

表格一
 香港特別行政區政府
 電力條例(第 406 章)
 電力(註冊)規例
**新申請註冊為電業承辦商/
 註冊續期**

FORM 1
 THE GOVERNMENT OF THE HONG KONG
 SPECIAL ADMINISTRATIVE REGION
 ELECTRICITY ORDINANCE (CAP. 406)
 ELECTRICITY (REGISTRATION) REGULATIONS
**NEW/RENEWAL APPLICATION FOR REGISTRATION AS
 AN ELECTRICAL CONTRACTOR**

此欄不用填寫
For Official use only

收件日期：
 Receipt date:

收據編號：
 Receipt Number:

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(注意：填寫此申請表格前請參閱「表格一備註」。申請人應以正楷填寫此申請表格各欄，並應在表格上簽署。)
 (Note: Before you complete this form, please read carefully the notes on "NOTES TO FORM 1". The applicant should complete all sections of this application form in block letters and sign the form.)

致 機電工程署署長：
To the Director of Electrical & Mechanical Services,

本人現作出以下申請 (只可選擇一項並加上 ✓ 號) -
 I hereby apply for the following (please tick one box only) -

- 新申請註冊為電業承辦商
 New application for registration as an electrical contractor
- 電業承辦商註冊續期
 Renewal of registration as an electrical contractor

電業承辦商註冊號碼:

 屆滿日期: _____)
 Registration Number of current Certificate of Registration: _____ Expiry Date: (_____)

本人聲明在此申請表格填報的一切資料、陳述及附上的文件全屬真確無訛。**警告：如就此項申請作出虛假陳述或失實資料，即屬違法。**本人亦已閱讀及同意於本表格內之「個人資料私隱聲明」。

I declare that all particulars, statements and documents submitted herein and with this application are true and correct. **Warning: It is an offence in law to furnish any false statement or information related to this application.** I also confirm that I have read and agreed with the "Personal Data Privacy Statement" in this Form.

申請人姓名:
 (中文): _____

Name of Applicant:
 (English): _____

香港身份證號碼:
 HKID No.: _____

職位:
 Position in the Company: _____

申請人簽署:
 Signature of Applicant: _____

簽署日期:
 Date Signed: _____



公司印章 Company Seal

A 部：公司資料
Section A: Particulars of the Company

- (1) 商業登記證號碼:

 -

 -

 -

 -

 Business Registration Certificate Number: _____
- (2) 公司名稱(英文):

 Name of Company (English): _____

 (中文):

 (Chinese): _____
- (3) 營業地址(英文)(請參閱備註 2)

 Business Address (English) (See note 2) _____

 營業地址(中文)
 Business Address (Chinese) _____

- (4) 聯絡電話:

 傳真號碼:

 電郵地址: _____
 Contact Tel. No.: _____ Fax No.: _____ Email Address: _____

(5) 合夥人姓名 (如為合夥商行) (請參閱備註 3) :

Name of the Partners (if the company is registered as a partnership) (see note 3):

- (a) 姓名: _____ 香港身份證號碼: _____ ()
Name: _____ HKID No: _____ ()
- (b) 姓名: _____ 香港身份證號碼: _____ ()
Name: _____ HKID No: _____ ()
- (c) 姓名: _____ 香港身份證號碼: _____ ()
Name: _____ HKID No: _____ ()
- (d) 姓名: _____ 香港身份證號碼: _____ ()
Name: _____ HKID No: _____ ()

(6) 在本港從事電業承辦商業務的年數

Number of years as an Electrical Contractor in Hong Kong

(7) 獲公司授權在有關證明書及報告上加簽的人士 (請參閱備註 4) :

Persons authorized by the Company to endorse the relevant Certificates and Reports (see note 4):

(a) 香港身份證號碼: _____ ()
HKID No.: _____ ()

_____ (英文姓名 · 姓氏先行)
(Name in English, surname first)

職位: _____
Position in the Company: _____ (中文姓名) (Name in Chinese)

簽名樣本: _____
Specimen signature: _____

(b) 香港身份證號碼: _____ ()
HKID No.: _____ ()

