



## 個人資料私隱聲明

### 收集個人資料的目的

在這份表格提供的個人資料，政府會用於下列目的：

- (a) 評估你的學術／訓練資格及工作經驗，以確定你是否符合條件，可根據供電電纜(保護)規例有關條文的規定認可為合資格人士；以及
- (b) 方便政府與你通訊。

### 受讓人的類別

你的申請獲接納後，本表格所載的所有資料會存於機電工程署，並向部門的資料使用者披露。

你的姓名、認可號碼及有效期屆滿日期會在本署註冊及許可證辦事處及網址向公眾披露，或在個別人士提出申請後向他們披露，但所披露的資料，只限上述數項。

### 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，你有權查閱及改正個人資料。你的查閱權包括索取在這份表格所提供個人資料的副本。

### 查詢

如對這份表格所收集的個人資料有任何查詢，包括要求查閱及改正資料，請以書面向機電工程署署長提出，地址為九龍灣啟成街 3 號機電工程署 7 樓電力法例部。

至於其他一般查詢，請使用「1823 政府一線通」二十四小時查詢熱線，電話號碼為 1823。

## **Personal Data Privacy Statement**

### **Purpose of Personal Data Collection**

The personal data provided by means of this form will be used by the Government for the following purposes:

- (a) To assess your academic/training qualifications and working experience in order to determine your eligibility for approval as a competent person in accordance with the relevant provisions of the Electricity Supply Lines (Protection) Regulation; and
- (b) To facilitate communication between Government and yourself.

### **Classes of Transferees**

Upon the acceptance of your application, your personal data will be kept at the Electrical & Mechanical Services Department and disclosed to the data users of the department.

Your personal data limited to your name, approval number and expiry date of approval may be disclosed to the public at the Registration and Permit Office and the website of this department; or to individual upon their application.

### **Access to Personal Data**

You have a right to 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**

Enquiries concerning the personal data collected by means of this form, including the data access and correction request, should be submitted in writing and addressed to “The Director of Electrical & Mechanical Services, Electricity Legislation Division, 7/F., 3 Kai Shing Street, Kowloon Bay”.

For other general enquiries, please use the Government “1823 Citizen’s Easy Link” 24-hour access, phone number : 1823.

## 表格 CPA11 備註

### 電力條例(第 406 章) 供電電纜(保護)規例 合資格人士更改地址

1. 此申請表格(表格 CPA11)只可用於合資格人士更改地址申請。
2. 香港身分證持有人，即使同時持有其他旅遊證件，亦只須填寫 A(1)(a)項而非 A(1)(b)項。申請人應在櫃台出示香港身分證／旅遊證件的正本，以供查閱。正本查閱後隨即交回申請人。
3. 申請可經由電子方式遞交，詳情請瀏覽 <http://www.emsd.gov.hk/emsd/submission>

## NOTES TO FORM CPA11

### ELECTRICITY ORDINANCE (CAP. 406) ELECTRICITY SUPPLY LINES (PROTECTION) REGULATION NOTIFICATION OF ADDRESS CHANGE BY A COMPETENT PERSON

1. This application form (Form CPA11) is used for notification of address change by a competent person only.
2. For Hong Kong Identity Card holder, the applicant must fill in section A(1)(a) and not A(1)(b) even if he also holds other types of travel documents. The applicant should produce the original Hong Kong Identity Card/travel document for checking at the counter. The originals will be immediately returned to the applicant after checking.
3. Application may be submitted electronically. For details, please refer to <http://www.emsd.gov.hk/emsd/submission>

## 表格 CPA11 申請方法

1. 申請人可親自到九龍灣啟成街 3 號機電工程署總部地下「註冊及許可證辦事處」遞交此申請書。

辦公時間： 星期一至五 上午九時正至下午五時十五分  
星期六、日及公眾假期 休息

申請人亦可採用以下任何一種方法遞交申請：

- (a) 郵寄至本署署長，地址如上；
- (b) 經本署網頁（[www.emsd.gov.hk](http://www.emsd.gov.hk)）遞交電子表格；
- (c) 祇在星期六上午 8 時 30 分至下午 12 時 30 分止，將申請表格投入設於本署地下大堂的投遞箱內。本署會要求申請人帶同文件正本以便核實。

2. 根據《防止賄賂條例》，在申請認可為合資格人士時若向任何政府人員行賄，即屬犯罪。

## APPLICATION INSTRUCTIONS TO FORM CPA11

1. Submission of this application form can be made by the applicant in person at the Registration and Permit Office, Ground Floor, the Electrical & Mechanical Services Department Headquarters, 3 Kai Shing Street, Kowloon Bay.

HOURS OF COLLECTION: Monday to Friday 9:00 a.m. to 5:15 p.m.  
Saturday, Sunday and Public Holidays closed

Applicant can also submit application through any one of the following methods:

- (a) By post to the Director of Electrical and Mechanical Services at the above address;
- (b) By electronic submission through Electrical and Mechanical Services Department homepage at [www.emsd.gov.hk](http://www.emsd.gov.hk);
- (c) By putting applications into the drop-in box located at G/F. lobby of Electrical and Mechanical Services Department on Saturday only from 8:30 a.m. to 12:30 p.m.

Applicant is required to bring along the original documents for verification.

2. It is an offence under the Prevention of Bribery Ordinance to offer a bribe to any government officer in applying for the Approval as a Competent Person.