



車輛維修技工自願註冊計劃
Voluntary Registration Scheme for Vehicle Mechanics

表格 Form 1

申請成為註冊車輛維修技工
Application as a Registered Vehicle Mechanic

- 註 Note :**
1. 現已推出網上註冊及續期服務，申請人現在可以經「智方便+」流動應用程式提交註冊及續期申請#。
Online registration and renewal services have been launched. Applicants can submit registration and renewal applications through the "iAM Smart +" app#.
 2. 申請人在填寫本申請表之前，應先細閱「表格 1 的填寫須知」、「怎樣申請－註冊車輛維修技工」小冊子及「我怎樣可以提升成為維修電動車的註冊技工」小冊子。
Applicant should read carefully the "Guidance Notes to Complete Form 1" together with the leaflet "How to Apply -Registered Vehicle Mechanic" and "How to upgrade to an Electric Vehicle Registered Vehicle Mechanic" before completing this application form.
 3. 本申請表的所有部分均應以正楷填寫。
All sections of this application form should be completed in block letters.
 4. 在向機電工程署遞交申請表之前，應在表格上簽署及填上日期。
The application form should be signed and dated before submitting to the Electrical and Mechanical Services Department.
 5. 如空位不敷應用，請另用紙張填寫，並應在每一頁增添的紙張上簽署及填上日期，與申請表一併遞交。
If space is insufficient, please attach additional sheet(s) which should each be signed and dated by the applicant.
 6. 在本地專利巴士公司完成學徒訓練的申請人，在未達所需的工作經驗前，可以申請特殊的註冊類別 M(b)、E(b)、B1(b)或 B2(b)，以便只適用於本地專利巴士公司之內進行“機械”、“電工”、“車身修理”或“車身噴漆”的工作。
An applicant having completed apprenticeship in a local franchised bus company, but before attaining the required working experience, may apply for registration with special service class M(b), E(b), B1(b) or B2(b) for carrying out "mechanical work", "electrical work", "body repair" or "body painting" respectively in franchised bus company only.
 7. ☐ 在適當位置加上 ☒ 號 Tick where appropriate

Section A 部：個人資料 Personal Particulars

- (1) 姓名 Name : ☐ 先生 Mr. / ☐ 小姐 Miss / ☐ 女士 Ms. / ☐ 太太 Mrs.
_____ (英文 English) _____ (中文 Chinese)
- (2) 香港身份證號碼 HKID No. : _____
- (3) 出生日期 Date of Birth : _____ (日 dd - 月 mm - 年 yyyy)
- (4) 日間聯絡電話 Day Time Contact Tel. No: _____
- (5) 電郵地址 E - mail Address : _____
- (6) 通訊地址 Correspondence Address : _____
「該地址會用於郵寄函件，申請人必須填寫最新的通訊地址。」
(This address will be used for mailing correspondence ,Thus, applicants **must** fill in their updated mailing address.)
☐ 香港 Hong Kong ☐ 九龍 Kowloon
☐ 新界 New Territories
- (7) 現職公司名稱 Name of Present Company : _____
- (8) 現職公司地址 Address of Present Company : _____
「如跟通訊地址相同，則不用填寫。」
(Leave blank if same as correspondence address.)
☐ 香港 Hong Kong ☐ 九龍 Kowloon
☐ 新界 New Territories
- (9) 公司聯絡電話 Company Contact Tel. No : _____

請參閱「網上續期的填寫須知」小冊子內的申請方法。
Please refer to the Registration Methods in the "Guidance Notes for Online Renewal" leaflet.

Section B 部：擬申請註冊之服務範圍及類別 Service Scope and Class of Registration Being Applied for

服務範圍 Service Scopes: IC 內燃機車 ☐

EVE 電動車（基礎） ☐

EVL 電動車（低電壓） ☐

EVH 電動車（高電壓） ☐

服務 Services	分類 Classes
(1) 車身 Body	B1 <input type="checkbox"/> B2 <input type="checkbox"/> B1(b) <input type="checkbox"/> B2(b) <input type="checkbox"/>
(2) 電工 Electrical	E <input type="checkbox"/> E(b) <input type="checkbox"/>
(3) 機械 Mechanical	M <input type="checkbox"/> M(b) <input type="checkbox"/>
(4) 專項 Specific	S1 <input type="checkbox"/> S2 <input type="checkbox"/> S3 <input type="checkbox"/> S4 <input type="checkbox"/> S5 <input type="checkbox"/> S6 <input type="checkbox"/> S7 <input type="checkbox"/>

首次在服務 E、M 及 B 內申請註冊並在服務 E、M 及 B 內申請多於一項服務類別註冊的申請人須在其中 **圈出** 一項作為申請註冊的首項服務類別。請勿將服務 S 內的服務類別選為首項服務類別。

Applicant applying for registration within Services E, M and B for the first time and applying for more than one service class within Services E, M and B shall **circle** one of them as the primary service class for registration being applied for. Please do not choose service class within Services S as the primary service class.

