

APPENDICES

APPENDIX A
STANDARD FORMS

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致： 香港電燈有限公司
(傳真號碼：2510 7721)

機密
CONFIDENTIAL

To： The Hongkong Electric Co., Ltd.
(Fax No.：2510 7721)

預約檢查
APPOINTMENT FOR INSPECTION

申請書號碼

Application No.： _____

供電地址

Service Address： _____

預約檢查日期

Appointment of inspection date： _____

更改檢查日期由

Change of inspection date from： _____

至

to _____

負責人姓名

Name of Responsible

Person： _____

聯絡電話

Contact

Telephone No.： _____

負責人簽署

Responsible Person

Signature： _____

日期

Date： _____

客戶提供個人資料純屬自願性質。所收集的個人資料將會作本公司營運之用，該等資料亦可透露予第三者機構以幫助本公司運作。如客戶不提供所需資料，本公司可能無法提供有關服務。如欲索取私隱政策聲明、查詢、要求查詢及改正個人資料，請瀏覽本公司網頁：www.hkelectric.com、電郵至 personaldata@hkelectric.com、致電 2887 3411、傳真至 2510 7667 或郵寄城市花園道廿八號電燈中心九樓保障個人資料主任收。

The provision of personal data is voluntary. Personal data collected will be used in matters relating to the operations of the Company or may be disclosed to third party organisations which assist in the Company's operation. Failure to provide the data requested may mean that the Company is unable to supply the relevant services. To request a full copy of the Privacy Policy Statement, for enquiry, for data access and correction, please refer to website: www.hkelectric.com, email us at personaldata@hkelectric.com, call us at 2887 3411, fax to 2510 7667 or write to 9/F Electric Centre, 28 City Garden Road for the attention of our Personal Data Protection Officer.

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(傳真號碼：2510 7721)

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To： The Hongkong Electric Co., Ltd.
(Fax No.：2510 7721)

證明書
無雙重電表的證明
CONFIRMATION OF NO DOUBLE METERING

申請書號碼： _____
Application No.

供電地址： _____
Service Address

由於無法暫停電力以供 貴公司進行「無雙重電表」的檢查，本人已安排註冊電業工程人員（註冊編號：_____）檢查供電予上址電力裝置的線路，並證明在現有或新電表位前和後無接駁任何 貴公司的電表。現附上有關線路圖以供參照。

Since shutdown cannot be arranged for HK Electric to check for double metering, we have arranged registered electrical worker (Registration No. _____) to check the circuit and confirm that there is no tariff meter of your Company installed before and after the present or proposed metering point. A copy of relevant schematic wiring diagram is attached for reference.

負責人姓名： _____
Name of Authorised Person

電話號碼： _____
Telephone No.

管理處／發展商簽名／蓋章： _____
Management Office/
Developer's Signature/Chop

日期： _____
Date

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To：The Hongkong Electric Co., Ltd.
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保證書
限制臨時負荷及轉駁負荷至新供電點的承擔
UNDERTAKING ON TEMPORARY LOAD LIMITATION AND
TRANSFER TO NEW SUPPLY SOURCE

申請書號碼：_____

Application No.

供電地址：_____

Service Address

本人保證：

We confirm to undertake the following：

一、在永久供電工程未完成之前，最大負荷不超過 _____ 安培。
Before permanent supply is available, limit the load to _____ Amperes.

二、當新供電裝置完成時，負責將有關線路轉駁到新供電電源。
Transfer the relevant wirings to the new supply source when it is commissioned.

負責人姓名：_____

Name of Authorised Person

電話號碼：_____

Telephone No.

