申請日期前之 5 年內，已累積不少於 12 個月有關升降機工程及/或自動梯工程的工作經驗；以及

(乙) 在提交註冊申請日期前之 5 年內，已累積不少於 90 小時的持續專業進修課程。(請在申請表的戊部份第(iii)項提供所參與的培訓課程的詳細內容。)

3. **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，但建築工程除外。

4. 更改個人資料

如註冊升降機工程師或註冊自動梯工程師的**姓名、通訊地址或身份證明文件**有所更改，該註冊升降機工程師或註冊自動梯工程師須於該更改後的 **14 天內**，以書面通知機電署並提供相關證明。任何人違反上述要求而沒有充分理據，即屬違法，可處罰款\$2000。如有更改姓名或身份證明文件，註冊升降機工程師或註冊自動梯工程師需遞交其註冊證給機電工程署署長作出更改。

1. Type of qualifications for registration

An individual is eligible for application for registration as a lift engineer or an escalator engineer if he/she has the qualifications and experience specified in any one of the following routes (i.e. ROUTE 1 and ROUTE 2):

ROUTE 1 is a registered professional engineer (RPE) in mechanical engineering, marine and naval architecture engineering, electrical engineering, electronics engineering, building services engineering, or control, automation and instrumentation engineering; and has an aggregate period of not less than 2 years' relevant working experience in lift works or escalator works (see also Remark *).

ROUTE 2 has a bachelor degree in mechanical engineering, marine and naval architecture engineering, electrical engineering, electronic engineering, building services engineering, or such equivalent or higher qualifications as the Registrar may approve; and has an aggregate period of not less than 4 years' relevant working experience in lift works or escalator works (see also Remark *).

Remark

* Practical experience in lift works will be required for registration as a lift engineer, whereas practical experience in escalator works will be required for registration as an escalator engineer. The aggregate periods for lift works and escalator works may overlap if the applicant was engaged in both types of works over the same period of time.

2. Requirements for renewal of registration as escalator engineers or lift engineers

Every registered lift engineer or registered escalator engineer applying for renewal of registration as a lift engineer or an escalator engineer is required to have:

- (i) been engaged in carrying out lift works or escalator works for an aggregate period of not less than 1 year within the last 5 years before the date of submission of the application for renewal of registration; and
- (ii) kept abreast of technological development by attaining not less than 90 hours of continuing professional development training courses in the last 5 years before the date of submission of the application for renewal of registration. (Details of the attended training courses should be provided in Section E Item (iii) of the application form.)

3. Lift works or escalator works include any kind of works, not being building works, connected with the installation, commissioning, inspection, examination and testing, maintenance, repair, alteration or demolition of an escalator or lift or of any machinery or equipment connected with an escalator or lift.

4. Change of Personal Particulars

If there is a change in the name, correspondence address or identity document, the registered lift engineer or registered escalator engineer must, within 14 days of the change, notify the Director of Electrical and Mechanical Services in writing with the proof of change. Any person who without reasonable excuse contravenes such requirements commits an offence and is liable to a fine of \$2,000. For cases of change of name or change of identity document, the registered lift engineer or registered escalator engineer must also deliver to the Director of Electrical and Mechanical Services his/her registration card for amendment.

2. 申請詳情

申請人須把已填妥的表格 LE36，連同一張符合護照相片規格(35 毫米 x 50 毫米)的彩色近照、訂明申請費用，以及下述證明文件的副本，一併提交機電工程署辦理。

(a) 新申請

- (i) 香港身分證 / 護照 (如申請人親臨機電工程署客戶服務部遞交申請表格，並向客戶服務部人員出示其身分證 / 護照正本，則無需提交身分證 / 護照副本)；
- (ii) 專業資格證書或證明文件；
- (iii) 畢業證書或學歷證明文件；
- (iv) 申請成為註冊升降機工程師及 / 或註冊自動梯工程師的筆試證明文件；
- (v) 工作經驗證明文件。

(b) 申請註冊續期

- (i) 持續專業進修課程證書或證明文件；及
- (ii) 相關工作經驗證明文件

APPLICATION AND PAYMENT INSTRUCTIONS TO FORM LE36

1. The procedures for application for registration or renewal of registration as a lift engineer and/or an escalator engineer are as follows:

