

表格 LE12
香港特別行政區政府
升降機及自動梯條例(第 618 章)
申請准許繼續使用及操作自動梯的許可證

此欄不用填寫

Office use only

收據編號

Receipt No.

FORM LE12
THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION
LIFTS AND ESCALATORS ORDINANCE, CHAPTER 618
APPLICATION FOR A USE PERMIT
PERMITTING AN ESCALATOR TO CONTINUE TO BE USED AND OPERATED

請參閱「表格 LE12 備註」，並以正楷填寫此表格及在適當方格內加上✓號。

Please read the "Notes to Form LE12", complete this Form in BLOCK LETTERS and enter ✓ in the appropriate box(es).

致：機電工程署署長 ("署長")

To: The Director of Electrical and Mechanical Services ("the Director")

第 1 部 Part 1	申請人資料 Particulars of the Applicant (此部分須由申請人填寫) (This part must be completed by the Applicant)																			
自動梯地點編號: Escalator Location ID.: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> - <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td><td> </td></tr></table> 裝置於 _____ 之第 _____ 號自動梯 Escalator No. _____ installed at _____																				
申請人的通訊資料 Contact Details of the Applicant <div style="border: 1px dashed black; padding: 5px; text-align: center; color: red; font-weight: bold;"> (請於本格外填寫通訊資料) (Please fill the contact details within this box) </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3" data-bbox="124 1391 1161 1435">(名稱 Name)</td> </tr> <tr> <td data-bbox="124 1435 459 1480">(室 Flat/Room)</td> <td data-bbox="459 1435 730 1480">(樓 Floor)</td> <td data-bbox="730 1435 1161 1480">(座 Block)</td> </tr> <tr> <td colspan="3" data-bbox="124 1480 1161 1525">(大廈名稱 Name of Building)</td> </tr> <tr> <td colspan="3" data-bbox="124 1525 1161 1570">(屋苑名稱 Name of Estate)</td> </tr> <tr> <td colspan="3" data-bbox="124 1570 1161 1615">(號碼及街道名稱 No. and Name of Street)</td> </tr> <tr> <td colspan="3" data-bbox="124 1615 1161 1659">(地區 District)</td> </tr> </table>			(名稱 Name)			(室 Flat/Room)	(樓 Floor)	(座 Block)	(大廈名稱 Name of Building)			(屋苑名稱 Name of Estate)			(號碼及街道名稱 No. and Name of Street)			(地區 District)		
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<div style="color: red; font-weight: bold;"> (注意: 本署會以上述地址郵寄函件與申請人聯絡) (Note: This Department will correspond with the Applicant using the above address) </div> <table style="width: 100%;"> <tr> <td data-bbox="124 1839 933 1928"> 申請人的聯絡電話號碼 Contact Telephone No. of Applicant _____ </td> <td data-bbox="933 1861 1437 2040" style="border: 1px solid gray; padding: 5px;"> 現有准用證的屆滿日期 Expiry Date of Existing Use Permit _____ </td> </tr> <tr> <td colspan="2" data-bbox="124 1928 933 2018"> 申請人的電郵地址 Email Address of Applicant _____ </td> </tr> <tr> <td colspan="2" data-bbox="124 2018 933 2121"> 註冊自動梯承辦商的名稱 Name of Registered Escalator Contractor _____ </td> </tr> </table>			申請人的聯絡電話號碼 Contact Telephone No. of Applicant _____	現有准用證的屆滿日期 Expiry Date of Existing Use Permit _____	申請人的電郵地址 Email Address of Applicant _____		註冊自動梯承辦商的名稱 Name of Registered Escalator Contractor _____													
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第 2 部 Part 2	聲明 Declaration	(此部分須由申請人填寫及簽署) (This part must be completed and signed by the Applicant)
<p>本人現遵照《升降機及自動梯條例》(第 618 章)第 56(1)(b)條，為上述自動梯申請准用證。附上由註冊自動梯工程師簽發的安全證書(本表格附件 1)及在《升降機工程及自動梯工程實務守則》中規定的所需文件(如適用)。</p>		
<p>In accordance with section 56(1)(b) of the Lifts and Escalators Ordinance, Chapter 618, I would like to apply for a Use Permit for the above-mentioned escalator. A safety certificate (Annex 1 of this Form) issued by a registered escalator engineer and all the necessary documents as stipulated in the Code of Practice for Lift Works and Escalator Works, where applicable, are enclosed.</p>		
<p>上述自動梯屬： The above-mentioned escalator is:</p>		
<p><input type="checkbox"/> 私人(包括業主立案法團)所擁有。 privately owned (with owners corporation).</p> <p><input type="checkbox"/> 私人(不包括業主立案法團)所擁有。 privately owned (without owners corporation).</p> <p><input type="checkbox"/> 政府所擁有。 Government owned.</p> <p><input type="checkbox"/> 房屋委員會所擁有。 Housing Authority owned.</p> <p><input type="checkbox"/> 其他 (請註明): _____ Others (Please specify): _____</p>		
<p>_____ 申請人簽署 Signature of the Applicant</p>		<p>_____ 日期 Date</p>

