

香港勞工處
香港法例第 56 章《鍋爐及壓力容器條例》

登記申請書（表格三）
填寫須知（下稱「填寫須知」）

1. 根據香港法例第56章《鍋爐及壓力容器條例》，新鍋爐或壓力容器的擁有人必須於其擬將該鍋爐或壓力容器投入使用的日期前至少30天，向鍋爐及壓力容器監督遞交《鍋爐及壓力容器登記申請書》(LD 108(S))，以申請登記該器具。
2. 申請人可選擇親臨，郵寄或以電子表格方式交回申請書。
地址： 勞工處鍋爐及壓力容器科
九龍觀塘觀塘道 392 號創紀之城第六期 20 樓 01-02 室
傳真： 2517 6853
電郵： bpvd_e-submission@labour.gov.hk (祇供提交電子表格使用)
3. 親臨或郵寄申請書時必須夾附以下文件：
 - (a) 填妥（包括以正楷填寫申請人的姓名和身分）及簽署的登記申請書乙份；
 - (b) 商業登記證明書副本乙份；以及
 - (c) 下列經委任檢驗師加簽的文件副本乙份：
 - (I) 製造商的證明書，以及由認可檢驗機構就該鍋爐或壓力容器發出的建造期檢驗證明書；或
 - (II) 令監督信納該鍋爐或壓力容器在以下各方面均符合認可工程標準或守則的文件證據：
 - (i) 建造、架設或修理 (如曾修理) 該鍋爐或壓力容器中僱用的焊工和採用的焊接工序；
 - (ii) 焊接前後的加熱處理；
 - (iii) 對該鍋爐或壓力容器作出的試驗及檢驗；以及
 - (iv) 其他由監督以書面通知指定的有關技術細則。
 - (III) 凡擁有人不能交付第 3(c)(I)段或 3(c)(II)段所提述的文件，則應交付關於該鍋爐或壓力容器及其輔助設備的設計，以及建造、檢驗及試驗方法的詳情。
〔註：如 3(c)段所述的文件並非以中文或英文寫成，則必須提交中文或英文譯本乙份。〕
4. 使用電子表格方式的申請人，須使用香港郵政電子證書（個人）"互認版"簽署登記申請書，並經由第2段所 指定的電郵地址提交此申請書。本處將於稍後時間聯絡申請人，以便安排提交所需文件。
5. 辦妥登記手續後，本處會盡快以信件（表格BPV/11）通知擁有人及有關的委任檢驗師，以便委任檢驗師發出有效的《效能良好證明書》。若擁有人及有關的委任檢驗師希望以電子郵件接收表格BPV/11或其他相關通知，他們可以填寫附於填寫須知的申請表格，經由 (i) 你所指定的委任檢驗師，(ii) 傳真 2517 6853 或 (iii) 電郵BPVD@labour.gov.hk 交回鍋爐及壓力容器監督。
6. 鍋爐或壓力容器如未經登記或未獲簽發有效的《效能良好證明書》，不得使用或操作，否則其擁有人即屬犯罪，一經定罪，可處《刑事訴訟程序條例 - 附表 8》的第5級罰款。
7. 如欲查詢有關鍋爐或壓力容器的登記申請事宜，請致電 3107 3457 與本處職員聯絡。
8. 委任檢驗師名單可於勞工處網頁(https://www.labour.gov.hk/tc/public/pdf/bpvd/AppointedExaminerList_tc.pdf) 下載，或致電熱線 2771 1771 透過傳真索取。
9. 勞工處鍋爐及壓力容器科地址及辦公時間：
九龍觀塘觀塘道 392 號創紀之城第六期 20 樓 01-02 室
星期一至五：上午九時至下午一時，下午二時至六時十五分
星期六、日及公眾假期休息

