機電工程署 EMSD

家用冷氣機輕度易燃雪種處理工程人員自願註冊計劃
Voluntary Registration Scheme for Technicians Handling Mildly Flammable Refrigerant of Household Air-conditioners

家用冷氣機輕度易燃雪種處理工程人員註冊申請
工作經驗證明 – 僱主證明書
[供僱主填報僱員的工作經驗證明]

Application for Registration of Technician Handling Mildly Flammable Refrigerant of Household Air-conditioners
Proof of Work Experience - Employer's Certification
[for employer to report work experience proof of employee]

注意事項

Points to note:

1. 填寫本表格前，請先細閱注意事項及「個人資料私隱聲明」。
   Please read carefully the points of note and Personal Data Privacy Statement before completing this form.
2. 本表格的所有部分均應以正楷填寫。
   All sections of this form should be completed in block letters.
3. 請填寫所有項目，如果漏報資料，機電工程署(機電署)可能無法處理本表格事宜。
   Please fill in all the items. Any omission of information may render the Electrical and Mechanical Services Department (EMSD) unable to process this form.
4. 如有需要，僱員可提交各個僱主的僱主證明書。
   If necessary, the employee may submit his/her respective employer's certification.
5. 請把已填妥的表格，連同家用冷氣機輕度易燃雪種處理工程人員註冊申請表一同遞交。
   Please submit the completed form along with the Application Form for Registration of Technician Handling Mildly Flammable Refrigerant of Household Air-conditioners.
6. # 請刪去不適用者。Please delete where appropriate.
7. ☐ 請在適當的方格內加上「✓」號。Please tick the appropriate boxes.

茲證明 _____（僱員姓名）[香港身份證號碼： _____(__)] 為本人 / 公司 / 機構# 僱員，職位為 _____，其個人資料、相關工作經驗及資歷如下：

I certify that _____(name of employee) [Hong Kong Identity Card No.: _____(__)] is employed by me / this company / this organisation# for the post of _____, and the personal particulars and relevant work experience and qualifications of whom are as follows:

Section A 部 ： 僱員資料（必須與僱員香港身份證內所列的相同）Employee's Particulars (must be the same as those on the Hong Kong Identity Card)

姓名 Name : _____ _____

(英文 English) (姓氏先行 Surname first) *(中文 Chinese)*

稱謂 Title : ☐先生 Mr / ☐女士 Ms / ☐太太 Mrs / ☐小姐 Miss

香港身份證號碼 Hong Kong Identity Card No. : _____

通訊地址 Correspondence Address : _____

_____

電話號碼 Telephone No. : _____ *(辦公室 Office)* _____ *(手機 Mobile)*

Section B 部 ： 擬申請的註冊類別 Registration Class Being Applied for

本部分由申請人填寫，申請人只可申請一個註冊類別。 The applicant should complete this part and shall apply for one registration class only.

A 類別 Class A – 可安裝輕度易燃雪種窗口式冷氣機 ☐
Qualified to install window type air-conditioners using mildly flammable refrigerant

B 類別 Class B – 可安裝輕度易燃雪種家用冷氣機及進行有關處理輕度易燃雪種的工序 ☐
Qualified to install household air-conditioners using mildly flammable refrigerant and carry out relevant work processes involving handling mildly flammable refrigerant

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Section C 部 ： 工作經驗 Work Experience

(1) 工作經驗 Work Experience

備註
Remarks:

