

**FORM CPA1**  
**THE GOVERNMENT OF THE HONG KONG**  
**SPECIAL ADMINISTRATIVE REGION**  
**ELECTRICITY ORDINANCE (CAP. 406)**  
**ELECTRICITY SUPPLY LINES (PROTECTION) REGULATION**  
**NEW/RENEWAL APPLICATION FOR APPROVAL AS A**  
**COMPETENT PERSON/VARIATION OF CONDITIONS OF**  
**APPROVAL AS A COMPETENT PERSON**

EMSD/EL/CPA1 (Rev. 1/2015)

B 部：申請人的資歷及經驗 (請參閱備註 3)  
Section B: Qualification and Experience of Applicant (see note 3)

- (1) 有關的資歷及訓練  
Relevant qualifications and training  
(a) 學歷：  
Academic Qualification: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(b) 訓練／學徒訓練：  
Training/Apprenticeship: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(2) 有關確定地下電纜所在的訓練課程：  
Relevant training course in the locating of underground electricity cables: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(3) 確定地下電纜所在的實際經驗 (請參閱備註 3)：  
Practical experience in locating underground electricity cables (see note 3) :

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僱主名稱 Name of Employer	期間(月／年) (按時間順序列出) Period (month/year) (in chronological order)		年數 Number of Years	有關實際工作經驗的描述／詳情 Description / Details of Practical Experience
	由 From	至 To		

**C 部：** 隨本申請書附上以作佐證的文件影印本（請參閱申請及繳款方法第 3 項）（\*請在適當位置加上✓號）

**Section C: Photocopies of documents submitted in support of this application**

(see the Application and Payment Instruction No.3) (\*Please tick as appropriate)

- (a) 現時有效的合資格人士認可證明書； ☐ \*
- Current Certificate of Approval as a competent person
- (b) 有關教育及資歷的推薦書、證書； ☐ \*
- Testimonials, certificates of relevant education and qualifications
- (c) 有關學徒訓練或其他訓練的推薦書、證書； ☐ \*
- Testimonials, certificates of relevant apprenticeship or training
- (d) 由認可機構發出有關確定地下電纜所在的訓練課程的證書； ☐ \*
- Testimonials, certificates of relevant training course in the locating of underground electricity cables issued by recognized organizations
- (e) 推薦書、服務或受僱證明書； ☐ \*
- Testimonials, certificates of services or employment
- (f) 上述(e)項提及的服務或受僱期間的實際經驗補充文件； ☐ \*
- Supplementary documents of practical experience during the work or employment period mentioned in (e) above
- (i) 三份地下電纜探測報告，證明申請人曾從事或協助合資格人士進行有關工作；
- Three underground electricity cable detecting reports showing that the applicant has carried out or assisted a competent person in carrying out such work
- (ii) 由合資格人士發出證明書證明申請人曾協助進行關於(f)(i)項的工作；
- Letter from the competent person validating the applicant has assisted the work mentioned in (f)(i) above
- (g) 其他（請註明）： ☐ \*
- Others (please specify): \_\_\_\_\_

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Approval Number

CP \_\_\_\_\_

回郵地址（此項必須填寫）

Return Postal Address (this part must be completed)

姓名：\_\_\_\_\_  
Name: \_\_\_\_\_  
地址：\_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

姓名：\_\_\_\_\_  
Name: \_\_\_\_\_  
地址：\_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **個人資料私隱聲明**

### **收集個人資料的目的**

在這份表格提供的個人資料，政府會用於下列目的：

- (a) 評估你的學術／訓練資格及工作經驗，以確定你是否符合條件，可根據供電電纜(保護)規例有關條文的規定認可為合資格人士；以及
- (b) 方便政府與你通訊。

### **受讓人類別**

你的申請獲接納後，本表格所載的所有資料會存於機電工程署，並向部門的資料使用人披露。

你的姓名、認可號碼及有效期屆滿日期會在本署註冊及許可證辦事處及網址向公眾披露，或在個別人士提出申請後向他們披露，但所披露的資料，只限上述數項。

### **查詢個人資料**

根據個人資料(私隱)條例第 18 及第 22 條，以及附表 1 第 6 原則的規定，你有權查閱及改正個人資料。你的查閱權包括索取在這份表格所提供個人資料的副本。

### **查詢**

如對這份表格所收集的個人資料有任何查詢，包括要求查閱及改正資料，請以書面向機電工程署署長提出，地址為九龍灣啟成街 3 號機電工程署 7 樓電力法例部。

至於其他一般查詢，請使用「1823 政府一線通」二十四小時查詢熱線，電話號碼為 1823。

## **Personal Data Privacy Statement**

### **Purpose of Personal Data Collection**

The personal data provided by means of this form will be used by the Government for the following purposes:

- (a) To assess your academic/training qualifications and working experience in order to determine your eligibility for approval as a competent person in accordance with the relevant provisions of the Electricity Supply Lines (Protection) Regulation; and
- (b) To facilitate communication between Government and yourself.