關於收集個人資料的聲明

《鍋爐及壓力容器登記申請書》所收集的個人資料，會用作處理鍋爐及壓力容器的登記申請事宜。如你未能提供所有所需的資料，本處將無法處理你的申請。如有需要，本處或會向其他政府部門或機構披露你所提供的個人資料，以作上述用途。根據《個人資料（私隱）條例》第 18 條、第 22 條及附表 1 第 6 原則的規定，你有權查閱及改正所提供的個人資料，包括索取所提供的個人資料的副本。如欲查詢有關收集、查閱及改正個人資料的事宜，請聯絡行政主任（鍋爐及壓力容器）（地址：九龍觀塘觀塘道 392 號創紀之城第六期 20 樓 01-02 室；電話：3107 3443；電郵：eo-bpv@labour.gov.hk）。

Labour Department
Boilers and Pressure Vessels Ordinance (Cap.56)

**Guidance Notes on Application for
Registration (Form 3) (“the Guidance Notes”)**

1. According to the Boilers and Pressure Vessels Ordinance (Cap.56), the owner of a new boiler or pressure vessel must deliver an “Application for Registration of Boilers and Pressure Vessels” (LD108(S)) to the Boilers and Pressure Vessels Authority (“the Authority”) not less than 30 days before the day on which he intends to put the boiler or pressure vessel into use, in order to apply for registration of the equipment concerned.

2. Applicants can submit applications **in person**, **by post** or **by E-form**.

Address: Boilers & Pressure Vessels Division, Labour Department
Unit 01-02, 20/F, Millennium City 6, 392 Kwun Tong Road, Kwun Tong, Kowloon
Fax: 2517 6853
Email: bpvd_e-submission@labour.gov.hk (only for submission of applications by E-form)

3. The following documents should be attached to the application submitted in person or by post:

- (a) one completed (including the name and capacity of the applicant written in block letters) and signed form of Application for Registration;
- (b) one copy of the Business Registration Certificate; and
- (c) one copy each of the following documents endorsed by an Appointed Examiner:
 - (I) the maker’s certificate and the certificate of inspection during construction issued in respect of the boiler or pressure vessel by a recognised inspection body; or
 - (II) documentary evidence proving, to the satisfaction of the Authority, that the boiler or pressure vessel complies with a recognised engineering standard or Code in respect of:
 - (i) the welders employed and welding procedures used in the construction, erection and repairs (if it was repaired) of the boiler or pressure vessel;
 - (ii) heat treatment before and after welding;
 - (iii) tests and inspection carried out on the boiler or pressure vessel; and
 - (iv) any other relevant technical details that the Authority may, by notice in writing, specify.
 - (III) If the owner cannot deliver the documents referred to in paragraph 3(c)(I) or 3(c)(II) above, he should submit details of the design and methods of construction, inspection and testing of the boiler or pressure vessel and its auxiliary equipment instead.

[Note: If any of the documents mentioned in paragraph 3(c) above is not written in Chinese or English, a Chinese or English translation should be submitted.]

4. For applications submitted **by E-form**, please sign the Application Form using Hongkong Post e-Cert(Personal) with "Mutual Recognition" status, and submit it to the dedicated email address as shown in paragraph 2 above. We will contact the applicants for follow-up arrangements on submission of the required documents.
5. Upon completion of the registration procedures, the owner and the Appointed Examiner concerned will be informed by post (Form BPV 11) for the issuance of a valid Certificate of Fitness by the Appointed Examiner. If the owner and the Appointed Examiner concerned want to receive Form BPV 11 or other relevant notifications by email, they can complete the Request Form attached to the Guidance Notes and return it to the Authority (i) through the designated Appointed Examiner, (ii) by fax: 2517 6853 or (iii) by email: BPVD@labour.gov.hk.
6. A boiler or pressure vessel without registration or a valid Certificate of Fitness shall not be used or operated, otherwise its owner shall be guilty of an offence and shall upon conviction be liable to a fine at level 5 of Schedule 8 in Criminal Procedure Ordinance.
7. For enquiries about the registration application of boilers or pressure vessels, please contact our staff at 3107 3457.
8. The list of Appointed Examiners can be downloaded from Labour Department’s Website https://www.labour.gov.hk/tc/public/pdf/bpvd/AppointedExaminerList_tc.pdf or obtained by fax through the telephone hotline 2771 1771.
9. Address and office hours of Boilers and Pressure Vessels Division are as follows:

