

**GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION**  
**FORM 3**

**BUILDERS' LIFTS AND TOWER WORKING PLATFORMS**  
**(SAFETY) ORDINANCE, CHAPTER 470**

SECTION 4(5)  
APPLICATION FOR RE-REGISTRATION AS EXAMINER



**Official Use Only**

Receipt No. : \_\_\_\_\_  
Amount Paid : \_\_\_\_\_  
Payment Date : \_\_\_\_\_

To the Director of Electrical and Mechanical Services,

(Notes : This application form is used only for applications for RE-REGISTRATION as Examiner. The applicant should read the "Guidance Notes to Complete Form 3" and "Personal Data Privacy Statement" carefully before completing the application form. The applicant shall make his / her application for re-registration at least 3 months before the expiration of his / her current registration if he / she wishes to continue to be registered or otherwise his / her registration would cease.

All sections of this application form should be completed in block capitals in black. The application form should be **SIGNED** and **DATED** before submission.

The application fee should be paid at the time of submission of this application form and is NON REFUNDABLE.)

I hereby apply for re-registration under section 4(5) of the Builders' Lifts and Tower Working Platforms (Safety) Ordinance.

**Section A : Particulars of Applicant**

**Official Use Only**

Identity card/Passport type:

(1) Title : \*Mr / Mrs / Ms / Dr / Ir

(2) Name of Applicant (Surname first) :

\_\_\_\_\_ (English)

\_\_\_\_\_ (Chinese)

(3) Examiner Registration Number : \_\_\_\_\_

Expiry Date of Current Registration (day / month / year) : \_\_\_\_\_

(4) Registered as Registered Examiner under \*Section 3(2) / Section 3(3)

(5) Qualifications, if qualified under Section 3(2)

Registered Professional Engineer (R.P.E.) Number : \_\_\_\_\_

Discipline : \*Mechanical / Building Services / Marine Engineering

Expiry Date of Certificate of Registration of R.P.E. (day / month / year) : \_\_\_\_\_

Any Disciplinary Offence Committed : \_\_\_\_\_

(6) Qualifications, if qualified under Section 3(3)

<u>Name and Address of Institution</u>	<u>Date of Award</u>	<u>Degree / Diploma Awarded</u>
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(7) \*HKID / Passport Number : \_\_\_\_\_

(8) Correspondence Address :

\_\_\_\_\_ (English)

\_\_\_\_\_ (Chinese)

(9) Telephone No. : \_\_\_\_\_ (Contact) Fax No. : \_\_\_\_\_

(10) Email Address : \_\_\_\_\_ (Contact)

## Section B : Examples of Test and Examination Work

(in chronological order since last registration as registered examiner)

Date of Test and Examination	Machine Number	Certificate/Report (Form 14, 15, 16 or 19)	Location of Builder's Lift / Tower Working Platform

*If space is insufficient, please add additional sheet for examples of test and examination work.*

## Section C : Disclosure of Personal Data

I hereby give consent to disclose the following personal data in the List of Registered Examiners for public access if I am successfully re-registered. (Please ✓ the appropriate boxes)

	Yes	No
Name, registration number and date of expiry of registration	<input type="checkbox"/>	<input type="checkbox"/>
Correspondence email address as stated in section A(10)	<input type="checkbox"/>	<input type="checkbox"/>
Contact telephone number as stated in section A(9)	<input type="checkbox"/>	<input type="checkbox"/>

## Section D : Submission of Documents

Please ✓ the appropriate boxes and attach the corresponding documents with the application form.

- ☐ current certificate of registration of R.P.E. for applicant registered under section 3(2)
- ☐ qualifications for applicant registered under section 3(3)
- ☐ copy of HKID card/passport
- ☐ certificates or reports of test and examination set out in section B

## Section E : Declaration

I hereby declare that all particulars and statements stated herein and documents submitted with this application form are true and correct to the best of my knowledge.

\_\_\_\_\_  
Name and Signature of Applicant

\_\_\_\_\_  
Date

\* Delete where not appropriate.



提供超過 **40** 項網上牌照  
申請服務，包括 ...

Provide online services for over  
licenses application included

**40**

Online service for  
license application



掃描 QR Code 了解詳情  
Scan QR code for details

註冊電業工程人員

Registered electrical worker

准用證 (升降機) / (自動梯)

Use permit (lift / escalator)

註冊氣體裝置技工

Registered gas installer

強制性能源效益標籤計劃

Mandatory Energy Efficiency  
Labelling Scheme

申請參與建築物能源效益註冊計劃

Energy Efficiency Registration  
Scheme for Buildings

淡水冷卻塔計劃

Fresh Water Cooling Towers Scheme

網上牌照  
申請服務



機電工程署  
EMSD



## Important Notice

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. 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.

