

Our reference 本署檔號 :

(51) in EMSD/LESD 7-2/4A

Telephone 電話號碼 : 2808 3861

Your reference 來函檔號 :

17 March 2014

Facsimile 圖文傳真 : 2504 5970

To: All Registered Lift Contractors /Registered Escalator Contractors

Dear Sirs,

Circular No. 05/2014

Duties of Registered Lift/Escalator Contractors to Notify Registrar of Certain Changes

In accordance with section 10 and 24 of the Lifts and Escalators (General) Regulation, Chapter 618A, if a registered lift/escalator engineer or registered lift/escalator worker employed by a registered lift/escalator contractor under a contract of employment dies, ceases to be such an engineer or worker, or otherwise ceases to be employed by the contractor, the contractor must, within 14 days after the date on which the death or cessation takes place, notify in the specified form (Form LE48) the Registrar of the death or cessation.

This Circular serves to remind all registered lift/escalator contractors shall strictly follow the above Regulation and submit outstanding submissions, if any, to us on or before 31 March 2014.

Please note that a person who, without reasonable excuse, contravenes the above regulation commits an offence and is liable on conviction to a fine at level 1.

Yours faithfully,



(PANG Yiu Hung)

for Director of Electrical and Mechanical Services

c.c. The Lift and Escalator Contractors Association
The Registered Elevator and Escalator Contractors Association Limited
The Hong Kong General Union of Lift and Escalator Employees