Unit 01-02, 20/F, Millennium City 6, 392 Kwun Tong Road, Kwun Tong,
Kowloon Mondays to Fridays: 9:00 a.m. – 1:00 p.m.; 2:00 p.m. – 6:15 p.m.
Closed on Saturdays, Sundays and Public Holidays

Personal Data Collection Statement

The personal data collected in the form of Application for Registration of Boilers and Pressure Vessels will be used for processing the application for registration of boilers and pressure vessels. Your application cannot be processed if you fail to provide all information as requested. The personal data you provided may be disclosed to other government departments or organizations for the aforementioned purpose where necessary. You have the right of access to and correction of your personal data as stipulated in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance, including obtaining a copy of the personal data you have provided. For enquiries about the collection of, access to and correction of your personal data, please contact the Executive Officer (Boilers and Pressure Vessels) (Address: Unit 01-02, 20/F, Millennium City 6, 392 Kwun Tong Road, Kwun Tong, Kowloon; Tel. no.: 3107 3443; E-mail: eo-bpv@labour.gov.hk).

APPENDIX 附件



Labour Department

Boilers and Pressure Vessels Division

FOR OFFICIAL USE

此欄由本處填寫

Application No. / AE Code:

勞工處

鍋爐及壓力容器科

To: The Boilers and Pressure Vessels Authority (“the Authority”)

致：鍋爐及壓力容器監督(下稱「監督」)

Email Notification Service for Registration Application of Pressure Equipment

登記壓力器具的電郵通知服務

Request Form 申請表格

Name of Applicant 申請人姓名	(English 英文)	(Chinese 中文)
Mr 先生*/Ms 女士*/Miss 小姐*		

Consent to Subscribe 同意使用電郵通知服務

I request and consent to the Authority sending email notifications regarding my present and future registration applications to the designated email address provided below: -
本人要求並同意監督就以下提供的指定電郵地址發送與本人是次及以後提交的申請壓力設備登記相關的電郵通知：-

I request to change my email address for receiving email notifications relating to my registration application: -
本人要求更改指定的電郵地址，以接收與本人申請壓力設備登記相關的電郵通知：-

Designated email address for receiving notifications 接收通知的指定電郵地址:

Discontinue your Subscription 停用電郵通知服務

I no longer wish to receive email notifications relating to my registration application of pressure equipment. Please send such notifications to me by post.
本人不欲再收取與申請登記壓力器具相關的電郵通知，請以郵寄方式發送有關通知。

Date 日期

Applicant's Signature 申請人簽署

(Capacity in which applicant signs)

Please tick ✓ appropriate box 請在適當方格加上✓剔號

* Please delete whereas appropriate 請刪去不適用

- (1) Only one email address can be specified to receive notifications; 僅可指定一個電郵地址接收通知;
(2) The provided email address will only be used for the e-notifications related to the registration application of pressure equipment; and 監督只使用所提供的電郵地址作申請登記壓力器具的電郵通知服務; 及
(3) Applicants must regularly check their email account's functionality and ensure sufficient storage space. The Authority accepts no liability for any issues arising from the failure of registered email addresses to receive notifications.
申請人應定時自行檢查電郵帳戶是否運作正常及確保有足夠儲存空間。若因登記的電郵地址未有接獲有關通知而引致的任何問題，監督概不負責。

常見問題 Frequently Asked Questions

問 1: 當我簽署申請接受電郵通知服務表格後，應該怎樣做？

Q1: What should I do after I have signed the request form to receive email notifications?

答 1 : 請將填妥的表格，經由 (i) 你所指定的委任檢驗師，(ii) 傳真 2517 6853 或 (iii) 電郵 BPVD@labour.gov.hk 交回鍋爐及壓力容器監督。我們收到你的表格後，將會發送一封驗證電郵給你。請在 5 個工作日內回覆該電郵。成功驗證你所指定的電郵地址後，你便可收取有關登記申請的電郵通知。

Ans1: Please submit the completed request form to the Boilers and Pressure Vessels Authority (i) through the designated Appointed Examiner, (ii) by fax: 2517 6853 or (iii) by email: BPVD@labour.gov.hk.

