

表格 LE41
香港特別行政區政府
升降機及自動梯條例 (第 618 章)
申請註冊成為升降機工程人員及/或自動梯工程人員
(包括增加註冊級別) 或 註冊續期申請

FORM LE41
THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION
THE LIFTS AND ESCALATORS ORDINANCE (CHAPTER 618)
APPLICATION FOR REGISTRATION
(INCLUDING ADDITION OF CLASS OF REGISTRATION) / RENEWAL OF REGISTRATION
AS A LIFT WORKER AND/OR AN ESCALATOR WORKER

申請人須知
Notes for Applicants

- (i) 表格用作申請成為升降機及自動梯條例(“條例”)所界定屬於本表於丁部所列表載級別的註冊升降機工程人員及/或註冊自動梯工程人員。
This form is for application for registration as a registered lift worker and/or registered escalator worker under the Lifts and Escalators Ordinance (“the Ordinance”) in the classes as listed in section D of this form.
- (ii) 申請人在填寫本表格前，應先細閱背頁的「表格 LE41 備註」、「表格 LE41 申請及繳款方法」、和「個人資料私隱聲明」。
Applicant should read carefully the “Notes to Form LE41”, “Application and Payment Instructions to Form LE41”, and “Personal Data Privacy Statement” (overleaf) before completing this application form.
- (iii) 各註冊級別的資歷要求列載於本表格背頁的「表格 LE41 備註」。註冊主任或會要求申請人出席面試，以評核申請人是否具備所需知識及技能。此外，申請人會被要求出示所有有關之證明書或文件的正本，以供核實。
The qualification requirements for each class of registration are listed in the “Notes to Form LE41” (overleaf). The Registrar may require the applicant to attend an interview for assessing whether the applicant possesses the necessary knowledge and skills. The applicant will be required to produce all relevant original certificates or documents for verification.
- (iv) 申請人如未能提供全部所需的資料，或所填寫的資料未能清楚顯示申請人具備有關註冊級別所需的最低資歷、訓練、工作經驗及/或技能測試的條件，將會為審批申請的工作帶來不必要的延誤，或導致申請被拒。
If you fail to provide all the information as requested, or the information that you provided is not clear as to whether you have attained the minimum qualification, training, experience requirements and/or trade test, unnecessary hindrance will be caused to the assessment process and it may lead to refusal of the application.
- (v) 在「表格 LE41 申請及繳款方法」第 3 項所指定的文件副本須與本表格一併提交。
A copy of each document specified in Item 3 of the “Application and Payment Instructions to Form LE41” should be submitted together with this application form.
- (vi) 如空位不敷填寫，請另頁列詳列有關資料，並隨申請表一同附上。
If there is insufficient space, please provide the information on a supplementary page and submit the supplementary page together with this application form.
- (vii) 請以**正楷**填寫本申請表格的相關部份，並在表格上**簽署**。
Please complete all relevant sections of this application form in **BLOCK** letters and **SIGN** the form.

表格 LE41
香港特別行政區政府
升降機及自動梯條例 (第 618 章)
申請註冊成為升降機工程人員及/或自動梯工程人員
(包括增加註冊級別) 及註冊續期申請

此欄不用填寫
Office use only

收件日期
Receipt Date

收據編號
Receipt No.

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FORM LE41
THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION
THE LIFTS AND ESCALATORS ORDINANCE (CHAPTER 618)
APPLICATION FORM FOR REGISTRATION
(INCLUDING ADDITION OF CLASS OF REGISTRATION) & RENEWAL OF REGISTRATION
AS A LIFT WORKER AND/OR AN ESCALATOR WORKER

(甲) 個人身份及聯絡資料

(A) Personal Particulars and Contact Details

姓名(英文)(姓氏先行) Name in English (Surname first)				姓名(中文) Name in Chinese			
出生年份 Year of Birth		年 Year		性別 Sex		<input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female	
香港身份證號碼 H.K.I.D.No.				護照號碼(如無身份證) Passport No. (if no H.K.I.D.)			
通訊地址 Correspondence Address							
聯絡電話號碼 Contact Telephone No.				傳真號碼(如有) Facsimile No. (if available)			
電子郵件地址(如有) E-Mail Address (if available)							

(乙) 申請人的註冊資料

(B) Applicant's registration particulars

(申請首次註冊人士無需填寫此部份。)

(Applicant for new registration is not required to complete this section.)

