

FORM 201

表格201

THE GOVERNMENT OF THE HONG KONG

SPECIAL ADMINISTRATIVE REGION

香港特別行政區政府

GAS SAFETY (REGISTRATION OF GAS SUPPLY COMPANIES)

REGULATIONS, CAP. 51E

《氣體安全(氣體供應公司註冊)規例》(第51E章)

APPLICATION FOR REGISTERED GAS SUPPLY COMPANY / CHANGE OF GAS

BUSINESS / CHANGE OF COMPANY PARTICULARS / REPLACEMENT OF

CERTIFICATE OF REGISTRATION

申請成為註冊氣體供應公司／更改氣體業務／更改公司資料／補發註冊證明書

For Official Use Only:

只供本署填寫：

GasSO Reference

檔案編號

Date of Receipt

收件日期

Notes 注意事項：

(1) This application form is to be used for applying to the Gas Authority to register as a gas supply company as defined in the Gas Safety (Registration of Gas Supply Companies) Regulations, Cap. 51E, to apply for change of gas business, change of company particulars, or replacement of certificate of registration.

本申請表格用作向氣體安全監督申請成為氣體安全(氣體供應公司註冊)規例(第 51E 章)所界定的註冊氣體供應公司、更改氣體業務、更改公司資料或補發註冊證明書。

(2) The applicant should complete all sections of this application form in BLOCK letters, SIGN the form and stamp the company chop.

申請人須以正楷填寫本申請表格各欄，並在表格上簽署及蓋上公司蓋印。

Declaration:

聲明：

We hereby apply for *registration to be a gas supply company / change of gas business / change of company particulars / replacement of certificate of registration, and declare that all particulars, statements and documents submitted in/with this application form are true and correct.

本公司現申請*成為註冊氣體供應公司／更改氣體業務／更改公司資料／補發註冊證明書，並謹此聲明，在本申請表格內填報的一切資料、所作的陳述及附上的文件全屬真實無訛。

Name of Authorized Person:

獲授權人姓名： _____

Post of Authorized Person:

獲授權人職位： _____

Date:

日期： _____

Authorized Signature:

獲授權人簽署： _____

Company Chop:

公司蓋印： _____

*刪去不適用者 *Delete as appropriate

Section A: Type of Application

甲部：申請類別

- † (i) New Registration
新註冊
- (ii) Change of gas business / change of company particulars
更改氣體業務 / 公司資料
- (iii) Replacement of Certificate of Registration
補發註冊證明書

Section B: Particulars of Applicant

乙部：申請人資料

- (1) Company Name (English): _____
- (2) 公司名稱(中文)： _____
- (3) Name & Post of Contact Person: _____
聯絡人名稱及職位：
- (4) Correspondence Address : _____
(English) _____
- (5) 通訊地址(中文)： _____

- (6) Telephone Number: _____ (7) Fax Number: _____
電話號碼： 傳真號碼：
- (8) Email Address: _____
電郵地址：
- (9) Registered Gas Supply Company No.
(only for existing Registered Gas Supply
Company)
註冊氣體供應公司號碼
(只適用於現有註冊氣體供應公司) _____

Section C : Information to be submitted with this Application Form (For New Registration or Change of Gas Business)

丙部： 須連同本申請表格一併提交的資料(適用於新註冊或更改氣體業務)

I. Characteristics of Gas 氣體特性

- (1) The composition and properties of the gas supplied;
所供應氣體的成分及特質；
- (2) A full evaluation of the hazards associated with the gas and the associated facilities[#]; and
氣體及相關設施的全面風險評估[#]；以及
- (3) A detailed description of utilization of the gas and the associated facilities
使用氣體及相關設施的詳細描述

II. Scope of the Company 公司業務範圍

- (1) Business registration certificate;
商業登記證；
- (2) Scope of gas business operations;
氣體業務範圍；
- (3) Details on the arrangements for storage, transportation and supply of the gas;
氣體儲存、運輸及供應的詳細安排；
- (4) A binding gas supply agreement with the gas supplier[#]; and
與氣體供應商訂立的具約束力供氣協議[#]；以及
- (5) Proposal for any premises where the gas will be handled and stored
處理及儲存氣體的擬議處所

