



**Fire Services Department  
Licensing and Certification Command  
Fire Protection Engineering Compliance Division  
(Ventilating Systems Group)**

# Ventilating Systems Group

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## 1) Policy and Legislation

- If the premises where a restaurant license is applied for is equipped with a ventilating system, the applicant must apply for a “Fire Safety (Ventilating System) Certificate”.

- ❖ What is a ventilating system?

- \* All systems that use electricity or machinery to pump in or exhaust air
- \* Air conditioning system that drives indoor temperature changes

## 1) Policy and Legislation

**Six types of premises listed in the Schedules to the Public Health and Municipal Services Ordinance (Chapter 132):**

- ◆ **Restaurants (general restaurants and light refreshment restaurants)**
- ◆ **Dancing Establishment**
- ◆ **Theatre**
- ◆ **Cinema**
- ◆ **Funeral Parlour**
- ◆ **Factory canteen**

# Ventilating Systems Group

## 1) Policy and Legislation

**The "Fire Safety (Ventilating System) Certificate" is issued by the Ventilating Systems Group of the Fire Services Department to certify that the ventilating system installed in the premises where restaurants are located has been inspected by the Group and complies with the "Ventilation of Scheduled Premises Regulations" (Chapter 132CE) and the fire safety requirements of ventilating systems issued by the Fire Services Department.**

### 2) Application Procedures for Fire Safety (Ventilating System) Certificate

- 2.1) Application for licence from Food and Environmental Hygiene Department will be processed together (“One-stop” service)
- 2.2) No need to apply directly to the Fire Services Department
- 2.3) Information on ventilating systems is recommended by the Licensing Authority

## Ventilating Systems Group

### 3) Application Workflow for Fire Safety (Ventilating System) Certificate

**3.1) Joint site inspection**

**3.2) Application review panel meeting**

**3.3) Issue ventilating system of fire safety requirements:**

**(i) Fire Services Department Circular Letter No. 2/2023**

**(ii) Fire safety requirements for ventilating systems in scheduled premises (September 2023)**

(All the above three items were attended by colleagues from the Licensing Office of the Fire Services Department and issued the fire safety requirements for the ventilating system)

# Ventilating Systems Group

## 3) Application Workflow for Fire Safety (Ventilating System) Certificate

3.4) After the completion of the works, the applicant shall directly apply to the Ventilating Systems Group using Form Vent/425 Report of Completion

Vent/425

### Report of Completion on Ventilating System

Submit to : Fire Services Department  
Licensing & Certification Command,  
Fire Protection Engineering Compliance Division, Ventilating Systems Group  
35/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong

Name of Licensee	
Licence Type of Application	
Premises Address	
FSD File Reference No.	FP 33 /
Verification Inspection Request	<small>Note : Please select where appropriate</small> <input type="checkbox"/> Initial inspection <input type="checkbox"/> Follow-up inspection; and the previous inspection date is : ( )
Document Enclosed with this Report of Completion	<small>Note : Please select where appropriate</small> <input type="checkbox"/> Inspection Checklist issued by a Registered Specialist Contractor (Ventilation Works Category) <input type="checkbox"/> Drawing Plan (Numbered : ) <input type="checkbox"/> Material Test Report or Certificate <input type="checkbox"/> Annual Inspection Certificate
<b>Contractor Confirmation :</b> <i>I have checked the mechanical ventilating system and / or electrical installation at the above premises and confirmed it in full compliance with FSD requirements.</i> Name of Contractor : _____ Authorised Signature or Company Chop : _____ Name of Responsible Person : _____ Date of Checking : _____	
<b>Licensee Authorisation :</b> ( This section must be completed by licensee and select where appropriate ) <input type="checkbox"/> I do not appoint any person and I will attend in person during inspection. <input type="checkbox"/> I hereby authorise (name) _____ (tel. no.) _____ to act on my behalf of this application submission and representing me during inspection. Name of Licensee : _____ Signature of Licensee : _____ Contact Tel. No. : _____ Date : _____	