註冊客戶簽名／蓋章：_____

Registered Customer's
Signature/Chop

日期：_____

Date

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To：The Hongkong Electric Co., Ltd.
(Fax No.：2510 7721)

申請提前進行裝置檢查
REQUEST FOR ADVANCE INSTALLATION INSPECTION

申請書號碼

Application No.：

暫定日期 / 時段**

Tentative Date /：

Time Band**

** 須由港燈確認 To be confirmed by HK Electric

供電地址

Service Address：

請在適當方格內加上(✓)號

Please tick box where appropriate (✓)

非辦公時間內進行裝置檢查

Non-office hours Inspection

本人明白，港燈在完成上述屋宇的滿意裝置檢查後，方會進行電網接駁。本人要求港燈提前在非辦公時間內進行有關裝置的檢查及在下一個工作天辦公時間完結前為已完成滿意裝置檢查的裝置進行電網接駁。

We understand that HK Electric will connect the installation at the above premises to HK Electric network only after a satisfactory installation inspection. We request HK Electric to carry out advance inspection during non-office hours and connect the installation to network upon satisfactory installation inspection before the close of office of the next working day.

本人願意承擔此項服務的一切費用。

We undertake to pay the charges arising out of this service.

在港燈完成供電裝置前進行裝置檢查

Inspection before HK Electric Supply is available

本人明白，是次裝置檢查只屬預檢，在港燈完成供電裝置後，須就上述屋宇裝置進行覆檢。

We understand that this installation inspection is a pre-inspection only. Re-inspection will be required for the installation at the above premises after HK Electric supply is available.

負責人姓名

Name of Responsible Person：

聯絡電話

Contact

Telephone No.：

負責人簽署 / 公司蓋章

Responsible Person Signature /

Company Chop：

日期

Date：

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致： 香港電燈有限公司
(傳真號碼：2510 7721)
To： The Hongkong Electric Co., Ltd.
(Fax No.：2510 7721)

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證明書
電力裝置無改裝／增設的證明
CONFIRMATION OF NO ALTERATION／ADDITION
ON ELECTRICAL INSTALLATION

申請書號碼： _____
Application No.

供電地址： _____
Service Address

本人證明上述的電力裝置並無任何改裝／增設。

I confirm that there is no alteration / addition on the electrical installation of the above premises.

註冊客戶姓名： _____
Name of Registered
Customer

電話號碼： _____
Telephone No.

註冊客戶簽名／蓋章： _____
Registered Customer's
Signature /Chop

日期： _____
Date

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To： The Hongkong Electric Co., Ltd.
(Fax No.：2510 7721)

證明書
「豁免電力裝置」符合有關條例及規例的證明
CONFIRMATION OF COMPLIANCE TO RELEVANT
GOVERNMENT ORDINANCES AND REGULATIONS (EXEMPTED INSTALLATION)

申請書號碼 (如適用) : _____
Application No. (If applicable)

供電地址 : _____
Service Address

本人證明下列的電力裝置，乃遵照政府的有關條例及規例而完成，並經已完成檢查及測試，及為該裝置接駁電力供應屬於安全。

I certify that the following electrical installation has been completed, inspected and tested in compliance with all relevant Government's Ordinances and Regulations, and that the installation is safe to connect electricity supply.

機構／公司名稱 : _____
Name of Organization /
Company

通訊地址 : _____
Correspondence Address

負責人姓名 : _____ 電話號碼 : _____
Name of Authorised Person Telephone No.

負責人簽署／公司蓋章 : _____ 日期 : _____
Authorised Signature / Date
Company Chop

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To： The Hongkong Electric Co., Ltd.
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證明書
加大電流需求量的電力裝置的連接
已取得上升總線擁有人同意
CONFIRMATION OF AGREEMENT
FROM OWNER OF RISING MAINS FOR CONNECTION OF
ELECTRICAL INSTALLATION WITH AN INCREASED CURRENT DEMAND

申請書號碼： _____
Application No. _____
供電地址： _____
Service Address _____

本人現證明已取得上升總線擁有人_____同意，可將上述新電流需求量为 _____ 相 _____ 安培的電力裝置，接駁到上升和橫向總線上。

本人明白，本人必須聘請註冊電業承辦商進行有關工程。如該新電力裝置影響現有電力供應系統的安全和穩定操作，本人須負全責，將其電流需求量改回原來的 _____ 相 _____ 安培。

I confirm that I had obtained the agreement from the owner of the rising mains, _____ for the connection of the above electrical installation with a new current demand of _____ Amperes _____ phases to the lateral and rising mains.

