

FORM LE2

THE LIFTS AND ESCALATORS ORDINANCE (CHAPTER 618)

Notification for Subcontracting Works Involving
Installation / Maintenance / Major Alteration / Demolition of Lift(s) or Escalator(s)

(Note: This form should be submitted to the Director of Electrical and Mechanical Services **not later than 7 days** before the date on which the subcontracted works are to commence. If the subcontracted works are concerned with works to be carried out in such exceptional circumstances specified by the Director, submission of this form should be made before the date on which the works commence.)

Date: _____
(dd/mm/yyyy)

To: The Director of Electrical and Mechanical Services (Fax: 2504 5970)

PART 1

The undersigned, (name in full) _____,
*registered lift contractor (RLC No. _____) / registered escalator contractor (REC No. _____), hereby
inform you that the *lift works / escalator works as described in Part 2 have been subcontracted to (full name of
subcontractor) _____.

New Building Occupied Building (Please tick "✓" one of the building types)

*Lift / Escalator Location ID.: (if applicable)

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X	X	X
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(Lift / Escalator Location ID) (Lift / Escalator Code)

*Lift / Escalator Code : _____

(Please enter the identification mark(s) or number(s) if Lift / Escalator Code is not available)

*Lift / Escalator Installation Location: _____
(name of street and locality)

PART 2 (Please tick "✓" one of the following kinds of works to be subcontracted and specify the reason.)

- Installation of *Lift / Escalator (Note 1) Maintenance of *Lift / Escalator
- Major Alteration of *Lift / Escalator (please describe briefly) Demolition of *Lift / Escalator (Note 1)
- Installation of CCTV System in Lift Car (Note 1)
- Other *Lift / Escalator Works (please describe briefly)

Reason for subcontracting: _____

Anticipated date of commencement of the subcontracted works: _____
(dd/mm/yyyy)

Planned date of completion of the subcontracted works: _____
(dd/mm/yyyy)

PART 3 (Please tick "✓" where appropriate.)

The subcontractor undertaking the above *lift works / escalator works is :

- (a) a registered *lift / escalator contractor.
- (b) not a registered *lift / escalator contractor but written approval of the Director in accordance with section 38 or section 68 of the Ordinance has already been sought for the subcontracting arrangement.
- (c) others, please specify _____

PART 4

Information of Subcontractor

Name: _____

Contact Person: _____

Contact Telephone: _____

For any enquiries about this notification, please contact our staff (*name & post*) _____
_____ on (*tel. no.*) _____.

(Company Chop)

(Signature of *Registered Lift Contractor /
Registered Escalator Contractor)
(*to be signed by one of the authorized signatories*)

Notes:

- 1 The subcontracted works should be under the supervision of a qualified person.
- 2 The name and contact details of the subcontractor should be inserted into the log book designated for the *lift / escalator concerned.

* Delete whichever is not applicable.

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申請服務，包括 ...
Provide online services for over **40**
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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
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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.