

表格 LE51
香港特別行政區政府
升降機及自動梯條例(第 618 章)
對註冊人士犯違紀行為的投訴

FORM LE51
THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION
LIFTS AND ESCALATORS ORDINANCE, CHAPTER 618

COMPLAINT ALLEGING A DISCIPLINARY OFFENCE AGAINST A REGISTERED PERSON

投訴人須知

Notes for Complainants

1. 投訴人如投訴某註冊人士犯違紀行為，可在其知悉指稱的違紀行為起的2年內，藉向機電工程署署長(“署長”)發出已填妥的本「投訴表格」作出投訴。
Complainant may make a complaint alleging a disciplinary offence against a registered person by giving, within 2 years from which the alleged disciplinary offence comes to the knowledge of the complainant, a duly completed compliant form to the Director of Electrical and Mechanical Services (“the Director”).
2. 投訴人必須填妥投訴表格內各項，可以專人送遞或郵寄或掛號郵件方式，送交香港九龍啟成街3號機電工程署7樓「一般法例部」機電工程署署長收。
The Form must be completed in full and lodged with the Director by hand or by ordinary or registered post to the Director of Electrical and Mechanical Services, General Legislation Division, Electrical and Mechanical Services Department, 7/F, 3 Kai Shing Street, Kowloon, Hong Kong.
3. 如屬以下情況，署長可拒絕轉呈投訴人提交的投訴 —
The Director may refuse to refer a complaint submitted by the complainant if -
 - (a) 該投訴屬匿名投訴；
the complaint is made anonymously;
 - (b) 投訴人的身分不能確定，或投訴人無法聯絡；
the complainant cannot be identified or traced;
 - (c) 署長合理地要求關乎該投訴的任何資料或詳情，而投訴人不予提供；
the complainant fails to provide any information or particulars the Director reasonably requires in relation to the complaint;
 - (d) 遭投訴的人已不再是註冊人士；
the person being complained of has ceased to be a registered person;
 - (e) 署長曾根據《升降機及自動梯條例》第109條拒絕向局長轉呈該投訴，或曾拒絕根據本條向局長轉呈在相當程度上性質相類似的投訴；
the Director has previously refused to refer the complaint, or a complaint of a substantially similar nature, to the Secretary under section 109 of the Lifts and Escalators Ordinance;

- (f) 紀律審裁委員會已處置該投訴，或曾處置在相當程度上性質相類似的投訴，並決定遭投訴的人並沒有犯有關違紀行為；或
the complaint, or a complaint of a substantially similar nature, has previously been disposed of by a disciplinary board and the board decided that the person being complained of did not commit the disciplinary offence; or
- (g) 在顧及該個案的整體情況下 —
- (i) 署長信納，按表面證據該投訴不成立；
- (ii) 署長信納，該投訴是瑣屑無聊或無理取鬧的，或不是真誠地提出的；
- (iii) 署長信納 —
- (A) 投訴在指明限期後作出；及
- (B) 並沒有特殊情況可解釋投訴延誤；或
- (iv) 署長因任何其他原因而信納，將該投訴轉呈局長是不必要的。
having regard to all circumstances of the case —
- (i) the Director is satisfied that on its face no case has been shown for the complaint;
- (ii) the Director is satisfied that the complaint is frivolous or vexatious or not made in good faith;
- (iii) the Director is satisfied that —
- (A) the complaint was made after the specified period; and
- (B) there are no special circumstances that explain the delay in making the complaint; or
- (iv) the Director is satisfied for any other reason that referring the complaint to the Secretary is unnecessary.

