

表格 LE13
香港特別行政區政府
升降機及自動梯條例(第 618 章)
申請發出准用證或復用證複本

FORM LE13
THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION
LIFTS AND ESCALATORS ORDINANCE, CHAPTER 618
APPLICATION FOR DUPLICATE OF USE PERMIT OR RESUMPTION PERMIT

請參閱「表格 LE13 備註」，並以正楷填寫此表格及在適當方格內加上✓號。

Please read the "Notes to Form LE13", complete this Form in BLOCK LETTERS and enter ✓ in the appropriate box(es).

致：機電工程署署長 ("署長")

To: The Director of Electrical and Mechanical Services ("the Director")

第 1 部 Part 1	申請人資料 Particulars of the Applicant	(此部分須由申請人填寫) (This part must be completed by the Applicant)										
<p>*升降機/自動梯地點編號: *Lift/Escalator Location ID.: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td></tr></table> - <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td></tr></table></p> <p>裝置於 _____ 之第 _____ 號 *升降機/自動梯</p> <p>*Lift/Escalator No. _____ installed at _____</p>												
<p>申請人的通訊資料 Contact Details of the Applicant</p> <p>(名稱 Name) _____</p> <p>(室 Flat/Room) _____ (樓 Floor) _____ (座 Block) _____</p> <p>(大廈名稱 Name of Building) _____</p> <p>(屋苑名稱 Name of Estate) _____</p> <p>(號碼及街道名稱 No. and Name of Street) _____</p> <p>(地區 District) _____</p>												
<p>(注意: 本署會以上述地址與申請人聯絡及郵寄函件。) (Note: This Department will contact the Applicant and mail letters through the above correspondence address.)</p>												
<p>聯絡電話號碼 Contact Telephone No. _____</p>												
<p>電郵地址 Email Address _____</p>												

第 2 部
Part 2

聲明
Declaration

(此部分須由申請人填寫及簽署)
(This part must be completed and signed by the Applicant)

本人現遵照《升降機及自動梯條例》(第 618 章)第*29/59 條，為上述*升降機/自動梯申請許可證複本。

In accordance with section *29/59 of the Lifts and Escalator Ordinance, Chapter 618, I would like to apply for a duplicate permit for the above *lift/escalator.

許可證種類:

Type of permit:

- 准用證
Use permit
- 復用證
Resumption permit

申請複本原因:

Reason for application:

- 遺失
Lost
 - 毀壞
Destroyed
 - 污損
Defaced
 - 損壞
Damaged
 - 其他原因，請註明
Other reason, please state _____
- 附上許可證的正本
The original permit is attached
 - 本人已無法取得許可證的正本
The original permit is no longer available to me

申請人簽署
Signature of the Applicant

日期
Date

只供本署填寫 Official Use Only

收據編號
RECEIPT NO.

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表格 LE13 備註

1. 如升降機/自動梯的許可證(即准用證或復用證)的正本遭遺失、毀壞、污損或損壞，申請人須以本表格(表格 LE13)向署長申請許可證複本，以取代該許可證。本表格的申請人是指升降機/自動梯的負責人或其代表。
2. 申請人須提供本表格(表格LE13)指明的所有資料及詳情，以及在表格上簽署，署長才會考慮向申請人發出相關許可證的複本。本署會以申請人提供的通訊資料與申請人聯絡及郵寄函件。如果填報的資料有任何變更，請以書面通知本署及註明升降機/自動梯的地點編號，以便本署更新該通訊資料。
3. 根據第1款發出的許可證複本，其效力等同於有關許可證的正本。升降機/自動梯的負責人若就申請而獲發准用證的複本，他們須在適當地方展示該准用證的複本，以免觸犯法例。
4. 許可證複本一經發出，有關許可證的正本即告失效。
5. 如申請人仍可取得許可證的正本，須將之連同本表格(表格LE13)交回署長。
6. 如申請人違反第5款，署長可拒絕有關申請。

NOTES TO FORM LE13

1. If a permit, i.e. Use Permit or Resumption Permit, is lost, destroyed, defaced or damaged, the Applicant must use this Form (Form LE13) for application to the Director for issuing a duplicate permit to replace the original permit. The Applicant of this Form means the responsible person for the lift/escalator or his/her representative.
2. The applicant must provide all the information and particulars specified in this Form (Form LE13) for the Director to consider the application. This Department will contact the Applicant or mail letters through the correspondence address provided by the Applicant. If there is any change to the correspondence address, the Applicant should notify this Department in writing and clearly state the lift/escalator location ID for updating the contact details.
3. A duplicate permit issued under item 1 above has the same effect as the original permit. Where the responsible person for the lift/escalator is issued a duplicate Use Permit, he or she must display the duplicate Use Permit in a suitable location in order not to contravene the Law.
4. On the issue of a duplicate permit, the original permit ceases to be valid.
5. If the original permit is still available to the Applicant, the Applicant must return it to the Director together with this Form (Form LE13).
6. The Director may refuse the application if the Applicant contravenes item 5 above.

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網上牌照 申請服務

Online service for
license application



掃描 QR Code 了解詳情
Scan QR code for details

註冊電業工程人員
Registered electrical worker

准用證 (升降機) / (自動梯)
Use permit (lift / escalator)

註冊氣體裝置技工
Registered gas installer

強制性能源效益標籤計劃
Mandatory Energy Efficiency
Labelling Scheme

申請參與建築物能源效益註冊計劃
Energy Efficiency Registration
Scheme for Buildings

淡水冷卻塔計劃
Fresh Water Cooling Towers Scheme



機電工程署
EMSD



重要通知

任何人士試圖向任何政府人員提供利益 (根據《防止賄賂條例》(第 201 章) 定義), 以影響本申請的結果, 即構成《防止賄賂條例》所訂的罪行, 並導致有關申請無效, 而機電工程署會向廉政公署舉報個案。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)。

Important Notice

Any attempt to offer advantage (as defined in the Prevention of Bribery Ordinance ("POBO") (Cap. 201)) 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 officer or their agent solicits an advantage from you in relation to this application.