

Our reference 本署檔號：  
(33) in GL/BT/PUB/02

Your reference 來函檔號：

Telephone 電話號碼： (852) 2808 3334  
Facsimile 圖文傳真： (852) 2577 4901

22 November 2007

All Registered Contractors / Examiners

Dear Sirs/Madams,

## **Circular No. 3/2007** **Distribution of Circular Letters by Electronic Means**

From time to time circular letters are sent to registered contractors / examiners to disseminate information or to appeal for actions. As communications by electronic means have become a common practice, we consider that we should send circular letters by e:mails to the respective recipients which include registered contractors / examiners, relevant professional bodies and government departments.

Through the change, all the recipients and this department could share the benefits of higher operational efficiency and better house keeping as less storage space would be required for keeping the correspondences in paper form. More importantly, we have joint hands in protecting the environment by using less paper. To facilitate the trade and other interested parties to enquire about the on-going activities and safety-related matters of builders' lifts and tower working platforms, we will in the near future post all the circular letters which are still applicable to the operation of the Builders' Lifts and Tower Working Platforms (Safety) Ordinance to our departmental homepage.

Please provide your e:mail address for receiving our circular letters and related correspondences by completing the accompanied form and have it faxed to us by 10 December 2007. Please note that you may also send your reply by e:mail to [glsd@emsd.gov.hk](mailto:glsd@emsd.gov.hk).

Should you have any question regarding the content of this circular letter, please feel free to contact Mr. LAU Lik-kee on telephone number 2808 3546 or the General Legislation Sub-Division on telephone number 2808 3867.

Yours faithfully,

A handwritten signature in blue ink, appearing to read "Andrew Yan". The signature is fluid and cursive, with a large loop at the end.

(YAN Man-kit, Andrew)

for Director of Electrical and Mechanical Services

Encl.

**E:Mail Address for Receiving  
EMSD Circulars and Correspondences  
Related to the Operation of the Builders' Lifts and Tower  
Working Platforms (Safety) Ordinance**

RC No.: \_\_\_\_\_ RE No.: \_\_\_\_\_  
(where applicable) (where applicable)

Name \_\_\_\_\_  
(in English)  
\_\_\_\_\_   
(in Chinese)

To: EMSD (fax number: 2577 4901, or via e:mail to [glsd@emsd.gov.hk](mailto:glsd@emsd.gov.hk)),

Pursuant to Circular Letter 3/2007, I/we would like to receive electronic mails of EMSD circular letters and correspondences related to the operation of the Builders' Lifts and Tower Working Platforms (Safety) Ordinance. Please send the corresponding electronic mails to our e:mail address as follows:

**E:mail Address:** \_\_\_\_\_

**Company Chop:** \_\_\_\_\_  
(where applicable)

**Signature:** \_\_\_\_\_  
(Authorized Signatory for RC, RE)

**Date:** \_\_\_\_\_

*Remarks: This form can also be used for changing the e:mail address.*