_____ (英文姓名 · 姓氏先行)
(Name in English, surname first)

職位: _____
Position in the Company: _____ (中文姓名) (Name in Chinese)

簽名樣本: _____
Specimen signature: _____

(c) 香港身份證號碼: _____ ()
HKID No.: _____ ()

_____ (英文姓名 · 姓氏先行)
(Name in English, surname first)

職位: _____
Position in the Company: _____ (中文姓名) (Name in Chinese)

簽名樣本: _____
Specimen signature: _____

(d) 香港身份證號碼: _____ ()
HKID No.: _____ ()

_____ (英文姓名 · 姓氏先行)
(Name in English, surname first)

職位: _____
Position in the Company: _____ (中文姓名) (Name in Chinese)

簽名樣本: _____
Specimen signature: _____ (中文姓名) (Name in Chinese)

(8) 公司所屬僱用的註冊電業工程人員 (請參閱備註 5) :

Registered Electrical Workers of the Company (see note 5):

(a) 電業工程人員註冊編號:

W									
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Registration Number of Certificate of Registration:
工程級別: 准許工程:
Grade: _____ Permitted Work: _____

(英文姓名·姓氏先行) (Name in English, surname first)

(中文姓名) (Name in Chinese)

(b) 電業工程人員註冊編號:

W									
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Registration Number of Certificate of Registration:
工程級別: 准許工程:
Grade: _____ Permitted Work: _____

(英文姓名·姓氏先行) (Name in English, surname first)

(中文姓名) (Name in Chinese)

(c) 電業工程人員註冊編號:

W									
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Registration Number of Certificate of Registration:
工程級別: 准許工程:
Grade: _____ Permitted Work: _____

(英文姓名·姓氏先行) (Name in English, surname first)

(中文姓名) (Name in Chinese)

(d) 電業工程人員註冊編號:

W									
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Registration Number of Certificate of Registration:
工程級別: 准許工程:
Grade: _____ Permitted Work: _____

(英文姓名·姓氏先行) (Name in English, surname first)

(中文姓名) (Name in Chinese)

(e) 電業工程人員註冊編號:

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Registration Number of Certificate of Registration:
工程級別: 准許工程:
Grade: _____ Permitted Work: _____

(英文姓名·姓氏先行) (Name in English, surname first)

(中文姓名) (Name in Chinese)

(f) 電業工程人員註冊編號:

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Registration Number of Certificate of Registration:
工程級別: 准許工程:
Grade: _____ Permitted Work: _____

(英文姓名·姓氏先行) (Name in English, surname first)

(中文姓名) (Name in Chinese)

(g) 電業工程人員註冊編號:

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Registration Number of Certificate of Registration:
工程級別: 准許工程:
Grade: _____ Permitted Work: _____

(英文姓名·姓氏先行) (Name in English, surname first)

(中文姓名) (Name in Chinese)

B 部：隨申請書附上作為證明的文件影印本 (請參閱備註 5 及 6)

Section B: Photocopies of documents submitted in support of this application (see notes 5 & 6)

(* 請在適當位置加上✓號) (* Please tick as appropriate)

- (a) 商業登記證 *
Business Registration Certificate
- (b) 在 A 部(8)的電業工程人員註冊證明書 *
Certificates of Registration of the worker listed in Section A(8)
- (c) 註冊電業工程人員受僱證明文件 *
Documentary proof(s) of employment of registered electrical worker(s)
- (d) 其他 (請註明): *
Others (please specify): _____

C 部：為分行申領註冊證明書副本 (請參閱備註 7)

Section C: Additional Certificate of Registration for Branch Office (see note 7)

本人欲為屬下分行申領註冊證明書副本，分店的資料已填報於隨附的表格二 A 內。

I wish to apply for additional copies of the certificate of registration for my branch offices, detail of which are given in the attached Form 2A.

