

Our reference :  
EM/GL/11/11

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Your reference :  
18 November 2011

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To: All Registered Vehicle Mechanics

Circular No. 1/2011A  
**Renewal of Registration for Vehicle Mechanics (1st Amendment)**

Thank you for your support and registration as registered vehicle mechanics.

Registration under 'the Voluntary Registration Scheme for Vehicle Mechanics' (note1) is valid for three years and has to be renewed upon expiry. All registered vehicle mechanics will receive a renewal reminder from the Electrical Service Department (EMSD) four to six months before the expiry date of their registration. As at the end of October 2011, a total of 5,710 registered vehicle mechanics have completed the renewal procedure.

Some applicants cannot complete their renewal procedure before expiry of registration due to inadequate information being provided by the applicants. The Vehicle Maintenance Technical Advisory Committee has resolved to adopt the following new measures to facilitate processing of renewal applications that have passed the registration expiry date:

- (i) The applicant may submit the required information to complete the renewal application within 6 months after expiry of registration;
- (ii) If the applicant fails to submit adequate information to meet the basic renewal requirements (note 2) under the condition of (i) above, the renewal application will be rejected. The applicant will be informed of the result in writing, and his/her personal information will be deleted from the register of registered vehicle mechanics.
- (iii) However, the applicant may still submit application for renewed registration in the period from the 7th month to 24th month after expiry of registration period. The conditions for renewal of registration are changed that within the immediately past 3 years (Note 3) the applicant shall have acquired 18 months vehicle maintenance in-service record for the relevant service class and 20 hours of Continuing Professional Development (CPD) records.
- (iv) If the applicant fails to renew his/her registration, he/she shall have to make a fresh application for registration. The Vehicle Maintenance Technical Advisory Committee will from time to time review the qualifications and/or experience required for registration and may introduce requirements that are different from the current ones.

Should you have any queries, please contact Mr Wan Tim-ho at 3155 4527 or Ms TSO Lai-ping at 2808 3867.

Thank you for attention.

Yours sincerely,



(CHU Kei-ming)

for Director of Electrical and Mechanical Services

with encl.

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**note 1:** Please click the following link to learn more about the purpose and details of the Voluntary Registration Scheme for Vehicle Mechanics: <http://www.emsd.gov.hk/emsd/eng/sgi/vmrs.shtml> .

**note 2:** The applicant should have at least 18 months in-service record for the relevant vehicle maintenance service class and at least 20 hours of Continuing Professional Development (CPD) record within the previous three-year registration period. The purpose of CPD is to encourage the applicants to upgrade their technical expertise, personal skills and knowledge through training and relevant activities, so as to enhance the service standards of the vehicle maintenance trade. Please refer to Annex for the scope of the CPD.

**note 3:** Counted from the date of receipt of the application by EMSD.

## **VOLUNTARY REGISTRATION SCHEME FOR VEHICLE MECHANICS**

### **Continuing Professional Development (CPD)**

#### Purpose

To enhance the service standard of the vehicle maintenance trade

#### Criterion

Training/Courses/Activities that can enhance the technical competence or upgrade personal skills and knowledge of registered vehicle mechanics to achieve the above purpose

#### Options for CPD

- training/courses organized by the Department of Automotive Engineering (DAE) of the Hong Kong Institute of Vocational Education (HKIVE) or other relevant educational institutes
- training/courses organized by Pro-Act Training and Development Centre (Automobile) of VTC
- training/courses provided under the "Skills Upgrading Scheme Plus" (SUS Plus)<sup>1</sup> for the automobile industry
- technical training/courses provided by vehicle suppliers for the automobile industry or in-house staff
- relevant training/courses/seminars organized by professional institutions or trade associations/unions of the automobile industry
- technical talks/seminars for the automobile industry<sup>2</sup>
- training/courses/seminars for enhancing personal knowledge in areas such as legislation, language, customer service, supervisory skill, occupational safety and health, etc.
- technical visits relevant to the automobile industry<sup>3</sup>

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1. SUS Plus is administered by the Employees Retraining Board (ERB). Please visit the ERB web site ([www.erb.org](http://www.erb.org)) for details.

2. Including promotional activities of vehicle parts, accessories, and servicing products. Clear records are mandatory.

3. Not including visits between/among maintenance workshops.