申請人的註冊升降機工程人員編號 Applicant's Registered Lift Worker No.				屆滿日期 Expiry Date			
				日 Day	月 Month	年 Year	
R	L	W		/	/		
申請人的註冊自動梯工程人員編號 Applicant's Registered Escalator Worker No.				屆滿日期 Expiry Date			
				日 Day	月 Month	年 Year	
R	E	W		/	/		

(丙) 申請類別 (請在適當的申請項目空格內加上√號。)
(C) Type of Application (Please tick in the appropriate box.)

<input type="checkbox"/> 新註冊 New registration	→ 請填妥 (丁) 至 (庚) 各部 Please complete sections (D) to (G)	(請參閱備註 1 及 2) (see notes 1 & 2)
<input type="checkbox"/> 增加註冊級別 Addition of new class(es) of registration	→ 請填妥 (丁) 至 (庚) 各部 Please complete sections (D) to (G)	(請參閱備註 1 及 2) (see notes 1 & 2)
<input type="checkbox"/> 申請續期 Registration Renewal	→ 請填妥 (丁), (己) 及 (庚) 各部 Please complete sections (D), (F) and (G)	(請參閱備註 3) (see note 3)

(丁) 註冊級別 (請在適當的申請項目空格內加上√號及可選擇多過一項級別。)
(D) Class of Registration (Please tick in the appropriate box and you may tick more than one class of registration.) (請參閱備註 1)
 (see note 1)

註冊升降機工程人員 Registered Lift Worker	<input type="checkbox"/> A 級註冊升降機工程人員 Class A Registered Lift Worker <input type="checkbox"/> B 級註冊升降機工程人員 Class B Registered Lift Worker <input type="checkbox"/> C 級註冊升降機工程人員 Class C Registered Lift Worker
註冊自動梯工程人員 Registered Escalator Worker	<input type="checkbox"/> A 級註冊自動梯工程人員 Class A Registered Escalator Worker <input type="checkbox"/> B 級註冊自動梯工程人員 Class B Registered Escalator Worker <input type="checkbox"/> C 級註冊自動梯工程人員 Class C Registered Escalator Worker

(戊) 資格類別 (請在適當資格類別的空格內加上√號及每註冊級別祇可選擇一項資格類別。)
(E) Type of Qualification (Please tick in the appropriate box and only one type is allowed for each class of registration.) (請參閱備註 2)
 (see note 2)

申請註冊級別 Class of Registration	資格類別 Type of Qualification							
	升降機工程人員 Lift Worker				自動梯工程人員 Escalator Worker			
註冊工程人員 (A+B+C 級) Registered Worker (Class A+B+C)	<input type="checkbox"/> 類別 1 TYPE 1	<input type="checkbox"/> 類別 2 TYPE 2	<input type="checkbox"/> 類別 3 TYPE 3	<input type="checkbox"/> 類別 4 TYPE 4	<input type="checkbox"/> 類別 1 TYPE 1	<input type="checkbox"/> 類別 2 TYPE 2	<input type="checkbox"/> 類別 3 TYPE 3	<input type="checkbox"/> 類別 4 TYPE 4
A 級註冊工程人員 Class A Registered Worker	<input type="checkbox"/> 類別 5 TYPE 5	<input type="checkbox"/> 類別 6 TYPE 6			<input type="checkbox"/> 類別 5 TYPE 5	<input type="checkbox"/> 類別 6 TYPE 6		
B 級註冊工程人員 Class B Registered Worker	<input type="checkbox"/> 類別 7 TYPE 7				<input type="checkbox"/> 類別 7 TYPE 7			
C 級註冊工程人員 Class C Registered Worker	<input type="checkbox"/> 類別 8 TYPE 8				<input type="checkbox"/> 類別 8 TYPE 8			

(己) 申請人的資歷

(請按日期先後順序列出。申請續期人士只須填報過往五年內的資料,新申請人士則須填報過往所有資料。)

(F) Qualifications of the Applicant

(Please input in chronological order. For registration renewal, please provide past information within the last 5 years. New applicant should provide all past information.)

