

HOW TO APPLY FOR REGISTRATION AND RENEWAL OF REGISTRATION AS VEHICLE MAINTENANCE WORKSHOPS

Purpose of Registration

The implementation of the Voluntary Registration Scheme for Vehicle Maintenance Workshops (Scheme) aims to further enhance the service standard and professional image of the local vehicle maintenance trade. The Scheme allows the owner or person-in-charge of the vehicle maintenance workshop to pledge^{Note 1} to endeavor to operate the vehicle maintenance workshop in accordance with the contents of the Practice Guidelines for Vehicle Maintenance Workshops to become a registered vehicle maintenance workshop under the Scheme. This Scheme is voluntary in nature with an aim to improving the service standards of the trade through self-regulation.

Apart from displaying the registration certificate and identification signage issued under the Scheme to signify that the services of the workshop have reached relevant standards so as to attract customers, the workshops and mechanics so registered will find it more convenient for them to migrate to the mandatory registration system. Registered vehicle maintenance workshops must accept the complaint handling mechanism and its decisions.

Qualifications for Registration

A registered vehicle maintenance workshop must comply with the following three basic requirements:

- (i) in possession of a valid business registration; and
- (ii) the vehicle working bay of the workshop has a fixed cover ^{Note 2}; and
- (iii) in employment of at least one registered vehicle mechanic ^{Note 3}.

Registration Types of Vehicle Maintenance Workshops

Registered vehicle maintenance workshops can be divided into the following four types:

| Type | Criteria |
|------------|--|
| Type One | <ul style="list-style-type: none"> (i) Pledged to endeavor to abide by the Practice Guidelines for Vehicle Maintenance Workshops, and (ii) Being a Franchised Bus Company Workshop ^{Note 4} or Vehicle Dealer Workshop ^{Note 5}. |
| Type Two | <ul style="list-style-type: none"> (i) Pledged to endeavor to abide by the Practice Guidelines for Vehicle Maintenance Workshops, and (ii) Being a vehicle maintenance workshop employing at least 5 vehicle mechanics of whom at least one must be a validly registered vehicle mechanic, and the vehicle mechanics collectively are qualified for at least 2 different major registered service classes; and the workshop should have at least 5 vehicle working bays ^{Note 6}. |
| Type Three | <ul style="list-style-type: none"> (i) Pledged to endeavor to abide by the Practice Guidelines for Vehicle Maintenance Workshops, and (ii) Being a vehicle maintenance workshop employing at least one validly registered vehicle mechanic and having at least one vehicle working bay ^{Note 7}. |
| Type Four | <ul style="list-style-type: none"> (i) Pledged to endeavor to abide by the Practice Guidelines for Vehicle Maintenance Workshops, and (ii) Being a vehicle maintenance workshop situated at a residential building or a composite building with domestic parts ^{Note 8}. |

Remark: 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.

Application for Renewal

Registration is valid for three years. The owner or person-in-charge of the vehicle maintenance workshop may make use of Form 6 to apply for renewal of the registration of the workshop by declaring the workshop's continuing compliance with the existing basic registration requirements (see above). For successful applications, the registrations will be extended for a period of not more than three years.

All renewal applications must be made by duly completed Form 6. Applications should be submitted at least one month, but normally not more than four month, before the expiry of the existing registration.

Alteration of Registration Type of Vehicle Maintenance Workshop

Registered vehicle maintenance workshops which are in continuing compliance with the above qualifications and requirements may apply for renewal of their registrations. Where necessary, workshops of Type One, Two, Three or Four classification may request for alteration of the type of classification upon renewal applications. However, starting from 15 July 2018, no requests for conversion from a registered Type One, Two or Three workshop to a Type Four workshop will be entertained. Those registered Type Four workshops will be retained in the registration list subject to their continuing compliance with the registration renewal requirements.

