

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 ER42A 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 ER42A". 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,

現通知本人新的通訊地址如下：

Please note that my correspondence address has been amended as follows:

姓名 (中文) : _____

Name (English) : _____

香港身份證號碼 HKID No. : _____

註冊編號 Registration No. : _____

新聯絡地址 New Correspondence Address : _____

電話號碼 Telephone No. (住宅 Residential) : _____ (辦事處 Business) : _____

手提電話 Mobile Phone No. : _____

傳真號碼 Fax No. : _____

電郵地址 Email Address : _____

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

申請人簽名 Signature of Applicant : _____

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 ER42A 備註

1. 此表格只供註冊電業工程人員通知機電工程署更改其通訊地址，不需繳費。
2. 申請人須填寫此表格，親自或以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. 註冊電業承辦商則需用表格 ER41 通知機電工程署其新的營業地址，所需費用詳列於表格 ER41 的備註及繳款方法。

NOTES TO FORM ER42A

1. This form is only used by Registered Electrical Worker to notify EMSD of the change of correspondence address. No charge is required.
2. Applicant is required to submit the duly completed Form 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 am to 5:15pm
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 FORM ER41 to notify EMSD of the change of business address. The required fee has been stated in the Notes and Payment Instruction to FORM ER41.