

消 防 處  
牌 照 及 審 批 總 區  
香 港 九 龍 尖 沙 咀 東 康 莊 道 1 號 5 樓  
消 防 總 部 大 廈



**FIRE SERVICES DEPARTMENT**  
**LICENSING & CERTIFICATION COMMAND**  
FIRE SERVICES HEADQUARTERS BUILDING,  
5/F, No.1 Hong Chong Road,  
Tsim Sha Tsui East, Kowloon  
Hong Kong.

本處檔號 OUR REF.: (76) in FP 343/04 VI

來函檔號 YOUR REF.:

電報掛號 TELEX: 39607 HKFSD HX

圖文傳真 FAX: 852-2723 2197

電 話 TEL NO.: 852-2733 7612

13 July 2001

To : Authorized Persons  
Registered F.S.I. Contractors  
Registered Ventilation Contractors  
Registered Lift & Escalator Contractors  
Fire Insurance Association of H.K.  
The Association of Registered F.S.I.  
Contractors of Hong Kong  
Structural Division, H.K.I.E.  
Power Companies

The H.K. & China Gas Co.  
The Lift & Escalator Contractors  
Association  
Pacific Century CyberWorks Limited  
Hong Kong Construction Association  
Director of Architectural Services  
Director of Buildings  
Director of Housing  
Petroleum Companies

Dear Sirs,

**FSD Circular Letter No. 3/2001**  
**Issue of FSD Circular Letters**

The FSD Circular Letters are used to be distributed to the public by mail. With effect from December 2000, the FSD Circular Letters which are in effect can also be viewed and downloaded at the following websites of this Department :-

Chinese version : <http://www.info.gov.hk/hkfsd/chinese/notice/notice1.htm>

English version : <http://www.info.gov.hk/hkfsd/english/notice/notice1.htm>

To ensure quick access to the FSD Circular Letters and to protect the environment by reducing paper consumption, newly issued FSD Circular Letters will be distributed through the following two additional channels with effect from 3 October 2001 :

**Email :** a message will be emailed to you whenever a new FSD Circular Letter is issued so that you may access the Circular Letter at the above websites at any time you like;

**Facsimile :** the newly issued FSD Circular Letter will be sent to you by facsimile transmission.

This Department is going to take this opportunity to update the distribution list of FSD Circular Letters. Please choose the transmission method that is most suitable for you by completing and returning the attached reply slip to the Licensing and Certification Command of this Department **ON OR BEFORE 31 AUGUST 2001**. The newly introduced email and facsimile transmission methods are recommended as they are faster and more environment-friendly.

**If no reply is received from you by 31 August 2001, your name will be deleted from the distribution list of FSD Circular Letters with immediate effect.**

Yours faithfully,

(LAU Kwai-shan)  
for Director of Fire Services

Encl.

# REPLY SLIP

FSD CIRCULAR LETTER NO. 3/2001 : ISSUE OF FSD CIRCULAR LETTERS

To : Fire Services Department  
Licensing and Certification Command Headquarters  
5/F Fire Services Headquarters Building  
1 Hong Chong Road  
Tsim Sha Tsui East  
Kowloon

FAX : 2367 3631

**Name (institution or person) :**

\_\_\_\_\_  
(English in block letters)

\_\_\_\_\_  
(Chinese)

**Contact Person's Name :** \_\_\_\_\_  
(for institutional subscriber)

**Contact Tel. No. :** \_\_\_\_\_ **Date :** \_\_\_\_\_

**I would like to receive newly issued FSD Circular Letters by the following transmission method / delete my name from the distribution list : \***

Email to \_\_\_\_\_  
(email address)

Fax (24-hour) to \_\_\_\_\_  
(facsimile number)

Mail to address at \_\_\_\_\_  
\_\_\_\_\_

I do not want to receive any more FSD Circular Letters. Please DELETE my name from the distribution list.

\* Please choose one of the options by putting a “☑” in the box and filling in the required details.

## **Notes**

- (1) The information provided will be used for processing your application for subscribing to FSD Circular Letters or cancelling your name from the distribution list. It may be provided to departments/agencies concerned for such purposes.
- (2) Provision of personal data in this form is voluntary. However, the department may be unable to process your application if you fail to provide the required information.
- (3) If no reply is received from you by 31 August 2001, your name will be deleted from the distribution list of FSD Circular Letters with immediate effect.