

## **Guidance Notes for Completing Form 1**

Applicants should read carefully this Guidance Notes for Completing Form 1 together with the leaflet “Voluntary Registration Scheme for Technicians Handling Mildly Flammable Refrigerant of Household Air-conditioners - How to Apply” before completing the application form (Form 1). Incomplete application forms or use of wrong forms may lead to delay in the application process or rejection of the application. The application form (Form 1) should only be used for new application for registration of technicians handling mildly flammable refrigerant of household air-conditioners.

### **How to Complete the Application Form**

All sections in the application form should be completed in block letters. The provision of personal data in relation to the application is voluntary. However, if the applicant does not provide sufficient information, the Electrical and Mechanical Services Department may not be able to process the application. A Personal Data Privacy Statement in respect of the application is printed on the back page of the application form for reference.

### **Section A : Personal Particulars**

The applicant should provide his / her name, title, date of birth, Hong Kong Identity Card number, correspondence address, telephone number, fax number, e-mail address and the name and address of his / her present company. The personal particulars provided by the applicant must be the same as those on his / her Hong Kong Identity Card.

### **Section B : Registration Class Being Applied for**

The applicant should select the registration class he / she intends to apply for and tick the appropriate box. The applicant should possess the relevant qualifications for registration before making an application for the registration class concerned and only one registration class should be applied for.

### **Section C : Qualifications and Work Experience**

The applicant should select the registration route according to the registration class he / she intends to apply for and tick the appropriate boxes. The applicant should provide documents to substantiate his / her relevant qualifications, including all certificates of training courses issued by recognised organisations, certificates of relevant apprenticeship (if any), or certificates for Refrigeration / Air-conditioning / Ventilation Mechanic (Unitary System) Trade Test (Skilled Worker) issued by the Construction Industry Council (if any), to support his / her application. The applicant should also provide documents to

substantiate relevant 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. For information of recognised training courses, please visit the website of the Electrical and Mechanical Services Department ([www.emsd.gov.hk](http://www.emsd.gov.hk)).

#### **Section D : Supporting Documents and Materials**

The applicant should submit one set of each of the documents and materials in support of the application together with the application form. The applicant should attach the relevant documents and materials to the application form and tick the appropriate boxes as on the application form. Where a copy of supporting documents is submitted, the original should be produced for inspection upon request of the Electrical and Mechanical Services Department. The Registration Unit for Technicians Handling Mildly Flammable Refrigerant of Household Air-conditioners of the Electrical and Mechanical Services Department may also arrange an interview with the applicant to verify that the documents submitted are true copies of the original documents and confirm the qualifications and experience of the applicant.

#### **Section E : Declaration**

The applicant should sign and date the application form in this section.

#### **Enquiries**

For enquiries, please contact the Registration Unit for Technicians Handling Mildly Flammable Refrigerant of Household Air-conditioners.

Telephone No.: 3912 0625

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(04/2023)