

(戊) 擬申請變更事項

(E) Amendments Requested

(i) 個人申請		
姓名 (英文) Name in English	由 From	改為 To
姓名 (中文) Name in Chinese	由 From	改為 To
通訊地址 Correspondence Address	由 From	改為 To
(ii) 公司申請		
公司名稱(英文) Company Name in English	由 From	改為 To
公司名稱(中文) Company Name in Chinese	由 From	改為 To
營業地址 Business Address	由 From	改為 To
通訊地址 Correspondence Address	由 From	改為 To
不再受僱的註冊人員 Registered Persons ceased to be employed	姓名 Name 生效日期 Effective Date 原因 Reason:- <input type="checkbox"/> 死亡 Death <input type="checkbox"/> 不再受僱 Cease to be employed	註冊編號 Registration No. <input type="checkbox"/> 失去註冊資格 Cease to be a registered person <input type="checkbox"/> 其他 Others _____

(i) 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

申請日期

如屬註冊承辦商申請，必須由相關獲授權簽署人簽名作實。
Signature of the respective Authorised Signatory is required for application by Registered Contractor

日 Day 月 Month 年 Year

姓名 Name

姓名 Name

地址 Address

地址 Address

表格 LE48 備註

1. 如屬註冊自動梯工程師、註冊升降機工程師、註冊自動梯工程人員或註冊升降機工程人員，申請人必須是註冊證書或註冊證的持有人；如屬註冊自動梯承辦商或註冊升降機承辦商，申請人必須是該公司的相關獲授權簽署人。
2. 如申請成功，申請人將補發證書及/或註冊證(如適用)。
3. 補發證書或補發註冊證的效力，與它所取代的證書或註冊證的效力相同，亦等同於它所取代的證書或註冊證。

NOTES TO FORM LE48

1. For registered lift or escalator engineer and registered lift or escalator worker, the applicant must be the holder of the certificate or card. For registered contractor, the applicant must be the respective authorized signatory of the company.
2. A replacement certificate and/ or replacement registration card will be issued with successful application (if applicable).
3. A replacement certificate or replacement registration card issued has the same effect as, and is equivalent to the original certificate or original card.

表格 LE48 申請及繳款方法

1. 申請發出補發註冊證書及/或註冊證的費用均為港幣 140 元。如只是更改地址而不須要補發註冊證書及/或註冊證，則不需要支付任何款項。
2. 申請人可採用以下任何一種方法遞交申請：
 - i) 申請人可親自到香港九龍啟成街 3 號機電工程署總部地下「客戶服務部」遞交申請及繳款，辦公時間為：
星期一至五：上午 9 時正至下午 5 時 15 分
(星期六、日及公眾假期：休息)
 - ii) 申請人亦可以郵寄方式將申請表格及有關文件和繳交費用的支票寄回 香港九龍啟成街 3 號機電工程署總部地下「客戶服務部」。

如選擇以支票方法繳款，支票抬頭為「香港特別行政區政府」並加劃線。切勿寫明支付某一職員。期票不會獲得接納。

3. 申請人須填寫此表格(表格 LE48)，並隨申請表格連同申請費用及以下證明文件的**副本**一併遞交「機電工程署」(註：「客戶服務部」不會提供影印服務。):

個人申請

- i) 香港身份證/護照 (如申請人以郵寄方式申請，必須提交香港身份證/護照副本；如申請人親身到機電工程署的「客戶服務部」遞交申請表格時，出示他/她的身份證/護照正本，則無須提交其身份證/護照副本。)

公司申請

- ii) 商業登記證 (如申請人以郵寄方式申請，必須提交商業登記證副本；如申請人親身到機電工程署的「客戶服務部」遞交申請表格時，出示該公司商業登記證正本，則無須提交其商業登記證副本。)

APPLICATION AND PAYMENT INSTRUCTIONS TO FORM LE48

1. The application fee for issue of a replacement registration certificate and/ or replacement registration card is HK\$140. No payment is required for change of correspondence without the need of issuing a replacement registration certificate and/ or replacement registration card.
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 LE48 and application fee, together with the following **copies** of documents in support of the application to the Electrical and Mechanical Services Department:
(Note: Photocopying service will **not** be provided at the Customer Services Office)

Individual Application

- i) Hong Kong Identity Card/ passport (*Copy of the identity card/passport must be provided if the applicant submits the application by post. 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.*)

Application by Company

- ii) Business Registration Certificate (*Copy of business registration certificate must be provided if the applicant submits the application by post. Copy of the business registration certificate is not required if the applicant produces the original business registration certificate to our Customer Services Office at the time of submission of the application form.*)

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) 處理閣下或承辦商變更註冊證書及/或註冊證上之登記名稱與地址的申請；
 - (b) 按照《升降機及自動梯條例》(第 618 章) 第 105 條的規定，備存一份註冊承辦商、註冊工程師及註冊工程人員的名冊；
 - (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 change in name and address in the certificate of registration and/ or registration card;
 - (b) maintaining the register of contractors, the register of engineers and/or the register of 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