

Our reference 本署檔號:
(1) In EMSD/LESD 7-2/4A Pt. III

Your reference 來函檔號:

Tel 電話: 2808 3861
Fax 傳真: 2504 5970

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 website¹. 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.

¹ 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,

A handwritten signature in black ink, consisting of a stylized 'A' and 'N' intertwined, with a horizontal line crossing through the middle.

(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)