**Note: If this form is submitted online, please do not submit again by post.**

(Rev. 08/2023)



### 3) Application Workflow for Fire Safety (Ventilating System) Certificate

**3.4a) Submit electronically on Hong Kong Government Portal:**

**<https://eform.cefs.gov.hk/form/fsd026/en/>**

**3.4b) Download the form from the download area of the Fire Services Department website:**

**[https://www.hkfsd.gov.hk/eng/forms/FSD026\\_eng\\_20230831\\_161258.pdf](https://www.hkfsd.gov.hk/eng/forms/FSD026_eng_20230831_161258.pdf)**

**3.4c) Request fax form via hotline 2718 7567**

### 3) Application Workflow for Fire Safety (Ventilating System) Certificate

**(Ensuring ventilating system layouts have been submitted to FEHD for referral)**

**(After receiving the plans and Vent/425 form, an inspection will usually be arranged within 10 working days)**

### 3) Application Workflow for Fire Safety (Ventilating System) Certificate

#### 3.5) Pass

After passing the inspection, Fire Safety (Ventilating System) Certificate will be issued within 7 working days with a copy to the relevant licensing section of the Food and Environmental Hygiene Department.

### 3) Application Workflow for Fire Safety (Ventilating System) Certificate

#### 3.6) Not pass

If, upon inspection, fire safety requirements are not complied with, a Mechanical Ventilating System Inspection Advice (Vent/320a) will be provided immediately to the applicant or his representative. After completing the remedial works, the applicant must report the completion directly to the Fire Services Department using the Report of Completion on Ventilating System (Vent/425), and a further inspection will be carried out within 10 working days. If there is a third and subsequent inspection, it will be carried out within 21 working days.

# Ventilating Systems Group

Vene 320a (Rev. 09/1023)

消防處  
牌照及審批處  
消防工程總區  
通風系統組  
香港灣仔金士打道五號  
電話二二五五號



**FIRE SERVICES DEPARTMENT**  
**LICENSING & CERTIFICATION COMMAND**  
**Fire Protection Engineering Compliance Division**  
**Ventilating Systems Group**  
357, Revenue Tower,  
5 Gloucester Road, Wan Chai, Hong Kong

±2.000 Out Ref. FP33

## Mechanical Ventilating Systems Inspection Advice

Premises  $\mathcal{P}$  is  
Address  $\mathcal{A}$  is

This is an advanced report based on the mechanical ventilating systems inspection conducted on \_\_\_\_\_. A formal document will be issued to you later / via the licensing authority. Additional rectification items / requirements may be included after reviewing your case according to your document submission, building and other fire safety requirements.

[illegible]

Floor 樓層	Inspection Locations 視察地點				
	(A) Kitchen 廚房	(B) Protected Area 防護範圍	(C)	(D)	(E) Remaining Area 其他地方

