

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 style="color: red;">(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.