I understand that I have to employ a registered electrical contractor to carry out the work, and should the new installation affect the safety and stable operation of the existing power supply system, I am fully responsible for the reinstatement work to revert to its original current demand of _____ Amperes _____ phases.

註冊客戶姓名： _____ 電話號碼： _____
Name of Registered Customer Telephone No.

註冊客戶簽名／蓋章： _____ 日期： _____
Registered Customer's Signature / Chop Date

注意事項：

1. 請詳細閱讀背頁『電力(線路)規例工作守則』，守則18。
2. 客戶提供個人資料純屬自願性質。所收集的個人資料將會作本公司營運之用，該等資料亦可透露予第三者機構以幫助本公司運作。如客戶不提供所需資料，本公司可能無法提供有關服務。如欲索取私隱政策聲明、查詢、要求查詢及改正個人資料，請瀏覽本公司網頁：www.hkelectric.com、電郵至 personaldata@hkelectric.com、致電 2887 3411、傳真至 2510 7667 或郵寄城市花園道廿八號電燈中心九樓保障個人資料主任收。

Note:

1. Please read carefully Code 18 of "Code of Practice for The Electricity (Wiring) Regulations" on the back page.
2. The provision of personal data is voluntary. Personal data collected will be used in matters relating to the operations of the Company or may be disclosed to third party organisations which assist in the Company's operation. Failure to provide the data requested may mean that the Company is unable to supply the relevant services. To request a full copy of the Privacy Policy Statement, for enquiry, for data access and correction, please refer to website: www.hkelectric.com, email us at personaldata@hkelectric.com, call us at 2887 3411, fax to 2510 7667 or write to 9/F Electric Centre, 28 City Garden Road for the attention of our Personal Data Protection Officer.

電力(線路)規例工作守則

守則 18 改裝及增設

18A 固定電力裝置改裝或增設的規定

- (a) 現有的固定電力裝置若要改裝或增設，負責該項工作的註冊電業工程人員應：
- 按照線路規例的規定進行改裝或增設工作；
 - 證實該項改裝或增設工作絕不會有損現有裝置的安全；及
 - 證實新顏色電線按照附錄 18 的要求安裝。
- (b) 為符合上文(a)節的規定，負責的註冊電業工程人員應檢查及確定下列的重要項目：
- 裝置的總電流需求量，在改裝或增設後不應超出允許負載量；
 - 受影響部分的現有電力器具，額定值和狀況都適合及足以應付改裝後的情況；及
 - 受影響部分已因應改裝後的情況，對防止過載、故障電流及危險性對地漏電電流的保護措施作出必要的更改。
- (c) 當連接上升總線的裝置須予改裝或增設，而在改裝或增設後該裝置的新訂電流需求量，將超出該裝置在進行改裝或增設工作之前的原有允許負載量，則該裝置擁有人應在進行任何改裝或增設工作前，填寫由供電商提供的「加大電流需求量的電力裝置的連接已取得上升總線擁有人同意證明書」表格，以證實取得上升總線擁有人的同意。

