

Our reference 本署檔號 :

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

Telephone 電話號碼 : 2808 3861

Your reference 來函檔號 :

3 March 2016

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To: All Registered Lift Contractors/Registered Escalator Contractors
All Registered Lift Engineers/Registered Escalator Engineers
All Registered Lift Workers/Registered Escalator Workers

Dear Sirs,

Circular No. 4/2016

Assessment of Past Performance of Registered Persons in Approving Renewal of Registration

The registration of all registered persons is valid for five years and renewable upon application. In accordance with sections 75, 79, 83, 87, 91 and 95 of the Lifts and Escalators Ordinance (Cap. 618) ("the Ordinance"), the Registrar must not grant a renewal unless the Registrar is satisfied that the applicant is a fit and proper person to continue to perform the functions conferred or imposed on the applicant under the Ordinance.

This Circular serves to inform all registered persons that their past adverse performance will be taken into consideration when assessing whether they are a fit and proper person for granting the renewal of registration. Examples of adverse performance include:-

- (i) Convictions under the Ordinance and related regulations;
- (ii) Committing disciplinary offences;
- (iii) Receiving warning letters;
- (iv) Demerit points imposed under the Contractors' Performance Rating System; and
- (v) Failure to implement the improvement actions identified from Registered Contractor surveillance audits in a timely manner.

Registered persons will be required to demonstrate that necessary improvement actions have been taken to address their past adverse performance when they apply for renewal of registration. Renewal of registration will only be granted if the Registrar is satisfied with the improvement actions taken by the applicant.

If you have any query on this Circular, please contact Mr. Wallace CHUI at 2808 3237.

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