

Participation Form for Quality Lift Service Recognition Scheme

Form AF

(To Be Completed by Owners / Owners' Corporations / Property Management Companies)

I, the undersigned, hereby apply for participation in the Quality Lift Service Recognition Scheme (the Scheme) for the following building¹.

Part I Basic Information of the Building¹:

Name (Chinese) :

(English):

Address (Chinese):

(English):

Note 1: Including residential buildings, industrial and commercial buildings, shopping malls, hotels, public facilities and buildings.

Part II Particulars of the Applicant: (Please tick as appropriate)

Name (Chinese) : _____

(English) : _____

Relationship with the building: Owners /
Owners' Corporation /
Property Management Company

Contact Person : _____

Post : _____

Tel. No. : _____

E-mail Address : _____

(Owner / Owners' Corporation /
Property Management Company)
Chop and signature of the applicant

Part III Basic Information of the Lift Maintenance Contractor (RC) of the Building:

Name : _____

Expiry Date of Maintenance Contract : _____

Contact Person : _____

Contact No. : _____

Purpose of Collection of Personal Data:

- The personal data collected through this form will be used for the following purposes:
 - processing this application;
 - handling matters in relation to the Scheme; and
 - facilitating communication between the organisers and you.
- The information provided by you through the Scheme may be disclosed to other government bureaux/departments, organisations or any person for the above-mentioned purposes and promotional purpose.

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Part IV Participation Aspects:

Please tick as appropriate. Aspects A and B are compulsory, whereas aspect C is optional. Besides, if an independent professional assessor (IPA) is to be appointed, the cost is to be borne by the applicant.)

「✓」	Aspects of the Scheme	Score	Information provider(s)	Required documents
<input type="checkbox"/>	(A) Level of Lift Modernisation	50 points	Existing lift maintenance contractor (RC) / Independent Professional Assessor	<input type="checkbox"/> Form AF <input type="checkbox"/> Form A1 & Form LE11 <input type="checkbox"/> Form B1, Calculation Table and Lift Log-books throughout the Assessment Period
<input type="checkbox"/>	(B) Record of Lift Operation	50 points		
<input type="checkbox"/>	(C) Performance of Responsible Persons in Managing Lift Services	50 points	Independent Professional Assessor	<input type="checkbox"/> Form C1 <input type="checkbox"/> Attachments drafted and gathered by the IPA

Part V Information of the Participating Lifts:

The participating unit will be counted based on **each building (all lifts in the building must be included)**. If the participating unit have multiple buildings or mixed uses (such as residential and shopping malls), participation in terms of **each individual building** is acceptable in this Scheme. Please attach supplementary sheet(s) if more space is required.

#	Lift Location ID (e.g.: 1000001-001)	Lift number	Type of lift ² (Passenger / Goods Lift)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Note 2: Including passenger lifts, goods lifts, but excluding hydraulic lifts, dumb waiters, vertical platform lifts, escalators and mechanised vehicle parking systems.

Part VI Application Submission:

1. In person / by courier service to the following address:
Electrical and Mechanical Services Department Headquarters, 3 Kai Shing Street, Kowloon, Hong Kong (Please mark the envelope “Application for Quality Lift Service Recognition Scheme”)
2. In electronic format:
Submit your application in PDF format by e-mail to QLSRS@emsd.gov.hk. The maximum size of each attachment should not exceed 10 MB.