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For official use
only

收件日期 Receipt date : _____

申請編號 Application No. : VMWA _____

Voluntary Registration Scheme for Vehicle Maintenance Workshops

Application for Renewal of Registration / Update Information

Note : All sections of this application form should be completed in BLOCK LETTERS. Please tick as appropriate and delete as inappropriate.

We, _____ (name of workshop), with registration number VMW _____ would like to apply for ☐ Renewal / ☐ Update information of our registration as a vehicle maintenance workshop under the Voluntary Registration Scheme for Vehicle Maintenance Workshops. Changes in our registration details, where applicable, are given on page 2 and 3 of this application. The particulars of vehicle mechanic(s) currently employed by us are as follows:

(i) Particulars of Registered Vehicle Mechanic(s) employed#:

	Name	Position	Registration Number	Registered Service Class(es) & Scope(s)	Date of Expiry		
					Day	Month	Year
(1)			VM				
(2)			VM				
(3)			VM				

The particulars of **at least one** registered vehicle mechanic must be provided. Each registered vehicle mechanic can only be attached to one registered vehicle maintenance workshop. If the space provided is insufficient, please use supplementary sheet(s) and have each sheet signed and dated by the applicant. All supplementary sheets should be submitted together with the application.

(ii) Number of registered vehicle mechanic(s) being employed: _____ ; and Number of non-registered vehicle mechanic(s) being employed: _____ .

I have carefully read all the information printed in this application form and the personal information collection 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 willfully is an offence under the law and may result in the application being deemed invalid. I, on behalf of the company, agree to accept the complaint handling mechanism and its decisions.

I have obtained the authorisation from my company to complete, sign and apply the company chop on this application form.

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.

I agree that if I fail to cooperate with the Electrical and Mechanical Services Department's audit inspection of this workshop, the relevant case will be referred to the Vehicle Maintenance Technical Advisory Committee for decision whether appropriate action is taken. In serious cases, our workshop's registration qualification will be cancelled.

 Signature of Applicant

 Name (in block letters)

 Company Chop

| | | | | | | (|)

H.K.I.D. No.

 Position in the Company

 Date

(Please submit the completed form to the Vehicle Maintenance Registration Unit of the Electrical and Mechanical Services Department by fax to 3521 0243, e-mail to vmru@emsd.gov.hk, or post to 3 Kai Shing Street, Kowloon, Hong Kong)

Other Registration Details

Section A: Particulars of Company

- (1) Business Registration Certificate Number: - - - -
- (2) Company Name:
- (3i) Business Address:
- (3ii) Types of Building: ☐ Industrial/Factory ☐ Commercial ☐ Residential ☐ Composite (with domestic part) ☐ Others (Please specify):
- Where the workshop is situated
- (3iii) Correspondence Address:
(if different from the business address)
- (4) Telephone No.: (5) Fax No.:
- (6) Mobile No.: (7) E-mail Address:

Section B: Particulars of Workshop

- (1) Area of fixed cover for the vehicle working bay(s) m².
Change of Service Scope of Registration Being Applied for (+ for addition / - for deletion)
- ☐ + / ☐ - Internal Combustion Engine Vehicle (IC)
☐ + / ☐ - Electric Vehicle (Elementary) (EVE)
☐ + / ☐ - Electric Vehicle (Low Voltage) (EVL)
☐ + / ☐ - Electric Vehicle (High Voltage) (EVH)[#]
- RVMWs registered with EV Service Scope with must employ at least one RVM registered with the corresponding EV Service Scope. # Please refer to the Registration Requirements in the Section D : Documents and Materials.
- (2) Type of Workshop for which ☐ Renewal / ☐ Update information is being applied for (choose only one type from below):
- (i) ☐ Type One* – ☐ Franchised Bus Company Workshop or ☐ Vehicle Dealer Workshop
[see Guidance Notes item 1 and item 4]
- (ii) ☐ Type Two* – 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. [see Guidance Notes item 2(i) and item 4]
- (iii) ☐ Type Three* – Employing at least one validly registered vehicle mechanic and having at least one vehicle working bay. [see Guidance Notes item 2(ii) and item 4]
- (iv) ☐ Type Four* – Workshop is situated at a residential building or a composite building with domestic part. [see Guidance Notes item 3 and item 4]

* Type One to Four workshops pledge to endeavor to abide by the Practice Guidelines for Vehicle Maintenance Workshops.

Section C: Business Nature (may choose more than one item)

- (1) Customers served : ☐ Private ☐ Company ☐ Government ☐ Utilities or
☐ Others (Please specify): _____
- (2) Type(s) of vehicle(s) serviced:
(1) ☐ Private Car (2) ☐ Taxi (3) ☐ Light Bus (4) ☐ Bus (5) ☐ Light Goods Vehicle
(6) ☐ Medium Goods Vehicle (7) ☐ Heavy Goods Vehicle (8) ☐ Motorcycle
(9) ☐ Articulated Tractor and Trailer
(10) ☐ Others (including Special Purpose Vehicle) (Please specify):_____.
- (3) 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 of LPG vehicle fuel tanks :
(1) ☐ Taxi (2) ☐ Light Bus (3) ☐ Others (Please specify):_____.
- Workshop with an approved Notifiable Gas Installation : ☐ Yes / ☐ No
(i.e. Authorised to store more than 130 litres (water capacity) LPG)
- No. of Competent Person(s) (Class 6) employed and their respective certificate nos.:
Person(s)/Certificate nos. :_____.

Section D: Documents and Materials

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

- (1) (i) The latest Business Registration Certificate
- (ii) For vehicle dealer workshops:
(a) Certificate of authorisation issued by vehicle manufacturer(s); or
(b) Membership certificate of the Motor Traders Association of Hong Kong
(or equivalent organisation); or
(c) Certificate of appointment as an authorised maintenance workshop issued by
the Motor Traders Association of Hong Kong (or equivalent organisation).
- (2) For updating RVMW EV Type H Workshop (EVH):
(a) Accreditation with document proof from Original Vehicle Manufacturer; or
(b) Assessment by independent 3rd party with inspection report

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, scope and vehicle(s) category)
 - (ii) Registered vehicle mechanic (only limited to name, registration number, registered service class, scope 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.

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