A	B	C	D	E	Necessary Rectification Items 須予矯正的项目
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Fire Damper (Including Fire and Smoke Damper) 防火閘(包括防火防煙閘)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1) Provide fire damper at fire compartment "wall" / floor / ceiling. 隔火隔的「牆壁」/ 地面 / 天花須裝置防火閘。
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) Modify the construction of existing fire damper to approved standard. The device was found "over-tilted" / upside down / reversed direction of air flow / insufficient FRP / _____ 把現有防火閘的結構改按認可標準可備案，現發現該閘為「反傾」/ 倒轉 / 氣流方向不符 / 防火等級不足 / _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) Rectify fire damper installation method. Existing defects are "proprietary manufactured fire damper not following manufacturer's recommendation / damper not in plane of compartment wall, floor or ceiling / damper not rigidly fixed / improper backfill of builder's work / internal insulation existence within 1 metre, etc. 矯正防火閘的安裝方法。現發現缺陷有「專利製造的防火閘未遵從製造商的建議 / 防火閘不在位於隔間的牆壁、樓面或天花平面 / 防火閘未夠牢固地固定 / 隔間填塞不當 / 內部隔牆材料在 1 米範圍內等。」
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4) Rectify fire damper in efficient working order. 修復防火閘至有效操作。
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5) Provide "access panel" / ladder / _____ for the inspection of fire damper. 裝置「檢查門」/ 梯子 / _____ 以作檢查防火閘。
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Insulation / Air Filter 隔熱物料/空氣過濾器</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6) Remove combustible materials inside ductwork and mechanical ventilation system equipment (includes P.V.C. cable, substandard insulation, plastic fan blades or accessories, etc.) 拆除風管及機械通風系統內的易燃物料，包括塑膠風線、不合格的風扇葉片、塑膠扇風機等。
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(7) Remove combustible external insulation or rectify flame-retardant property of "ductwork" / pipes/work. 「風管」/ 煙管的表面是易燃物料應予拆除或修好防火性能達乎標準。
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(8) "Provide / replace air filter with non-combustible type and in compliance with section 2 of fire safety requirements (1). 採用無助燃式通風系統的隔熱物料應符合第 2 條(1)，「裝置 / 改用非易燃隔熱的裝置和系統等。」
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Fire Resisting Construction 耐火結構</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(9) Remove "ductwork" / _____ passing through protected area, restructure to the standard originally approved and in compliance with section 9 of fire safety requirements (1). 拆走貫穿防火保護區域的風管等設施第 9 條(1)，修好耐火結構隔間的「風管」/ _____。
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(10) Enclose "ductwork" / _____ by building material with FRP same as that of the structure, fire rated installations have to be certified by Authorized Person(s). 「風管」/ _____，須以耐火等級與隔間等結構相同的耐火材料，且耐火等級的修補須由認可人士認證。

Ref. Number and date should be inserted in reference to this letter: 

# Ventilating Systems Group

Document / Drawing 文件/竣工圖	
<input type="checkbox"/>	(11) Arrange Registered Specialist Contractor (Ventilation Works Category) to inspect the "fire damper / filter / precipitator and submit the original copy of annual inspection certificate. 安排註冊專門承造商(通風系統工程類別)檢查"防火閘 / 過濾器/預濕器, 以及提交年檢證書正本。
<input type="checkbox"/>	(12) Provide as-built ventilation drawing(s) via licensing authority. 經由發牌部門, 提交通風系統實際竣工圖。
<input type="checkbox"/>	(13) Submit "certificate / document in respect of "electrostatic precipitator / fire damper / fire and smoke damper / flexible link / fire further assessment. 提交有關"靜電預濕器 / 防火閘 / 防火防煙閘 / 保潔連接 / 的"證書 / 文件, 以作進一步評估。
Miscellaneous 其他	
<input type="checkbox"/>	(14) Rectify electrostatic precipitator in efficient working order. 修復靜電預濕器有效操作。
<input type="checkbox"/>	(15) Fit wire mesh having a mesh opening not greater than 13mm at fresh air intake. 裝設帶入口新鮮空氣篩網, 網孔不得大於 12 厘米。
<input type="checkbox"/>	(16) Remove air fan discharging air into "false ceiling void / elevated floor, or modify the installations inside "ceiling void / elevated floor in compliance with section 8 of fire safety requirements <sup>(1)</sup> . 拆除排風扇"假天花 / 升高地台的風扇, 或按消防處或通風系統的消防處會核准第 8 條 <sup>(1)</sup> , 改裝"假天花 / 升高地台內的風扇。
<input type="checkbox"/>	(17) Rectify the gap at final connections between air duct and "inlet / outlet". 修補通風導管與通風"地漏 / 窗洞開口部緊密的空隙。
<input type="checkbox"/>	(18) Replace flexible air duct by accepted type and at maximum length of 4 metres. 改用認可類別及長度不超過 4 米的軟風管。
<input type="checkbox"/>	(19) Clean the entire exhaust system, remove all dirt / grease at interior of air duct / kitchen hood. 清潔整個排風系統, 清除通風導管內/廚器煙罩內的污穢/油膩。
<input type="checkbox"/>	(20) Installation not ready for inspection due to "insufficient of drawing details / inaccessible opening / door locked / incomplete installation / 裝置未備妥, 因為"圖則細節不足 / 通風設施開口 / 門口上鎖 / 工程尚未完成 /
<input type="checkbox"/>	(21) Modify _____ installation in compliance with section _____ of fire safety requirements <sup>(1)</sup> . 把 _____ 裝置與符合消防處或通風系統的消防處核准第 _____ 條 <sup>(1)</sup> 。
<input type="checkbox"/>	(22) Replace flexible links by approved brand and model. 更換已獲批准的牌子及型號的保潔連接。
<input type="checkbox"/>	(23) Others: 其他:

