



For official use only

申請編號 Application No. : VMWA | | | |

Voluntary Registration Scheme for Vehicle Maintenance Workshop

申請成為註冊車輛維修工場

Application as a Registered Vehicle Maintenance Workshop

Applicant should read carefully the "Guidance Notes to Complete Form 5", the "How to Apply for Registration and Renewal of Registration as Vehicle Maintenance Workshop" leaflet, the "Practice Guidelines for Vehicle Maintenance Workshop" and the "Practice Guidelines for Electric Vehicle Maintenance" before completing this application form.

All sections of this application form should be completed in **BLOCK LETTERS**. Please tick ☐ as appropriate and delete if inapplicable.

The application form should be completed, signed, applied the company seal and dated duly before submission.

If space provided is insufficient, please attach supplementary sheet(s) which should each be signed and dated by the applicant.

Section A部: 公司資料 Particulars of the Company

Business Registration Certificate Number:

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Company Name:

Business Address:

Types of Building:

- ☐ 工業/工廠 Industrial/Factory ☐ 商業 Commercial ☐ 住宅 Residential
- ☐ 綜合用途(包含住用部份) Residential Composite (with domestic part)
- ☐ 其他(請註明) Other (Please specify):

(如與以上不同)

Correspondence Address:
(If different from the above)

(5) 傳真號碼 Fax No.

(7) 電郵地址E-mail Address:

Section B部：工場及車輛維修技工資料Particulars of Workshop and Vehicle Mechanic(s)

- (1) 擬申請註冊的工場服務範圍 Service Scope Applying to be: 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) # ☐

所有註冊電動車維修工場須僱有最少一名相對應的電動車維修服務範圍的註冊技工

All EV VMWs must employ at least one registered vehicle mechanic with respective EV service scope.

註冊電動車(高電壓)維修工場的資格 Eligibility of EVH workshop:

- ☐ 由車輛製造商認證並提交證明文件
 Accreditation with document proof from Original Vehicle Manufacturer
☐ 由獨立第三方認證機構進行現場審查並提交報告
 Assessment by independent 3rd party with inspection report

- (2) 擬申請註冊的工場類別 (只能選以下其中一個類別) :

Type of Workshop Applying to be (choose only one type from below):

(i) <input type="checkbox"/> 第一類 Type One	(i) 承諾努力遵守《車輛維修工場實務指引》，及 Pledged to endeavor to abide by the Practice Guidelines for Vehicle Maintenance Workshops, and (ii) <input type="checkbox"/> 專營巴士公司的維修工場 或 <input type="checkbox"/> 車輛代理商的維修工場 [見備註 1 及 備註 3] Franchised Bus Company Workshop or Vehicle Dealer Workshop [see Note 1 and Note 3]
(ii) <input type="checkbox"/> 第二類 Type Two	(i) 承諾努力遵守《車輛維修工場實務指引》，及 Pledged to endeavor to abide by the Practice Guidelines for Vehicle Maintenance Workshops, and (ii) 須最少有 <u>五</u> 名維修技工，當中須有 <u>不少於一名</u> 已獲有效註冊，而全體維修技工合共須持有最少兩項不同的主要註冊服務類別；以及工場最少有 <u>五個</u> 工作車位 [見備註 2(i) 及 備註 3]。 Employing at least <u>5</u> vehicle mechanics, of whom at least one must be a validly registered vehicle mechanic, and the vehicle mechanics collectively are qualified for at least <u>2</u> different major registered service classes; and the workshop should have at least <u>5</u> vehicle working bays [see Note 2(i) and Note 3].
(iii) <input type="checkbox"/> 第三類 Type Three	(i) 承諾努力遵守《車輛維修工場實務指引》，及 Pledged to endeavor to abide by the Practice Guidelines for Vehicle Maintenance Workshops, and (ii) 須最少有一名已獲有效註冊的維修技工及最少有一個工作車位 [見備註 2(ii) 及 備註 3]。 Employing at least one validly registered vehicle mechanic and having at least one vehicle working bay [see Note 2(ii) and Note 3].

