

新申請／續期申請認可為探測地下電訊線路合資格人士

**NEW/RENEWAL APPLICATION FOR APPROVAL AS A COMPETENT PERSON FOR
DETECTING UNDERGROUND TELECOMMUNICATIONS LINES**

填寫本表格前，請先參閱「備註」。除指明外，所有問題均須回答。填妥的申請表，須連同備註3所述的證明文件副本，交回香港灣仔皇后大道東213號胡忠大廈29樓通訊事務管理局辦公室市場及競爭部(M12)，傳真至 2123 2187，或電郵至 cp-application@ofca.gov.hk。

Please read the "NOTES" before completing this form. All questions must be answered unless indicated otherwise. The completed application form together with relevant supporting documents as mentioned in NOTE 3 should be returned to the Market and Competition Branch, Office of the Communications Authority (M12) at 29/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong, by fax to 2123 2187, or by email to cp-application@ofca.gov.hk.

只供通訊辦填寫 For OFCA Use Only

Application No. _____

Date received _____

致 通訊事務管理局辦公室(通訊辦):
To Office of the Communications Authority (OFCA):

本人現欲申請下列項目(請在適當的方格內加上✓號):
I hereby apply for the following (Please enter ✓ in the appropriate box)

只適用於新申請人士 For new applicant only		只適用於現有認可合資格人士 For existing approved competent person only	
		認可號碼: Approval No.	屆滿日期: Expiry Date
<input type="checkbox"/>	新申請認可為合資格人士 New application for approval as a competent person	<input type="checkbox"/>	認可續期申請 Renewal of approval

A 部： 申請人資料
Section A Particulars of Applicant

(1) 姓名 Name 先生 Mr. 小姐 Miss 女士 Ms

中文 _____ English _____

(2) 出生日期:
Date of birth _____ / _____ / _____
日 dd 月 mm 年 yyyy

(3) 香港身份證號碼 / 旅遊證件號碼: (請參閱備註 2 Please see NOTE 2)
HKID No. / Travel Document No. _____

(4) 聯絡地址:
Correspondence Address _____

(5) 電話號碼(辦事處): Telephone No. (Business) _____ 手提電話: Mobile Phone No. _____
電話號碼(住宅): Telephone No. (Home) _____ 電郵地址: Email Address _____

B 部： 申請人的資歷 (請參閱備註 3)
Section B: Qualification of Applicant (see NOTE 3)

- (1) 由機電工程署發出的作為確定地下電纜所在的合資格人士認可證明書 (有效期需尚餘最少六個月)
 Certificate of approval as a competent person for locating underground electricity cables issued by Electrical and Mechanical Services Department (EMSD) with a validity period of at least six months.

認可號碼： _____ 屆滿日期： _____
 Approval No. _____ Expiry Date _____

- (2) 修畢獲通訊辦認可的關於探測地下電訊線路的課程
 Completion of a training course recognized by OFCA in relation to the detection of underground telecommunications lines

舉辦機構： _____
 Name of Organizer _____
 課程名稱： _____
 Course Title _____
 課程編號： _____ 課程日期： _____
 Course Code _____ Course Date _____
 證書號碼： _____
 Certificate No. _____

C 部： 隨本申請書附上證明文件影印本 (請參閱備註 3) (請在適當方格內加上✓號)
Section C Photocopies of documents submitted in support of this application (see NOTE 3) (Please enter ✓ in the appropriate box)

- (1) 新申請認可為合資格人士:
 New application for approval as a competent person:

- 由機電工程署發出現時有效的作為確定地下電纜所在的合資格人士認可證明書 (有效期需尚餘最少六個月) ; 及
 Current Certificate of approval as a competent person issued by EMSD for locating underground electricity cables with a validity period of at least six months; and
- 由認可機構發出有關探測地下電訊線路的訓練課程的證書 ;
 Certificates of training course in relation to the detection of underground telecommunications lines issued by recognized institutes

- (2) 認可續期申請:
 Renewal of approval:

- 由通訊辦發出現時有效的合資格人士認可證明書 ; 及
 Current Certificate of approval as a competent person issued by OFCA; and
- 由機電工程署發出現時有效的作為確定地下電纜所在的合資格人士認可證明書 (有效期需尚餘最少六個月)
 Current Certificate of approval as a competent person issued by EMSD for locating underground electricity cables with a validity period of at least six months.