18B 取得供應商的批准

任何人如擬使電力供應增至超出允許負載量的水平，或擬使供電擴大至原定獲供電的房產以外的範圍，在進行任何改裝或增設工作前，應先取得有關供應商的批准。

Code of Practice for The Electricity (Wiring) Regulations

Code 18 ALTERATIONS AND ADDITIONS

18A Requirements for Alterations or Additions to a Fixed Installation

- (a) For any alteration or addition to an existing fixed installation, the registered electrical worker responsible for the work should:
- carry out the alteration or addition in compliance with the Wiring Regulations,
 - verify that the alteration or addition does not impair in any way the safety of the existing installation, and
 - verify that new colour cables are installed in compliance with the requirements in Appendix 18.
- (b) For the purposes of subparagraph (a) above, the following essential items should be checked and ascertained by the responsible registered electrical worker :
- the total current demand for the installation after the alteration or addition should not exceed the approved loading;
 - the ratings and the conditions of the existing electrical equipment of the affected parts are suitable and adequate for the altered circumstances, and
 - the protection against overcurrent, earth fault currents and dangerous earth leakage currents for the affected parts is altered as necessary for the altered circumstances.
- (c) In the case of an alteration or addition to an installation which is connected to rising mains, the owner of the installation should, before commencing any alteration or addition, obtain agreement from the owner of the rising mains by completing form “Confirmation of Agreement from Owner of Rising Mains for Connection of Electrical Installation with an Increased Current Demand” provided by Electricity Supplier if the new current demand of the installation after the alteration or the addition will exceed the existing approved loading before the alteration or addition is carried out on the installation.

18B Approval from the Electricity Supplier

Any person who wishes to have his electricity supply increased over and above the approved loading, or extended beyond the premises to which the supply is originally intended, should obtain prior approval from the electricity supplier concerned before any alteration or addition is carried out.

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(傳真號碼：2510 7721)

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(Fax No.：2510 7721)

允許負載量的查詢
APPROVED LOADING ENQUIRY

請提供下列客戶／公用*裝置的允許負載量：-

Please advise the approved loading of the following customer's/communal* installation：-

賬戶號碼： _____
Account No.

供電地址： _____
Service Address

現有／計劃*總開關額定值： _____ 安培 單相／三相*
Existing/Proposed* Main Switch Rating： _____ Amp. 1-Phase/3-Phase*

現附上顯示客戶總開關及連接公用裝置／貴公司供電設備的線路圖以供參照。
Schematic wiring diagram showing the connection between customer's main switch and the communal installation / your Company's apparatus is attached for reference.

註冊客戶／負責人*姓名： _____
Name of Registered Customer /
the Authorised Person*

通訊地址： _____
Correspondence Address

傳真機號碼： _____
Fax No.

聯絡電話： _____
Contact Tel. No.

註冊客戶／負責人*簽名： _____
Registered Customer's/
Authorised* Signature

*請刪去不適用項目 Delete as appropriate

客戶提供個人資料純屬自願性質。所收集的個人資料將會作本公司營運之用，該等資料亦可透露予第三者機構以幫助本公司運作。如客戶不提供所需資料，本公司可能無法提供有關服務。如欲索取私隱政策聲明、查詢、要求查詢及改正個人資料，請瀏覽本公司網頁：www.hkelectric.com、電郵至 personaldata@hkelectric.com、致電 2887 3411、傳真至 2510 7667 或郵寄城市花園道廿八號電燈中心九樓保障個人資料主任收。

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檔案編號 Ref. No. _____ 日期 Date: _____

致 To:

上述裝置的允許負載量為 _____ 安培 單相/ 三相 (該允許負載量須得到大廈業主/業主立案法團/管理處的同意)。如有任何查詢，請致電： _____ 與我們的 _____ 聯絡。

The approved loading of the above installation is _____ Amp. 1-phase/3-phase subject to the consent of the Landlord/Incorporated Owner/Management Office of the building. Should you have any queries, please contact our _____ at telephone No. _____.

致： 香港電燈有限公司
(傳真號碼：2510 7721)

機密
CONFIDENTIAL

To： The Hongkong Electric Co., Ltd.
(Fax No.：2510 7721)

申請代註冊客戶繳交服務費
REQUEST FOR PAYMENT OF SERVICE CHARGES
ON BEHALF OF THE REGISTERED CUSTOMER

申請書號碼： _____
Application No.

供電地址： _____
Service Address

本人同意代註冊客戶繳交上述供電申請的所有服務費。

We agree to pay all service charges for the above application on behalf of the registered customer.

公司名稱： _____
Company Name

商業登記號碼： _____
Business Registration No.

通訊地址： _____
Corresponding Address

負責人姓名： _____ 電話號碼： _____
Name of Authorised Person Telephone No.

