

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 Part 1	申請人資料 (此部分須由申請人填寫) Particulars of the Applicant (This part must be completed by the Applicant)											
<p>*升降機/自動梯地點編號: *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></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 *Lift/Escalator No. _____ installed at _____</p>												
<p>申請人的通訊資料 Contact Details of the Applicant</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>註冊 * 升降機/自動梯承辦商 Registered *Lift/Escalator Contractor</p> <p>名稱 Name _____</p> <p>電郵地址 Email Address _____</p> <p>聯絡電話號碼 Contact Telephone No. _____</p> </td> <td style="width: 50%; vertical-align: top;"> <p>大廈管理者 (*物業管理公司/業主立案法團/居民組織/業主代表) Building Management (*Property Management Company/ Owners Corporations/ Residents' Organisation / Owner's Representative)</p> <p>名稱 Name _____</p> <p>電郵地址 Email Address _____</p> <p>聯絡電話號碼 Contact Telephone No. _____</p> </td> </tr> </table> <p>(注意: 本署會以上述電郵地址發送復用證予申請人。 申請人須同時填寫註冊升降機/自動梯承辦商及大廈管理者的電郵地址, 以同步接收復用證。) (Note: This Department will issue the Resumption Permit via the above email addresses provided to the Applicant. The applicant must fill in the email addresses of both registered lift/escalator contractor and the building management to receive the Resumption Permit via email.)</p>			<p>註冊 * 升降機/自動梯承辦商 Registered *Lift/Escalator Contractor</p> <p>名稱 Name _____</p> <p>電郵地址 Email Address _____</p> <p>聯絡電話號碼 Contact Telephone No. _____</p>	<p>大廈管理者 (*物業管理公司/業主立案法團/居民組織/業主代表) Building Management (*Property Management Company/ Owners Corporations/ Residents' Organisation / Owner's Representative)</p> <p>名稱 Name _____</p> <p>電郵地址 Email Address _____</p> <p>聯絡電話號碼 Contact Telephone No. _____</p>								
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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)
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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.	<table border="1" style="display: inline-table;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>										

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。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). 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.

表格 LE7 申請及繳款方法

1. 申請在主要更改後升降機/自動梯的復用證之費用為港幣800元。
(註: 若准用證連同復用證一併申請, 總費用為港幣940元。)
2. 申請人可於機電工程署網頁遞交網上申請表格, 並採用以下任何一種方法繳款:
 - i) 經機電工程署網頁在線上繳款
 - ii) 郵寄繳費支票到香港九龍啟成街 3 號機電工程署署長收 (注意: 請勿郵寄現金)
 - iii) 親臨香港九龍啟成街 3 號機電工程署總部地下「註冊及許可證辦事處」繳款, 申請人會即時獲發編號收據。

辦公時間為:

星期一至五

星期六、日及公眾假期

上午 9 時正至下午 5 時 15 分

休息

3. 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 LE7

1. The fee for the application for a resumption permit of a lift or an escalator after major alteration is HK\$800.
(Remark: If a single application is made for both a use permit and a resumption permit, the total fee is HK\$940.)
2. The Applicant can submit the application form via EMSD website and adopt any one of the following payment methods:
 - i) Pay the prescribed fee online via EMSD website
 - ii) Pay the 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
(Note: CASH SHOULD NOT BE SENT THROUGH THE POST)
 - iii) Pay the prescribed fee IN PERSON at the Registration and Permit 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.

Office Hours:

Monday to Friday

9:00 a.m. to 5:15 p.m.

Saturday, Sunday and Public Holidays

closed

3. 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*升降機/自動梯工程師填寫及簽署) (This part must be completed and signed by a registered *lift/escalator engineer)
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*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