1. **A 類別註冊要求:**
(甲) 申請人須在**過去 4 年內具有不少於 6 個月**安裝窗口式冷氣機的經驗。
B 類別註冊要求:
(甲) 申請人須在**過去 4 年內具有不少於 2 年**安裝分體式 / 多聯型分體式冷氣機及 / 或進行有關處理雪種工序的經驗。
(乙) 如申請人已完成一份根據《學徒制度條例》(第 47 章) 登記的空調製冷行業學徒訓練合約，則須在**過去 4 年內及完成學徒訓練後具有不少於 1 年**安裝分體式 / 多聯型分體式冷氣機及 / 或進行有關處理雪種工序的經驗。
(丙) 如申請人已**取得建造業議會「空調製冷設備技工 (獨立系統) 工藝測試 (大工)」合格成績**，則須在**過去 4 年內具有不少於 6 個月**安裝分體式 / 多聯型分體式冷氣機及 / 或進行有關處理雪種工序的經驗。
Registration Requirements for Class A:
(a) The applicant must have a **minimum of 6 months** of experience in installation of window type air-conditioners **in the past 4 years**.
Registration Requirements for Class B:
(a) The applicant must have a **minimum of 2 years** of experience in installation of single split / multi-split type air-conditioners and / or carrying out relevant work processes involving handling refrigerant of air-conditioners **in the past 4 years**.
(b) If the applicant has completed a registered contract of apprenticeship under the Apprenticeship Ordinance (Cap.47) in the air-conditioning and refrigeration trade, he / she must have a **minimum of 1 year** of experience in installation of single split / multi-split type air-conditioners and / or carrying out work processes involving handling refrigerant of air-conditioners **in the past 4 years and after completing the apprenticeship**.
(c) If the applicants has **passed the Refrigeration / Air-conditioning / Ventilation Mechanic (Unitary System) Trade Test (Skilled Workers) of the Construction Industry Council**, he / she must have a **minimum of 6 months** of experience in installation of single split / multi-split type air-conditioners and/or carrying out relevant work processes involving handling refrigerant of air-conditioners **in the past 4 years**.
2. **續期要求:**
(甲) 在上一個註冊期內完成**不少於 10 小時認可持續專業進修**培訓課程，並取得相關證明；及
(乙) 具備**不少於 1.5 年**安裝窗口式冷氣機 (適用於 A 類別註冊) ; 或
(丙) 具備**不少於 1.5 年**安裝分體式 / 多聯型分體式冷氣機及 / 或進行有關處理冷氣機雪種工序 (適用於 B 類別註冊) 的經驗。
Renewal Requirements:
(a) In the last registration period, completed a **minimum of 10 hours of recognised CPD training course(s)** and obtained relevant proof; and
(b) possessing a **minimum of 1.5 years** of experience in installation of window type air-conditioners in the last registration period (applicable for Class A Registration); or
(c) possessing a **minimum of 1.5 years** of experience in installation of single split / multi-split type air-conditioners and / or carrying out relevant work processes involving handling refrigerant of air-conditioners in the last registration period (applicable for Class B Registration).
3. 工作經驗應按日期順序列出。
Work experience should be listed in chronological order.
3. 機電署會核實申請人所遞交的資歷，如發現資歷不符合要求或虛報，本署將取消申請人的註冊資格。
The EMSD will verify the qualifications submitted by applicants, and will disqualify those who do not have the required qualifications or have supplied false information.
4. 如有修改，僱主 / 負責人須在旁加簽。
For any amendments made, the employer / responsible person must countersign next to them.

工作經驗 Work experience	相關工作年資 Years of relevant work experience	
	過去4年內 in the past 4 years	上一個註冊期內 in the last registration period

安裝家用冷氣機 Installation of household air-conditioners		有關處理雪種的工序 Work processes involving handling refrigerant	不少於 A minimum of			
窗口式 Window type	分體式 / 多聯型分體式 Single / Multi-split type		6 個月 6 months	1 年 1 year	2 年 2 years	1.5 年 1.5 years
☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐

(2) 根據本公司 / 機構#之紀錄，茲證明上述資料真確無誤 This is to certify that the aforementioned information is true and accurate in accordance with the records of the company / organisation#

公司 / 機構#名稱 Name of Company / Organisation#:		負責人簽署及公司蓋印 Signature of Responsible Person and Company Chop:	
負責人姓名 Name of Responsible Person:			
負責人職位 Post of Responsible Person:			
地址 Address:			
電話號碼 Telephone No.:		日期 Date:	

Section D部 ： 聲明 Declaration

1. 本人聲明本證明書內所提供的一切資料，盡本人所知均屬真確無訛。本人知道倘若明知而故意虛報資料或作出虛假陳述，即屬犯罪，申請即屬無效。
2. 本人亦授權機電工程署向僱主索取本人的工作經驗資料，以作核實。
3. **本人確認已閱讀及明白本證明書內所載的一切資料，包括「個人資料私隱聲明」及「防止賄賂提示」。**