負責人簽署／公司蓋章： _____ 日期： _____
Authorised Signature / Co. Chop Date

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致： 香港電燈有限公司
(傳真號碼：2510 7721)

機密
CONFIDENTIAL

To： The Hongkong Electric Co., Ltd.
(Fax No.：2510 7721)

電表計量點不接近電源
METERING POINT NOT CLOSE TO SOURCE OF SUPPLY

申請書號碼： _____
Application No.

供電地址： _____
Service Address

由於現有電掣房缺乏空間，計電儀器不能安裝於靠近電源位置。

我們（業主/業主立案法團/管理處*）於現有電掣房至新電表位置之間，安裝了獨立上升總線。我們願意承擔保養及維修該上升總線的全部責任，並確保沒有其他人士於該上升總線引出無電表計量的橫向電線。

我們清楚明白貴公司的規定，但希望以上的特別情況能取得貴公司的個別許可。

Owing to space shortage in the existing switch room, tariff metering equipment cannot be installed close to the source of supply.

We (Landlord/Incorporated Owners/Management Office*) have installed a dedicated riser from the existing switch room to the new metering position. We are fully responsible for the repair & maintenance of the riser and ensure that there is no unmetered tee-off to other parties. We fully understand your requirements and would appreciate your concession in view of the circumstances in this particular instance.

負責人姓名： _____
Name of Authorised Person

電話號碼： _____
Telephone No.

業主/業主立案法團/管理處*
簽名/蓋章： _____
Landlord/Incorporated Owners/
Management Office * Signature/chop

日期： _____
Date

* 請刪去不適用項目 Delete as appropriate

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致： 香港電燈有限公司
(傳真號碼：2510 7721)

機密
CONFIDENTIAL

To： The Hongkong Electric Co., Ltd.
(Fax No.：2510 7721)

申請裝設監察電表作耗電計量用途
APPLICATION FOR INSTALLATION OF CHECK METER(S)
FOR CONSUMPTION MONITORING PURPOSE

申請書號碼： _____
Application No.

供電地址： _____
Service Address

本人現證明裝設在上址的監察電表只作耗電計量用途，並且不會將取自貴公司之電力轉售予第三者。

This is to confirm that the check meter(s) installed at the above address is for consumption monitoring purpose and electricity obtained from your Company will not be re-sold to third party.

註冊客戶姓名： _____
Name of Registered
Customer

電話號碼： _____
Telephone No.

註冊客戶簽名／蓋章： _____
Registered Customer's
Signature/Chop

日期： _____
Date

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致： 香港電燈有限公司
(傳真號碼：2510 7721)

機密
CONFIDENTIAL

To： The Hongkong Electric Co., Ltd.
(Fax No.：2510 7721)

申請用電模式監察服務
APPLICATION FOR ACCOUNT MONITORING SERVICE

請為下列賬戶提供用電模式監察服務：
Please provide Account Monitoring Service for the following account(s):

賬戶號碼：
Account No.:

供電地址：
Service Address:

本人 / 本公司願意承擔此項服務的一切費用。
We undertake to pay the charges arising out of this service.

請將費用加在賬戶號碼：
Please add the charge to Account No.:

申請人負責繳費
Please debit the Applicant in due course.

商業登記註冊號碼：
Business Registration No.:

申請人 /
註冊客戶姓名：
Applicant Name /
Name of
Registered
Customer:

聯絡電話：
Contact Telephone No.:

通訊地址：
Correspondence
Address:

日期：
Date:

申請人 / 註冊客戶簽名 /
蓋章
Applicant / Registered
Customer's Signature /
Chop

注意事項：

1. 請在適當方格內加上 (✓) 號
2. 請詳細閱讀背頁。
3. 客戶提供個人資料純屬自願性質。所收集的個人資料將會作本公司營運之用，該等資料亦可透露予第三者機構以幫助本公司運作。如客戶不提供所需資料，本公司可能無法提供有關服務。如欲索取私隱政策聲明、查詢、要求查詢及改正個人資料，請瀏覽本公司網頁：www.hkelectric.com、電郵至 personaldata@hkelectric.com、致電 2887 3411、傳真至 2510 7667 或郵寄城市花園道廿八號電燈中心九樓保障個人資料主任收。