*由2018年7月15日起，本計劃不再接受新的第四類工場註冊申請。至於第一、第二或第三類工場更改為第四類註冊工場的要求，亦不會受理。

*Starting from 15 July 2018, new application for registration as Type Four workshop is no longer accepted. Furthermore, requests for conversion from a registered Type One, Type Two or Type Three workshop to a Type Four workshop will not be entertained.

- (3) 車輛維修工場工作車位的牢固上蓋面積為 _____ 平方米。
 Area of fixed cover for the vehicle working bay(s) _____ m².

- (4) 受僱的註冊車輛維修技工資料 [見備註4]:
 Particulars of Registered Vehicle Mechanic(s) employed [see note 4].

	姓名 Name	職位 Position	註冊號碼 Registration Number	註冊服務類別及範圍 Registered Service Class(es) & Scopes	有效日期 Date of Expiry (日DD-月MM-年YYYY)
(1)			VM 0		
(2)			VM 0		

- (5) 僱用的註冊車輛維修技工數目 _____，及非註冊車輛維修技工數目 _____。
 Number of registered vehicle mechanic(s) _____, and number of non-registered vehicle mechanics(s) _____ employed.

Section C 部：文件及資料 Document and Material

請確保隨本申請表一併提交以下的證明文件及資料：

Please ensure the following supporting documents and information are submitted together with this application form：

- (1) ☐ 商業登記證的複印本 [見備註 5] Photocopy of Business Registration Certificate [see Note 5].
- (2) ☐ 若申請 部 (1)(i) 車輛代理商的維修工場：(a) 車輛生產商的委任證明；或(b) 香港汽車商會(或具同等代表性的組織)的會員資格；或(c) 香港汽車商會(或具同等代表性的組織)委任為特約維修工場的證明書複印本
Applying to be a vehicle dealer workshop under Section B (1)(i)：Photocopy of (a) Certificate of authorisation issued by the Vehicle Manufacturer; or (b) Membership certificate of the Motor Traders Association of Hong Kong (or equivalent organisation); or (c) Certificate of appointment as a chartered maintenance workshop issued by the Motor Traders Association of Hong Kong (or equivalent organisation)
- (3) ☐ 在 B 部 (4) 所填報的車輛維修技工的註冊證複印本
Photocopy of Registration Card(s) of the Vehicle Mechanic(s) listed in Section B (4)

Section D 部：營運性質 (可選多於一項) Business Nature (may choose more than one item)

- (1) 客戶的類別：☐ 私人客戶 Private ☐ 公司客戶 Company ☐ 政府 Government ☐ 公用事業 Utilities 或 or
☐ 其他 (請註明) Other (Please specify)：_____
- (2) 維修的車輛類別如下：
(1) ☐ 私家車 Private Car (2) ☐ 的士 Taxi (3) ☐ 小巴 Light Bus (4) ☐ 巴士 Bus
(5) ☐ 輕型貨車 Light Goods Vehicle (6) ☐ 中型貨車 Medium Goods Vehicle (7) ☐ 重型貨車 Heavy Goods Vehicle
(8) ☐ 電單車 Motorcycle
(9) ☐ 掛接式拖車頭及拖車架 Articulated Tractor and Trailer
(10) ☐ 其他 (包括特別用途車輛) Other (including Special Purpose Vehicle) (Please specify)：_____
- (3) 若涉及石油氣車輛燃料系統或相關配件的維修、保養或更換工作和更換石油氣燃料缸的工作，請填寫以下資料：
Please fill in the following if services involve any repair, maintenance or replacement work of LPG vehicle fuel systems or associated components and replacement work to LPG vehicle fuel tanks:
(1) ☐ 的士 Taxi (2) ☐ 小巴 Light Bus (3) ☐ 其他 (請註明) Others (Please specify)：_____
- 設有獲批准應具報氣體裝置的車輛維修工場 (即獲批准儲存總容水量超過 130 升石油氣)
Workshop with an approved Notifiable Gas Installation (NGI) (i.e. Approval granted to store water capacity of more than 130 Liters LPG)： ☐ 是 YES / ☐ 否 NO
- 聘請多少名第六類勝任人士及編號 No. of Competent Person(s) (Class 6) employed and their respective registration nos:
_____ 名 Person(s) / 編號 Registration nos: _____