### **Classes of Transferees**

Upon the acceptance of your application, your personal data will be kept at the Electrical & Mechanical Services Department and disclosed to the data users of the department.

Your personal data limited to your name, approval number and expiry date of approval may be disclosed to the public at the Registration and Permit Office and the website of this department; or to individual upon their application.

### **Access to Personal Data**

You have a right to access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

### **Enquiries**

Enquiries concerning the personal data collected by means of this form, including the data access and correction request, should be submitted in writing and addressed to “The Director of Electrical & Mechanical Services, Electricity Legislation Division, 7/F., 3 Kai Shing Street, Kowloon Bay”.

For other general enquiries, please use the Government “1823 Citizen’s Easy Link” 24-hour access, phone number : 1823.

## 表格 CPA1 備註

### 電力條例(第 406 章)

### 供電電纜(保護)規例

### 新申請認可為合資格人士／認可續期申請／ 合資格人士申請更改認可條件

1. 此申請表格(表格 CPA1 )只可用於下列其中一項申請：

- (a) 新申請認可為合資格人士
- (b) 認可續期申請
- (c) 合資格人士申請更改認可條件

每位申請人只可提交一份申請表格。申請費用概不發還，而重覆的申請將不被接納。

2. 香港身分證持有人，即使同時持有其他旅遊證件，亦只須填寫 A(1)(a)項而非 A(1)(b)項。申請人應在櫃台出示香港身分證／旅遊證件的正本，以供查閱。正本查閱後隨即交回申請人。
3. 申請人應填報所有與本申請有關的學歷、訓練／學徒訓練及工作經驗的資料，並呈交證明文件的正本及影印本。認可合資格人士若申請續期，只須填報過去三年內所獲得與本申請有關的學歷、訓練／學徒訓練及工作經驗，並呈交證明文件的正本及影印本。所有證明文件的正本，經本署人員在櫃台核對後，隨即交還申請人。  
(若申請表格的空位不敷應用，請另加活頁填寫，並將活頁附於本表格內。)
4. 申請可經由電子方式遞交，詳情請瀏覽 <http://www.emsd.gov.hk/emsd/submission>

## NOTES TO FORM CPA1

### ELECTRICITY ORDINANCE (CAP. 406)

### ELECTRICITY SUPPLY LINES (PROTECTION) REGULATION

### NEW/RENEWAL APPLICATION FOR APPROVAL AS A COMPETENT PERSON/ VARIATION OF CONDITIONS OF APPROVAL AS A COMPETENT PERSON

1. This application form (Form CPA1) is used for one of the following types of application only:
- (a) New application for approval as a competent person
  - (b) Application for renewal of approval as a competent person
  - (c) Application for variation of conditions of approval as a competent person

Each applicant should submit one application form only. Application fee is not refundable. Duplicate application will not be accepted.

2. For Hong Kong Identity Card holder, the applicant must fill in section A(1)(a) and not A(1)(b) even if he also holds other types of travel documents. The applicant should produce the original Hong Kong Identity Card/travel document for checking at the counter. The originals will be immediately returned to the applicant after checking.
3. The applicant should provide all academic qualification, training/apprenticeship and working experience that are relevant to this application and submit the originals and photocopies of the documentary proofs. For applicant applying for renewal of approval, only additional academic qualification, training/apprenticeship and working experience obtained during the last 3 years should be provided and the originals and photocopies of the documentary proofs should be submitted. All originals will be returned to the applicant immediately after checking at the counter.  
(If more space is needed, please use separate sheets and attach them to this form.)
4. Application may be submitted electronically. For details, please refer to <http://www.emsd.gov.hk/emsd/submission>

**表格 CPA1**  
**申請及繳款方法**

1. 申請費用如下：

(a) 新申請認可為合資格人士	港幣 436 元
(b) 合資格人士的認可續期申請	港幣 423 元
(c) 合資格人士申請更改認可條件	港幣 436 元

政府可調整申請費用。
2. 申請人可親自到九龍灣啟成街 3 號機電工程署總部地下「註冊及許可證辦事處」遞交此申請書及繳交申請費用。  
  
收款時間：

星期一至五	上午九時正至下午五時十五分	
星期六、日及公眾假期	休息	

  
申請人亦可採用以下任何一種方法遞交申請：
  - (a) 郵寄至本署署長，地址如上；
  - (b) 經本署網頁（[www.emsd.gov.hk](http://www.emsd.gov.hk)）遞交電子表格；
  - (c) 祇在星期六上午 8 時 30 分至下午 12 時 30 分止，將申請表格投入設於本署地下大堂的投遞箱內。本署會要求申請人帶同文件正本以便核實。
3. 遞交此申請書時，申請人應出示 C 部所填報的各份文件的正本及副本一份，以供查閱。正本查閱後隨即交回申請人，但副本則不會發還。
4. 所有支票、匯票及本票均須寫明支付「香港特別行政區政府」並加劃線。切勿寫明支付某一職員。期票概不接納。
5. 根據《防止賄賂條例》，在申請認可為合資格人士時若向任何政府人員行賄，即屬犯罪。

**APPLICATION AND PAYMENT INSTRUCTIONS TO FORM CPA1**

1. The application fee is as follows:

(a) New application for approval as a competent person	HK\$436
(b) Application for renewal of approval as a competent person	HK\$423
(c) Application for variation of conditions of approval as a competent person	HK\$436

The application fees may be subject to revision.
2. Submission of this application form and payment of application fee can be made by the applicant in person at the Registration and Permit Office, Ground Floor, the Electrical & Mechanical Services Department Headquarters, 3 Kai Shing Street, Kowloon Bay.  
  
