

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 ER42 備註」。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 TO FORM ER42". 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 &amp; Mechanical Services,

本人謹代表以下註冊電業承辦商，申請更改根據《電力條例》及其附屬規例所要求的報告或證明書上加簽人士。機電署於資料更新後不需要通知本公司：  
On behalf of the following Registered Electrical Contractor (REC), I apply for revising the authorized persons to endorse the relevant certificates and reports required by the Electricity Ordinance and its subsidiary Regulations, acknowledgement from EMSD is not required:-

公司資料

Particular of Company

註冊電業承辦商編號

REC Registration No.:

公司名稱

Name of Company:

商業登記號碼

Business Registration Certificate No.:

欲取消的獲授權人士 (如有需要，請用附加紙)

Authorized Persons to be Removed (Please use additional paper if required)

姓名 (英文) (姓氏先行) Name (English) (Surname first)	姓名 (中文) Name (Chinese)	身份證號碼 HKID No.
		( )
		( )
		( )

新增加的授權人士 (如有需要，請用附加紙)

Persons Newly Authorized by Company to Endorse Relevant Certificates and Reports

(Please use additional paper if required)

姓名 (英文) (姓氏先行) Name (English) (Surname first)	姓名 (中文) Name (Chinese)	身份證號碼 HKID No.	職位 Position in the Company	簽名式樣 Specimen Signature
		( )		
		( )		
		( )		

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.

\*申請人姓名 Name of Applicant

職位 Position in the Company

聯絡電話 Contact Tel. No.

申請人簽署 Signature of Applicant

簽署日期 Date Signed

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公司印章 Company Seal

\*申請人需為申請承辦商現時註冊的申請人或該公司的其中一位獲授權人士

The applicant should be the person who applied for the current registration or one of the authorized persons.

回郵及通訊地址(此項必須填寫)

Return Postal and Correspondence Address (this part must be completed)

公司名稱

Name of Company

地址

Address

公司名稱

Name of Company

地址

Address

## 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人披露。

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 ER42 備註

1. 此表格祇供註冊電業承辦商通知機電工程署更改其公司的獲授權人士。不用繳費。
2. 申請人須填寫此表格，親自或郵寄回香港九龍啟成街 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. 註冊電業承辦商則用表格 ER 41 通知機電工程署其新的營業地址，所需費用詳列於表格 ER 41 的備註及繳款方法。

## NOTES TO FORM ER42

1. This form is only used by Registered Electrical Contractor to notify EMSD of the change of the company's authorized persons. No charge is required.
2. Applicant is required to submit the duly completed Form ER 42 to our Registration and Permit Office, Ground Floor, the Electrical and Mechanical Services Department Headquarters, 3 Kai Shing Street, Kowloon Bay either in person during the following office hours or by post:

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. Registered Electrical Contractor should use ER 41 to notify EMSD of the change of business address. The required fee has been stated in the Notes and payment instruction to FORM ER 41.