Section E 部：聲明 Declaration

- (1) 本人已清楚閱讀申請表內所載一切資料及隨申請表夾附的個人資料私隱聲明。本人謹此聲明，本人在申請表內填報的一切資料及隨申請表提交的文件，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。本人代表公司願意接受投訴處理機制及其決定。
I have carefully read over all the information printed in this application form and the 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 true and correct to the best of my knowledge. I understand that giving false information or making false statements knowingly and wilfully is an offence under the law and may result in the application being deemed to be invalid. I, on behalf of the company, agree to accept the complaint handling mechanism and its decisions.
- (2) 本人已獲得本公司授權填寫、簽署及在本申請表蓋上公司印章。
I have obtained the authorisation from my company to complete, sign and apply the company seal on this application form.
- (3) 本人授權機電工程署向有關的簽發機構及負責人查詢及核實本人在此申請表內所填報的資料及提供的證明文件。
I hereby authorise the Electrical and Mechanical Services Department to enquire and verify with the issuing organisations and responsible persons the information and supporting documents I have submitted for this application.
- (4) 本人同意讓機電工程署的代表 (i) 到訪本工場為本申請進行審查；以及 (i i) 在本工場取得註冊資格後，對本工場進行稽核巡查。
I agree to allow the Electrical and Mechanical Services Department's representative(s) to (i) visit our workshop for examination of this application and (ii) conduct audit inspection of the workshop after its successful registration under the scheme.
- (5) 本人同意如未能配合機電工程署對本工場進行的稽核巡查，有關個案將交由車輛維修技術諮詢委員會決定是否採取適當行動。如屬嚴重個案，本工場的註冊資格將被取消。
I accept that in case of failure to facilitate the Electrical and Mechanical Services Department in conducting audit inspection of our workshop, the case will be referred to the Vehicle Maintenance Technical Advisory Committee (VMTAC) for deciding whether to take appropriate action. In a serious case, the registration of our workshop will be cancelled.

申請人簽署
Signature of Applicant

姓名 Name
(以正楷填寫 in block letters)

公司印章
Company Seal

香港身份證號碼
H.K.I.D. No.

職位
Posotion in the Company

日期
Date

申請成為註冊車輛維修工場的備註

- 備註 1. 專營巴士公司是指受運輸署署長監管提供專營公共巴士服務的公司。車輛代理商是指獲車輛生產商有效委任代其在香港區提供銷售和售後服務(包括車輛維修)的公司；或現登記於香港汽車商會(或具同等代表性的組織)的公司；或獲香港汽車商會(或具同等代表性的組織)委任提供特約車輛維修服務的公司。
- 備註 2. (i) 5個工作車位是指車輛維修工場須具備5個設有牢固上蓋用以進行車輛維修的工作車間，每個工作車間必須足以放置進行維修的車輛。每個工作車間的面積不能少於：貨車(中型或以上)50平方米；私家車或輕型車輛20平方米；電單車10平方米。
(ii) 1個工作車位是指車輛維修工場須具備1個設有牢固上蓋用以進行車輛維修的工作車間，工作車間必須足以放置進行維修的車輛。工作車間的面積不能少於：貨車(中型或以上)50平方米；私家車或輕型車輛20平方米；電單車10平方米。
- 備註 3. 在符合基本註冊條件的情況下，專營巴士公司或車輛代理商的車輛維修工場(屬第四類別工場除外)只可以申請成為第一類註冊工場。其他車輛維修工場，在符合基本註冊條件的情況下，而其規模和僱用維修技工均能滿足第二類註冊工場的要求，則只可以申請成為第二類別註冊工場；否則，應申請成為第三類註冊工場。
- 備註 4. 須填寫不少於一名已獲有效註冊的車輛維修技工的資料。
- 備註 5. 申請表內提供的公司名稱或營業地址資料日後如有變更，或欲更改車輛維修工場的註冊類別，申請者須在資料變更後十四個工作天內，以書面形式通知機電工程署車輛維修註冊組有關變更，並須提交相關的證明文件，以便處理。

