

## Guidance Notes to Complete Form 6

Applicants should read this “Guidance Notes to Complete Form 6” together with the leaflet “How to Apply – Registered Vehicle Mechanic” carefully before completing the application form (Form 6). Incomplete application forms or using inappropriate forms may lead to delay in processing or rejection of the application. This application form (Form 6) should only be used for renewal applications for vehicle maintenance workshop registration and one form should only be used for renewal application for one vehicle maintenance workshop. Renewal will be for a period of not more than three years.

### Basic Requirements

Registered workshops intending to apply for renewal must be in possession of a valid business registration, the vehicle working bay of the workshop should have a fixed cover measuring at least the dimensions given in Note 2 of this Guidance Note, and be in employment of at least one registered vehicle mechanic.

### How to Complete the Application Form

Every section on the front page of Form 6 **should be completed** in block letters. The applicant is advised that the provision of company and personal data in relation to this application is voluntary. If the applicant or his/her agent 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 attached to the application form for reference.

The applicant or his/her agent should provide on the front page of Form 6 the company name, the registration number of the workshop (VMW0XXXXX), and details of registered and non-registered vehicle mechanics employed. Each registered vehicle mechanic can only be attached to one registered vehicle maintenance workshop.

The applicant or his/her agent should read the declarations, fill in the required information, sign, stamp with the company seal and print the date on the front page of the application form.

The second page of Form 6 (printed overleaf) is to facilitate the applicant to update the recorded information of the registered workshop. If the particulars of company (Section A), particulars of workshop (Section B), and business nature (Section C) are consistent with those recorded under the current registration, there is no need to complete Section A, B or C. It is only necessary to fill in those entries with information for updating.

**Section A: Particulars of Company** – Business registration certificate number, company name, business address, type of building where the workshop is situated, correspondence address, telephone number, fax number, mobile phone number, and e-mail address.

**Section B: Particulars of Workshop** – Type of workshop: “✓” where appropriate. Note: only one type of workshop should be selected.

**Section C: Business Nature** – Updated information should be provided in respect of changes in the business nature of the workshop, including (1) customers served, (2) type(s) of vehicles serviced and (3) where services involve repair, maintenance or replacement work of LPG vehicle fuel systems or associated components and replacement work of LPG vehicle fuel tanks, “✓” where appropriate. Note: you may choose more than one item.

## Documents and Materials

One set of each of the documents and materials in respect of every update of registration data given on the back of Form 6 should be submitted together with the application form. The applicant or his/her agent should attach the corresponding documents and materials 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) on the ground floor of the Electrical and Mechanical Services Department, the applicant or his/her agent may bring along with the original documents for verification by the staff at the R & PO. The Vehicle Maintenance Registration Unit (VMRU) of the Electrical and Mechanical Services Department may arrange an interview with the applicant or his/her agent and inspect the workshop to verify the truthfulness of the submitted documents and information provided. If there is any change in the company name or business address given in the application form, or alteration to the type of workshop being registered, the applicant or his/her agent must, within 14 days from such change, notify the VMRU of the Electrical and Mechanical Services Department in writing and provide the particulars for processing.

## Other Issues

VMRU will randomly select the successful registration renewal applications for audit. Under the Scheme, there is a complaint handling mechanism to regulate complaint handling procedures raised in respect of registered workshops. Please refer to the Complaint Classification and Handling Mechanism for details.

**Note 1** A franchised bus company means a company providing a franchised public bus service under the supervision of the Commissioner for Transport. A vehicle dealer is a company authorised by the vehicle manufacturer(s) for carrying out sales and after-sale services including vehicle maintenance in Hong Kong; or registered with the Motor Traders Association of Hong Kong (or equivalent organisation); or appointed by the Motor Traders Association of Hong Kong (or equivalent organisation) for providing chartered maintenance services.

**Note 2** (i) “5 vehicle working bays” means the workshop should have 5 bays with fixed cover for carrying out vehicle maintenance. Each working bay must be capable of accommodating the vehicle under maintenance. The area of each working bay should measure at least 50 m<sup>2</sup> for goods vehicles (medium size or above), 20 m<sup>2</sup> for private cars or light vehicles, and 10 m<sup>2</sup> for motorcycles.

(ii) “One vehicle working bay” means the workshop should have 1 bay with fixed cover for carrying out vehicle maintenance. The working bay must be capable of accommodating the vehicle under maintenance. The area of the working bay should measure at least 50 m<sup>2</sup> for a goods vehicle (medium size or above), 20 m<sup>2</sup> for a private car or light vehicle, and 10 m<sup>2</sup> for a motorcycle.

- Note 3** No new application as Type Four workshop will be considered three years after launching the Voluntary Registration Scheme for Vehicle Maintenance Workshops, while those registered Type Four workshops will be retained in the registration list subject to their compliance with the registration renewal requirements.
- Note 4** Subject to the fulfillment of the basic registration requirements, franchised bus company workshops or vehicle dealer workshops (other than those belonging to Type Four workshops) can only apply for registration as a Type One workshop. Other vehicle maintenance workshops, having fulfilled the basic registration requirements, with capacity and mechanics employed in compliance with the requirements of Type Two registered workshop can only apply for registration as a Type Two workshop; otherwise, they should apply for registration as a Type Three workshop.

### **Submission of Application**

Completed application form together with copies of all supporting documents may be submitted by post to the Vehicle Maintenance Registration Unit of the Electrical and Mechanical Services Department (EMSD) at 3 Kai Shing Street, Kowloon, Hong Kong; or in person at the Registration and Permit Office, Ground Floor, EMSD Headquarters, 3 Kai Shing Street, Kowloon, Hong Kong. The Registration and Permit Office opens from 9:00 a.m. to 5:15 p.m. from Monday to Friday, and closes on Saturdays, Sundays and public holidays.

### **Enquiries**

For enquires, 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 Citizen's Easy Link 1823.

**Vehicle Maintenance Registration Unit**  
**Electrical and Mechanical Services Department**