D 部： 申請人聲明
Section D Declaration of Applicant

本人聲明在此申請表格填報的一切資料、陳述及附上的文件全屬真確無訛。警告：如就此項申請作出虛假陳述或失實資料，即屬違法。本人亦已閱讀及同意於本表格內之「個人資料的說明」。（*請在適當方格內加上✓號）

I declare that all particulars, statements and documents submitted herein and with this application are true and correct. Warning: It is an offence in law to furnish any false statement or information related to this application. I also confirm that I have read and agreed with the “Notes about Personal Data” in this Form. (*Please enter ✓ in the appropriate box)

* 本人不願意於通訊辦網頁“www.ofca.gov.hk”顯示我的姓名、認可號碼及有效認可屆滿日期
 I refuse to disclose my name, approval number and expiry date of approval at OFCA’s web site “www.ofca.gov.hk”

申請人簽署：
 Signature of Applicant _____

簽署日期：
 Date Signed _____

只供通訊辦填寫 OFCA use only	
Approval Number	CA-CP

回郵及通訊地址(此項必須填寫)

Return Postal and Correspondence Address (this part must be completed)

姓名
 Name _____
 地址
 Address _____

姓名
 Name _____
 地址
 Address _____

備註

新申請認可為合資格人士 / 認可續期申請

1. 此申請表格只可用於下列其中一項申請：
 - (a) 新申請認可為合資格人士
 - (b) 認可續期申請
 每位申請人只可提交一份申請表格。重覆的申請將不被接納。
2. 香港身份證持有人，即使同時持有其他旅遊證件，亦必須填寫身份證號碼。
3. 申請人應填報所有與本申請有關的訓練資料，並呈交證明文件的副本。
4. 申請人須在櫃台出示身份證明文件的正本以及有關訓練課程證書的正本，以供查閱。正本查閱後隨即交回申請人。
5. 新申請認可為合資格人士或認可續期申請的有效期為 3 年。

申請方法

申請人須向通訊辦提出合資格人士的認可或認可續期申請。申請費用全免。申請人可按以下程序遞交申請：

- (a) 按照表格規定的要求填寫申請表
- (b) 把填妥的申請表連同證明文件：
 - (i) 親臨或郵寄至：

香港灣仔皇后大道東 213 號 胡忠大廈 29 樓
通訊事務管理局辦公室 市場及競爭部 (M12)

辦公時間： 星期一至五 上午 9 時正至下午 5 時正
 星期六、日及公眾假期 休息

- (ii) 傳真：2123 2187；或
 - (iii) 電郵：cp-application@ofca.gov.hk
- 通訊辦會要求申請人帶同文件正本以便核實。

個人資料的說明

1. 透過本表格提供個人資料，屬自願性質。若你沒有提供足夠資料，通訊辦可能無法辦理你的申請。
2. 你所填寫的個人資料，將被通訊辦用以處理你的申請。
3. 你的申請獲接納後，本表格所載的所有資料會存於通訊辦，並向部門的資料使用者披露。你的姓名、認可號碼及有效認可屆滿日期，會在個別人士提出申請後向他們披露。上述資料亦會顯示於通訊辦網頁“www.ofca.gov.hk”，而有關資訊屬自願披露性質。如有需要，你可以隨時以書面形式向通訊辦表示不同意於網頁披露你的相關資料及作出更改。
4. 你在本申請表上所填寫的個人資料，可能會披露給其他與申請有關的政府部門／機構。
5. 你有權要求查閱和改正你的個人資料。你查閱資料的權利包括取得本申請表上所載個人資料的副本，惟索取這些資料時或須繳費。
6. 如對透過本申請表所收集的個人資料有疑問，包括如何提出查閱和改正個人資料的要求，請以書面方式向通訊辦個人資料主任提出，地址為香港灣仔皇后大道東 213 號胡忠大廈 29 樓，傳真號碼 2591 0316。

NOTES

NEW/RENEWAL APPLICATION FOR APPROVAL AS A COMPETENT PERSON

1. This application form is used for one of the following types of application only:
 - (a) New application for approval as a competent person
 - (b) Application for renewal of approval as a competent person

Each applicant should submit one application form only. Duplicate application will not be accepted.