- (a) Obtain an application form (Form LE36 [PDF format (298KB)]) from:
- The Customer Services Office, EMSD, G/F, 3 Kai Shing Street, Kowloon, Hong Kong;
 - Telephone hotline: 1823 (for a fax copy);
 - Government Forms web site : <http://www.info.gov.hk/forms>; or
 - EMSD web site : www.emsd.gov.hk (select "Public Forms")
- (b) Complete the application form according to the given instructions.
- (c) Submit the completed application form together with supporting documents and the following prescribed application fee in person or by mail to the Customer Services Office, EMSD. (Note: Any application fee received will not be refunded regardless of the result of application.):

Type of Application	Application Fee
Registration as a lift engineer or an escalator engineer	HK\$4620
Renewal of registration as a lift engineer or an escalator engineer	HK\$ 515
Registration as both a lift engineer and an escalator engineer	HK\$4870
Renewal of registration as both a lift engineer and an escalator engineer	HK\$ 535

- (i) The Applicant can submit the application and the prescribed 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) The Applicant can also submit the application form, accompanied by 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.

Applications for renewal of registration should normally be made within the period at least 1 month before and no earlier than 4 months before the expiry date of the current registration. Please note requirements under s79(2) that the submission of the application for renewal should be within the period specified by the Registrar. The registration as a lift engineer and/or an escalator engineer is normally valid for 5 years.

2. Application Details

Applicant is required to submit the duly completed Form LE36, one recent colour passport photograph (35 mm x 50 mm recent photo) and the prescribed application fee, together with the following copies of documents in support of the application to the Electrical and Mechanical Services Department:

(a) Application for Registration

- (i) Hong Kong Identity Card/passport; (Copy of the identity card/passport is not required if the Applicant produces his/her original identity card/passport to our Customer Services Office at the time of his/her submission of the application form.)
- (ii) Certificates or testimonials of professional qualifications;
- (iii) Certificates or testimonials of relevant education and academic qualifications;
- (iv) Documentary proof of written examination for candidates applying for registration as lift engineers and/or escalator engineers; and
- (v) Documentary proof of relevant working experience.

(b) Application for Renewal of Registration

- (i) Certificates or testimonials of Continuing Professional Development Training course; and
- (ii) Documentary proof of relevant working experience.

個人資料私隱聲明

收集個人資料的目的

1. 閣下所提供的個人資料，機電工程署(本署)將會用作：
 - (a) 處理閣下成為註冊自動梯工程師及/或註冊升降機工程師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或你的僱主/前僱主作出查證，以確定你的專業/學術/訓練資格及升降機工程及/或自動梯工程的工作經驗；
 - (b) 按照《升降機及自動梯條例》(第 618 章) 第 105 條的規定，備存一份升降機工程師及/或自動梯工程師的名冊；
 - (c) 管理《升降機及自動梯條例》(第 618 章) 及相關附屬法例；及
 - (d) 方便本署與閣下通訊。
2. 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

3. 你的申請獲接納後，閣下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。
4. 你的個人資料，只限於你的姓名、聯絡電話 (屬自願性提供)、註冊編號、註冊日期、及註冊有效期到期日，會在政府網頁 "www.emsd.gov.hk" 及本署客戶服務部向公眾披露。

查詢個人資料

5. 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，你有權要求查閱及更改提出申請時提供的個人資料。你的查閱權包括索取你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

6. 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 engineer and/or an escalator engineer, including approaching the related professional or academic institutions or your employer(s) for verification of your professional, academic and training attainment, and experience in escalator works and/or lift works;
 - (b) maintaining the register of lift engineers and/or register of escalator engineers established by virtue of Section 105 of the Lifts and Escalators Ordinance, Chapter 618;
 - (c) administering the Lifts and Escalators Ordinance, Chapter 618, and related Regulations; and
 - (d) facilitating communication between the Department and yourself.
2. The provision of your 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, your personal data 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.
4. Your personal data limited to your name, contact telephone number (*on a voluntary basis*), 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.

Access to Personal Data

5. You have a right to request access to and make correction of your 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 you in the application. A fee may be imposed for obtaining a copy of such data.

Enquiries

6. 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