Enquiries

For enquiries, please contact the Vehicle Maintenance Registration Unit (Telephone: 2808 3545, Fax: 3521 0243, E-mail: 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

How to Apply

Applications for vehicle maintenance workshop registration or registration renewal should be made to the Vehicle Maintenance Registration Unit (VMRU) of the Electrical and Mechanical Services Department (EMSD). The procedures for application are as follows:

| Application for Registration | Application for Registration Renewal |
|---|---|
| (i) Obtain an appropriate application form by either of the following ways: (Form 5 – for new application) | (i) Obtain an appropriate application form by either of the following ways: (Form 6 – for renewal application) |
| <p>(a) in person from the EMSD Registration and Permit Office, Ground Floor, 3 Kai Shing Street, Kowloon, Hong Kong during the following office hours: Weekdays 9:00 a.m. to 5:15 p.m. (On Saturdays, Sundays and public holidays, the office will be closed.); or</p> <p>(b) in writing to the VMRU of EMSD by post to 3 Kai Shing Street, Kowloon, Hong Kong, by fax to 3521 0243 or by e-mail to vmru@emsd.gov.hk. (Please provide your contact telephone number and state the application form you need, i.e. Form 5 or Form 6.); or</p> <p>(c) by downloading from the EMSD website at www.emsd.gov.hk.</p> <p>(ii) Complete the application form according to the attached Guidance Notes.</p> <p>(iii) Submit the completed application form together with supporting documents and materials by either of the following ways:</p> <p>(a) in person to the EMSD Registration and Permit Office, Ground Floor, 3 Kai Shing Street, Kowloon, Hong Kong during the following office hours: Weekdays 9:00a.m. to 5:15 p.m. (On Saturdays, Sundays and public holidays, the office will be closed.); or</p> <p>(b) by post to the VMRU of EMSD, 3 Kai Shing Street, Kowloon, Hong Kong.</p> | |

Notes

- Note 1 Type One to Type Four workshops pledge to endeavor to abide by the Practice Guidelines for Vehicle Maintenance Workshops.
- Note 2 According to the interpretation in the Practice Guidelines for Vehicle Maintenance Workshops, a registered vehicle maintenance workshop refers to any workshop which has been checked by the Vehicle Maintenance Registration Unit to be in compliance with the registration requirements and enlisted in the register of vehicle maintenance workshops. A registered vehicle maintenance workshop must have a vehicle working bay equipped with a fixed cover. The vehicle working bay must be large enough to accommodate the vehicle under maintenance. For a heavy vehicle maintenance workshop, the vehicle working bay must not be less than 50 m². For a light vehicle or private car maintenance workshop, the vehicle working bay must not be less than 20 m², and not less than 10 m² for motorcycle maintenance workshop.
- Note 3 Registered vehicle mechanics must be in possession of a valid registration card. Moreover, each registered vehicle mechanic can only attached to one registered vehicle maintenance workshop.

- Note 4 A franchised bus company means a company providing a franchised public bus service under the supervision of the Commissioner for Transport.
- Note 5 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 vehicle maintenance services.
- Note 6 "5 vehicle working bays" means the workshop must have 5 vehicle working bays which are equipped with a fixed cover, and each working bay must be large enough to accommodate the vehicle under maintenance. The area of each vehicle working bay must not be less than: 50 m² for goods vehicles (medium size or above); 20 m² for light vehicles, and 10 m² for motorcycles.
- Note 7 "One vehicle working bay" means the workshop must have 1 vehicle working bay which is equipped with a fixed cover, and the working bay must be large enough to accommodate the vehicle under maintenance. The area of the vehicle working bay must not be less than: 50 m² for a goods vehicle (medium size or above), 20 m² for a light vehicle, and 10 m² for a motorcycle.
- Note 8 Starting from 15 July 2018 (i.e. three years from the launch of the Voluntary Registration Scheme for Vehicle Maintenance Workshops), no new applications as Type Four workshop will be considered. No requests for conversion from a registered Type One, Two or Three workshop to a Type Four workshop will be entertained. Those registered Type Four workshops will be retained in the registration list subject to their continuing compliance with the registration renewal requirements.

This leaflet is prepared for general reference only.