表格 LE12 備註

1. 本表格的申請人是指僱用或安排註冊自動梯工程師進行定期檢驗的自動梯的負責人或其代表。
2. 申請人須確保其委托的註冊自動梯工程師已填妥夾附於本表格(表格LE12)的安全證書(附件1)及在證書上簽署，以證明有關自動梯及其所有相聯設備或機械處於安全操作狀態。請注意，註冊自動梯工程師發出的安全證書的有效日期由完成檢驗的日期起計為期六十天，逾時申請將不會被接納。
3. 申請人須填妥本表格(表格LE12)的第1部和第2部及在表格上簽署。本署會以申請人提供的通訊資料郵寄函件與申請人聯絡。如果填報的資料有任何變更，請以書面通知本署及註明自動梯的地點編號，以便本署更新有關通訊資料。
4. 如果申請獲批，機電工程署會於收到申請表後的十三個工作天內發出准用證，並會將准用證及編號收據(適用於以郵寄方式提出的申請)以掛號形式寄給申請人，同時會將由註冊自動梯工程師發出的安全證書一併退回。
5. 自動梯的負責人須將有效的准用證展示於自動梯出入口旁的顯眼位置。
6. 自動梯的負責人應預早向機電工程署提出申請，以免自動梯因未能取得有效的准用證而被停用。如果有關檢驗於上一份准用證的屆滿日期結束前的兩個月內完成，准用證的有效日期會於上一份准用證的屆滿日期後計算，延續6個月。如果該檢驗於其他時間完成，則該准用證的有效日期會在完成檢驗的日期翌日起計，為期6個月。

NOTES TO FORM LE12

1. The Applicant of this Form means the responsible person for the escalator, who employs or arranges the registered escalator engineer to carry out the examination, or his/her representative.
2. The Applicant must ensure that the appointed registered escalator engineer completes and signs the safety certificate in Annex 1 of this Form (Form LE12) to certify that the escalator and all its associated equipment or machinery are in safe working order. Please note that the validity period of the safety certificate issued by a registered escalator engineer lasts for 60 days counting from the date of completion of the examination. Late application will not be accepted.
3. The Applicant must complete and sign Part 1 and 2 of this Form (Form LE12). This Department will correspond with the Applicant making use of the contact details provided by the Applicant. If there is any change to the correspondence address, the Applicant should notify this Department in writing and clearly state the escalator location ID for updating the contact details.
4. If the application is approved, this Department will issue a Use Permit and a serially numbered receipt (applicable for an application made by post) to the Applicant by a registered post within 13 working days of receipt of the application. The safety certificate issued by the registered escalator engineer will be returned to the Applicant at the same time.
5. The responsible person for the escalator must display the valid Use Permit in a conspicuous position adjacent to a landing of the escalator.
6. The responsible person should apply to the Director of Electrical and Mechanical Services Department for a Use Permit in advance in order to avoid suspension of the escalator services due to the expiration of the Use Permit. If the examination of the escalator is completed by a registered escalator engineer on a date within the period of 2 months ending on the date of expiry of the preceding Use Permit, the Use Permit will be valid until the 6-month period beginning on the date immediately after the date of expiry of the preceding use permit. If the examination of the escalator is completed at another time, the validity of the Use Permit, lasting for 6-month, will count from the first day after the completion of the examination.

