

表格 ER41
香港特別行政區政府
電力條例(第 406 章)
電力(註冊)規例
補領電業工程人員/
承辦商註冊證明書
或已加簽的定期測試證明書
副本的申請表格

FORM ER41
THE GOVERNMENT OF THE HONG KONG
SPECIAL ADMINISTRATIVE REGION
ELECTRICITY ORDINANCE (CAP. 406)
ELECTRICITY (REGISTRATION) REGULATIONS
APPLICATION FORM FOR
A REPLACEMENT COPY OF CERTIFICATE OF REGISTERED
ELECTRICAL WORKER / CONTRACTOR OR A CERTIFIED TRUE COPY
OF AN ENDORSED PERIODIC TEST CERTIFICATE

此欄不用填寫
For Official use only

收件日期：
Receipt date:

收據編號：
Receipt Number:

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(注意：填寫此申請表格前請參閱「表格 ER41 備註及繳款方法」。申請人應以正楷填寫此申請表格各欄，並應在表格上簽署。)

(Note: Before you complete this form, please read carefully the notes on "NOTES AND PAYMENT INSTRUCTIONS TO FORM ER41". The applicant should complete all sections of this application form in block letters and sign the form)

致 機電工程署署長：

To the Director of Electrical & Mechanical Services,

本人，
I, _____ (下款簽署人) · 現作出以下申請 (只可選擇一項並加上✓ 號)：-
(the undersigned), hereby apply for (please tick one box only): -

- 因 *遺失 / 損毀 / 更改名字 而補領電業工程人員證明書 (現有證明書必須交還本署註銷，更改名字需遞交已更新的香港身份證及有關法律文件副本)
Replacement of Certificate of Registered Electrical Worker (REW) due to *loss / damage / change of name (The existing Certificate must be returned for cancellation. For change of name, copy of the revised HKID card and the associated legal documents shall also be submitted.)

註冊編號 REW Reg. No.: W _____ 身分證號碼 HKID No. _____ ()

姓名(中文) _____ Name (English): _____

聯絡地址 (中文) _____

Correspondence Address _____

(English) _____

- 因 *遺失 / 損毀 / 更改營業地址 / 公司名稱而補領*電業承辦商 / 分行註冊證明書
Replacement of Certificate of Registered Electrical Contractor (REC) / Branch Office due to *loss / damage / change of business address / change of company name. (For change of business address / company name, the original Certificate must be returned for cancellation. Copy of the new business registration certificate shall also be submitted.)

註冊編號 REC Reg. No.: _____ 分行數目 No. of Branch Office _____

公司名稱 (中文) _____

Name (English) _____

公司地址(中文): _____

Office Address (English) _____

分行地址(中文): _____

Branch Office Address _____

(English): _____

- 因 *遺失 / 損毀已加簽的定期測試證明書(表格 WR2) · 故申請另發認證副本
Certified true copy of an endorsed Periodic Test Certificate (Form WR2) due to * loss / damage

固定電力裝置的地點 (中文): _____

Location of the Fixed Electrical _____

Installation (English): _____

裝置編號 (如果知道): _____ 收據號碼 _____

Installation No. (if known): _____ Receipt No. _____

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：如就此項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於本表格內之「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 with the "Personal Data Privacy Statement" in this Form.

公司 / 業主立案法團 / 大廈管理公司印章

Company/Incorporated Owners/
Management Company Chop

祇是補領電業承辦商註冊證明書或 WR2 副本
for Replacement of Certificate of REC and certified
true copy of WR2 only

申請人簽署 Signature of Applicant: _____

申請人姓名 Name of Applicant: _____

聯絡電話 Contact Tel No.: _____

簽署日期 Date Signed: _____

個人資料私隱聲明

收集個人資料的目的

在這份表格提供的個人資料，政府會用於下列目的：

- (a) 核對申請人身份；以及
- (b) 方便政府與你通訊。

受讓人的類別

你的申請獲接納後，本表格所載的所有資料會存於機電工程署，並向部門的資料使用者披露。

你的姓名、註冊認可號碼、有效註冊屆滿日期、有關表現及紀律處分的資料，會在政府網頁"www.emsd.gov.hk"及本署註冊及許可證辦事處及各民政事務處向公眾披露，或在個別人士提出申請後向他們披露，但所披露的資料，只限上述數項。

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，你有權查閱及改正個人資料。你的查閱權包括索取在這份表格所提供個人資料的副本。

查詢

如對這份表格所收集的個人資料有任何查詢，包括要求查閱及改正資料，請以書面向機電工程署署長提出，地址為九龍灣啟成街 3 號機電工程署 7 樓電力法例部。

至於其他一般查詢，請使用「1823 政府一線通」二十四小時查詢熱線，電話號碼為 1823。

PERSONAL DATA PRIVACY STATEMENT

Purpose of Personal Data Collection

The personal data provided by means of this form will be used by the Government for the following purposes:

- (a) Verification of the identity of the applicant; and
- (b) To facilitate communication between Government and yourself.

Classes of Transferees

Upon the acceptance of your application, your personal data will be kept at the Electrical & Mechanical Services Department and disclosed to the data users of the department.