( 7/2022 )

## GUIDANCE NOTES TO COMPLETE FORM 3

Applicants should read this "Guidance Notes to Complete Form 3" and the Builders' Lifts and Tower Working Platforms (Safety) Ordinance (the Ordinance) carefully before completing the application form (Form 3). Incomplete application forms or using inappropriate forms may lead to delay in processing or rejection of the application. This application form (Form 3) should only be used for re-registration in the Register of Examiners. The applicant should make his / her application for re-registration at least 3 months before the expiration of his / her current registration if he / she wishes to continue to be registered or otherwise his / her registration would cease.

### HOW TO COMPLETE THE APPLICATION FORM

Every section in Form 3 should be completed in block capitals in black. The applicant is advised that the provision of personal data in relation to this application is voluntary. If the applicant does not provide sufficient information, the application may not be able to be processed. A "Personal Data Privacy Statement" in respect of the application is annexed for information.

#### Section A : Particulars of Applicant

The applicant should enter the following :

1. his / her title.
2. his / her name in Chinese and English whichever is applicable.
3. his / her current examiner registration number and expiry date of the certificate of registered examiner.
4. the appropriate section of the Ordinance under which he / she was registered as registered examiner.
5. the registered professional engineer number, discipline, expiry date of registration if he / she was qualified under section 3(2) of the Ordinance; please also state any disciplinary offence committed under section 20 of the Engineers Registration Ordinance, Cap. 409 since last registration as a registered examiner. A copy of the certificate of registration of R.P.E. should be submitted to this department for record upon the annual renewal of registration.
6. the qualifications encompassing the name and address of institution, date of award and the name of degree or diploma awarded if the applicant was qualified under section 3(3) of the Ordinance.
7. HKID / passport number.
8. the correspondence address in both Chinese and English.
9. the contact telephone number and facsimile number.
10. the email Address.

#### Section B : Examples of Test and Examination Work

The applicant should provide examples of test and examination work carried out by him / her since last registration as a registered examiner. Each example should provide the date of test and examination, machine number, form number and location of the builder's lift / tower working platform.

#### Section C : Disclosure of Personal Data

Please tick the appropriate boxes specifying the personal data in the list of Registered Examiners that the applicant gives consent to disclose for public access.

#### Section D : Submission of Documents

One copy each of the documents in support of the application should be submitted together

## GUIDANCE NOTES TO COMPLETE FORM 3

with the application form. The applicant should tick the appropriate boxes in this section and attach the corresponding documents with the application form. They may be photocopies with the originals for inspection upon request or certified true copies which should be signed and stamped by a legal practitioner or the issuing organisations. The applicant is recommended to produce his / her identity document in person for inspection by this department instead of providing the photocopy of the identity document.

### Section E : Declaration

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

### SUBMISSION OF APPLICATION

The completed application form together with supporting documents and the application fee specified in the Builders' Lifts and Tower Working Platforms (Safety) (Fees) Regulation should be submitted either

- i. in person to the Customer Services Office or
- ii. by post to the General Legislation Division  
of the Electrical and Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong.

(Note : All payments by cheque, draft and cashier order should be made payable to "The Government of the Hong Kong Special Administrative Region". They must not be made payable to any individual officer. Post-dated cheque will not be accepted.)

### NOTIFICATION OF RESULT

The applicant will be notified of the result by post within 3 months from the date of receipt of the completed application form. A renewed "Certificate of Registration" will be issued to each successful applicant.

### ENQUIRY

For enquiries, please contact the General Legislation Division by telephone on 2808 3867, by fax on 2577 4901 or by post to the Electrical and Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong.

## Personal Data Privacy Statement

### Builders' Lifts and Tower Working Platforms (Safety) Ordinance, Chapter 470

#### Purpose of Collection

1. The personal data provided by means of this form will be used by General Legislation Sub-division, Electrical and Mechanical Services Department for the following purposes:

- (a) activities relating to the application for approval as Registered Examiners and Contractors;
- (b) activities relating to requirements stipulated in the Builders' Lifts and Tower Working Platforms (Safety) Ordinance; and
- (c) to facilitate communication between Government and yourself.

The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your application.

#### Classes of Transferees

2. 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.

#### Access to Personal Data

3. You have a right of 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

4. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:

Director of Electrical and Mechanical Services /  
General Legislation Division, EMSD  
3 Kai Shing Street,  
Kowloon,  
Hong Kong

Tel.: 2808 3867

**Protect Privacy**  
**Respect Personal Data**