

表格 LE5
香港特別行政區政府
升降機及自動梯條例(第 618 章)
申請投入使用及操作升降機/自動梯的准用證

FORM LE5
THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION
LIFTS AND ESCALATORS ORDINANCE, CHAPTER 618
APPLICATION FOR A USE PERMIT
FOR PUTTING A LIFT OR AN ESCALATOR INTO USE AND OPERATION

請參閱「表格 LE5 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 LE5", 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: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> - <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table></p> <p>裝置於 _____ 之第 _____ 號*升降機/自動梯 *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*26(1)(a)/56(1)(a)條的規定，附上由註冊*升降機/自動梯工程師簽發的安全證書(本表格附件 1)和檢驗報告，以及在《升降機工程及自動梯工程實務守則》中規定的所需文件，為上述*升降機/自動梯申請准用證。

In accordance with section *26(1)(a)/56(1)(a) of the Lifts and Escalators Ordinance, Chapter 618, I enclose herewith a safety certificate (Annex 1 of this Form) and an examination report issued by a registered *lift/escalator engineer, and all the necessary documents as stipulated in the Code of Practice for Lift Works and Escalator Works to apply for a Use Permit for the above-mentioned *lift/escalator.

上述*升降機/自動梯屬：

The above-mentioned *lift/escalator is:

- 私人所擁有
Privately owned
- 政府所擁有
Government owned
- 房屋委員會所擁有
Housing Authority owned
- 其他 (請註明): _____
Others (Please specify): _____
- 已成立業主立案法團: [*是 / 否]
Incorporated Owners Formed: [*Y / N]

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 LE5 備註

1. 本表格的申請人是指僱用或安排註冊升降機/自動梯工程師進行檢驗的升降機/自動梯的負責人或其代表。
2. 申請人須確保其委托的註冊升降機/自動梯工程師已填妥夾附於本表格(表格LE5)的安全證書(附件1)及在證書上簽署，用以證明有關升降機/自動梯及其所有相聯設備或機械處於安全操作狀態。請注意，註冊升降機/自動梯工程師發出的安全證書的有效期由完成檢驗的日期起計為期六十天，逾時申請將不會被接納。
3. 申請人須填妥本表格(表格LE5)的第1部和第2部及在表格上簽署。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。
4. 如果申請獲批，機電工程署會於收到申請表後的十三個工作天內發出准用證，並會將准用證及編號收據(適用於以郵寄方式提出的申請)以掛號形式寄給申請人，同時會將由註冊升降機/自動梯工程師發出的安全證書一併退回。
5. 升降機/自動梯的負責人須將有效的准用證展示於升降機機廂內的顯眼位置(如屬載物升降機，於升降機主層旁的顯眼位置)/自動梯出入口旁的顯眼位置。
6. 升降機/自動梯的負責人應預早向機電工程署提出申請，以免升降機/自動梯因未能取得有效的准用證而被停用。如果有關檢驗於上一份准用證的屆滿日期結束前的兩個月內完成，准用證的有效期會於上一份准用證的屆滿日期後延續一年(升降機)/ 6個月(自動梯)計算。如果該檢驗於其他時間完成，則該准用證的有效期會在完成檢驗的日期的翌日起計，為期一年(升降機)/ 6個月(自動梯)。

NOTES TO FORM LE5

1. The Applicant of this Form means the responsible person for the lift/escalator who employs or arranges the registered lift/escalator engineer to carry out the examination or his/her representative.
2. The Applicant must ensure that the appointed registered lift/escalator engineer completes and signs the safety certificate in Annex 1 of this Form (Form LE5) to certify that the lift/escalator and all its associated equipment or machinery are in safe working order. Please note that the validity period of the safety certificate issued by a registered lift/escalator engineer lasts for 60 days counting from the date of completion of the examination. Late application will not be accepted.
3. The Applicant must complete and sign Part 1 and 2 of this Form (Form LE5). 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.
4. If the application is approved, this Department will issue the Use Permit and a serially numbered receipt (applicable for an application made by post) to the Applicant by registered post within 13 working days of the receipt of the application. The safety certificate issued by the registered lift/escalator engineer will be returned to the Applicant at the same time.
5. The responsible person for the lift/escalator must display the valid Use Permit in a conspicuous position in the car of the lift (for a lift not used for carrying person, adjacent to the main landing of the lift)/adjacent to a landing of the escalator.
6. The responsible person should apply for a Use Permit in advance to the Director of Electrical and Mechanical Services Department in order to avoid the lift/escalator service be suspended due to the expiry of the Use Permit. If the examination of the lift/escalator is completed by a registered lift/escalator engineer on a date within the period of 2 months ending on the date of expiry of the preceding Use Permit, the Use Permit will be valid until the 1st anniversary of the date of expiry of the preceding Use Permit (lift)/ the 6-month period beginning on the date immediately after the date of expiry of the preceding use permit (escalator). If the examination of the lift/escalator is completed at another time, the validity of the Use Permit, lasting for 1 year (lift)/6 months (escalator), will count from the first day after the completion of the examination.

附件 1	安全證書	(此部分須由註冊*升降機/自動梯工程師填寫及簽署)
Annex 1	Safety Certificate	(This part must be completed and signed by a registered *lift/escalator engineer)

*升降機/自動梯地點編號:

*Lift/Escalator Location ID.:

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裝置於 _____ 之第 _____ 號*升降機/自動梯

*Lift/Escalator No. _____ installed at _____

本人 _____, 為註冊*升降機/自動梯工程師(編號*RLE/REE _____), 茲證明本人已於 _____ 年 _____ 月 _____ 日按照《升降機及自動梯條例》(第 618 章)第*20 & 24/ 51 & 54 條之規定, 完成對上述的*升降機/自動梯及其所有相聯設備或機械的徹底檢驗, 並證明上述*升降機/自動梯及其所有相聯設備或機械處於安全操作狀態。

I, _____, registered *lift/escalator engineer (No. RLE/REE _____) have on the _____ day of _____, _____, completed the thorough examination of the above-mentioned *lift/escalator and all its associated equipment or machinery in accordance with the provisions of section *20 & 24/ 51 & 54 of the Lifts and Escalators Ordinance, Chapter 618, and certify that the above-mentioned *lift/escalator and all its associated equipment or machinery were in safe working order.

本人現作出聲明, 本人*受聘/非受聘於承辦上述安裝*升降機/自動梯工程的註冊*升降機/自動梯承辦商, 並已連同本安全證書附上上述*升降機/自動梯的檢驗報告。

I declare hereby that I *am/am not employed by the registered *lift/escalator contractor undertaking the installation works of the above-mentioned *lift/escalator, and enclose herewith the Examination Report of the above-mentioned *lift/escalator with this safety certificate.

 註冊*升降機/自動梯工程師簽署
 Signature of Registered *Lift/Escalator
 Engineer

 簽發日期
 Date of Issue