(i) 學歷 Academic Qualifications		
技術 / 學術機構 Technical / Academic Establishment	獲頒文憑或證書類別 Class of Award	獲頒資格日期 Date of Award

(ii) 技能測試 Trade Test		
	(如適用) (If appropriate)	
技術 / 學術機構 Technical / Academic Establishment	技能測試 Trade Test	獲頒資格日期 Date of Award

(iii) 訓練 / 學徒訓練 Training / Apprenticeship		
	(如適用。申請人可用表格 LE41A 填寫訓練紀錄。) (If appropriate. Applicant can use Form LE41A to fill in their training records.)	
技術 / 學術機構 Technical / Academic Establishment	訓練 / 學徒訓練 Training / Apprenticeship	獲頒資格日期 Date of Award

(庚) 升降機工程及自動梯工程工作經驗*(續期申請人士只須填報過往五年內所取得的相關工作經驗。)***(G) Practical Experience in Lift Work and Escalator Works***(For renewal of registration, please provide details of working experience obtained within the last 5 years.)*

僱主名稱 Name of Employer	工作期間 (按日期先後順序列出) Working Period (in chronological order)		任期 Duration of Employment		職位及從事之工程種類 (例如：安裝、保養及檢驗等) Post and Type of Works Undertaken (e.g. Installation, Maintenance and Examination, etc.)
	由(月/年) From(mth/yr)	至(月/年) To(mth/yr)	(年) (year)	(月) (month)	

你是否同意註冊主任在有需要時，向(己)部和(庚)部所填寫之有關學術機構及/或你的僱主/前僱主，查證你的學術/訓練資格及升降機工作及/或自動梯工作經驗，以及同意有關機構或僱主就相關資料作出披露？

Do you agree the Registrar to approach the academic institutions and/or your previous/current employers stated in Section (F) and Section (G) above for verification of your academic/training qualifications and lift works and/or escalator works experience, and agree such institutions or employers to release such information?

(請在其中一個空格內加上「✓」號)

同意 Agree 不同意 Not Agree

(Please tick one of the boxes)

(i) 本人聲明本人具有足夠的知識及合適的狀況以執行本條例下註冊工程人員的責任及職能。

I declare that I am fit and have sufficient knowledge to perform the required duties and functions of a registered worker under the Ordinance.

(ii) 本人聲明(實 / 未實)* 在香港或香港以外地方被裁定犯某罪行，而該罪行如由註冊工程人員所犯，便可損及註冊工程人員專業的聲譽及未曾在專業方面有任何失當或疏忽行為。

I declare that I (have / have not)* been convicted in Hong Kong, or elsewhere, of any offence which, if committed by a registered worker, may bring the profession of registered worker into disrepute and have not committed any misconduct or neglect in a professional respect.

(iii) 本人聲明在此申請表格填報的一切資料、陳述及附上的文件全屬真確無訛。**警告：如就此申請作出虛假陳述或失實資料，即屬違法。**本人亦已閱讀及同意夾附於申請表的「個人資料私隱聲明」。

I declare that all particulars, statements and documents submitted herein and with this application are true and correct. **Warning: It is an offence in law to furnish any false statement or information related to this application.** I also confirm that I have read and agreed to the "Personal Data Privacy Statement" attached to the application form.

申請人簽署

Signature of Applicant

申請日期

Date of Application

日 Day

月 Month

年 Year

回郵地址(此項必須填寫)

Return Postal Address (this part must be completed)

姓名 Name

姓名 Name

地址 Address

地址 Address

表格 LE41 備註

1. 註冊級別

- (甲) **A 級**註冊升降機工程人員或 **A 級**註冊自動梯工程人員在受僱於承辦該工程的註冊升降機/自動梯承辦商的情況下可親自進行下述工程 (簡稱**安裝及拆卸工程**):
- (i) 在有關升降機或自動梯取得首張准用證前而為該升降機或自動梯所進行的工程，但不包括任何檢驗工程；及
 - (ii) 拆卸任何升降機或自動梯。
- (乙) **B 級**註冊升降機工程人員或 **B 級**註冊自動梯工程人員在受僱於承辦該工程的註冊升降機/自動梯承辦商的情況下可親自進行下述工程 (簡稱**保養維修工程**):
- (i) 在有關升降機或自動梯取得首張准用證後而為該升降機或自動梯所進行的工程，但不包括任何檢驗或拆卸工程。
- (丙) **C 級**註冊升降機工程人員或 **C 級**註冊自動梯工程人員在受僱於承辦該工程的註冊升降機/自動梯承辦商的情況下可親自進行下述工程 (簡稱**檢驗工程**):
- (i) 有關升降機或自動梯的任何檢驗工程。

