

車輛維修技工自願註冊計劃  
Voluntary Registration Scheme for Vehicle Mechanics

表格 Form 3

申請更改註冊服務類別及範圍  
Application for Change of Registered Service Class and Scope

- 註 Note :**
- 申請人在填寫本申請表之前，應先細閱「表格 3 的填寫須知」和「怎樣申請 - 註冊車輛維修技工」小冊子。  
Applicant should read carefully the "Guidance Notes to Complete Form 3" together with the leaflet "How to Apply -Registered Vehicle Mechanic" before completing this application form.
  - 本申請表的所有部分均應以正楷填寫。  
All sections of this application form should be completed in block letters.
  - 在向機電工程署遞交申請表之前，應在表格上簽署及填上日期。  
The application form should be signed and dated before submitting to the Electrical and Mechanical Services Department.
  - 如空位不敷應用，請另用紙張填寫，並應在每一頁增添的紙張上簽署及填上日期，與申請表一併遞交。  
If space is insufficient, please attach additional sheet(s) which should each be signed and dated by the applicant.
  - 在本地專利巴士公司完成學徒訓練的申請人，在未達所需的工作經驗前，可以申請特殊的註冊類別 M(b)、E(b)、B1(b) 或 B2(b)，以便只適用於本地專利巴士公司之內進行“機械”、“電工”、“車身修理”或“車身噴漆”的工作。  
An applicant having completed apprenticeship in a local franchised bus company, but before attaining the required working experience, may apply for registration with special service class M(b), E(b), B1(b) or B2(b) for carrying out "mechanical work", "electrical work", "body repair" or "body painting" respectively in franchised bus company only.
  - 在適當位置加上  號 Tick where appropriate

**Section A 部：個人資料 Personal Particulars**

- (1) 姓名 Name : 先生 Mr. / 小姐 Miss/ 女士 Ms. / 太太 Mrs.  
\_\_\_\_\_ (英文 English) \_\_\_\_\_ (中文 Chinese)
- (2) 香港身份證號碼 HKID No. : \_\_\_\_\_
- (3) 出生日期 Date of Birth : \_\_\_\_\_ (日 dd - 月 mm - 年 yyyy)
- (4) 日間聯絡電話 Day Time Contact Tel. No: \_\_\_\_\_
- (5) 電郵地址 E - mail Address : \_\_\_\_\_
- (6) 通訊地址 Correspondence Address : \_\_\_\_\_  
「該地址會用於郵寄信件，申請人必須填寫最新的通訊地址。」  
( This address will be used for mailing correspondence. Thus, applicants **must** fill in their updated mailing address. )  
香港 Hong Kong 九龍 Kowloon  
新界 New Territories
- (7) 現職公司名稱 Name of Present Company : \_\_\_\_\_
- (8) 現職公司地址 Address of Present Company: \_\_\_\_\_  
「如跟通訊地址相同, 則不用填寫。」  
( Leave blank if same as correspondence address. )  
香港 Hong Kong 九龍 Kowloon  
新界 New Territories
- (9) 公司聯絡電話 Company Contact Tel. No: \_\_\_\_\_

**Section B 部：現時註冊資料 Existing Registration Particulars**

- (1) 註冊號碼 Registration No. : VM \_\_\_\_\_

**Section C 部：擬申請更改之服務類別及範圍**

**Change of Service Class and Scope of Registration Being Applied for**

(1) 更改服務範圍 Service Scope to be changed (+為增加 for addition / - 為取消 for deletion) :

服務範圍 Service Scopes: IC 內燃機車 + / -  
EVE 電動車 (基礎) + / - EVL 電動車 (低電壓) + / - EVH 電動車 (高電壓) + / -

電動車資歷

Relevant Qualification for Electric Vehicle:

- 取得由車輛製造商或其授權的售後服務提供者推薦 (需以特定的表格提交內部訓練紀錄作審核)  
Nominated by Registered Manufacturer or its Local Authorized Representative (Submission of internal training records via designated form is required)
- 車輛維修技術委員會認可的電動車培訓課程證書  
Certificate from VMTAC accredited electric vehicle training course

(2) 更改服務類別 Service Class to be changed (+為增加 for addition / - 為取消 for deletion) :

