

**表格 LE46**  
**香港特別行政區政府**  
**升降機及自動梯條例 (第 618 章)**  
**申請註冊證書及/或註冊證複本**  
**(適用於註冊承辦商、註冊工程師及註冊工程人員)**

此欄不用填寫 Office use only
收件日期 Receipt Date
收據編號 Receipt No.

FORM LE46  
THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION  
THE LIFTS AND ESCALATORS ORDINANCE (CHAPTER 618)  
APPLICATION FOR DUPLICATES OF REGISTRATION CERTIFICATES AND REGISTRATION CARD  
(APPLICABLE TO REGISTERED CONTRACTOR, REGISTERED ENGINEER AND REGISTERED WORKER)

請參閱「表格 LE46 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 LE46", complete the form in BLOCK LETTERS and enter ✓ in the appropriate box(es).

**(甲) 申請人身份及聯絡資料**  
**(A) Applicant's Particulars and Contact Details**

姓名(英文)(姓氏先行) Name in English (Surname first)	姓名(中文) Name in Chinese
香港身份證號碼 H.K.I.D.No.                     ( )	護照號碼(如無身份證) Passport No. (if no H.K.I.D.)
通訊地址 Correspondence Address	
聯絡電話號碼 Contact Telephone No.	傳真號碼(如有) Facsimile No. (if available)
電子郵件地址(如有) E-Mail Address (if available)	

**(乙) 註冊類別** *(請在適當的申請項目空格內加上✓號及可選擇多過一項類別)*  
**(B) Type of Registration** *(Please tick in the appropriate box and you may tick more than one type of registration)*

承辦商 Contractor	<input type="checkbox"/> 註冊升降機承辦商 Registered Lift Contractor <input type="checkbox"/> 註冊自動梯承辦商 Registered Escalator Contractor
工程師 Engineer	<input type="checkbox"/> 註冊升降機工程師 Registered Lift Engineer <input type="checkbox"/> 註冊自動梯工程師 Registered Escalator Engineer
工程人員 Worker	<input type="checkbox"/> 註冊升降機工程人員 Registered Lift Worker <input type="checkbox"/> 註冊自動梯工程人員 Registered Escalator Lift Worker

(丙) 註冊資料

(C) Registration Particulars

註冊編號 Registered No.  _ _ _ _ _ _ _ _ _ _ _ _ _ _	屆滿日期 Expiry Date 日 Day                    月 Month                    年 Year  _ _ _ _ _ _ _ _ _ _ _ _ _ _
註冊編號 Registered No.  _ _ _ _ _ _ _ _ _ _ _ _ _ _	屆滿日期 Expiry Date 日 Day                    月 Month                    年 Year  _ _ _ _ _ _ _ _ _ _ _ _ _ _

(丁) 申請類別及原因

(請在適當的申請項目空格內加上✓號)

(D) Type and Reason of Application

(Please tick in the appropriate box)

申請類別 Type of Application (可選擇多過一項類別) (you may tick more than one type of application)	申請原因 Reason of Application
<input type="checkbox"/> 註冊證書複本 Duplicates of Registration Certificates	<input type="checkbox"/> 遺失 Lost <input type="checkbox"/> 毀壞、污損或損壞 Destroyed, defaced or damaged <input type="checkbox"/> 其他原因 (請列出原因) Other reasons (please list out the reasons) _____
<input type="checkbox"/> 註冊證複本 Duplicates of Registration Card	<input type="checkbox"/> 遺失 Lost <input type="checkbox"/> 毀壞、污損或損壞 Destroyed, defaced or damaged <input type="checkbox"/> 其他原因 (請列出原因) Other reasons (please list out the reasons) _____

(i) 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夾附於申請表的「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 to the "Personal Data Privacy Statement" attached to the application form.

