

Guidance Notes for Completing Form 2

Applicants should read carefully this 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 the application form (Form 2). Incomplete application forms or use of wrong forms may lead to delay in the application process or rejection of the application. Form 2 should only be used for application for renewal of registration by registered 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, correspondence address, name and address of his / her present company, telephone number, fax number and e-mail address. The personal particulars provided by the applicant must be the same as those on his / her Hong Kong Identity Card.

Section B : Registration Particulars

The applicant should provide the registration number and expiry date of his / her current registration, and indicate the registration class under the application for renewal by ticking the appropriate box. The applicant is allowed to register under one registration class only, and should possess the relevant qualifications and experience before applying for renewal of registration.

Section C : Continuing Professional Development (CPD) and Work Experience

The applicant should confirm his / her compliance with the relevant CPD and work experience requirements for the registration class under the application for renewal by ticking the appropriate boxes. For information of recognised CPD training courses, please visit the website of the Electrical and Mechanical Services Department (www.emsd.gov.hk).

Section D : Supporting Documents and Materials

To substantiate the application, the applicant should provide a copy of documentary proof of completion of CPD training course(s), along with proof of 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 registered with the Labour Department in the air-conditioning and refrigeration trade. 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

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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

E-mail Address: fr.safety@emsd.gov.hk

Address: Electrical and Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong

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