B1 <input type="checkbox"/> + / <input type="checkbox"/> -	B2 <input type="checkbox"/> + / <input type="checkbox"/> -	B1(b) <input type="checkbox"/> + / <input type="checkbox"/> -	B2(b) <input type="checkbox"/> + / <input type="checkbox"/> -	E <input type="checkbox"/> + / <input type="checkbox"/> -	E(b) <input type="checkbox"/> + / <input type="checkbox"/> -	M <input type="checkbox"/> + / <input type="checkbox"/> -	M(b) <input type="checkbox"/> + / <input type="checkbox"/> -
S1 <input type="checkbox"/> + / <input type="checkbox"/> -	S2 <input type="checkbox"/> + / <input type="checkbox"/> -	S3 <input type="checkbox"/> + / <input type="checkbox"/> -	S4 <input type="checkbox"/> + / <input type="checkbox"/> -	S5 <input type="checkbox"/> + / <input type="checkbox"/> -	S6 <input type="checkbox"/> + / <input type="checkbox"/> -	S7 <input type="checkbox"/> + / <input type="checkbox"/> -	

首次在服務E、M及 B 內申請註冊並在服務E、M及B內申請多於一項服務類別註冊的申請人須在其中圈出一項作為申請註冊的首項服務類別。請勿將服務S 內的服務類別選為首項服務類別。

Applicant applying for registration within Services M, E and B for the first time and applying for more than one service class within Services M, E and B shall circle one of them as the primary service class for registration being applied for. Please do not choose service class within Services S as the primary service class.

請參閱「怎樣申請 - 註冊車輛維修技工」小冊子內的註冊類別及註冊資格。

Please refer to the Registration Classifications and the Refistration Requirements in the "How to Apply --Registered Vehicle Mechanic" leaflet.

**Section D 部：資歷 Qualifications**

資歷詳情 (以支持所申請增加的服務類別) Details of Qualification (in support of additional service class applied for

資歷名稱 Description of Qualification	獲頒日期 Date of Award (按時間順序列出) (in chronological order)	頒發院校/機構 Issuing Institution/Organization

## Section E 部：車輛維修工作經驗 Working Experience in Vehicle Maintenance

(1) 工作經驗詳情 (以支持所申請增加的服務類別) Details of Working Experience (in support of additional service class for)

公司 Company	期間(月/年) Period (mm/yyyy)		工作的服務類別 Service Class Carried out							
	從 From	到 To	B1	B2	B1(b)	B2(b)	E	E(b)	M	M(b)
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

公司 Company	期間(月/年) Period (mm/yyyy)		工作的服務類別 Service Class Carried out						
	從 From	到 To	S1	S2	S3	S4	S5	S6	S7
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

請參閱「怎樣申請 - 註冊車輛維修技工」小冊子內的註冊類別及註冊資格。

Please refer to the Registration Classifications and the Registration Requirements in the "How to Apply - Registered Vehicle Mechanic" leaflet.

(2) 有關公司諮詢人的聯絡資料 Contact Details of the Associated Company References

公司 Company	諮詢人姓名 Name of Referee	職位 Designation	電話號碼 Telephone No.	地址 Address

請確保備存以上工作經驗的證明文件。在註冊續期後，註冊車輛維修技工可能會被要求提供證明文件，以供核實。未能提供證明文件可能會引致已續期的註冊無效。

Please ensure that supporting documents for substantiating the above working experience are available. After renewal of registration, registered vehicle mechanic may be required to provide the supporting documents for verification. Failure to provide the supporting documents may make the renewed registration invalid.

## Section F 部：文件及資料 Document and Material

請確保隨本申請表一併提交以下文件及資料。

Please ensure the following document and material is/are submitted together with this application form.

- (1) 資歷證明文件的複印本  
Photocopy of documents to substantiate qualifications
  - (2) 工作經驗證明文件的複印本  
Photocopy of documents to substantiate working experience
  - (3) 申請人的彩色近照一張（尺寸：3.5 厘米 x 5 厘米、相片的背景應為白色。）  
One colour photograph taken recently of the applicant (Size: 3.5 cm x 5 cm, the photograph should have a plain white background.)  
可透過電郵遞交彩色近照 Please submit the digital photograph through the e-mail.  
(電郵: vmru@emsd.gov.hk, Email : vmru@emsd.gov.hk)
  - (4) 其它 (請註明) Other (please specify)
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## Section G 部：聲明 Declaration