2. For HKID Card holder, the applicant must fill in HKID Card number even if he also holds other types of travel documents.
3. The applicant should provide all training information that is relevant to this application and submit the photocopies of the documentary proofs.
4. The applicant should produce the original identity document and original training documentary proofs for checking at the counter. The originals will be immediately returned to the applicant after checking.
5. The new/renewal application for approval as a competent person will be valid for 3 years.

APPLICATION INSTRUCTIONS

Application for approval or renewal of approval as a competent person shall be made to OFCA. The application is free of charge. The applicant may submit application following the procedures below:

- (a) Complete the application form according to the requirements stipulated therein
- (b) Submit the completed application form together with supporting documents:
 - (i) in person or by post to:

Office of the Communications Authority, Market and Competition Branch (M12)
29/F, Wu Chung House,
213 Queen's Road East, Wan Chai, Hong Kong;

Opening Hour:	Monday to Friday	9:00 a.m. to 5:00 p.m.
	Saturday, Sunday and Public Holidays	closed
 - (ii) by fax to 2123 2187; or
 - (iii) by email to: cp-application@ofca.gov.hk

Applicant is required to bring along the original documents for verification.

NOTES ABOUT PERSONAL DATA

1. The provision of personal data by means of this application form is voluntary. If you do not provide sufficient information, OFCA may not be able to process your application.
2. The personal data provided by you will be used by OFCA for processing your application made in this form.
3. Upon the acceptance of your application, your personal data will be kept at OFCA and disclosed to the data users of the department. Your name, approval number and expiry date of approval would be disclosed to individual upon their application. In addition, the related data would be disclosed to the public at OFCA's web site "www.ofca.gov.hk" which is on voluntary basis. You may state clearly in writing your wish to withhold consent to the disclosure of the data at the web site and address to OFCA for corresponding change.
4. The personal data you provide by means of this form may be disclosed to other government departments/agencies in connection with your application.
5. You have a right of request for access and correction with respect to personal data. Your right of access includes the right to obtain a copy of your personal data provided by this application form, though a charge may be levied on obtaining such information.
6. Enquiries concerning the personal data collected by means of this form, including the making of request for access and correction, should be submitted in writing to the Personal Data Officer, Office of the Communications Authority, 29/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong; or sent by fax to 2591 0316.

認可為合資格人士的要求

1. 要獲得認可為合資格人士，申請人應符合以下的要求：
 - (a) 申請人為機電工程署根據《供電電纜（保護）規例》（第 406H 章）認可作為確定地下電纜所在的合資格人士，並持有由機電工程署發出，而有效期最少為 6 個月的相關認可證明書；及
 - (b) 申請人曾修讀獲通訊辦認可的關於探測地下電訊線路的課程並取得合格成績。請瀏覽通訊辦網頁“www.ofca.gov.hk”參閱獲認可的課程清單。

續期申請

1. 合資格人士的認可續期申請，須於現有認可的有效期限滿前 1 個月至 4 個月的期間內提出。

更改詳情通知書

如獲認可的合資格人士的姓名或地址有任何更改，該人須於作出更改後的 21 日內將更改的詳情以書面通知通訊辦。

QUALIFICATION REQUIREMENTS FOR APPROVAL AS A COMPETENT PERSON

1. To be qualified for approval as a competent person, the applicant should meet the following requirements:
 - (a) the applicant is a competent person approved by the Electrical and Mechanical Services Department (“EMSD”) under the Electricity Supply Lines (Protection) Regulation (Cap. 406H) (“ESLPR”) for locating the underground electricity cables and holds a relevant certificate of approval issued by EMSD with a remaining validity period of at least six months; and
 - (b) the applicant has attended and passed a training course recognized by OFCA in relation to the detection of underground telecommunications line. Please visit OFCA’s web site “www.ofca.gov.hk” for the list of recognized training courses.

RENEWAL OF APPROVAL

1. Application for renewal of approval as a competent person shall be made at least 1 month before, but not earlier than 4 months before, the expiry of the current approval.

NOTICE OF CHANGE OF PARTICULARS

Where there is any change in the particulars of the name or address of a person who is approved as a competent person, the person shall give written notice to OFCA of the changed particulars within 21 days after the change takes place.