

Our reference 本署檔號 :

(82) in EMSD/LESD 7-2/4A

Telephone 電話號碼 : 2808 3861

Your reference 來函檔號 :

17 February 2016

Facsimile 圖文傳真 : 2504 5970

To: All Registered Lift Contractors /Registered Escalator Contractors

Dear Sirs,

Circular No. 3/2016

Duties of Registered Lift/Escalator Contractors to notify the Registrar of the change in their workshops

In accordance with sections 10 and 24 of the Lifts and Escalators (General) Regulation (Cap. 618A) ("the Regulation"), if there is a change in business address or other correspondence address of a registered lift/escalator contractor, the contractor must, within 14 days after the date on which the change takes place, notify the Registrar of the change.

This Circular serves to remind all registered lift/escalator contractors that they shall also notify the Registrar if there is a change in the address of their workshop within 14 days after the date on which the change takes place. The contractor shall also undertake that the facilities/equipment in the new workshop is maintained at a level not less than that required under the registration.

If you have any query on this Circular, please contact Mr. Wallace CHUI at telephone no. 2808 3237.

Yours faithfully,



(CHEUNG Kim-ching)

for Director of Electrical and Mechanical Services

c.c. The Lift and Escalator Contractors Association
The Registered Elevator and Escalator Contractors Association Limited
The Hong Kong General Union of Lift and Escalator Employees