附交的表格二 A 份數:

Total number of Form 2A attached: _____

D 部：機構性質 (可選擇填寫) (請參閱備註 8)

Section D: Business Nature (Optional item) (see note 8)

- (a) 貴公司主要客戶的類別：(請選一項並將不適用的刪去)
Who are your primary customer group? (Please choose one and delete whichever is inapplicable)
住宅客戶 / 商業客戶 / 工業客戶 / 政府或公共事業 / 其他：_____
Residential customers / Commercial customers / Industrial customers / Government or Public Enterprise / Others: _____
- (b) 電力安裝 / 維修保養 / 定期檢測 (WR2) 服務在貴公司的總營業額大概佔多少？
What proportion of your business revenue comes from supplying electrical installation / repair & maintenance / PITC (WR2) services?
電力安裝服務 維修保養服務 定期檢測服務(WR2)
Electrical Installation Services _____ % Maintenance and Repair Services _____ % PITC (WR2) Services _____ %
其他
Others (Please specify: _____) _____ %
- (c) 貴公司於過去三年，曾否提供 定期檢測 (WR2) 之服務？如有，平均每年提供多少次該服務？
Did your company provide any service on PITC (WR2) works?
If yes, how many times per annum in average had your company provided such services? _____
- (d) 貴公司在香港聘有多少員工？
What is the employee size of your company in Hong Kong? _____
- (e) 貴公司現聘有多少註冊電業工程人員？
How many Registered Electrical Workers does your company currently employ? _____

回郵及通訊地址(此項必須填寫)

Return Postal and Correspondence Address (this part must be completed)

姓名 Name _____	姓名 Name _____
地址 Address _____	地址 Address _____
_____	_____
_____	_____

個人資料私隱聲明

收集個人資料的目的

在這份表格提供的個人資料，政府會用於下列目的：

- (a) 評估貴公司的資格，以確定貴公司是否符合條件，可根據《電力(註冊)規例》有關條文的規定註冊為電業承辦商；以及
- (b) 方便政府與貴公司通訊。

受讓人的類別

你的註冊獲接納後，本表格所載的所有資料會存於機電工程署，並向部門的資料使用者披露。

貴公司的名稱、地址、電話號碼、註冊號碼、有效註冊屆滿日期、有關表現及紀律處分的資料，會在政府網頁及本署註冊及許可證辦事處及各民政事務處向公眾披露，或在個別人士提出申請後向他們披露，但所披露的資料，只限上述數項。

查詢個人資料

根據個人資料(私隱)條例第 18 條及第 22 條，以及附表 1 第 6 原則的規定，你有權查閱及改正個人資料。

你的查閱權包括索取在這份表格所提供個人資料的副本。

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)。

查詢

如對這份表格所收集的個人資料有任何查詢，包括要求查閱及改正資料，請以書面向機電工程署署長提出，地址為九龍灣啟成街 3 號機電工程署 7 樓電力法例部。

至於其他一般查詢，請使用「1823 政府一線通」二十四小時查詢熱線，電話號碼為 1823。

PERSONAL DATA PRIVACY STATEMENT

Purpose of Personal Data Collection

The personal data provided by means of this form will be used by the Government for the following purposes:

- (a) To assess the qualifications of your company in order to determine its eligibility for registration as an electrical contractor in accordance with the relevant provisions of the Electricity (Registration) Regulations; and
- (b) To facilitate communication between Government and your company.

Classes of Transferees

Upon the acceptance of your registration, all the data that appear in the form will be kept at the Electrical and Mechanical Services Department and disclosed to the data users of the department.

The data limited to the name, address, telephone number, registration number, expiry date of registration, the information of performance and disciplinary actions, may be disclosed to the public at the Government web site, the Registration and Permit Office of this department and District Offices; or to individual upon their application.

Access to Personal Data

You have a right to access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

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. You should report to the ICAC (Telephone No.: 2526-6366) if any government officers or their agents solicit an advantage from you in relation to this application.

Enquiries

Enquiries concerning the personal data collected by means of this form, including the data access and correction request, should be submitted in writing and addressed to "The Director of Electrical & Mechanical Services, Electricity Legislation Division, 7/F., 3 Kai Shing Street, Kowloon Bay" .

For other general enquiries, please use the Government "1823 Citizen's Easy Link" 24-hour access, phone number: 1823.