申請人簽署

Signature of Applicant

申請日期

Date of Application

如屬公司申請，必須由相關獲授權簽署人簽名作實。

Signature of the respective Authorised Signatory is required for application by company

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
日 Day            月 Month            年 Year

回郵地址(此項必須填寫)

Return Postal Address (this part must be completed)

姓名 Name

姓名 Name

地址 Address

地址 Address

### 表格 LE46 備註

1. 如屬註冊自動梯工程師、註冊升降機工程師、註冊自動梯工程人員或註冊升降機工程人員，申請人必須是註冊證書或註冊證的持有人；如屬註冊自動梯承辦商或註冊升降機承辦商，申請人必須是該公司的相關獲授權簽署人。
2. 本表格僅適用於註冊證書(證書正本)或註冊證(註冊證正本)遭遺失、毀壞、污損或損壞的情況。
3. 證書複本或註冊證複本的效力，與它所取代的證書正本或註冊證正本的效力相同，亦等同於它所取代的證書正本或註冊證正本。
4. 證書複本或註冊證複本一經發出，有關證書正本或註冊證正本即告失效。
5. 證書或註冊證持有人在提出證書複本及註冊證複本的申請時，如仍可取得有關證書正本或註冊證正本，須將之交回註冊主任。
6. 如證書或註冊證持有人違反以上第 5 項，署長可拒絕向該人發出證書複本或註冊證複本。

### NOTES TO FORM LE46

1. For registered lift or escalator engineer and registered lift or escalator worker, the applicant must be the holder of the certificate or card. For registered contractor, the applicant must be the respective authorized signatory of the company.
2. This application form (Form LE46) is only applicable to the certificate holder or card holder who has a certificate of registration or a registration card lost, destroyed, defaced or damaged.
3. A duplicate certificate or duplicate card issued has the same effect as, and is equivalent to the original certificate or original card.
4. On the issue of a duplicate certificate or duplicate card, the original certificate or original card ceases to be valid.
5. When making an application for a duplicate certificate or duplicate card, the certificate holder or card holder must return the original certificate or original card to the Registrar if it is available to the certificate holder or card holder.
6. The Registrar may refuse to issue a duplicate certificate or duplicate card to the certificate holder or card holder if the holder contravenes Item 5 above.

## 表格 LE46 申請及繳款方法

- 申請註冊證書複本及/或註冊證複本的費用均為港幣 140 元。(註：無論申請成功與否，所繳申請費用均不會獲發還。)
  - 申請人可採用以下任何一種方法遞交申請：
    - 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」遞交申請及繳款，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申請表格及有關文件和繳付費用的支票寄回 香港九龍啟成街 3 號機電工程署總部地下「客戶服務部」。
- 如選擇以支票方法繳款，支票抬頭為「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。
- 申請人須填寫此表格(表格 LE46)，並隨申請表格連同申請費用及以下證明文件的副本一併遞交「機電工程署」(註：「客戶服務部」不會提供影印服務。)
    - 香港身份證/護照 (如申請人以郵寄方式申請，必須提交香港身份證/護照副本；如申請人親身到機電工程署的「客戶服務部」遞交申請表格時，出示他/她的身份證/護照正本，則無須提交其身份證/護照副本。)

## APPLICATION AND PAYMENT INSTRUCTIONS TO FORM LE46

- The application fee for issue of a duplicate registration certificate and/ or duplicate registration card is HK\$140. (Note: Any application fee received **will not** be refunded regardless of the result of application.)
  - Applicant can submit application through any one of the following methods :
    - Applicant can submit the application and application fee to the Customer Services Office at G/F, Electrical and Mechanical Services Department Headquarters, 3 Kai Shing Street, Kowloon Bay, in person during the following office hours:

Monday to Friday :	9:00 a.m.to 5:15 p.m
(Saturday, Sunday and Public Holidays :	Closed)
    - Applicant can also submit the application form, copies of relevant documents, and application fee in the form of a cheque to our Customer Services Office at G/F, Electrical and Mechanical Services Department Headquarters, 3 Kai Shing Street, Kowloon Bay, by post.
- All cheques should be made payable to **'The Government of the Hong Kong Special Administrative Region'** and crossed. Cheque **must not** be made payable to any individual officer. Post-dated cheque will not be accepted.
- Applicant is required to submit the duly completed Form LE46 and application fee, together with the following **copies** of documents in support of the application to the Electrical and Mechanical Services Department:  
(Note: Photocopying service will **not** be provided at the Customer Services Office)
    - Hong Kong Identity Card/ passport; *(Copy of the identity card/passport must be provided if the applicant submits the application by post. Copy of the identity card/passport is not required if the applicant produces his/her original identity card/passport to our Customer Services Office at the time of his/her submission of the application form.)*

