

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

表格 Form 2

申請註冊續期  
Application for Renewal of Registration

注意事項  
Points to  
note:

- 申請人在填寫此申請表格前，應先細閱「表格 2 填寫須知」和「家用冷氣機輕度易燃雪種處理工程人員自願註冊計劃 – 申請辦法」小冊子。  
Applicant should read carefully the "Guidance Notes for Completing Form 2" together with the leaflet "Voluntary Registration Scheme for Technicians Handling Mildly Flammable Refrigerant of Household Air-conditioners - How to Apply" before completing this application form.
- 本申請表的所有部分均應以正楷填寫。  
All sections of this application form should be completed in block letters.
- 在向機電工程署遞交申請表之前，應在表格上簽署及填上日期。  
The application form should be signed and dated before submitting to the Electrical and Mechanical Services Department.
- 請在適當的方格內加上「✓」號。  
Please tick the appropriate boxes.

Section A 部：個人資料 Personal Particulars

- (1) 姓名 Name : \_\_\_\_\_  
(英文 English) (姓氏先行 Surname first) (中文 Chinese)
- (2) 稱謂 Title :  先生 Mr /  女士 Ms /  太太 Mrs /  小姐 Miss
- (3) 通訊地址 Correspondence Address : \_\_\_\_\_  
\_\_\_\_\_
- (4) 現職公司名稱及地址 Name and  
Address of Present Company : \_\_\_\_\_  
\_\_\_\_\_
- (5) 電話號碼 Telephone No. : \_\_\_\_\_ (辦公室 Office) \_\_\_\_\_ (手機 Mobile)
- (6) 傳真號碼 Fax No. : \_\_\_\_\_ (7) 電郵地址 E-mail Address : \_\_\_\_\_

Section B 部：註冊資料 Registration Particulars

- (1) 現有註冊編號 Current Registration No. : \_\_\_\_\_ MFR-\_\_\_\_\_
- (2) 屆滿日期(日 / 月 / 年) Expiry Date (DD/MM/YYYY) : \_\_\_\_\_

- (3) 申請續期的註冊類別 (只可註冊 A 類別或 B 類別)

Registration class under application for renewal (registration for either Class A or Class B only):

**A 類別 Class A** – 合資格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** – 合資格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 to carry out relevant work processes involving the handling of mildly flammable refrigerant

## Section C 部：持續專業進修及工作經驗 Continuing Professional Development (CPD) and Work Experience

### (1) 適用於 A 類別 For Class A

- (i) 在上一個註冊期內已完成不少於10小時認可持續專業進修培訓課程，並取得相關證明；以及  
Completed a minimum of 10 hours of recognised CPD training course(s) in the last registration period and obtained relevant proof; and
- (ii) 在上一個註冊期內具備不少於1.5年安裝窗口式冷氣機的經驗。  
Possessing a minimum of 1.5 years of experience in installation of window type air-conditioners in the last registration period.

### (2) 適用於 B 類別 For Class B

- (i) 在上一個註冊期內已完成不少於10小時認可持續專業進修培訓課程，並取得相關證明；以及  
Completed a minimum of 10 hours of recognised CPD training course(s) in the last registration period and obtained relevant proof; and
- (ii) 在上一個註冊期內具備不少於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的經驗。  
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.

請參閱「家用冷氣機輕度易燃雪種處理工程人員自願註冊計劃 – 申請辦法」小冊子內的註冊類別及註冊續期條件。

Please refer to the registration classes and the registration renewal conditions in the leaflet "Voluntary Registration Scheme for Technicians Handling Mildly Flammable Refrigerant of Household Air-conditioners - How to Apply".

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## Section D 部：證明文件及資料 Supporting Documents and Materials

請確保隨本申請表一併提交以下證明文件及資料。 Please ensure the following supporting documents and materials are submitted together with this application form.

- (1) 完成持續專業進修培訓課程的證明文件複印本。  
A copy of documentary proof of completion of CPD training course(s).
- (2) 工作經驗證明文件 (包括僱主證明書 (表格EC) · 或由已向勞工處登記的空調製冷業職工會的理事長或副理事長簽署的工會證明書 (表格TUC) )。  
Documents to substantiate work experience, including Employer's Certification (Form EC), or Trade Union's Certification (Form TUC) signed by the chairman or vice-chairman of a trade union that is registered with the Labour Department in the air-conditioning and refrigeration trade.
- (3) 申請人的彩色近照一張 (照片背景應為淺色，尺寸約為3.3厘米 x 4.8厘米)。  
A recent colour photograph of the applicant, with background in light colour and in the size of approximate 3.3 cm x 4.8 cm.

## Section E 部：聲明 Declaration

本人已閱讀本申請表內所載的一切資料，包括「個人資料私隱聲明」及「防止賄賂提示」，以及隨本申請表附上的「表格 2 填寫須知」，並聲明本人在本申請表內所提供的一切資料及隨本申請表提交的文件，盡本人所知均屬真確無訛。本人明白，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。本人亦授權機電工程署向有關的資歷簽發院校 / 機構及僱主索取本人的資歷及工作經驗資料，以作核實。本人已閱讀隨本申請表附上的註冊家用冷氣機輕度易燃雪種處理工程人員行為守則，並承諾遵守該行為守則。

I have read all the information contained in this application form, including the Personal Data Privacy Statement and the Reminder of Prevention of Bribery, and the Guidance Notes for Completing Form 2 attached to this application form, and declare that all the information given by me in this application form and the documents submitted with this application form are, 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. I have also authorised the Electrical and Mechanical Services Department to acquire information about my qualifications and work experience from the issuing institutions / organisations and employers concerned for verification. **I have read the Code of Conduct for Registered Technicians Handling Mildly Flammable Refrigerant of Household Air-conditioners attached to this application form, and undertake to follow the Code of Conduct.**

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申請人簽署 Signature of  
Applicant

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姓名 Name  
(以正楷填寫 in block letters)

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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，但如你沒有你提供足夠資料，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 和第 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 the 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