表格一備註

新申請註冊為電業承辦商 / 註冊續期

1. 此申請表格(表格一)供新申請為電業承辦商 / 註冊續期之用。
2. 請填報經營業務的地址。如設有數間分行，祇須在此欄填報總辦事處地址。請參閱備註 7 有關在每間分行張貼證明書副本的事項。
3. 如屬合夥商行，請填報合夥人的姓名。如有超過 4 名合夥人，請另用紙張填報所需資料並予簽署，隨本表格附交。
4. 電力條例規定承辦商須在其僱用的電業工程人員所擬備的證明書或報告上加簽。獲公司授權加簽證明書或報告的人士，需在此欄提供其中英文姓名、身分證號碼、職位及簽名樣本。如獲授權人士超過 4 名，請另用紙張填報所需資料及予簽署，並隨本表格附交。
5. 根據電力(註冊)規例第 3(1)條的規定，凡申請註冊為電業承辦商，必須僱用最少 1 名註冊電業工程人員；或屬個人的申請人，必須是註冊電業工程人員；或屬合夥商行的申請人，必須有 1 名合夥人是註冊電業工程人員。申請人需在此欄請填報註冊電業工程人員的姓名及註冊資料。如有超過 7 名註冊電業工程人員，請另用紙張填報所需資料並由申請人證實正確，隨本表格附交。
6. 為方便處理註冊申請，申請人須將作為證明的有關文件副本夾附於本申請表一併遞交。這些文件最少要包括：
 - (a) 公司商業司登記證副本 (有效期不少於 1 個，並已印有繳款記錄)
 - (b) 由公司東主、董事、或獲授權人士簽發的註冊電業工程人員受聘證明信 (簽發日期距申請註冊日期不可多於一個月)
 - (c) 新申請為註冊電業承辦商的申請人，需同時遞交申請人的香港身分證副本一份。如申請人非公司東主或董事，需同時遞交由公司東主或董事簽發的代辦電業承辦商註冊申請授權文件。
7. 如申請人設有分行，須按照電力條例第 34(8)條的規定，為每間分行申領由署長發出的註冊證明書副本。為分行申領註冊證明書副本的辦法如下：
 - (a) 填具本表格(表格一)，並為每間分行填具一份表格二 A，以申報分行的資料，然後把全部表格二 A 連同本表格一併遞交。請在此欄的空位上註明所夾附的表格二 A 份數。

或
 - (b) 申請人如已註冊為電業承辦商，可利用表格二及二 A 提出申請。註冊電業承辦商如需補領註冊證明書副本，或更改已向署長註冊的分行資料，應以書面向署長提出申請。
8. D 部要求之資料並非申請註冊為電業承辦商 / 註冊續期必須提供之資料，填寫與否將不會影響申請結果。所得之資料只作本署參考之用。

