

Our reference 本署檔號 :

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

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4 June 2015

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To: All Registered Lift Contractors /Registered Escalator Contractors

Dear Sirs,

Circular No. 06/2015

Duties of Registered Lift/Escalator Contractors to notify the Director of (i) undertaking of lift/escalator works and (ii) unable or unwilling to continue to undertake lift/escalator works

In accordance with sections 3 and 18 of the Lifts and Escalators (General) Regulation (Cap. 618A) ("the Regulation"), a registered lift/escalator contractor who undertakes any lift/escalator works must not later than 7 days before the first commencement day, notify Director of Electrical and Mechanical Services ("the Director") of the undertaking with the specified Form LE3, or under exceptional circumstances, must before the date of commencement of the works notify the Director of the undertaking.

In addition, pursuant to sections 9 and 23 of the Regulation, if for any reason a registered lift/escalator contractor who has undertaken any lift/escalator works is subsequently unable or unwilling to continue to undertake the works, the contractor must, within 14 days after the date on which the contractor ceases to undertake the works, notify the Director with the specified Form LE10 of the fact and the date of cessation of the undertaking.

This Circular serves to remind all registered lift/escalator contractors to strictly observe the above mentioned requirements, in particular the time periods, related to the submission of the notifications (i.e. Form LE3/LE10). Furthermore, the related guidance given in the Code of Practice for Lift Works and Escalators Works on these requirements should also be followed.

Please note that a person who, without reasonable excuse, contravenes the above mentioned sections commits an offence and is liable on conviction to a fine at level 3.

Yours faithfully,



(CHEUNG Kim-ching)

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