請參閱「怎樣申請－註冊車輛維修技工」及「我怎樣可以提升成為維修電動車的註冊技工」小冊子內的註冊類別及註冊資格。

Please refer to the Registration Classifications and the Registration Requirements in the leaflet of “How to Apply - Registered Vehicle Mechanic” and “How to upgrade to an Electric Vehicle Registered Vehicle Mechanic”.

Section C 部：資歷 Qualifications

(1) 有關資歷:

Relevant Qualification:

- ☐ 技工證書或以上 Craft certificate or above
- ☐ 技能測驗證書 Trade test certificate
- ☐ 透過汽車業「過往資歷認可」機制獲評估機構頒授的資歷證明書
Statement of Attainment awarded by an assessment agency under the Recognition of Prior Learning mechanism of the automotive industry

(2) 電動車資歷:

Relevant Qualification
for Electric Vehicle:

- ☐ 取得由車輛製造商或其授權的售後服務提供者推薦
(需以特定的表格提交內部訓練紀錄作審核)
Nominated by Registered Manufacturer or its Local Authorized Representative
(Submission of internal training records via designated form is required)
- ☐ 車輛維修技術委員會認可的電動車培訓課程證書
Certificate from VMTAC accredited electric vehicle training course.

(3) 資歷詳情 Details of Qualification:

資歷名稱 Description of Qualification	獲頒日期 Date of Award (按時間順序列出) (in chronological order)	頒發院校/機構 Issuing Institution/Organization

Section D 部：車輛維修工作經驗 Working Experience in Vehicle Maintenance

(1) 你是否完成汽車業的學徒訓練？

Have you completed an Apprenticeship in Vehicle Trade?

☐ 是 Yes ☐ 否 No

(2) 工作經驗詳情（包括學徒訓練期間獲得的經驗）

Details of Working Experience (including experience gained during apprenticeship)

公司 Company	期間(月/年) Period (mm/yyyy)		工作的服務類別 Service Class Carried out								學徒訓練 Apprentice
	從 From	到 To	B1	B2	B1(b)	B2(b)	E	E(b)	M	M(b)	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

公司 Company	期間(月/年) Period (mm/yyyy)		工作的服務類別 Service Class Carried out							學徒訓練 Apprentice
	從 From	到 To	S1	S2	S3	S4	S5	S6	S7	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

請參閱「怎樣申請－註冊車輛維修技工」小冊子內的註冊類別及註冊資格。

Please refer to the Registration Classifications and the Registration Requirements in the "How to Apply - Registered Vehicle Mechanic" leaflet.

(3) 有關公司諮詢人的聯絡資料 Contact Details of the Associated Company References

公司 Company	諮詢人姓名 Name of Referee	職位 Designation	電話號碼 Telephone No.	地址 Address

Section E 部：持續專業進修 Continuing Professional Development (CPD)

過去三年內的持續專業進修時數 (至少二十小時)

Number of hours in last 3-year for continuing professional development (*at least 20 hours*)

☐ VM加分站 - _____ 小時 ☐ 其他 - _____ 小時 (提供持續專業進修證明文件的複印本) 總共 _____ 小時
VM learning station hours Other hours (Please provide the photocopy of documents of CPD) Total hours



VM加分站
VM learning station

如續期時未能滿足在持續專業進修時數的條件，VM 加分站可讓已登記用戶通過閱讀教材及進行測驗，取得持續專業進修時數，以作車輛維修技工註冊用途。

If the CPD requirements of renewal are not fulfilled, VM learning station allows registered users to obtain CPD hours. The platform allows registered users to access training materials and take quizzes to obtain CPD hours for vehicle mechanic registration.

Section F 部：證明文件及資料 Supporting Documents and Materials

請確保隨本申請表一併提交以下證明文件及資料。

Please ensure the following supporting documents and materials are submitted together with this application form.

- (1) 資歷證明文件的複印本
Photocopy of documents to substantiate qualifications
- (2) 工作經驗證明文件的複印本 (如有學徒訓練證書的話，請包括在內)
Photocopy of documents to substantiate working experience (*please include apprenticeship certificate, if any*)
- (3) 持續專業進修證明文件的複印本，如在VM分站上完成，則無需附上平台上已有的記錄副本。
Photocopy of documents to substantiate attendance the required continuing professional development. Users of VM Learning Station need not enclose copies of their CPD records already available on the platform.
- (4) 申請人的彩色近照一張 (尺寸：3.5 厘米 x 5 厘米、相片的背景應為白色。)
One colour photograph taken recently of the applicant (Size: 3.5 cm x 5 cm, the photograph should have a plain white background.)
可透過電郵遞交彩色近照 Please submit the digital photograph through the e-mail.
(電郵: vmru@emsd.gov.hk, Email: vmru@emsd.gov.hk)