4. 在提交投訴表格前，請閱讀《升降機及自動梯條例》(第618章)第109條。
Complainants are advised to read Section 109 of the Lifts and Escalators Ordinance, Chapter 618, before lodging the Compliant Form.
5. 如投訴表格的空位不敷填寫，請另紙書寫有關資料，夾附於投訴表格，並在表格上註明資料載於附頁內。
If there is insufficient space on the Compliant Form, please give the details on a separate sheet of paper to be attached to the Form and make a reference to this on the Form.
6. 請以正楷填寫本投訴表格的相關部份，並在投訴表格及夾附於投訴表格的所有附頁上簽署。
Please complete all relevant sections of this Compliant Form in BLOCK letters and SIGN the Form, and all the supplementary sheets attached to the Form.
7. 投訴人所提供的資料，將用於處理及研訊涉及違紀行為的投訴及有關的紀律處分程序事宜上。所有資料絕對保密。
The information provided will be used in the processing of the complaint and in the conduct of disciplinary proceedings relating to the inquiry of an alleged disciplinary offence. The information will be kept in strict confidence.
8. 如署長決定拒絕向局長轉呈向署長提交的投訴，署長須將此事及作出該決定的原因，以書面通知投訴人。
If the Director decides to refuse to refer to the Secretary a complaint submitted to the Director, the Director must notify in writing the complainant of the fact and the reasons for the decision.
9. 投訴人應保留一份填妥的投訴表格副本，以備參考。
Complainants are advised to keep a copy of this completed Compliant Form for reference.

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投訴人在填寫本表格前，應先細閱「投訴人須知」和「個人資料私隱聲明」。
Complainant should read carefully the "Notes for Complainants" and "Personal Data Privacy Statement" before completing this Compliant Form.

(甲) 投訴人身分及聯絡資料

(A) Complainant's Particulars and Contact Details

若提出投訴人士多於一位，請於(ii)部提供其他提出投訴人士的資料。

If there is more than 1 complainant, please provide particulars of other complainant(s) in (ii) below.

i) 主要提出投訴人士資料 Particulars of Principal Complainant

姓名(英文) (姓氏先行) Name in English (surname first)	姓名(中文) Name in Chinese
通訊地址 Correspondence Address	
聯絡電話號碼 Contact Telephone No.	

ii) 其他提出投訴人士資料 Particulars of other Complainants

姓名(英文) (姓氏先行) Name in English (surname first)	姓名(中文) Name in Chinese
通訊地址 Correspondence Address	
聯絡電話號碼 Contact Telephone No.	

(2) 投訴人提供的證據、文件及其他支持投訴的資料： (請同時把有關資料的副本一併與表格提交)
Particulars of the complainant's evidence and documents and other things in support of the complaint
(Please submit a copy of the relevant information together with the Form)

聲明

本人已閱讀及同意夾附於投訴通知書的「個人資料私隱聲明」。

I confirm that I have read and agreed to the "Personal Data Privacy Statement" attached to the Form.

投訴人簽署

Signature of Complainant _____

日期

Date

_____/_____/_____
日 Day 月 Month 年 Year

個人資料私隱聲明

收集個人資料的目的

- 閣下所提供的個人資料，將會用作：
 - 處理閣下的有關投訴；
 - 方便政府及紀律審裁委員會與閣下通訊。
- 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，紀律委員會可能無法處理你的投訴。

受讓人的類別

- 在收到你的投訴後，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，可能被透露或轉交與相關的人士。

查詢個人資料

- 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投訴時提供的個人資料。你的查閱權包括索取你在提出投訴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

- 任何關於有關投訴所收集個人資料的查詢，包括要求查閱及更改資料，請向機電工程署署長提出：
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

- The personal data provided by you will be used for the purposes of:
 - processing your complaint;
 - facilitating communication among the Government, the disciplinary board and yourself.
- The provision of your personal data is voluntary. If you do not provide sufficient information, the disciplinary board may not be able to process your complaint.

Classes of Transferees

- Upon receipt of your complaint, your personal data will be kept at the Electrical and Mechanical Services Department and may be disclosed or transferred to parties relevant and necessary for the purposes as stated in paragraph 1.

Access to Personal Data

- 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 Form. A fee may be imposed for obtaining a copy of such data.

Enquiries

- 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