Notes:

1. Tick box where appropriate (✓)
2. Please read carefully on the back page.
3. The provision of personal data is voluntary. Personal data collected will be used in matters relating to the operations of the Company or may be disclosed to third party organisations which assist in the Company's operation. Failure to provide the data requested may mean that the Company is unable to supply the relevant services. To request a full copy of the Privacy Policy Statement, for enquiry, for data access and correction, please refer to website: www.hkelectric.com, email us at personaldata@hkelectric.com, call us at 2887 3411, fax to 2510 7667 or write to 9/F Electric Centre, 28 City Garden Road for the attention of our Personal Data Protection Officer.

申請人注意事項：

1. 選用「最高負荷供電」收費是否較便宜，將視乎客戶電力裝置的負荷因數。再者，天氣變化、商業活動的性質及營運情況、生產量、季節性的需求或其他因素也可能影響電力裝置的最高負荷。一般而言，若電力裝置長時間內有較高的耗電量，及其使用模式能保持穩定，是較有機會受惠於「最高負荷供電」收費。否則，「最高負荷供電」收費可能較「非住宅供電」收費為高。因此，在決定申請「最高負荷供電」收費前，應進行有關評估，以確保「最高負荷供電」收費對客戶有利。
2. 用電模式監察服務將每月為客戶的賬戶提供以下資料，為期三個月：
 - a. 最高負荷（千伏安）
 - b. 耗電量（千瓦時）
 - c. 根據「最高負荷供電」價目的收費
 - d. 根據「非住宅供電」價目的收費
3. 有需要到現場進行電表工作。
4. 有關賬戶將維持採用「非住宅供電」收費，直至港燈收到及同意客戶的申請將賬戶由「非住宅供電」收費轉為「最高負荷供電」收費。

Notes to Applicant:

1. In general, whether Maximum Demand Tariff is beneficial or not depends on the load factor of customer's electrical installation and on some occasions, on the climate, the business activity level and its nature, the production output, seasonal demands or other reasons. Under normal circumstances, Maximum Demand Tariff would be beneficial if the electricity consumption is significant and used continuously for a long period of time with a more or less evenly distributed consumption pattern. It is possible that the electricity charge could be higher under Maximum Demand Tariff than Non-Residential Tariff. Therefore, customer should conduct maximum demand measurement / monitoring of his/her installation to ascertain the advantages and disadvantages of Maximum Demand Tariff before applying for Maximum Demand Tariff.
2. Under our Account Monitoring Service, we will arrange to provide the following information monthly for customer's account(s) for a period of three months:
 - a. Maximum Demand (kVA)
 - b. Consumption (kWh)
 - c. Charge at Maximum Demand Tariff
 - d. Charge at Non-Residential Tariff
3. On site metering work is required.
4. The concerned account(s) will remain to be charged under Non-Residential Tariff until customer's decision to change from Non-Residential Tariff to Maximum Demand Tariff has been received and agreed by us.

致： 香港電燈有限公司
(傳真號碼：2510 7721)
To： The Hongkong Electric Co., Ltd.
(Fax No.：2510 7721)

機密
CONFIDENTIAL

申請非辦公時間內進行電表工作
REQUEST FOR NON-OFFICE HOUR METERING WORK

電表號碼： _____ 申請書號碼(如適用)： _____
Meter No. Application No. (If applicable)

暫定時間**：由： _____ 至： _____
Tentative Time From To

暫定日期**： _____
Tentative Date ** 須由港燈確認 To be confirmed by HK Electric

供電地址： _____
Service Address

申請理由： _____
Reason for Request

本人／本公司願意承擔此非辦公時間的服務費用。
We undertake to pay the charges arising out of this non-office hour service.