HOURS OF COLLECTION: 

Monday to Friday	9:00 a.m. to 5:15 p.m.
Saturday, Sunday and Public Holidays	closed

  
Applicant can also submit application through any one of the following methods:
  - (a) By post to the Director of Electrical and Mechanical Services at the above address;
  - (b) By electronic submission through Electrical and Mechanical Services Department homepage at [www.emsd.gov.hk](http://www.emsd.gov.hk);
  - (c) By putting applications into the drop-in box located at G/F lobby of Electrical and Mechanical Services Department on Saturday only from 8:30 a.m. to 12:30 p.m.Applicant is required to bring along the original documents for verification.
3. At the time of submission of this application form, the applicant should produce the originals and one photocopy of each document submitted under section C for inspection. The originals will be immediately returned to the applicant after inspection, however the photocopies submitted will not be returned.
4. Cheques, Drafts and Cashier Orders should be made payable to 'The Government of the Hong Kong Special Administrative Region' and crossed. They must not be made payable to any individual officer. Post-dated cheque will not be accepted.
5. It is an offence under the Prevention of Bribery Ordinance to offer a bribe to any government officer in applying for the Approval as a Competent Person.

### 認可為合資格人士資格

- (1) 根據供電電纜(保護)規例第 3 條，申請人如獲機電工程署署長信納具備下列各段(即(a)或(b)段)中任何一段所述的資歷和經驗，便有資格申請認可為合資格人士：
  - (a) (i) 曾修讀獲機電工程署署長為施行第 3 條而認可的關於確定地下電纜所在的課程，並在該課程中取得及格成績；及
  - (ii) 在緊接申請人提出申請之前的3年期間內，有不少於6個月的確定地下電纜所在的實際經驗，或有機電工程署署長為施行本規例而認為有關及相等經驗的其他實際經驗；或
- (b) 機電工程署署長認為由於申請人的知識及實際經驗，申請人能夠勝任進行確定地下電纜所在的工作。

機電工程署署長在批給認可時，可附加他合理地認為是合適的條件。

- (2) 根據第 3 條批給的認可有效期為自批給的日期起計的 3 年。

### 合資格人士的認可續期資格

- (1) 根據供電電纜(保護)規例第 5 條，如機電工程署署長信納合資格人士在緊接提出續期申請之前的 3 年期間內，有不少於 3 個月的確定地下電纜所在的實際經驗，則機電工程署署長可應該人的申請，批給該人的認可續期。
- (2) 合資格人士的認可續期申請，須於現有認可的有效期屆滿前 1 個月至 4 個月的期間內提出。
- (3) 根據第 5 條續期的認可的有效期由屆滿日起再延續 3 年。

## **QUALIFICATION REQUIREMENTS FOR APPROVAL AS A COMPETENT PERSON**

- (1) An individual is qualified for approval as a competent person under section 3 of Electricity Supply Lines (Protection) Regulation if he satisfies the Director of Electrical & Mechanical Services that he has the qualifications and experience listed in one of the following paragraphs (i.e.(a) OR (b)):
  - (a)
    - (i) the person has attended and passed a course in the locating of underground electricity cables which has been approved by the Director of Electrical & Mechanical Services for the purposes of section 3; and
    - (ii) during the period of 3 years immediately preceding his application, the person has had not less than 6 months' practical experience in locating underground electricity cables, or has had such other practical experience as the Director of Electrical & Mechanical Services may consider relevant and equivalent for the purposes of this Regulation; or
  - (b) in the opinion of the Director of Electrical & Mechanical Services, the person is by reason of his knowledge and practical experience capable of carrying out the work of locating underground electricity cables in a competent manner,and the Director of Electrical & Mechanical Services may grant his approval subject to such conditions as he reasonably thinks fit.
- (2) An approval granted under section 3 shall be valid for a period of 3 years from the date of its grant.

## **REQUIREMENTS FOR RENEWAL OF APPROVAL AS A COMPETENT PERSON**

- (1) The Director of Electrical & Mechanical Services may, on application by a competent person, renew an approval granted to that person under section 5 of Electricity Supply Lines (Protection) Regulation if he is satisfied that, within the period of 3 years immediately preceding the application for renewal, the person has had not less than 3 months' practical experience in locating underground electricity cables.
- (2) Application for renewal of approval as a competent person shall be made at least 1 month before, but not earlier than 4 months before, the expiry of the current approval.
- (3) An approval which is renewed under section 5 shall be valid for a further period of 3 years.