2. 註冊的資格類別

申請人若擁有以下任何一個類別(即類別 1 至類別 8)所指定的資格及經驗，便合資格申請註冊成為相應級別之升降機工程人員或自動梯工程人員:

- (甲) 符合申請成為註冊升降機工程人員及/或註冊自動梯工程人員 (**A+B+C 級**)的資格類別:

- 類別 1**
- (i) 曾是升降機或自動梯電氣技工行業、升降機或自動梯機械技工行業、或獲註冊主任認可的類似行業的學徒及完成有關的工藝證書課程；及
 - (ii) 具備最少 **4 年相關工作經驗**，並在提出註冊申請日期前的 5 年期間內，已累積最少 1 年相關工作經驗。
- 類別 2**
- (i) 已完成註冊主任認可的屋宇設備工程、電機工程、電子工程、輪機工程或機械工程的證書課程、或獲註冊主任認可的同等資歷或更高資歷；及
 - (ii) 已接受**相關訓練**；及
 - (iii) 具備最少 **4 年相關工作經驗**，並在提出註冊申請日期前的 5 年期間內，已累積最少 1 年相關工作經驗。
- 類別 3**
- (i) 已在一項由註冊主任認可的升降機工程或自動梯工程**行業測試**中及格；及
 - (ii) 已接受**相關訓練**；及
 - (iii) 已累積不少於 **8 年相關工作經驗**，並在提出註冊申請日期前的 5 年期間內，已累積最少 12 個月相關工作經驗。
- 類別 4**
- (i) 獲註冊升降機承辦商或註冊自動梯承辦商認為已在升降機或自動梯工程方面(包括安裝、拆卸、保養及檢驗)取得**足夠經驗及訓練**；及
 - (ii) 已接受**相關訓練**；及
 - (iii) 具備最少 **4 年相關工作經驗**，並在提出註冊申請日期前的 5 年期間內，已累積最少 1 年相關工作經驗。
- (請另參閱*註解)

(乙) 若申請人擁有以下任何一個類別所指定的資格及經驗，便合資格申請成為 **A 級**升降機工程人員或 **A 級**自動梯工程人員：

- 類別 5**
- (i) 獲註冊升降機承辦商或註冊自動梯承辦商認為已在升降機或自動梯**安裝及拆卸工程**方面取得**足夠經驗及訓練**；及
 - (ii) 已接受**相關訓練**；及
 - (iii) 具備最少 **4 年相關工作經驗**，並在提出註冊申請日期前的 5 年期間內，已累積最少 1 年相關工作經驗。
- (請另參閱*註解)**

- 類別 6**
- (i) 受僱於任何註冊升降機承辦商或註冊自動梯承辦商其下之分判商，並獲該註冊升降機承辦商或註冊自動梯承辦商認為已在升降機或自動梯**安裝及拆卸工程**方面取得**足夠經驗及訓練**；及
 - (ii) 已接受**相關訓練**；及
 - (iii) 具備最少 **4 年相關工作經驗**，並在提出註冊申請日期前的 5 年期間內，已累積最少 1 年相關工作經驗。
- (請另參閱*註解)**

(丙) 若申請人擁有以下所指定的資格及經驗，便合資格申請成為 **B 級**升降機工程人員或 **B 級**自動梯工程人員：

- 類別 7**
- (i) 獲註冊升降機承辦商或註冊自動梯承辦商認為已在升降機或自動梯**保養工程**方面取得**足夠經驗及訓練**；及
 - (ii) 已接受**相關訓練**；及
 - (iii) 具備最少 **4 年相關工作經驗**，並在提出註冊申請日期前的 5 年期間內，已累積最少 1 年相關工作經驗。
- (請另參閱*註解)**