客戶姓名／承辦商名稱： _____
Name of Customer/Contractor

商業登記號碼(如適用)： _____
Business Registration No.
(If applicable)

通訊地址： _____
Correspondence Address

負責人姓名： _____ 電話號碼： _____
Name of Authorised Person Telephone No.

負責人簽署／公司蓋章： _____ 日期： _____
Authorised Signature / Date
Company Chop

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香港電燈有限公司
THE HONGKONG ELECTRIC CO., LTD.
Supply Number Details

CONFIDENTIAL

Please assist us to speed up the work in processing your application by completing the details below.

This form is NOT applicable to applicants in squatter area, cottage area, Lamma Island village houses, new Building supply, and construction site supply.
This form is to be completed by the Registered Electrical Worker for:-

- (a) Applications in existing building where electricity supply is already available; and
- (b) Additional Load Application with main switch rating being 3-phase and capacity equal to or exceeding 60 Ampere; or
New Application in residential premises with main switch rating being 3-phase and capacity exceeding 100 Ampere; or
New Application in non-residential premises with main switch rating being 3-phase and capacity equal to or exceeding 100 Ampere.

The SN number can be easily found on site. It is marked on the external front cover of HK Electric's service cutout, or fixed onto the exposed surface of HK Electric's service cable or marked on the external front cover of customer's main incomer switch. It is NOT necessary to interfere HK Electric's apparatus to read the SN number.

You may send this form to Fax No. 2843 3163

For enquiry, please call Tel. No.

2843 3164 (Central Area) ;
2843 3105 (Eastern Area) ;
2843 3108 (Western Area)

To : The Hongkong Electric Co., Ltd., Hongkong Electric Centre, 44 Kennedy Road, Hong Kong.
Attn : Chief Distribution Planning Engineer (Central / Eastern / Western)

Application No. : _____

Supply Address : _____

For Additional Load Application

I confirm that existing installation is supplied via HK Electric's supply point No. SN _____

I propose the installation after the additional load to be supplied via HK Electric's supply point No. SN _____

I understand that it is the applicant's responsibility to obtain approval by the owner of the communal installation in accordance with 18A(c) of Code of Practice for the Electricity (Wiring) Regulations for the above proposed connection.

A schematic diagram indicating the applicant's existing connection and proposed connection to the communal installation is attached for your reference.

For New Application

I propose the new installation to be supplied via HK Electric's supply point No. SN _____

I understand that it is the applicant's responsibility to obtain approval by the owner of the communal installation in accordance with 18A(c) of Code of Practice for the Electricity (Wiring) Regulations for the above proposed connection.

A schematic diagram indicating the applicant's proposed connection to the communal installation is attached for your reference.

Remarks by the Registered Electrical Worker:

Signature & Name of

Registered Electrical Worker : _____ (_____)

