

Our reference 本署檔號 :

(1) in EMSD-GLD/GL/PUB/02 Pt. 3

Your reference 來函檔號 :

Telephone 電話號碼: (852) 2808 3529

Facsimile 圖文傳真: (852) 2504 5970

22 December 2021

All Registered Contractors of Builders' Lifts and Tower Working Platforms

Dear Sirs / Madams,

Circular No. 3/2021

Notification of changes to the company information of Registered Contractor under the Builders' Lifts and Tower Working Platforms (Safety) Ordinance

Registered Contractors are required to notify this department in writing in case of changes to certain company information, including authorised signatory, competent workers or workshop address.

To facilitate your reporting of these changes, a standard notification form "Notification of Changes to the Company Information of Registered Contractor" has been prepared. The type of documents that are required to be submitted together with the notification are also specified. The standard form is intended to make it easier and quicker to submit all the necessary information for these changes to company information that do not involve payment of fees.

If you have any query, please contact Ir LAM Chak-hung on telephone number 2808 3865.

Yours faithfully,



(FOO Hang-hing)

for Director of Electrical and Mechanical Services

encl.

**GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION
BUILDERS' LIFTS AND TOWER WORKING PLATFORMS
(SAFETY) ORDINANCE, CHAPTER 470**

香港特別行政區政府

香港法例第470章

建築工地升降機及塔式工作平台(安全)條例

Official Use Only

Date received. : _____

Ref. number : _____

NOTIFICATION OF CHANGES TO THE COMPANY INFORMATION
OF REGISTERED CONTRACTOR 註冊承建商更改公司資料通知書

機電工程署
EMSD



To the Director of Electrical & Mechanical Services,

致 機電工程署署長：

Name of Registered Contractor:

註冊承建商名稱 _____ (RC _____)

Contact person

聯絡人： _____

Please indicate the changes in the space below (add additional sheets if required)

請在下面的空白處註明更改（如有需要，可加上附加頁）

CHANGE OF AUTHORISED SIGNATORY 變更獲授權簽署人

Documents to be attached:

需附文件：

1. Resolution of Board of Directors or equivalent; 董事會會議記錄形式的決議或等同文件;
2. Organisation Chart; 組織架構圖表;
3. Copy of Identity Document (For new nominee). 身份證明文件副本 (適用於新提名人)。

CHANGE TO EMPLOYMENT OF COMPETENT WORKER 變更合資格人員

Documents to be attached:

需附文件：

(For new nominee 適用於新提名人)

1. Substantiation of Work Experience and Qualification; 工作經驗及資格證明文件;
2. Copy of Identity Document. 身份證明文件副本。

CHANGE OF WORKSHOP ADDRESS 變更工場地址

Documents to be attached:

需附文件：

(For new Workshop 適用於新工場)

1. Location Plan and Floor Plan of Workshop; 工場的位置圖及平面圖;
2. Documents to substantiate consent of workshop owner to use as lift workshop. 已獲業主同意用作升降機工場的證明文件。

An updated "Information of Registered Contractor" is attached

附上已更新的“註冊承建商資料”。

#Name of Applicant

申請人姓名： _____

Telephone or Email

電話或電子郵件： _____

Date日期： _____

(Signature of Applicant
and Company Stamp
申請人簽名及公司印章)

#申請人應為其中一位獲授權人士

The applicant should be one of the authorised signatories.

INFORMATION OF REGISTERED CONTRACTOR



Name of Registered Contractor :

_____ (English)

_____ (Chinese)

Registration No. : _____

1. Particulars of Registered Contractor :

Registered Contractor - Registration Expiry Date : _____

Business Registration No. : _____

Address :

_____	(English)
_____	(Chinese)

Telephone No. : _____ (Office) Fax No. : _____ (Office)

E-mail Address : _____

Contact Person : _____ Telephone No. : _____

Workshop Address :

_____	(English)
_____	(Chinese)

Telephone No. : _____ (Workshop) Fax No. : _____ (Workshop)

Name and Signature of Authorised Signatory
of Registered Contractor

Date

Official Use Only :

Received on : _____ Checked by : _____

Date : _____

INFORMATION OF REGISTERED CONTRACTOR



Name of Registered Contractor :

_____ (English)

_____ (Chinese)

Registration No. : _____

2. Authorised Signatories :

Name (Surname first)	HKID/ Passport No.	Position Held	Signature Specimen

Name and Signature of Authorised Signatory
of Registered Contractor

Date

Official Use Only :

Received on : _____ Checked by : _____

Date : _____

INFORMATION OF REGISTERED CONTRACTOR



Name of Registered Contractor :

_____ (English)

_____ (Chinese)

Registration No. : _____

3. Competent Workers :

Name (Surname first)	HKID/ Passport No.	Position Held	Qualifications

Name and Signature of Authorised Signatory
of Registered Contractor

Date

Official Use Only :

Received on : _____ Checked by : _____

Date : _____