NOTES TO FORM 1

NEW/RENEWAL APPLICATION FOR REGISTRATION AS AN ELECTRICAL CONTRACTOR

1. This application form (Form 1) is used for NEW/RENEWAL application for registration as an electrical contractor.
2. Please fill in the address where you carry out your business. If you have several branch offices, you need only to fill in your Head Office's address in this area and see note 7 for copies of certificates of registration for display at each of his branch offices.
3. If your company is registered as a partnership, please provide the names of the partners. If there are more than four persons, please provide the required details in separate sheets duly signed and have them attached to this Form.
4. The Electricity Ordinance requires the contractor to endorse the certificates and reports produced by the registered electrical worker(s) employed by him. The name (Chinese and English), HKID number, post and specimen signatures of the persons authorized by the company to endorse the certificates and reports shall be provided in this section. If there are more than four persons, please provide the required details in separate sheets duly signed and have them attached to this form.
5. According to Regulation 3(1) of the Electricity (Registration) Regulations, to be qualified as a registered electrical contractor, the applicant for registration must either employ at least one registered electrical worker or, if the applicant is an individual, he must be a registered electrical worker; or if the applicant is a partnership, one of the partners must be a registered electrical worker. Please provide name(s) and registration details of registered electrical worker(s) (REW). If there are more than seven REWs, please provide the required details in separate sheets duly certified by the applicant and have them attached to this Form.
6. In order to facilitate the processing of the application, the applicant should submit copy of relevant documents to support his application. This includes, but is not limited to the following:
 - (a) Copy of the Business Registration Certificate (with validity not less than 1 month and printed with payment record)
 - (b) Letter signed by proprietor, director or authorized person confirming the employment of the REWs (date of issue should be within 1 month before the date of application)
 - (c) Applicant of new/renewal application for registration as an electrical contractor, should also submit copy of the applicant's HKID Card. If the applicant is not the proprietor or director of the company, An authorization letter signed by proprietor or director of the company should be submitted with the application.
7. If you have branch offices, you should apply for a copy of your certificate of registration issued by the Director for each of your branch office in accordance with Section 34(8) of the Electricity Ordinance.
Application for additional copies of certificate of registration for branch offices should be done by:
Either
 - (a) completing this Form (Form 1) and providing details of branch offices by completing one Form 2A for each branch office and attach all Form 2A to this Form. Please indicate the total number of Form 2A that are attached to this Form 1 in the space provided, use one Form 2A for each branch office.
Or
 - (b) submitting Form 2 & 2A after the applicant has been registered as an electrical contractor. For replacement of copies of certificate of registration of electrical contractor or for any change in particulars of those branch offices that are already registered with the Director, the registered electrical contractor should apply in writing to the Director.
8. The provision of information in Section D is not compulsory for the application. The result of application will NOT be affected by the completeness of Section D. The information obtained in Section D is for EMSD reference only.

表格一/二 A 申請及繳款方法

1. 申請費用如下：

- | | |
|------------------------------|----------|
| (a) 無論新申請或續期申請註冊為電業承辦商的費用 | 港幣 855 元 |
| (b) 註冊電業承辦商為每間分行申領註冊證明書副本的費用 | 港幣 340 元 |

政府可對申請費用加以調整。(註：無論申請成功與否，所繳申請費用均不會獲發還。)

2. 申請人可親自到九龍灣啟成街 3 號機電工程署總部地下「註冊及許可證辦事處」遞交此申請書及繳交申請費用。

辦公時間：	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

申請人亦可採用以下任何一種方法遞交申請：

- (a) 郵寄至本署署長，地址如上：
- (b) 祇在星期六上午 8 時 30 分至下午 12 時 30 分止，將申請表格投入設於本署地下大堂的投遞箱內。

本署會要求申請人帶同文件正本以便核實。

3. 所有支票、匯票及本票均須寫明支付「香港特別行政區政府」並加劃線。切勿寫明支付某一職員。期票概不接納。現金切勿郵寄。

APPLICATION AND PAYMENT INSTRUCTIONS TO FORM 1/2A

1. The Application Fee is as following:

- | | |
|--|---------|
| (a) The application fee for registration as an electrical contractor | HK\$855 |
| (b) The application fee for a copy of certificate of registration of electrical contractor for one branch office | HK\$340 |

All fees are subject to revision. (Note: The paid application fee will not be refunded regardless of the result of application.)

2. Submission of this application form and payment of application fee can be made by the applicant in person at the Registration and Permit Office, Ground Floor, the Electrical & Mechanical Services Department Headquarters, 3 Kai Shing Street, Kowloon Bay.

HOURS OF COLLECTION:	Monday to Friday	9:00 a.m. to 5:15 p.m.
	Saturday, Sunday and Public Holidays	closed

Applicant can also submit application through any one of the following methods:

- (a) By post to the Director of Electrical and Mechanical Services at the above address;
- (b) By putting applications into the drop-in box located at G/F lobby of Electrical and Mechanical Services Department on Saturday only from 8:30 a.m. to 12:30 p.m.

Applicant is required to bring along the original documents for verification.

3. Cheques, Drafts and Cashier Orders should be made payable to 'The Government of the Hong Kong Special Administrative Region' and crossed. They must not be made payable to any individual officer. Post-dated cheque will not be accepted. Cash should not be sent through the post.