表格 LE12 申請及繳款方法

- 申請繼續使用及操作自動梯的准用證的費用為港幣290元。
- 申請人可採用以下任何一種方法遞交申請表格:
 - 申請人可親自到香港九龍啟成街 3 號機電工程署總部地下「客戶服務部」遞交填妥的申請表格及繳款，申請人會即時獲發編號收據。如申請獲批，准用證將以申請人在本表格第 1 部提供的地址寄給申請人。

辦公時間為：
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
 - 申請人亦可以郵寄方式將填妥的申請表格和繳費支票寄到香港九龍啟成街 3 號機電工程署署長收。如申請獲批，准用證及編號收據將以申請人在本表格第 1 部提供的地址寄給申請人。
注意：請勿郵寄現金。
- 凡支票、匯票及本票均須註明支付「香港特別行政區政府」並加劃線，**切勿**寫明支付個別職員。期票將不予接納。

APPLICATION AND PAYMENT INSTRUCTIONS TO FORM LE12

- The fee for the application for a Use Permit for continuing use and operation of the escalator is HK\$290.
- The Applicant can submit the application form through any one of the following methods:
 - The Applicant can submit the duly completed application form and pay the prescribed fee IN PERSON at the Customer Services Office of the Electrical and Mechanical Services Department, Ground Floor, 3 Kai Shing Street, Kowloon, Hong Kong. A serially numbered receipt will be issued immediately. If the application is approved, the Use Permit will be sent to the Applicant through the correspondence address provided in Part 1 of this Form.

Office Hours:
Monday to Friday 9:00 a.m. to 5:15 p.m.
Saturday, Sunday and Public Holidays closed
 - The Applicant can address the duly completed application form and prescribed fee in the form of a cheque BY POST to the Director of the Electrical and Mechanical Services Department at 3 Kai Shing Street, Kowloon, Hong Kong. If the application is approved, the Use Permit and a serially numbered receipt will be sent to the Applicant through the correspondence address provided in Part 1 of this Form.
Note: CASH SHOULD NOT BE SENT THROUGH THE POST.
- Cheques, Drafts and Cashier Orders should be made payable to 'The Government of the Hong Kong Special Administrative Region' and crossed. They **must not** be made payable to any individual officer. Post-dated cheques will not be accepted.

附件 1 Annex 1	安全證書 Safety Certificate	(此部分須由註冊自動梯工程師填寫及簽署) (This part must be completed and signed by a registered escalator engineer)
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自動梯地點編號:
Escalator Location ID.:

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(請填寫自動梯的中文及英文地址 Please provide the escalator address in Chinese and English)

裝置於_____之第_____號自動梯
Escalator No. _____ installed at _____

本人_____, 為註冊自動梯工程師(編號 REE _____),
茲證明本人已於_____年_____月_____日

* (甲) 按照《升降機及自動梯條例》(第 618 章)第 53 及 54 條之規定, 在上述自動梯無負載的情況下, 完成對該自動梯及其所有相聯設備或機械的徹底檢驗,

* (乙) 按照《升降機及自動梯條例》(第 618 章)第 53 及 54 條之規定, 在上述自動梯有負載的情況下, 完成對該自動梯及其所有相聯設備或機械的徹底檢驗,

並證明該自動梯及其所有相聯設備或機械處於安全操作狀態。

I, _____, registered escalator engineer (No. REE _____), have on the _____ day of _____,

* (a) completed the thorough examination of the above-mentioned escalator without load and all its associated equipment or machinery in accordance with sections 53 & 54 of the Lifts and Escalators Ordinance, Chapter 618,

* (b) completed the thorough examination of the above-mentioned escalator with load and all its associated equipment or machinery in accordance with sections 53 & 54 of the Lifts and Escalators Ordinance, Chapter 618,

and certify that the above-mentioned escalator and all its associated equipment or machinery were in safe working order.

本人受聘於承辦上述自動梯保養工程的註冊自動梯承辦商。 是 否
I am employed by the registered escalator contractor undertaking the maintenance Yes No works of the above mentioned escalator.

上述自動梯已配備:
The above mentioned escalator is equipped with:

<input type="checkbox"/> 裙板安全裝置	Skirt Panel Safety Device
<input type="checkbox"/> 裙板偏轉裝置(毛刷型)	Skirt Panel Deflector Device (Brush Type)
<input type="checkbox"/> 裙板偏轉裝置(橡膠型)	Skirt Panel Deflector Device (Rubber Type)
<input type="checkbox"/> 防護擋板	Obstruction Guard
<input type="checkbox"/> 緊急止動裝置	Emergency Stop Switch
<input type="checkbox"/> 樓板安全裝置	Landing Floor Plate Safety Device
<input type="checkbox"/> 附加制動器	Auxiliary Brake
<input type="checkbox"/> 梯級下陷安全裝置	Step Sagging Safety Device
<input type="checkbox"/> 梯級缺掉安全裝置	Missing Step Safety Device
<input type="checkbox"/> 以上皆沒有	None of the above

註冊自動梯工程師簽署
Signature of Registered Escalator Engineer

簽發日期
Date of Issue