

表格 LE7  
香港特別行政區政府  
升降機及自動梯條例(第 618 章)  
申請在主要更改後升降機/自動梯的復用證

FORM LE7  
THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION  
LIFTS AND ESCALATORS ORDINANCE, CHAPTER 618  
APPLICATION FOR A RESUMPTION PERMIT FOR RESUMING THE USE AND OPERATION OF A LIFT OR AN  
ESCALATOR AFTER MAJOR ALTERATION

請參閱「表格 LE7 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 LE7", 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<br>Part 1   | 申請人資料<br>Particulars of the Applicant (此部分須由申請人填寫)<br>(This part must be completed by the Applicant)  |  |   |   |  |  |  |  |  |  |  |  |
|---|---|--|---|---|--|--|--|--|--|--|--|--|
| <p>*升降機/自動梯地點編號:<br/>*Lift/Escalator Location ID.: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> - <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table></p> <p>裝置於 _____ 之第 _____ 號*升降機/自動梯<br/>*Lift/Escalator No. _____ installed at _____</p> |   |  |   |   |  |  |  |  |  |  |  |  |
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| <p><b>申請人的通訊資料</b><br/>Contact Details of the Applicant</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>升降機/自動梯負責人</b><br/>Responsible Person for the Lift/Escalator</p> <p>名稱<br/>Name _____</p> <p>電郵地址<br/>Email Address _____</p> <p>聯絡電話號碼<br/>Contact Telephone No. _____</p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>升降機/自動梯負責人代表</b><br/>(如註冊升降機/自動梯承辦商)<br/>Representative of the Responsible Person for the Lift/Escalator (e.g. Registered Lift/Escalator Contractor)</p> <p>名稱<br/>Name _____</p> <p>電郵地址<br/>Email Address _____</p> <p>聯絡電話號碼<br/>Contact Telephone No. _____</p> </td> </tr> </table>   |   |  | <p><b>升降機/自動梯負責人</b><br/>Responsible Person for the Lift/Escalator</p> <p>名稱<br/>Name _____</p> <p>電郵地址<br/>Email Address _____</p> <p>聯絡電話號碼<br/>Contact Telephone No. _____</p> | <p><b>升降機/自動梯負責人代表</b><br/>(如註冊升降機/自動梯承辦商)<br/>Representative of the Responsible Person for the Lift/Escalator (e.g. Registered Lift/Escalator Contractor)</p> <p>名稱<br/>Name _____</p> <p>電郵地址<br/>Email Address _____</p> <p>聯絡電話號碼<br/>Contact Telephone No. _____</p> |  |  |  |  |  |  |  |  |
| <p><b>升降機/自動梯負責人</b><br/>Responsible Person for the Lift/Escalator</p> <p>名稱<br/>Name _____</p> <p>電郵地址<br/>Email Address _____</p> <p>聯絡電話號碼<br/>Contact Telephone No. _____</p>   | <p><b>升降機/自動梯負責人代表</b><br/>(如註冊升降機/自動梯承辦商)<br/>Representative of the Responsible Person for the Lift/Escalator (e.g. Registered Lift/Escalator Contractor)</p> <p>名稱<br/>Name _____</p> <p>電郵地址<br/>Email Address _____</p> <p>聯絡電話號碼<br/>Contact Telephone No. _____</p> |  |   |   |  |  |  |  |  |  |  |  |
| <p><b>(注意: 本署會以上述電郵地址發送復用證及以電話號碼與申請人聯絡。申請人可選擇同時填寫負責人及其代表的電郵地址，以同步接收復用證。)</b><br/>(Note: This Department will issue the Resumption Permit via the above email addresses provided and contact the Applicant at the above telephone numbers. The applicant may fill in the email addresses of both the Responsible Person and his/her representative, to receive the Resumption Permit via email.)</p>   |   |  |   |   |  |  |  |  |  |  |  |  |

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| <b>第 2 部</b>  | <b>聲明</b>          | <b>(此部分須由申請人填寫及簽署)</b>   |
| <b>Part 2</b> | <b>Declaration</b> | <b>(This part must be completed and signed by the Applicant)</b> |

本人現遵照《升降機及自動梯條例》(第 618 章)第\*28(1)/58(1)條的規定，附上由註冊\*升降機/自動梯工程師簽發的安全證書(本表格附件 1)和檢驗報告，以及在《升降機工程及自動梯工程實務守則》中規定的所需文件，為上述\*升降機/自動梯申請復用證。

In accordance with section \*28(1)/58(1) of the Lifts and Escalators Ordinance, Chapter 618, I enclose herewith a safety certificate (Annex 1 of this Form) and an examination report issued by a registered \*lift /escalator engineer, and all the necessary documents as stipulated in the Code of Practice for Lifts Works and Escalator Works to apply for a Resumption Permit for the above-mentioned \*lift/escalator.