\* Please delete whichever is inapplicable 請刪除不適用者

<sup>(1)</sup> FSD Circular Letter No. 2/2025 of Fire Safety Requirements for Mechanical Ventilating Systems 消防處通告第 2/2025 號機械式通風系統的消防安全裝置

## Overall Inspection Result 整體視察結果

- ☐ The ventilating system DOES NOT come under the provision of Building (Ventilating Systems) Regulations and "Letter of Compliance" is not necessary.  
此通風系統並不屬於《建築物(通風系統)規例》的管轄範圍, 因此毋須發給"符合規定通知書"。
- ☐ Pass ("Letter of Compliance" will be issued separately after case review and approval).  
合格 (經審批後, "符合規定通知書"將另行發出)。
- ☐ Require supplementary document submission as indicated above such as drawing, certificate, etc.  
須補充上列文件, 例如圖則、證書等。
- ☐ Fail (Repeat until compliance again by Form Veni/425 to arrange follow-up inspection).  
不合格 (須提交表格 Veni/425 作完工重檢, 以便安排視察, 再作評語)。

Licence Applicant or his / her Representative 牌照申請人或其代表:

FSD Inspection Officer 消防處督察:

I acknowledge and fully understand the result of this inspection, rectification items and their locations.  
本人經悉及完全明白此次視察的結果、

須予修正的項目及位置。

Name & Signature of  
Licence Applicant or his / her Representative  
牌照申請人或其代表 姓名及簽署

Name & Signature of  
FSD Inspection Officer (1)  
消防處督察(1)姓名及簽署

Name & Signature of  
FSD Inspection Officer (2)  
消防處督察(2)姓名及簽署

( Contact Tel. No. \_\_\_\_\_ )  
聯絡電話:

To contact Inspection Officer, please phone between 9:30 a.m. to 5:30 p.m. or

如欲聯絡消防處督察, 請於早上八時三十分至下午五時三十分或

Should you have any disagreement about the rectification items indicated above, please contact Mr. \_\_\_\_\_, Senior Inspector or \_\_\_\_\_ within 3 working days.

如對上述須予修正的項目有任何異議, 請於三個工作天內或 \_\_\_\_\_ 聯絡高級督察 或 \_\_\_\_\_

## 4) Basic Ventilating System Information

### 4.1) Ventilating system plans

- (Normally) Submitted by the ‘Ventilation Works Category’ contractor on behalf of the applicant
- Appropriate scale (not less than 1: 100)
- The drawings must clearly show the existing and newly installed facilities, such as air-conditioners, fans, ventilating system ducts, air filters, fire dampers, etc.