Section G 部：聲明 Declaration

本人已清楚閱讀申請表內所載一切資料、隨申請表附上的填寫須知和個人資料私隱聲明，並聲明本人在申請表內所提供的一切資料及提交的文件，盡本人所知均屬真確無訛。本人知道倘若明知故意虛報資料或作出虛假陳述，即屬犯罪，申請即屬無效。本人亦授權機電工程署向有關的資歷簽發院校/機構及僱主索取及核實本人的資歷及工作經驗資料。本人已清楚閱讀隨申請表附上的註冊車輛維修技工行為守則及表現監察記分制度，並確認本人願意遵守該行為守則及表現監察記分制度。

I have carefully read over all information printed in this application form, the guidance notes and personal data privacy statement attached with this application form, and declare that all information given by me on this application form and documents submitted with this application are, to the best of my knowledge, true and correct. I understand that giving false information or making false statements knowingly and willfully is an offence under the law and may result in the application being deemed to be invalid. I have also authorized the Electrical and Mechanical Services Department to acquire information about my qualifications from the issuing institution/organizations and employers concerned and to verify my qualifications and working experience. I have carefully read over the Code of Conduct and the Performance Monitoring Points System for Registered Vehicle Mechanics attached with this application form, and confirm my acceptance to follow the Code of Conduct and the Performance Monitoring Points System.

申請人簽署 Signature of Applicant

姓名 Name
(以正楷填寫 in block letters)

日期 Date

《收集個人資料聲明》

收集個人資料的目的

- 閣下在這份表格提供的個人資料，機電工程署（本署）車輛維修註冊組會用於下列目的：
 - 進行與申請註冊車輛維修技工辦理和審批有關的工作；及
 - 方便本署與閣下通訊。
- 提供個人資料純屬自願性質。如閣下未能提供足夠資料，本署可能無法處理閣下的申請。

受讓人類別

- 在這份表格提供的個人資料，可為上述第 1 段所述的目的而向其他政府科別及部門披露。在註冊後，閣下的個人資料，只限於閣下的姓名、註冊號碼、註冊服務類別及註冊期滿日期會在機電工程署的網址向公眾披露，或會在個別人士提出申請後向其披露。

查閱個人資料

- 根據《個人資料（私隱）條例》第 18 及第 22 條，及附表 1 第 6 條原則的規定，閣下有權要求查閱及更改閣下在申請時所提供的相關個人資料。查閱權包括索取閣下在這份表格所提供個人資料的副本。

查詢

- 任何關於這份表格所收集個人資料的查詢，包括要求查閱及改正資料，請以書面形式向機電工程署署長提出，地址為：香港九龍啟成街 3 號機電工程署。至於其他一般查詢，請致電 2808 3545 與車輛維修註冊組聯絡或致電政府熱線 1823。

Personal Information Collection Statement

Purpose of Personal Data Collection

- The personal data provided by means of this form will be used by the Vehicle Maintenance Registration Unit of the Electrical and Mechanical Services Department ("the Department") for the following purposes:
 - processing of your application as a registered vehicle mechanic; and
 - to facilitate communication between the Department and yourself.
- The provision of personal data is voluntary. If you do not provide sufficient information, the Department may not be able to process your application.

Classes of Transferees

- 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. Upon registration, your personal data limited to your name, registration number, registered service class and expiry date of registration may be disclosed to the public at the website of the Electrical and Mechanical Services Department, or to individual upon application.

Access to Personal Data

- You have a right to request access to and make correction of the personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. The right of access includes the right to obtain a copy of your personal data provided by you in the application.

Enquiries

- Enquiries concerning the personal data collected by means of this form, including the making of access and correction, should be submitted in writing and addressed to the Director of Electrical and Mechanical Services, Electrical and Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong. For other general enquiries, please contact the Vehicle Maintenance Registration Unit by telephone on 2808 3545 or dial the Citizen's Easy Link 1823.

防止賄賂

任何人士試圖向任何政府人員提供利益（按照香港法例第201章《防止賄賂條例》中對利益的定義），以影響本申請的結果，即構成《防止賄賂條例》下的罪行，並導致有關申請無效，而機電工程署會把個案向廉政公署報告。如任何政府人員或其代理人就本申請向你索取利益，你應向廉政公署舉報（電話號碼：2526 6366）。

Prevention of Bribery

Any attempt to offer advantage (as defined in the Prevention of Bribery Ordinance ("POBO") (Chapter 201 of the Laws of Hong Kong) 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 (ICAC). You should report to the ICAC (Telephone No.: 2526 6366) if any government officers or their agents solicits an advantage from you in relation to this application.

Vehicle Maintenance Registration Unit 車輛維修註冊組
Electrical and Mechanical Services Department 機電工程署