Notes for Application as a Registered Vehicle Maintenance Workshop

- 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 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.
(ii) "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 3. 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.
- Note 4. Please provide the particulars of at least one Registered Vehicle Mechanic.
- Note 5. If there is any change to the Company Name or Business Address provided in this application form, or even change of type of registered workshop, a written notification should be submitted to the Vehicle Maintenance Registration Unit of the Electrical and Mechanical Services Department together with all the necessary documentary proof within 14 working days of any such change for processing.

遞交申請表 Submission of Application

申請人可把已填妥的申請表連同有關證明文件的複印本及資料，郵寄至香港九龍啟成街3號機電工程署「車輛維修註冊組」收。申請人亦可親自遞交到香港九龍啟成街3號機電工程署總部地下「註冊及許可證辦事處」。「註冊及許可證辦事處」的辦公時間為星期一至五上午9時正至下午5時15分，星期六、日及公眾假期休息。

Duly 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 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.

《收集個人資料聲明》

收集個人資料的目的

1. 你在本表格提供的個人資料，機電工程署車輛維修註冊組會用於下列目的：
 - (i) 進行與註冊車輛維修工場或註冊車輛維修技工有關的個人資料更新工作，包括接觸有關機構或人士，以查證你、獲授權簽署人及受僱的註冊車輛維修技工的資歷；以及
 - (ii) 方便本署與你通訊。
2. 提供個人資料純屬自願性質。如你未能提供足夠資料，本署可能無法更新你的個人資料。

資料受讓人類別

3. 機電工程署可為上文第 1 段所述的目的而向其他政府科別及部門披露你在本表格提供的個人資料。在註冊後，機電工程署可在網站向公眾披露下述資料，或應個別人士的申請而向其披露下述資料。
 - (i) 註冊車輛維修工場（只限公司名稱、營業地址、電話號碼及註冊車輛維修工場的服務對象、類別和車輛類別）
 - (ii) 註冊車輛維修技工（只限姓名、註冊號碼、註冊服務類別及註冊屆滿日期）

查閱個人資料

4. 根據《個人資料（私隱）條例》第 18 及第 22 條，以及附表 1 第 6 原則的規定，你及已提供個人資料的僱員均有權要求查閱和改正有關的個人資料。查閱權包括索取你在本表格就你本人及僱員所提供的相關個人資料的複本。

查詢

5. 任何關於本表格所收集個人資料的查詢，包括要求查閱和改正資料，均應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 Collection of Personal Data

1. 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 (EMSD) for the following purposes:
 - (i) updating of your personal particulars as a registered vehicle maintenance workshop or registered vehicle mechanic, including approaching the related organisation or person for verification of your qualifications and those of the authorised signatory and registered vehicle mechanic(s) employed; and
 - (ii) to facilitate communication between EMSD and yourself.
2. The provision of the personal data is voluntary. If you do not provide sufficient information, EMSD may not be able to update your personal particulars.

Classes of Transferees

3. 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, the following data may be disclosed to the public at the website of EMSD, or to individuals upon application.
 - (i) Registered vehicle maintenance workshop (only limited to name of company, business address, telephone number and registered vehicle maintenance workshop service objectives, class and vehicle(s) category)
 - (ii) Registered vehicle mechanic (only limited to name, registration number, registered service class and expiry date of registration)

Access to Personal Data

4. You and your employees who have provided the personal data 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 and their relevant personal data provided by you in this form.

Enquiries

5. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be submitted in writing and addressed to the Director of Electrical and Mechanical Services, EMSD, 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.