(丁) 若申請人擁有以下所指定的資格及經驗，便合資格申請成為 **C 級**升降機工程人員或 **C 級**自動梯工程人員：

- 類別 8**
- (i) 獲註冊升降機承辦商或註冊自動梯承辦商認為已在升降機或自動梯**檢驗工程**方面取得**足夠經驗及訓練**；及
 - (ii) 已接受**相關訓練**；及
 - (iii) 具備最少 **4 年相關工作經驗**，並在提出註冊申請日期前的 5 年期間內，已累積最少 1 年相關工作經驗。
- (請另參閱*註解)**

備註

* 類別 4 至類別 8 為過渡性安排。

3. 註冊續期的要求

所有已註冊的升降機工程人員或自動梯工程人員在申請註冊續期時，需要符合以下要求：

- (甲) 在提交註冊申請日期前之 5 年內，已累積最少 1 年的相關工作經驗；以及
- (乙) 在提交註冊申請日期前之 5 年內，已完成最少 30 小時的相關訓練。(請在申請表的已部份第(ii)項提供所參與的訓練課程的詳細內容。)

4. **升降機工程或自動梯工程**包括任何關於升降機或自動梯或其相聯設備或機械的安裝、試運行、檢驗、保養、修理、更改或拆卸的各類工作。

5. **更改個人資料**

如註冊升降機工程人員或註冊自動梯工程人員的**姓名、通訊地址或身份證明文件**有所更改，該註冊升降機工程人員或註冊自動梯工程人員應於該更改後的 **14 天內**，以書面通知機電署並提供相關證明。

1. Classifications of registration

- a) **Class A** registered lift worker or **Class A** registered escalator worker who is employed by the registered lift/escalator contractor who undertakes the works are authorized to personally carry out:
 - (i) lift works or escalator works in respect of the lift or escalator before the first use permit for a lift or an escalator is issued, excluding any examination; and
 - (ii) demolition of a lift or an escalator.
- b) **Class B** registered lift worker or **Class B** registered escalator worker who is employed by the registered lift/escalator contractor who undertakes the works are authorized to personally carry out:
 - (i) lift works or escalator works in respect of the lift or escalator after the first use permit for a lift or an escalator is issued, excluding any examination or demolition of the lift or the escalator.
- c) **Class C** registered lift worker or **Class C** registered escalator worker who is employed by the registered lift/escalator contractor who undertakes the works are authorized to personally carry out:
 - (i) examination of a lift or an escalator.

2. Type of qualifications for registration

An individual is eligible for application for registration as a lift worker or an escalator worker of the respective classification if he/she has the qualifications and experience specified in any one of the following types (i.e. **TYPE 1 to TYPE 8**) :

- a) An individual is eligible for application for registration as a lift worker or an escalator worker or both with the classification (**Class A + B + C**) if he/she:
 - TYPE 1**
 - (i) has been an apprentice in the trade of lift or escalator electrician or lift or escalator mechanic or a similar trade recognized by the Registrar; and
 - (ii) has at least 4 years' relevant working experience, in that at least an aggregate period of not less than 1 year of the experience was obtained within the 5 years immediately before the date of submission of application for registration.
 - TYPE 2**
 - (i) has completed a certificate course in building services engineering, electrical engineering, electronic engineering, marine engineering or mechanical engineering, recognized by the Registrar; or any other course recognized by the Registrar to be equivalent to or of a higher level than the aforementioned certificate course; and
 - (ii) has received relevant training; and
 - (iii) has at least 4 years' relevant working experience, in that at least an aggregate period of not less than 1 year of the experience was obtained within the 5 years immediately before the date of submission of application for registration.
 - TYPE 3**
 - (i) has passed a trade test for lift works or escalator works recognized by the Registrar; and
 - (ii) has received relevant training; and
 - (iii) has at least 8 years' relevant working experience, in that at least an aggregate period of not less than 1 year of the experience was obtained within the 5 years immediately before the date of submission of application for registration.
 - TYPE 4***
 - (i) is considered by a registered lift contractor or registered escalator contractor to have obtained sufficient experience and training in lift/escalator works (including installation, demolition, maintenance and examination) ; and
 - (ii) has received relevant training; and
 - (iii) has at least 4 years' relevant working experience, in that at least an aggregate period of not less than 1 year of the experience was obtained within the 5 years immediately before the date of submission of application for registration.
- b) An individual is qualified for registration as a **Class A** lift worker or a **Class A** escalator worker if he/she :
 - TYPE 5***
 - (i) is considered by a registered lift contractor or registered escalator contractor to have obtained sufficient experience and training in lift/escalator installation or demolition works;

- and
- (ii) has received relevant training; and
- (iii) has at least 4 years' relevant working experience, in that at least an aggregate period of not less than 1 year of the experience was obtained within the 5 years immediately before the date of submission of application for registration.