### 4) Basic Ventilating System Information

**4.2) Small restaurants that only install window type air conditioners/ split type air conditioners/ exhaust fans and hoods are usually required to submit ventilating system drawings.**

**4.3) If you apply to alteration of the ventilating system, you must submit a valid annual inspection certificate and ventilating system plans.**



### 5) Common Irregularities of Ventilating System for Food Premises

#### 5.1) Air intake location of ventilating system

1.1 Constitute fire hazard

1.2 Accumulation of exhaust gases

1.3 Intake dirty air

5.2) The air intake of the ventilating system must be equipped with a wire mesh

5.3) The air intake of the ventilating system must be equipped with air filter (commonly known as dust filter)

### 5) Common Irregularities of Ventilating System for Food Premises

- 5.4) All ductwork must be made of non-combustible materials (G.I. sheet, galvanized iron sheet or steel sheet)
- 5.5) The fire compartment wall or ceiling through which the ductworks passes, the ductwork must be equipped with fire dampers.
- 5.6) The air filter must be made of non-combustible materials (For example: use metal steel wire, etc.)

### 5) Common Irregularities of Ventilating System for Food Premises

- 5.7) The electrostatic filter or precipitator must be type approved by the Fire Services Department
- 5.8) Insulation materials must comply with the requirements of the Fire Services Department, including:
  - 1.1 Newly installed ventilating systems
  - 1.2 Abandoned ventilating systems
- 5.9) Materials posing a fire hazard are installed in ventilating ducts (electrical wires, insulation materials)

### 5) Common Irregularities of Ventilating System for Food Premises

- 5.10) i) Fire compartment wall lacks fire damper (Kitchen, protected lobby and within the area of premises, etc.)
  - ii) Fire damper fails to operate properly
  - iii) Filling around the fire damper has not been completed
  - iv) Inadequate access for inspection of fire damper
- 5.11) Ventilating system ducts, if flexible air ducts are used, must not be longer than 4 meters and must not pass through fire compartment walls

### 5) Common Irregularities of Ventilating System for Food Premises

- 5.12) The air outlet of the ventilating system supply air into the false ceiling or towards the protected escape route
- 5.13) No person in charge is present to assist the ventilation team in inspecting
- 5.14) Submission of drawings inconsistent with installation on site  
(As fitted drawing)

## Ventilating Systems Group

**5.2) The air intake of ventilating system must be equipped with a mesh**



## Ventilating Systems Group

**5.3) The air intake of the ventilating system must be equipped with an air filter**



## Ventilating Systems Group

### 5.5) Ductwork passing through compartment wall must be equipped with a fire damper





## Ventilating Systems Group

### 5.5) Ductwork passing through fire rated ceiling must be equipped with a fire damper



## Ventilating Systems Group

**5.6) The air filter must be made of non-combustible materials  
(For example: use metal steel wire, etc.)**





## 5.8) Insulation (heat insulation) materials







**5.10)ii) Fire damper failed to operate properly**



### 5) Common Irregularities of Ventilating System for Food Premises

Information on common irregularities for food premises is available at Fire Services Department website:

[www.hkfsd.gov.hk](http://www.hkfsd.gov.hk)

- Fire Protection
- Licensing and Certification
- Information related to mechanical ventilating system
- Brief list of common irregularities during compliance inspection in Ventilating System

### 6) Notes for Application for Provisional Licence

- 6.1) Registered Specialist Contractor (Ventilation Works Category) signs Form D. After receiving the referral letter from the Food and Environmental Hygiene Department, an officer will carry out the inspection within 10 working days (no need to submit a completion report).**
- 6.2) Form D must be accompanied by complete ventilating system drawings. The drawings must include:**
  - a) All new and existing ventilating system installations in restaurants,**
  - b) Installation connected to a communal system,**

**CERTIFICATE OF COMPLIANCE D**  
**(VENTILATION REQUIREMENTS)**

I, \_\_\_\_\_ (\_\_\_\_\_),  
(Surname) (Other names) (Name in Chinese)  
holder of Hong Kong Identity Card number \_\_\_\_\_, being the registered  
specialist contractor (ventilation works category) under Section 8A of the Buildings Ordinance  
(Chapter 123) do hereby certify and declare as follows :