Upon receiving your request form, the Authority will send you a verification email. You are required to respond to this email within 5 working days. Upon successful verification of your designated email address, you will then receive email notifications regarding your registration applications.

問 2: 我需要為電郵通知服務支付費用嗎？

Q2: Do I need to pay for the email notification services?

答 2 : 電郵通知服務是免費提供的。

Ans2: The email notification service is free of charge.

問 3: 我可以提供多少個電郵地址以接收電郵通知？

Q3: How many email addresses can I provide to receive email notification?

答 3 : 你只可以提供一個電郵地址。請確保所提供的電郵地址有效且定期檢查，以確保及時收到相關通知。

Ans3: You can only provide one email address for email notifications. Please ensure the provided email address is valid and regularly checked for timely receipt of email notifications from the Authority.

問 4: 如果我遞交登記申請時沒有選擇收取電郵通知，日後可否改變選擇？

Q4: If I have not opted to receive email notification when submitting my registration application, can I later change my preference?

答 4 : 可以。請跟隨答 1 的方法，將填妥的表格交回鍋爐及壓力容器監督。

Ans4: Yes. Please follow the method mentioned in Ans1 to submit the completed request form to the Boilers and Pressure Vessels Authority.

問 5: 我可以更改先前所提供的收取電郵通知的電郵地址嗎？

Q5: Can I change my email address for receiving email notifications previously provided?

答 5: 可以。你只需在申請表格內填寫新的電郵地址，並跟隨答 1 的方法將填妥的表格交回鍋爐及壓力容器監督。

Ans5: Yes. Please provide your new email address by completing the request form and follow the method mentioned in Ans1 to return the completed form to the Boilers and Pressure Vessels Authority .

問 6: 如果我不想再收取電郵通知，應該怎樣做？

Q6.: What should I do if I no longer wish to receive email notifications?

答 6: 你只需跟隨答 1 的方法，將填妥的申請表格交回鍋爐及壓力容器監督。之後有關你的登記申請的通知將會郵寄給你。

Ans6: You only need to follow the method mentioned in Ans1 to submit the completed form to the Boilers and Pressure Vessels Authority. Subsequently, notifications regarding your registration applications will be sent to you by post.

問 7: 如我在電郵帳戶的收件內找不到與登記申請的通知，應該怎樣做？

Q7: What should I do if I can't find the notifications for my registration application in my email inbox?

答 7: 除了檢查你的電郵收件箱外，也請查看垃圾郵件箱或其他郵件分類文件夾。同時，建議你定期清理收件箱，避免超出郵箱的儲存限額。如仍然找不到相關通知，請致電 3107 3457 尋求協助。

Ans7: Apart from checking your inbox, please also check your spam or junk mail folder. You are advised to regularly clean your inbox to avoid exceeding the email storage limit. If you still cannot find the notifications, please call 3107 3457 for assistance.

問 8: 我如何能核實所收到的電郵通知是由鍋爐及壓力容器監督所發出的？

Q8: How can I verify that the email notification I received is from the Boilers and Pressure Vessels Authority?

答 8: 你可以查看發件人的電郵地址是否為 "BPVD@labour.gov.hk"。此外，電郵及其附件檔亦會引用你的登記申請日期，以便你查證。如仍有疑問，你可聯絡你所指定的委任檢驗師。

Ans8: You can check if the sender's email address is "BPVD@labour.gov.hk". Besides, the content and attachments of the email will also refer to the submission date of your registration application. If you still have any doubts, you can contact your designated Appointed Examiner.

問 9: 我是否需要在每次登記申請時提交申請表格？

Q9: Do I need to submit the request form for every registration application?

答 9: 不用。除非你希望更改接收電郵通知的電郵地址或停用電郵通知服務，否則在以後的登記申請，不用再提交申請表格。

Ans9: No. Unless you want to change your email address or discontinue your subscription for receiving email notifications, you are not required to submit the request form in your future registration applications.