## 個人資料私隱聲明

### 收集個人資料的目的

1. 閣下所提供的個人資料，機電工程署(本署)將會用作：
  - (a) 處理閣下或承辦商證書複本及註冊證複本的申請；
  - (b) 按照《升降機及自動梯條例》(第 618 章)第 105 條的規定，備存一份註冊承辦商、註冊工程師及註冊工程人員的名冊；
  - (c) 管理《升降機及自動梯條例》(第 618 章)及相關附屬法例；及
  - (d) 方便本署與閣下通訊。
2. 閣下可自願提供有關的個人資料。假如你未能提供足夠的資料，本署可能無法處理你的申請。

### 受讓人的類別

3. 你的申請獲接納後，閣下的個人資料會存於機電工程署，並會就上述第 1 段所述目的被透露或轉交與相關的人士。
4. 你的個人資料，只限於你的姓名、註冊編號、註冊級別、註冊期日、註冊有效期到期日、及僱主名稱的資料，會在政府網頁 "[www.emsd.gov.hk](http://www.emsd.gov.hk)" 及本署客戶服務部向公眾披露。

### 查詢個人資料

5. 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，你有權要求查閱及更改提出申請時提供的個人資料。你的查閱權包括索取你在申請時所提供個人資料的副本。而提供有關個人資料副本將按章收費。

### 查詢

6. 任何關於有關申請所收集個人資料的查詢，包括要求查閱及更改資料，請向機電工程署註冊主任提出。

地址：香港九龍啟成街 3 號機電工程署 7 樓「一般法例部」

電話：1823

## PERSONAL DATA PRIVACY STATEMENT

### Purpose of Collection of Personal Data

1. The personal data provided by you will be used by the Electrical and Mechanical Services Department ("the Department") for the purposes of:
  - (a) processing your application for issue of duplicates of registration certificates and registration cards;
  - (b) maintaining the register of contractors, the register of engineers and/or the register of workers established by virtue of section 105 of the Lifts and Escalators Ordinance, Chapter 618;
  - (c) administering the Lifts and Escalators Ordinance, Chapter 618, and related Regulations; and
  - (d) facilitating communication between the Department and yourself.
2. The provision of your personal data is voluntary. If you do not provide sufficient information, the Department may not be able to process your application.

### Classes of Transferees

3. Upon the acceptance of your application, your personal data will be kept at the Department and may be disclosed or transferred to parties relevant and necessary for the purposes as stated in paragraph 1.
4. Your personal data limited to your name, registration number, class of registration, date of registration, expiry date of registration, and name of employer(s) may be disclosed to the public at the Government website "<http://www.emsd.gov.hk>" and the Customer Service Office of the Electrical and Mechanical Services Department.

### Access to Personal Data

5. You have a right to request access to and make correction of your 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 you in the application. A fee may be imposed for obtaining a copy of such data.

### Enquiries

6. Enquiries concerning personal data provided by you, including the making of access and corrections, should be addressed to :

Address: General Legislation Division, Electrical and Mechanical Services Department, 7/F, 3 Kai Shing Street, Kowloon, Hong Kong.  
Telephone No.:1823

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# 網上牌照 申請服務

Online service for  
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Scan QR code for details

註冊電業工程人員  
Registered electrical worker

准用證 (升降機) / (自動梯)  
Use permit (lift / escalator)

註冊氣體裝置技工  
Registered gas installer

強制性能源效益標籤計劃  
Mandatory Energy Efficiency  
Labelling Scheme

申請參與建築物能源效益註冊計劃  
Energy Efficiency Registration  
Scheme for Buildings

淡水冷卻塔計劃  
Fresh Water Cooling Towers Scheme



機電工程署  
EMSD



## 重要通知

任何人士試圖向任何政府人員提供利益 (根據《防止賄賂條例》(第 201 章) 定義), 以影響本申請的結果, 即構成《防止賄賂條例》所訂的罪行, 並導致有關申請無效, 而機電工程署會向廉政公署舉報個案。如任何政府人員或其代理人就本申請向你索取利益, 你應向廉政公署舉報 (電話號碼: 2526 6366)。

## Important Notice

Any attempt to offer advantage (as defined in the Prevention of Bribery Ordinance ("POBO") (Cap. 201)) to any government officer with a view to influencing the outcome of this application constitutes an offence under the POBO and renders the application invalid. The case will be reported to the Independent Commission Against Corruption. You should report to the ICAC (Telephone No.: 2526 6366) if any government officer or their agent solicits an advantage from you in relation to this application.