Your personal data limited to your name, registration number, expiry date of registration, the information of performance and disciplinary actions, may be disclosed to the public at the Government web site "www.emsd.gov.hk", the Registration and Permit Office of this department and District Offices; or to individual upon their application.

Access to Personal Data

You have a right to access and correction with respect to 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 this form.

Enquiries

Enquiries concerning the personal data collected by means of this form, including the data access and correction request, should be submitted in writing and addressed to "The Director of Electrical & Mechanical Services, Electricity Legislation Division, 7/F., 3 Kai Shing Street, Kowloon Bay".

For other general enquiries, please use the Government "1823 Citizen's Easy Link" 24-hour access, phone number: 1823.

表格 ER41 備註及繳款方法

1. 申請費用如下：

- | | |
|---|----------|
| (a) 換領電業工程人員註冊證明書(包括因遺失或損毀而補領 / 因更改名字而換領) | 港幣 340 元 |
| (b) 換領電業承辦商註冊證明書(包括因遺失或損毀而補領 / 因更改公司名稱或營業地址而換領) | 港幣 340 元 |
| (c) 補領已加簽的定期測試證明書(WR2)認證副本 | 港幣 160 元 |

政府可對申請費用加以調整。(註：無論申請成功與否，所繳申請費用均不會獲發還。)

2. 申請人須填寫此表格，連同申請費用親自或郵寄交回香港九龍啟成街 3 號機電工程署總部地下「註冊及許可證辦事處」。

辦公時間： 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

申請人亦可採用以下任何一種方法遞交申請：

- (a) 郵寄至本署署長，地址如上；
(b) 祇在星期六上午 8 時 30 分至下午 12 時 30 分止，將申請表格投入設於本署地下大堂的投遞箱內。

本署會要求申請人帶同文件正本以便核實。

3. 所有支票、滙票及本票都必須寫明支付「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。切勿郵寄現金。
4. 註冊電業承辦商證明書補領申請人除要填交此表格及繳交申請費用外，還要夾附已更新的公司商業登記證書及有關文件副本，以供參考。
5. 由 2010 年 1 月 1 日起，補領電業工程人員註冊證明書的申請人除要填交此表格及繳交申請費用外，還要遞交持證人彩色近照一張及身分證副本。照片的規格為白色背景的一般彩色證件照片。
6. 如因更改名字而申請換領電業工程人員註冊證明書、或因更改公司名稱或營業地址而申請換領註冊電業承辦商證明書，申請人必須將現有之註冊電業工程人員 / 註冊電業承辦商證明書之正本跟申請表格 ER41 一併寄回本署。
7. 已加簽的定期測試證明書副本的申請人須為該物業固定電力裝置擁有人、管理公司或業主立案法團。申請人需出示有關證明文件，以供查閱。

NOTES AND PAYMENT INSTRUCTIONS TO FORM ER41

1. The Application Fee is as following:
 - (a) Replacement of Registered Electrical Worker (REW) Registration Certificate due to loss / damage /change of name HK\$340
 - (b) Replacement of Registered Electrical Contractor (REC) Registration Certificate due to loss / damage/ change of company name / change of business address HK\$340
 - (c) Replacement of Certified True Copy of an Endorsed Periodic Test Certificate (WR2) HK\$160

All fees are subject to revision. (Note: The paid application fee will not be refunded regardless of the result of application.)

2. Submission of this application form and payment of application fee can be made by the applicant in person at the Registration and Permit Office, Ground Floor, the Electrical & Mechanical Services Department Headquarters, 3 Kai Shing Street, Kowloon Bay.

HOURS OF COLLECTION:	Monday to Friday	9:00 a.m. to 5:15 p.m.
	Saturday, Sunday and Public Holidays	closed

Applicant can also submit application through any one of the following methods:

- (a) By post to the Director of Electrical and Mechanical Services at the above address;
- (b) By putting applications into the drop-in box located at G/F lobby of Electrical and Mechanical Services Department on Saturday only from 8:30 a.m. to 12:30 p.m.

Applicant is required to bring along the original documents for verification.

3. Cheques, Drafts and Cashier Orders should be made payable to the "The Government of the Hong Kong Special Administrative Region" and crossed. They must not be made payable to any individual officer. Post-dated cheque will not be accepted. Cash should not be sent through the post.
4. In application for a replacement copy of the certificate of REC, in addition to submitting the duly completed Form ER41 and application fee, applicant should also submit copy of the revised Business Registration Certificate and relevant documents for reference.
5. With effect from 1 January 2010, applicant for a replacement copy of the certificate of REW should also submit a recent color photograph and a copy of the HKID card in addition to submitting the duly completed Form ER41 and application fee. The specification of the photograph should be typical colour passport photograph with white background.
6. For application on replacement of certificate of REW due to change of name, or replacement of certificate of REC due to change of business address or company name, the applicant must return the original existing certificate of REW / REC with the duly completed Form ER41.
7. For application for a certified true copy of an endorsed Periodic Test Certificate (WR2), applicant should be the owner of the fixed electrical installation at the premises, management company for the premises or incorporated owners of the premises. Applicant should provide evidence to substantiate their status for our vetting.