

表格 LE52  
香港特別行政區政府  
升降機及自動梯條例(第 618 章)  
上訴通知書

FORM LE52  
THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION  
LIFTS AND ESCALATORS ORDINANCE, CHAPTER 618

NOTICE OF APPEAL

上訴人須知  
Notes for Appellants

1. 上訴人如因以下任何決定及命令而感到受屈，可在獲通知該決定及命令後起的30天內，或署長容許的較長限期，藉向機電工程署署長(“署長”)發出「上訴通知書」而展開上訴。  
Appellant aggrieved by any of the following decisions and orders may commence an appeal by giving, with the Director of Electrical and Mechanical Services (“the Director”), within 30 days immediately after the date on which he/she was notified of the decision or order appealed against, or such longer period as the Director may allow, a Notice of Appeal (“Notice”):
- (a) 署長決定拒絕申請，或拒絕根據《升降機及自動梯條例》(“《條例》”) (第618章)第26、28、56或58條發出許可證；  
a decision of the Director to refuse an application, or to refuse to issue a permit under section 26, 28, 56 or 58 of the Lifts and Escalators Ordinance (“the Ordinance”), Cap. 618;
  - (b) 署長決定根據《條例》第29或59條拒絕許可證複本的申請，或拒絕根據該條發出許可證複本；  
a decision of the Director under section 29 or 59 of the Ordinance to refuse an application for a duplicate permit, or refuse to issue a duplicate permit under that section;
  - (c) 《條例》第30、31、32、34、35、36、60、61、62、64、65或66條所指的命令；  
an order under section 30, 31, 32, 34, 35, 36, 60, 61, 62, 64, 65 or 66 of the Ordinance;
  - (d) 署長決定拒絕要求取消根據《條例》第30、32、60或62條作出的命令的申請；  
a decision of the Director to refuse an application to cancel an order made under section 30, 32, 60 or 62 of the Ordinance;
  - (e) 署長決定拒絕根據《條例》第38或68條批予批准；  
a decision of the Director to refuse to grant approval under section 38 or 68 of the Ordinance;
  - (f) 註冊主任決定拒絕根據《條例》第74、75、78、79、82、83、86、87、90、91、94或95條提出的申請，或拒絕根據《條例》第74、75、78、79、82、83、86、87、90、91、94或95條批予註冊或註冊續期；  
a decision of the Registrar to refuse an application, or to refuse to grant registration or renewal of registration, under section 74, 75, 78, 79, 82, 83, 86, 87, 90, 91, 94 or 95 of the Ordinance;

- (g) 註冊主任決定根據《條例》第100條拒絕證書複本或註冊證複本的申請，或拒絕根據該條發出證書複本或註冊證複本；  
a decision of the Registrar to refuse an application for a duplicate certificate or duplicate card under section 100 of the Ordinance, or refuse to issue a duplicate certificate or duplicate card under that section;
- (h) 註冊主任決定根據《條例》第101或102條取消或暫時吊銷註冊；  
a decision of the Registrar to cancel or suspend a registration under section 101 or 102 of the Ordinance;
- (i) 署長決定拒絕根據《條例》第109條將投訴轉呈局長；  
a decision of the Director to refuse to refer a complaint to the Secretary under section 109 of the Ordinance;
- (j) 紀律審裁委員會根據《條例》第112條作出的命令；  
an order of a disciplinary board under section 112 of the Ordinance;
- (k) 署長決定拒絕根據《條例》第148條提出的申請，或拒絕根據該條批予豁免，或根據該條撤銷已批予的豁免；  
a decision of the Director to refuse an application under section 148 of the Ordinance, or to refuse to grant an exemption or to revoke an exemption granted under that section;
- (l) 任何人根據按《條例》第154條訂立的規例作出的決定，而該規例指明可根據本條針對該決定提出上訴。  
a decision made by any person under any regulation made under section 154 of the Ordinance, which decision is specified in the regulation as a decision against which an appeal may be made under this section.