III. Company Background 公司背景

- (1) Details of company ownership, corporate structure and affiliations, nature of business activities
公司擁有權、企業架構及隸屬關係、業務性質的詳情
- (2) Outline of the organisational and management responsibilities
機構及管理人員職責的概述
- (3) Qualification of key operating personnel
主要操作人員的資歷
- (4) Outline of the proposed staffing level
擬議員工編制的概述
- (5) Description of operating centres in Hong Kong
本地營運地點的描述
- (6) Outline of technical background and resources (e.g. technical support, contractors, and legal matters.)
技術背景及資源的概述(例如技術支援、承辦商及法律事務)
- (7) Quality control arrangement of the company
公司的品質控制安排
- (8) Gas quality management
氣體的品質管理

IV. Information about Gas Suppliers, Distributors or Contractors 氣體供應商、分銷商或承辦商的資料

- (9) Particulars of gas suppliers
氣體供應商的資料
- (10) Proposed agreements with sub-contractors including equipment suppliers, distributors, design consultants and other specialists, etc.
與分包商(包括設備供應商、分銷商、設計顧問及其他專業人士等)簽訂的擬議協議
- (11) Management of distributors, if any
分銷商的管理(如有)

V. Other Deliverables 其他文件

- (1) Written statement of health and safety arrangements in accordance with Regulation 10 of the Gas Safety (Registration of Gas Supply Companies) Regulations, including:
根據《氣體安全(氣體供應公司註冊)規例》第10條的規定提交有關健康及安全安排的陳述書，內容須包括：
- (a) details as to how the company under application complies with its duty under Regulation 9 of Gas Safety (Registration of Gas Supply Companies) Regulations;
關於申請公司如何履行其在《氣體安全(氣體供應公司註冊)規例》第9條下責任的細節；
 - (b) details as to all safety rules and procedures to be followed by it, or others on its behalf, for constructing, installing, operating, monitoring and maintaining its gas installations;
關於該公司或替該公司行事的其他人在建造、裝置、操作、監察及維修該公司的氣體裝置時，須遵守的一切安全規則及程序的細節；
 - (c) details on how it advises consumers or others on the safe use of gas supplied by it;
關於該公司如何忠告用戶或其他人安全使用該公司所供應的氣體的細節；
 - (d) details as to the qualifications it requires for all its key operational positions which carry responsibility for gas safety, and the particular areas of responsibility for such positions;
關於該公司對負有保障氣體安全責任的所有主要操作職位所要求資歷的細節，及該等職位的責任範圍的細節；
 - (e) details as to the training, monitoring and, where appropriate, testing arrangements it provides in relation to ensuring competence of personnel at all levels of its operations;
與確保該公司各操作階層人員勝任有關而提供的訓練、監察及考核安排的細節；
 - (f) the arrangements in force for carrying out and supervising the construction, installation and maintenance of gas installations including the arrangements in force for others who carry out such work for it, in particular the arrangements in force for carrying out quality control;
進行及監督氣體裝置的建造、裝置及維修的現行安排，包括對於替該公司進行該等工程的其他人的現行安排，尤其是進行品質控制的現行安排；
 - (g) the monitoring arrangements used to verify compliance with its operating procedures in connection with the carrying on of its business as a gas supply company;
用以核證該公司是否遵從與經營氣體供應公司業務有關的操作程序的監察安排；
 - (h) the arrangements in force for dealing with reports from members of the public of escaping gas;
處理公眾人士提出的氣體外洩報告的現行安排；
 - (i) the arrangements in force for dealing with gas emergencies; and
處理氣體緊急事故的現行安排；以及
 - (j) the arrangements in force for carrying out gas leakage surveys[#].
測量氣體漏洩的現行安排[#]。
- (2) Safety case – description of the facilities and their potential hazards, quantitative risk assessment, risk mitigation measures, and safety management system[#].
安全論證報告 – 包括設施及其潛在風險的描述、量化風險評估、風險緩解措施及安全管理系統[#]。
- (3) Appointment of gas advisor, if any, to provide specialist opinion on the operation[#].
委任氣體顧問(如有)以提供運作方面的專家意見[#]。

Remarks 備註:

[#]Not applicable for RGSC applications with main business includes only the importation of LPG in disposable cylinders.