本人已清楚閱讀申請表內所載一切資料、隨申請表附上的填寫須知和個人資料私隱聲明，並聲明本人在申請表內所提供的一切資料及提交的文件，盡本人所知均屬真確無訛。本人知道倘若明知故意虛報資料或作出虛假陳述，即屬犯罪，申請即屬無效。本人亦授權機電工程署向有關的資歷簽發院校/機構及僱主索取及核實本人的資歷及工作經驗資料。

I have carefully read all information printed in this application form, the guidance notes and personal data privacy statement attached with this application form, and declare that all information given by me on this application form and documents submitted with this application are, to the best of my knowledge, true and correct. I understand that giving false information or making false statements knowingly and willfully is an offence under the law and may result in the application being deemed to be invalid. I have also authorized the Electrical and Mechanical Services Department to acquire information about my qualifications from the issuing institution/organizations and employers concerned and to verify my qualifications and working experience.

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申請人簽署 Signature of Applicant

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姓名 Name  
(以正楷填寫 in block letters)

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日期 Date

## 《收集個人資料聲明》

### 收集個人資料的目的

- 閣下在這份表格提供的個人資料，機電工程署（本署）車輛維修註冊組會用於下列目的：
  - 進行與申請車輛維修技工註冊有關的工作；及
  - 方便本署與閣下通訊。
- 提供個人資料純屬自願性質。如閣下未能提供足夠資料，本署可能無法處理閣下的申請。

### 受讓人的類別

- 在這份表格提供的個人資料，可為上述第 1 段所述的目的而向其他政府科別及部門披露。在註冊後，閣下的個人資料，只限於閣下的姓名、註冊號碼、註冊服務類別及註冊期滿日期會在機電工程署的網址向公眾披露，或會在個別人士提出申請後向其披露。

### 查閱個人資料

- 根據《個人資料（私隱）條例》第 18 及第 22 條，及附表 1 第 6 條原則的規定，閣下有權要求查閱及更改閣下在申請時所提供的相關個人資料。查閱權包括索取閣下在這份表格所提供個人資料的副本。

### 查詢

- 任何關於這份表格所收集個人資料的查詢，包括要求查閱及改正資料，請以書面形式向機電工程署署長提出，地址為：香港九龍啟成街 3 號機電工程署。至於其他一般查詢，請致電 2808 3545 與車輛維修註冊組聯絡或致電政府熱線 1823。

## Personal Information Collection Statement

### Purpose of Personal Data Collection

- The personal data provided by means of this form will be used by the Vehicle Maintenance Registration Unit of the Electrical and Mechanical Services Department (“the Department”) for the following purposes:
  - activities relating to the application for vehicle mechanic registration; and
  - to facilitate communication between the Department and yourself.
- The provision of personal data is voluntary. If you do not provide sufficient information, the Department may not be able to process your application.

### Classes of Transferees

- The personal data you provided by means of this form may be disclosed to other Government branches and departments for the purposes mentioned in paragraph 1 above. Upon registration, your personal data limited to your name, registration number, registered service class and expiry date of registration may be disclosed to the public at the website of the Electrical and Mechanical Services Department, or to individual upon application.

### Access to Personal Data

- You have a right to request access to and make correction of the personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. The right of access includes the right to obtain a copy of your personal data provided by you in the application.

### Enquiries

- Enquiries concerning the personal data collected by means of this form, including the making of access and correction, should be submitted in writing and addressed to the Director of Electrical and Mechanical Services, Electrical and Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong. For other general enquiries, please contact the Vehicle Maintenance Registration Unit by telephone on 2808 3545 or dial the Citizen’s Easy Link 1823.

## 防止賄賂

任何人士試圖向任何政府人員提供利益（按照香港法例第201章《防止賄賂條例》中對利益的定義），以影響本申請的結果，即構成《防止賄賂條例》下的罪行，並導致有關申請無效，而機電工程署會把個案向廉政公署報告。如任何政府人員或其代理人就本申請向你索取利益，你應向廉政公署舉報（電話號碼：2526 6366）。

## Prevention of Bribery

Any attempt to offer advantage (as defined in the Prevention of Bribery Ordinance (“POBO”) (Chapter 201 of the Laws of Hong Kong) to any Government officer with a view to influencing the outcome of this application constitutes an offence under the POBO and renders the application invalid. The case will be reported to the Independent Commission against Corruption (ICAC). You should report to the ICAC (Telephone No.: 2526 6366) if any government officers or their agents solicits an advantage from you in relation to this application.

Vehicle Maintenance Registration Unit 車輛維修註冊組  
Electrical and Mechanical Services Department 機電工程署