In respect of the premises known as \_\_\_\_\_  
(Shopsign in English)  
(\_\_\_\_\_), situated at \_\_\_\_\_  
(Shopsign in Chinese) (Address of premises)

\_\_\_\_\_ and  
being under application for a Provisional \_\_\_\_\_ Licence  
by \_\_\_\_\_ (\_\_\_\_\_),  
(Name of applicant in English) (Name of applicant in Chinese)

all ventilation requirements listed as Category D requirements in the Letter of Requirements  
addressed to the abovenamed applicant dated \_\_\_\_\_ have been fully complied with.  
(dd/mm/yyyy)

I have personally inspected the subject premises and verified the compliance of the  
requirements against the ventilating system layout plan (drawing  
no. \_\_\_\_\_), 3 copies attached,  
on \_\_\_\_\_. I have read the said Letter of Requirements and  
(Date of inspection) (dd/mm/yyyy)

understand the contents thereof. I also understand that all matters covered by this  
Certificate will be subject to further verification by the Licensing Authority and that if I  
willfully or negligently give false or misleading information in this Certificate, I shall  
render myself to be liable to legal and/or other penalties.

\_\_\_\_\_  
Date (dd/mm/yyyy)

\_\_\_\_\_  
Name in BLOCK letters and authorized signature  
of registered specialist contractor  
(ventilation works category)

Registered address : \_\_\_\_\_

Name of company/partnership firm\* : \_\_\_\_\_  
(if the ventilation contractor is a company/partnership\*)