[#]不適用於主要業務僅包括進口只用一次的液態石油氣氣瓶的註冊氣體供應公司的申請。

NOTES ON THE APPLICATION

申請須知

(1) Submission of Application

遞交申請的方法

This application form shall be submitted with the information as prescribed in Section C of the form, by hand, fax, designated electronic application submission system (including email) or post, to 'The Gas Authority, Gas Standards Office, Electrical & Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong'.

本申請表格必須連同表格丙部所訂明的資料，以傳真或經指定電子提交申請系統(包括電郵)遞交，或親身送交或郵寄至「香港九龍啟成街3號機電工程署氣體標準事務處氣體安全監督」。

(2) Application Processing Time

處理申請的時間

The Gas Authority shall notify the applicant in writing within 40 working days from the date of receipt of the application of whether the application is approved or the applicant is required to provide additional information.

氣體安全監督會在收到申請當天起計 40 個工作天內，以書面方式通知申請人其申請是否獲批准，或申請人是否須補交文件。

(3) Application Fee

申請費用

The fee for new application for registration of a gas supply company is HK\$18,940 (application fee is not required for change of gas business or change of company particulars). The fee for replacement of certificate of registration is HK\$150. Fees shall be in the form of cheque, draft or cashier's order and made payable to 'The Government of HKSAR' and crossed.

新申請成為註冊氣體供應公司的費用為港幣 18,940 元 (更改氣體業務或更改公司資料無須支付申請費用)。補發註冊證明書的費用為港幣 150 元。有關費用必須以抬頭人為「香港特別行政區政府」的劃線支票、匯票或銀行本票支付。

(4) Prevention of Bribery

防止賄賂

Any attempt to offer advantage (as defined in the Prevention of Bribery Ordinance ("POBO") (Chapter 201 of the Laws of Hong Kong)) 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 ("ICAC"). You should report to the ICAC (Telephone No.: 2526 6366) if any government officers or their agents solicits an advantage from you in relation to this application.

任何人士試圖向任何政府人員提供利益(按照香港法例第 201 章《防止賄賂條例》中對利益的定義)，以影響本申請的結果，即構成《防止賄賂條例》下的罪行，並導致有關申請無效，而機電工程署會把個案向廉政公署報告。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)。

(5) Personal Data Privacy Statement

個人資料私隱聲明

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. activities relating to the processing of your application in this form in accordance with the relevant provisions of the Gas Safety Regulations; and
- b. facilitating communication between the Government and you.

Classes of Transferees

Upon acceptance of your application, your personal data will be kept at the Electrical & Mechanical Services Department (EMSD) and disclosed to the data users of the EMSD.

Access to Personal Data

You have the right of access and correction with respect to 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 this form.

Enquiry

Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to the Director of Electrical and Mechanical Services:

Address: Gas Standards Office, 3 Kai Shing Street, Kowloon, Hong Kong. Telephone No.: 2808 3683

收集個人資料的目的

在本表格提供的個人資料，政府會用於下列目的：

- a. 與根據《氣體安全條例》相關條文審批你在本表格中的申請有關的事宜；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，你的個人資料會存放於機電工程署(機電署)，並向機電署的資料使用者披露。

查閱個人資料

根據《個人資料(私隱)條例》第 18 及 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本表格所提供個人資料的副本。

查詢

如欲查詢有關本表格所收集的個人資料，包括查閱及改正資料，應向機電工程署署長提出：

地址：香港九龍啟成街 3 號機電工程署氣體標準事務處 電話：2808 3683