

Our reference 本署檔號：(65) in EMSD/LESD7-2/4A

Your reference 來函檔號：

Telephone 電話號碼： 2808 3861

Facsimile 圖文傳真： 2504 5970

2 March 2015

All Registered Lift/ Escalator Contractors and Engineers

Dear Sirs,

**Circular No.: 2/2015**  
**Display of Use Permits in Lifts**

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Section 39 (1) of the Lifts and Escalators Ordinance (Cap. 618) requires the Responsible Person for a lift, other than a lift specified in Schedule 4, that has a car must ensure that the Use Permit for the time being in force in respect of the lift is displayed at all times in a conspicuous position in the car of the lift.

Registered Lift Contractors should advise and assist the Responsible Person for a lift to display the Use Permit in the lift car according to the above-mentioned requirement in the Ordinance in accordance with the guidelines set out below:-

1. The Use Permit should be posted such that the bottom of the Use Permit is at a height of at least 1m above floor level of the lift car;
2. The Use Permit should be posted such that the top of the Use Permit is at a height of not higher than 1.8m above floor level of the lift car; and
3. The Use Permit should not be obstructed by any items, including leaflets, stickers or notices.

This Circular supersedes our Circular No. 13/2009 with immediate effect.

Yours faithfully,



(CHEUNG Kim-ching)  
for Director of Electrical and Mechanical Services

- c.c. The Director of Housing (Attn.: SM/ QM)  
The Director of Architectural Services (Attn.: CBSE/2)  
The Lift and Escalator Contractors Association  
The Registered Elevator and Escalator Contractors Association Ltd  
The International Association of Elevator Engineers  
The Hong Kong General Union of Lift and Escalator Employees