Contact telephone no. (Contractor): \_\_\_\_\_

Contact telephone no. (Applicant): \_\_\_\_\_

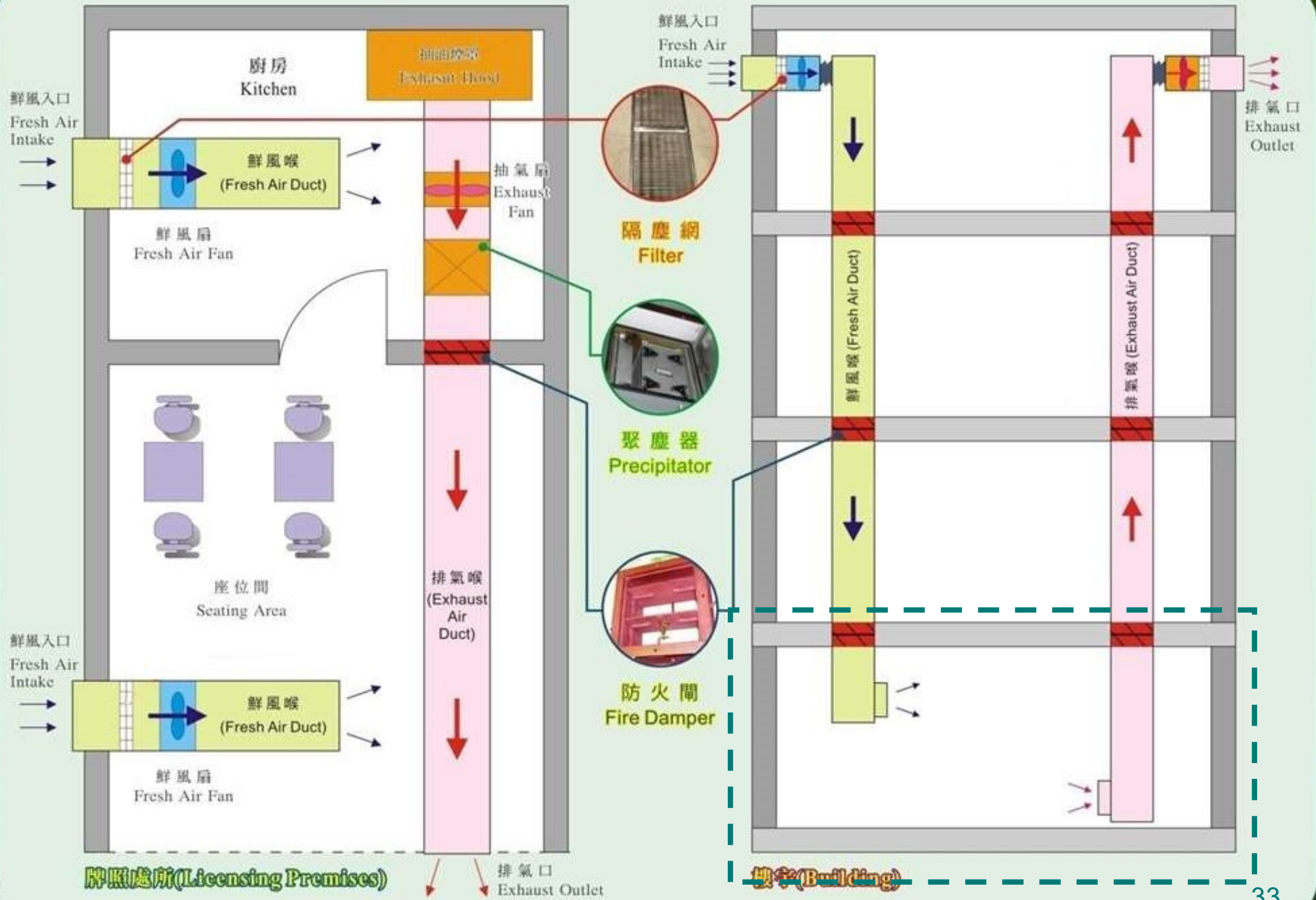
\_\_\_\_\_  
Company chop

\* Please delete where appropriate.

### 6) Notes for Application for Provisional Licence

- c) Installation trespass the licence boundary,
- d) Independently provide all routes of the ventilating system for the licence area, (Including information on fire partitions, fire compartments and fire dampers)
- e) Route from licence boundary to branch point for communal ventilating system,
- f) Nearest fire damper outside licence boundary for communal ventilating system.





### 6) Notes for Application for Provisional Licence

**6.3) Matters that do not comply with ventilating system fire safety requirements and require cancellation of the provisional licence are as follows:**

- a) Failure to comply with requirements on installing fire dampers (e.g. the fire damper is missing, the fire damper fail to operate)**
- b) Failure to access the licensed area for inspection (e.g. the door is locked)**
- c) Failure to comply with the requirements on the use of non-combustible materials**

### 7) Owner's Responsibility for Ventilating System

- 7.1) Fire dampers, air filters and electrostatic precipitators to be inspected by a Registered Specialist Contractor (Ventilation Works Category) at intervals not exceeding twelve months and an annual inspection certificate is issued. (This certificate must be presented when renewing the licence)**

### 7) Owner's Responsibility for Ventilating System

- 7.2) Within 14 days the Registered Specialist Contractor (Ventilation Works Category) issuing the ventilating system Annual Inspection Certificate (Ventilation of Scheduled Premises Regulation), the certificate must be issued to the person who instructed him to conduct the inspection and another copy send to Fire Services Department.**

### 7) Owner's Responsibility for Ventilating System

7.3) The list of Registered Specialist Contractors (Ventilation Works Category) is available at Buildings Department website: [www.bd.gov.hk](http://www.bd.gov.hk)

- Registration list
- List of Registered Specialist Contractor (Ventilation Works Category)

# **Fire Services Department**

**Licensing and Certification Command  
Fire Protection Engineering Compliance  
Division  
(Ventilating Systems Group)**

**35th Floor, Revenue Tower, 5 Gloucester  
Road, Wan Chai, Hong Kong**

**Tel : 2718 7567**

**Fax: 2382 2495**