

## **Guidance Notes to Complete Form 2**

Applicants should read this "Guidance Notes to Complete Form 2" together with the leaflet "How to Apply – Registered Vehicle Mechanic" carefully before completing the application form (Form 2A). Incomplete application forms or using inappropriate forms may lead to delay in processing or rejection of the application. This application form (Form 2A) should only be used for renewal applications for vehicle mechanic registration.

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

Every section in Form 2A should be completed in block letters. 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 Information Collection Statement" in respect of the application is printed on the back of the application form for reference.

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

The applicant should provide his/her name, title, date of birth, HKID number, correspondence address, name and address of present company, telephone number and e-mail address.

### **Section B : Existing Registration Particulars**

The applicant should fill in his/her existing vehicle mechanic registration number.

### **Section C : Working Experience in Vehicle Maintenance**

The applicant should provide details of relevant working experience during his/her last 3-year registration period. Details including company name, period of service and service class of vehicle maintenance carried out should be provided. Contact details of each associated company reference including name, designation, telephone number and address of the referee should also be provided.

### **Section D : Continuing Professional Development**

The applicant should provide information of having completed at least 20 hours of Continuing Professional Development training in the immediate past three years with relevant attendance certificate(s) to support the application.

### **Section E : Document and Material**

One set of each of the required document and material should be submitted together with the application form. The applicant should attach the relevant document and material in the submitted application form. Where a photocopy is to be submitted, the original should be produced for inspection upon request. If the application is submitted by hand to the Registration and Permit Office (R & PO) of the Electrical and Mechanical Services Department, the applicant may bring along with the original document for verification by the staff at R & PO. The Vehicle Maintenance Registration Unit (VMRU) of the Electrical and Mechanical Services Department may arrange an interview with the applicant to verify the true copy of the submitted document and ensure the qualification and experience of the applicant.

### **Section F : Declaration**

The application form should be signed and dated by the applicant in this section.

### **Enquiries**

For enquiries, please contact VMRU (Telephone: 2808 3545, Fax: 3521 0243, E-mail: [vmru@emsd.gov.hk](mailto:vmru@emsd.gov.hk), Address: Electrical and Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong) or dial the Government Hotline 1823.