- TYPE 6***
- (i) has been in the employment by a lift or escalator sub-contractor and is considered by a registered lift contractor or registered escalator contractor to have obtained sufficient experience and training in lift/escalator installation or demolition works; and
 - (ii) has received relevant training; and
 - (iii) has at least 4 years' relevant working experience, in that at least an aggregate period of not less than 1 year of the experience was obtained within the 5 years immediately before the date of submission of application for registration.

c) An individual is qualified for registration as a **Class B** lift worker or a **Class B** escalator worker if he/she :

- TYPE 7***
- (i) is considered by a registered lift contractor or registered escalator contractor to have obtained sufficient experience and training in lift/escalator maintenance works; and
 - (ii) has received relevant training; and
 - (iii) has at least 4 years' relevant working experience, in that at least an aggregate period of not less than 1 year of the experience was obtained within the 5 years immediately before the date of submission of application for registration.

d) An individual is qualified for registration as a **Class C** lift worker or a **Class C** escalator worker if he/she :

- TYPE 8***
- (i) is considered by a registered lift contractor or registered escalator contractor to have obtained sufficient experience and training in lift/escalator examination works; and
 - (ii) has received relevant training; and
 - has at least 4 years' relevant working experience, in that at least an aggregate period of not less than 1 year of the experience was obtained within the 5 years immediately before the date of submission of application for registration.

3. Requirements for renewal of registration as lift workers or escalator workers

Every registered lift worker or registered escalator worker applying for renewal of registration as a lift worker or an escalator worker is required to have:

- a) been at least one year's relevant working experience obtained within the 5-year period immediately before the date of submission of the application; and
- b) completed at least 30 hours of relevant training within the 5-year period immediately before the date of submission of the application. (Details of the training courses should be provided in Section F Item (ii) of the application form.)

4. **Lift works or escalator works** includes any kind of works concerning the installation, commissioning, examination, maintenance, repair, alteration or demolition or any associated equipment or machinery of a lift or an escalator.

5. Change of Personal Particulars

If there is a change in the name, correspondence address or identity document, the registered lift worker or registered escalator worker should, within 14 days of the change, notify the Director of Electrical and Mechanical Services in writing with the proof of change.

Remarks

- * TYPE 4 to TYPE 8 are transitional arrangements.

APPLICATION AND PAYMENT INSTRUCTIONS TO FORM LE41

1. The application fee for registration is HK\$505, while the application fee for renewal of registration or addition of class of registration is HK\$485. (Note: Any application fee received **will not** be refunded regardless of the result of application.)
2. Applicant can submit application through any one of the following methods :
 - i) Applicant can submit the application and application fee to the Customer Services Office at G/F, Electrical and Mechanical Services Department Headquarters, 3 Kai Shing Street, Kowloon Bay, in person during the following office hours:

Monday to Friday :	9:00 a.m.to 5:15 p.m
(Saturday, Sunday and Public Holidays :	Closed)
 - ii) Applicant can also submit the application form, copies of relevant documents, and application fee in the form of a cheque to our Customer Services Office at G/F, Electrical and Mechanical Services Department Headquarters, 3 Kai Shing Street, Kowloon Bay, by post.

All cheques should be made payable to 'The Government of the Hong Kong Special Administrative Region' and crossed. Cheque **must not** be made payable to any individual officer. Post-dated cheque will not be accepted.