**上述\*升降機/自動梯屬:**

The above-mentioned \*lift/escalator is:

- 私人所擁有** **已成立業主立案法團: [\*是 / 否]**  
Private owned Incorporated Owners Formed: [\*Y / N]
- 政府所擁有**  
Government owned
- 房屋委員會所擁有**  
Housing Authority owned
- 其他 (請註明):** \_\_\_\_\_  
Others (Please specify): \_\_\_\_\_

\_\_\_\_\_  
**申請人姓名**  
Name of the Applicant

\_\_\_\_\_  
**申請人簽署**  
Signature of the Applicant

\_\_\_\_\_  
**日期**  
Date

**只供本署填寫 Official Use Only**

**收據編號**  
RECEIPT NO. 

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\*將不適用者刪去 \*Delete whichever is inapplicable

## 表格 LE7 備註

1. 本表格的申請人是指僱用或安排註冊升降機/自動梯工程師進行檢驗的升降機/自動梯的負責人或其代表。
2. 申請人須確保其委托的註冊升降機/自動梯工程師已填妥夾附於本表格(表格LE7)的安全證書(附件1)及在證書上簽署，用以證明有關升降機/自動梯受影響部分處於安全操作狀態。請注意，註冊升降機/自動梯工程師發出的安全證書的有效期由完成檢驗的日期起計兩個月，逾時申請將不會被接納。
3. 申請人須填妥本表格(表格LE7)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電郵地址(如申請人有提供)發送復用證及電話號碼與申請人聯絡。如果填報的資料有任何變更，請以書面通知本署及註明升降機/自動梯的地點編號，以便本署更新該通訊資料。
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復用證，並會將復用證以電郵形式發送給申請人。

## NOTES TO FORM LE7

1. The Applicant of this Form means the responsible person for the lift/escalator who employs or arranges the registered lift/escalator engineer to carry out the examination or his/her representative.
2. The Applicant must ensure that the appointed registered lift/escalator engineer completes and signs the safety certificate in Annex 1 of this Form (Form LE7) to certify that the affected part(s) of the lift/escalator was in safe working order. Please note that the validity period of the safety certificate issued by a registered lift/escalator engineer lasts for 2 months 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 LE7). This Department will issue the Resumption Permit via the email addresses (if provided by Applicant) and contact the Applicant at the telephone numbers provided by the Applicant. If there is any change to the contact details, the Applicant should notify this Department in writing and clearly state the lift/escalator location ID for updating the contact details.
4. If the application is approved, this Department will issue the Resumption Permit to the Applicant via email within 13 working days of the receipt of the application.



|         |                    |   |
|---------|--------------------|---|
| 附件 1    | 安全證書               | (此部分須由註冊*升降機/自動梯工程師填寫及簽署)   |
| Annex 1 | Safety Certificate | (This part must be completed and signed by a registered *lift/escalator engineer) |

\*升降機/自動梯地點編號:

\*Lift/Escalator Location ID.: 

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裝置於 \_\_\_\_\_ 之第 \_\_\_\_\_ 號\*升降機/自動梯

\*Lift/Escalator No. \_\_\_\_\_ installed at \_\_\_\_\_

本人 \_\_\_\_\_ , 為註冊\*升降機/自動梯工程師(編號\*RLE/REE \_\_\_\_\_), 茲證明本人已於 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日按照《升降機及自動梯條例》(第 618 章)第\*25/55 條之規定, 完成對上述的\*升降機/自動梯受影響部分的徹底檢驗, 並證明上述\*升降機/自動梯受影響部分處於安全操作狀態。

I, \_\_\_\_\_, registered \*lift/escalator engineer (No. RLE/REE \_\_\_\_\_) have on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, completed the thorough examination of the affected part(s) of the above-mentioned \*lift/escalator in accordance with the provisions of section \*25/55 of the Lifts and Escalators Ordinance, Chapter 618, and certify that the affected part(s) of the above-mentioned \*lift/escalator was in safe working order.

本人現作出聲明, 本人\*受聘/非受聘於承辦上述主要更改工程的\*升降機/自動梯工程的註冊\*升降機/自動梯承辦商, 並已連同本安全證書附上上述\*升降機/自動梯的檢驗報告。

I declare hereby that I \*am/am not employed by the registered \*lift/escalator contractor undertaking the major alteration works of the above-mentioned \*lift/escalator, and enclose herewith the Examination Report of the above-mentioned \*lift/escalator with this safety certificate.

\_\_\_\_\_  
 註冊\*升降機/自動梯工程師簽署  
 Signature of Registered \*Lift/Escalator  
 Engineer

\_\_\_\_\_  
 簽發日期  
 Date of Issue