2. 上訴人必須填妥「上訴通知書」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 Notice 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. 上訴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所提出的上訴理由及所倚據的事實，及載有上訴人擬在聆訊中傳召的每名證人的詳情，將會帶來不必要的延誤，或導致上訴被拒。

If the appellant fails to provide all the information as requested, or the information provided is not clear as to state the grounds of the appeal and fact relied on, and particulars of every witness whom the appellant intends to call at the hearing, unnecessary hindrance will be induced and it may lead to refusal of the appeal.

4. 在提交「上訴通知書」前，請閱讀《升降機及自動梯條例》(第618章)第115條。

Appellants are advised to read Section 115 of the Lifts and Escalators Ordinance (Chapter 618) before lodging the Notice of Appeal.

5. 如「上訴通知書」的空位不敷填寫，請另紙書寫有關資料，夾附於通知書，並在通知書上註明資料載於附頁內。  
If there is insufficient space on the Notice of Appeal, please give the details on a separate sheet of paper to be attached to the Notice and make a reference to this on the Notice.
6. 請以正楷填寫本「上訴通知書」的相關部份，並在「上訴通知書」及夾附於通知書的所有附頁上簽署。  
Please complete all relevant sections of this Notice in BLOCK letters and SIGN the Notice, and all the supplementary sheets attached to the Notice.
7. 除非上訴委員會認為較適合以錄影方式進行，否則上訴聆訊會以公開方式進行。  
Unless the appeal board determines that there is a good reason for it to be held in camera, hearing of the appeal is open to the public.
8. 上訴委員會可就有關聆訊的費用及開支(包括聆訊各方的費用及開支) 的支付，作出其認為合適的命令。  
The Appeal Board may make any order that it thinks fit with regard to the payment of costs and expenses of the hearing, including the cost and expenses of the parties to the hearing.

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NOTICE OF APPEAL

上訴人在填寫本表格前，應先細閱「上訴人須知」和「個人資料私隱聲明」。  
Appellant should read carefully the "Notes for Appellants" and "Personal Data Privacy Statement" before completing this Notice of Appeal.

(甲) 上訴人身份及聯絡資料

(A) Appellant's Particulars and Contact Details

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.	

(乙) 上訴內容

(B) Subject of Appeal

(1) 上訴有關機電工程署署長、註冊主任或紀律委員會的決定或命令的詳情 (包括載述決定或命令公文檔號及日期) :

Details of the decision of or action ordered by the Director of Electrical and Mechanical Services, the Registrar or the disciplinary board being appealed against (including date and reference of document covering the decision or order):

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(2) 上訴的理由及所依據的事實 (必須全部列出) :

The grounds of the appeal and the facts relied on (must be set out in full):

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(3) 上訴人提供的證據、文件及其他支持上訴的資料： (請同時把有關資料的副本一併與通知書提交)  
Particulars of the appellant's evidence and documents and other things in support of the appeal:  
(Please submit a copy of the relevant information together with the Notice)

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(4) 證人的姓名、地址、電話及傳真號碼(如欲傳召證人)：  
Name, address, telephone no. and fax no. of witness(es) (if any):

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(5) 證人提供的證據、文件及其他支持上訴的資料： (請同時把有關資料的副本一併與通知書提交)  
Particulars of the witness(es)' evidence and documents and other things in support of the appeal:  
(Please submit a copy of the relevant information together with the Notice)

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### 聲明

本人已閱讀及同意夾附於上訴通知書的「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 Notice.

上訴人簽署  
Signature of Appellant \_\_\_\_\_

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：
  - 處理閣下的有關上訴；
  - 方便政府及上訴委員會與閣下通訊。
- 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，上訴委員會可能無法處理你的上訴。

### 受讓人的類別

- 在收到你的上訴後，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上訴時提供的個人資料。你的查閱權包括索取你在提出上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

- 任何關於有關上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 appeal;
  - facilitating communication among the Government, the appeal board and yourself.
- The provision of your personal data is voluntary. If you do not provide sufficient information, the appeal board may not be able to process your appeal.

### Classes of Transferees

- Upon receipt of your appeal, 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 Notice. 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

提供超過 **40** 項網上牌照  
申請服務，包括 ...  
Provide online services for over **40**  
licenses application included

# 網上牌照 申請服務

Online service for  
license application



掃描 QR Code 了解詳情  
Scan QR code for details

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.