



Our reference 本署檔號:

(1) In EMSD/LES 7-2/4A Pt. III

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23 February 2026

To: All Registered Lift/Escalator Engineers and  
All Registered Lift/Escalator Contractors

Dear Sirs,

### **Circular No. 1/2026 – Revised Specified Form LE5 and Form LE7**

This circular introduces revised specified forms namely Form LE5 for application for a use permit permitting a lift or an escalator to put into use and operation and Form LE7 for application for a resumption permit for resuming the use and operation of a lift or an escalator after major alteration.

With an aim to enhance the communication between the stakeholders and EMSD, the revised Form LE5 requires the provision of contact details including email address of the property developer and authorised person (AP) while Form LE7 requires the provision of contact details of interested parties namely property management company/ owners corporations/ residents' organization/ Owner's representative as well as registered lift/escalator contractor (RC). This enables, throughout the course of the application for use permit as well as resumption permit of lift and escalator, the stakeholders be notified of via emails the processing status and to facilitate proactive action by the relevant parties on defect rectification and outstanding work which would contribute to the timely processing and completion of the application in future.

The revised Form LE5 and Form LE7 are available for downloading from EMSD website<sup>1</sup>. All applications to be submitted **on or after 1 March 2026** must use the revised Form LE5 and Form LE7 (electronically). Any applications not using the revised form after the said date may not be processed and require re-submission. Please notify the interested parties of the above requirements accordingly.

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<sup>1</sup> [https://www.emsd.gov.hk/en/lifts\\_and\\_escalators\\_safety/publications/specified\\_forms/index.html](https://www.emsd.gov.hk/en/lifts_and_escalators_safety/publications/specified_forms/index.html)

If you have any question on this subject, please contact Mr. Eddie MA at 2808 3239.

Yours faithfully,

( Alice Y.W. NG )

for Director of Electrical and Mechanical Services Department

- c.c. The Director of Housing (Attn: SM/QM)  
The Director of Buildings  
Director of Architectural Services (Attn: CBSE/2)  
The Lift and Escalator Contractors Association  
The Registered Elevator and Escalator Contractors Association Limited  
The International Association of Elevator Engineers (HK-China Branch)  
The Hong Kong Institution of Registered Engineers (Lift & Escalator)  
The Hong Kong General Union of Lift and Escalator Employers  
The Real Estate Developers Association of Hong Kong (Attn: Mr Garrick SZE)