3. Applicant is required to submit the duly completed Form LE41, one recent colour personal photograph (35mm x 50mm recent photo) and application fee, together with the following **copies** of documents in support of the application to the Electrical and Mechanical Services Department:
(Note: Photography service and photocopying service will **not** be provided at the Customer Services Office)

New Application (including Addition of Class of Registration)

- i) Hong Kong Identity Card/passport; (*Copy of the identity card/passport is not required if the applicant produces his/her original identity card/passport to our Customer Services Office at the time of his/her submission of the application form.*)
- ii) Certificates or testimonials of relevant education and academic qualifications;
- iii) Certificates or testimonials of training, apprenticeship or special training courses (applicant can use **Form LE41A** to fill in their training records);
- iv) Certificates or testimonials of trade test; and
- v) Documentary proof of relevant working experience (applicant can submit **Form LE41C** instead).

Renewal Application

- i) Certificates or testimonials of training, apprenticeship or special training courses (applicant can use **Form LE41B** to fill in their training records); and
- ii) Documentary proof of relevant working experience (applicant can submit **Form LE41C** instead).

個人資料私隱聲明

收集個人資料的目的

1. 閣下所提供的個人資料，機電工程署(本署)將會用作：
 - (a) 處理閣下成為註冊升降機工程人員及/或註冊自動梯工程人員及相關註冊續期的申請；並在有需要時向有關學術機構或你的僱主/前僱主作出查證，以確定你的學術/訓練資格及升降機工程及/或自動梯工程工作經驗；
 - (b) 按照《升降機及自動梯條例》(第 618 章) 第 105 條的規定，備存一份升降機工程人員及/或自動梯工程人員的名冊；
 - (c) 管理《升降機及自動梯條例》(第 618 章) 及相關附屬法例；及
 - (d) 方便本署與閣下通訊。
2. 閣下可自願提供有關的個人資料。假如你未能提供足夠的資料，本署可能無法處理你的申請。

受讓人的類別

3. 你的申請獲接納後，閣下的個人資料會存於機電工程署，並會就上述第 1 段所述目的被透露或轉交與相關的人士。
4. 你的個人資料，只限於你的姓名、註冊編號、註冊級別、註冊期日、註冊有效期到期日、及僱主名稱的資料，會在政府網頁"www.emsd.gov.hk"及本署客戶服務部向公眾披露。

查詢個人資料

5. 根據《個人資料(私隱)條例》第 18 及第 22 條，以及附表 1 第 6 原則的規定，你有權要求查閱及更改提出申請時提供的個人資料。你的查閱權包括索取你在申請時所提供個人資料的副本。而提供有關個人資料副本將按章收費。

查詢

6. 任何關於有關申請所收集個人資料的查詢，包括要求查閱及更改資料，請向機電工程署註冊主任提出：

地址：香港九龍啟成街 3 號機電工程署 7 樓「一般法例部」

電話：1823

PERSONAL DATA PRIVACY STATEMENT

Purpose of Collection of Personal Data

1. The personal data provided by you will be used by the Electrical and Mechanical Services Department ("the Department") for the purposes of:
 - (a) processing your application for registration or renewal of registration as a lift worker and/or an escalator worker, including approaching the related academic institutions or your employer(s) for verification of your academic and training attainment, and experience in lift works and/or escalator works;
 - (b) maintaining the register of lift workers and/or register of escalator workers established by virtue of section 105 of the Lifts and Escalators Ordinance, Chapter 618;
 - (c) administering the Lifts and Escalators Ordinance, Chapter 618, and related Regulations; and
 - (d) facilitating communication between the Department and yourself.
2. The provision of your personal data is voluntary. If you do not provide sufficient information, the Department may not be able to process your application.

Classes of Transferees

3. Upon the acceptance of your application, your personal data will be kept at the Department and may be disclosed or transferred to parties relevant and necessary for the purposes as stated in paragraph 1.
4. Your personal data limited to your name, registration number, class of registration, date of registration, expiry date of registration, and name of employer(s) may be disclosed to the public at the Government website "<http://www.emsd.gov.hk>" and the Customer Service Office of the Electrical and Mechanical Services Department.

Access to Personal Data

5. You have a right to request access to and make correction of your personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by you in the application. A fee may be imposed for obtaining a copy of such data.

Enquiries

6. Enquiries concerning personal data provided by you, including the making of access and corrections, should be addressed to :

Address: General Legislation Division, Electrical and Mechanical Services Department,
7/F, 3 Kai Shing Street, Kowloon, Hong Kong.
Telephone No.: 1823