Registration No. : _____

Contact Tel./Pager No. : _____ Date : _____

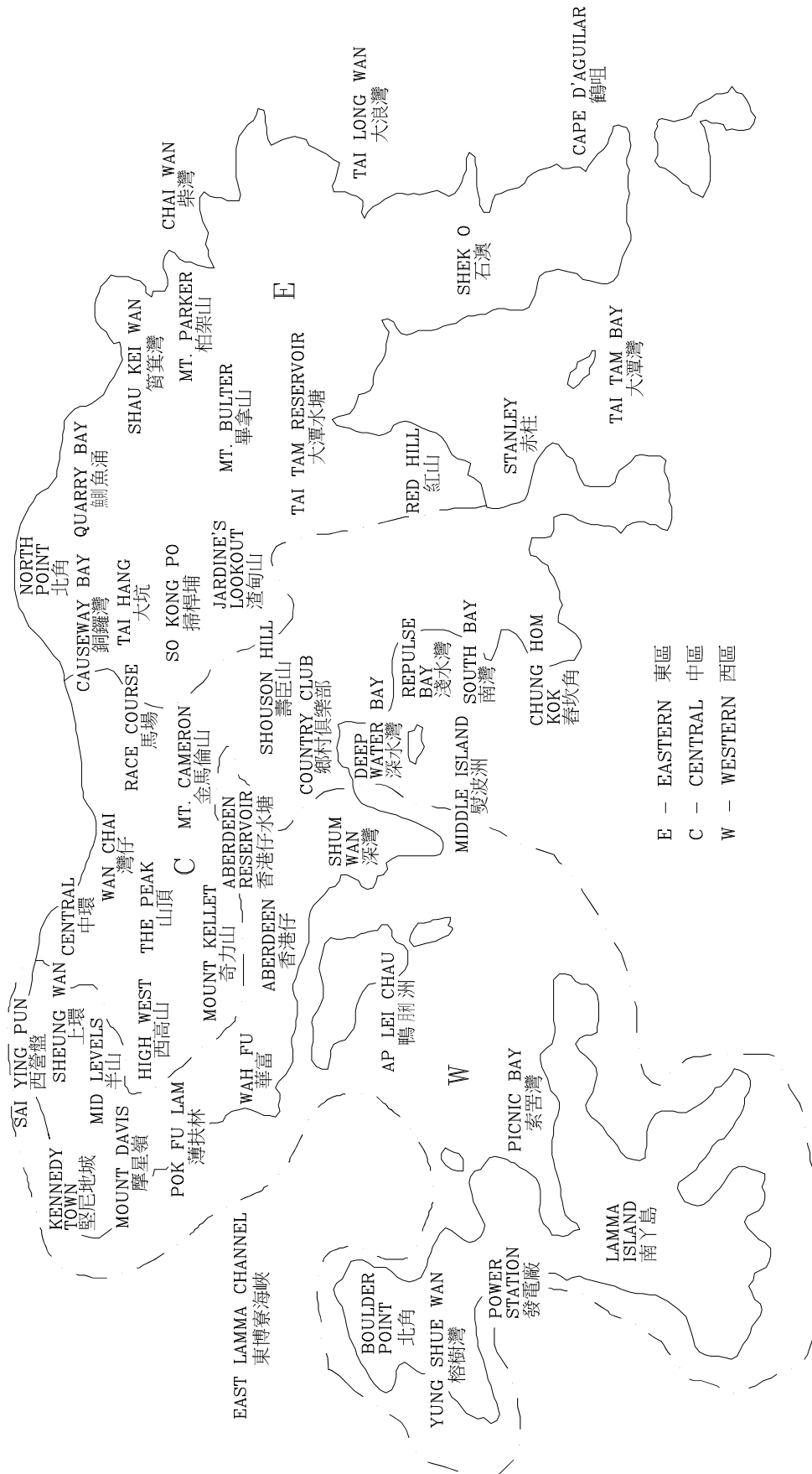
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APPENDIX B

USEFUL TELEPHONE NUMBERS

<u>Service Centre/Department</u>	<u>Phone No.</u>
A) Customer Centre	
- Telephone Enquiry	2887 3411
- Account-by-Phone Service	2887 3466
- Fax	2510 7667
- SMS Enquiry Service	6681 3411
B) Customer Installation Department	
- Installation Inspection, Meter Installation and Technical Enquiries	2887 3455
- Electricity-by-Phone Service	2887 3838
- Fax	2510 7721
C) Distribution Planning Department (Design)	
- Eastern	2843 3105
- Central	2843 3164
- Western	2843 3108
D) Construction & Maintenance Department (Implementation)	
- Customer Services Representative	2814 3443
E) Customer Emergency Services Centre (24-hour service)	
- Telephone (Cantonese)	2555 4999
(English)	2555 4000
- Fax	2555 6637
- SMS Enquiry Service	6681 3411
F) Emergency Services Unit	2510 2904

APPENDIX C HK ELECTRIC DISTRICT BOUNDARIES



The Hongkong Electric Co., Ltd.
44 Kennedy Road, Hong Kong
www.hkelectric.com