1. I declare that all the information given by me in this certification form is, to the best of my knowledge, true and correct. I understand that giving false information or making false statements knowingly and willfully is an offence under the law and will render the application invalid.
2. I have also authorised the Electrical and Mechanical Services Department to acquire information about my work experience from my employers for verification.
3. **I confirm that I have read and understood all the information contained in this certification form, including the Personal Data Privacy Statement and the Reminder of Prevention of Bribery.**

申請人簽署 Signature of Applicant	姓名 Name (以正楷填寫 in block letters)	日期 Date (日 dd - 月 mm - 年 yyyy)

個人資料私隱聲明

收集個人資料的目的

1. 你在這份表格提供的個人資料，會供機電工程署（本署）家用冷氣機輕度易燃雪種處理工程人員註冊組用於下列目的：
   (i) 處理和審批你的家用冷氣機輕度易燃雪種處理工程人員註冊申請的有關工作；以及
   (ii) 方便本署與你通訊。
2. 提供個人資料與否純屬自願性質，但如你沒有提供足夠資料，本署可能無法處理你的申請。

受讓人的類別

3. 你在這份表格提供的個人資料，可為上述第 1 段所述的目的而向其他政府科別及部門披露。在註冊後，你的個人資料，只限於你的姓名、註冊編號、註冊類別及註冊期滿日期，會在機電工程署網頁向公眾披露，或會在個別人士提出申請後向其披露。

查閱個人資料

4. 根據《個人資料（私隱）條例》（第 486 章）第 18 及第 22 條及附表 1 第 6 條原則的規定，你有權要求查閱及改正在申請時提供的相關個人資料。查閱權包括索取你在本申請表所提供個人資料的副本。

查詢

5. 任何關於這份表格所收集個人資料的查詢，包括要求查閱及改正資料，請以書面形式向機電工程署署長提出，地址為：香港九龍啟成街 3 號機電工程署。至於其他一般查詢，請致電 3912 0625 與家用冷氣機輕度易燃雪種處理工程人員註冊組聯絡。

Personal Data Privacy Statement

Purpose of Personal Data Collection

1. The personal data you provided by means of this form will be used by the Registration Unit for Technicians Handling Mildly Flammable Refrigerant of Household Air-conditioners of the Electrical and Mechanical Services Department (the Department) for the following purposes:
   (i) processing and vetting of your application for registration of a technician handling mildly flammable refrigerant of household air-conditioners; and
   (ii) facilitating communication between the Department and yourself.
2. The provision of personal data is voluntary. However, if you do not provide sufficient information, the Department may not be able to process your application.

Classes of Transferees

3. 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. Upon registration, your personal data limited to your name, registration number, registration class and expiry date of registration may be disclosed to the public at the website of the Electrical and Mechanical Services Department, or to individual upon application.

Access to Personal Data

4. According to sections 18 and 22, and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap. 486), you have a right to request access to and correction of the personal data provided in the application. The right of access includes the right to obtain a copy of your personal data provided by you in this application form.

Enquiries

5. Enquiries concerning the personal data collected by means of this form, including requests of access to and correction of data, should be made in writing to the Director of Electrical and Mechanical Services, Electrical and Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong. For other general enquiries, please contact the Registration Unit for Technicians Handling Mildly Flammable Refrigerant of Household Air-conditioners by telephone on 3912 0625.

防止賄賂提示

任何人士試圖向任何政府人員提供利益（按照《防止賄賂條例》（第201章）中對利益的定義），以影響本申請的結果，即構成《防止賄賂條例》下的罪行，並導致有關申請無效，而機電工程署會把個案向廉政公署報告。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：2526 6366）。

Reminder of Prevention of Bribery

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 (ICAC). 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.

Registration Unit for Technicians Handling Mildly Flammable Refrigerant of Household Air-conditioners 家用冷氣機輕度易燃雪種處理工程人員註冊組

Electrical and Mechanical Services Department 機電工程署