



# 呈交簡化規定下的補充文件或資料

## SUBMISSION OF SUPPLEMENTARY DOCUMENTS OR INFORMATION UNDER THE SIMPLIFIED REQUIREMENTS

請以正楷填寫表格，並在適當方格內加上『✓』號。填寫前，請仔細閱讀《注意事項》

Please read the "Matters to Note", complete the form in BLOCK LETTERS and tick in the appropriate box(es)

MW

小型工程呈交編號

Minor Works Submission Number

本人/我們

中文名稱 (根據註冊記錄) Name in Chinese (In accordance with the registration record)

I/We,

英文名稱 (根據註冊記錄) Name in English (In accordance with the registration record)

為上述呈交編號的已獲委任人，現就上述呈交編號內的小型工程呈交下述的補充文件或資料：

am/are the appointed person of the above mentioned submission number, submit herewith the following supplementary document(s) or information for the minor works detailed in the above mentioned submission number:

- |  |   |
|--|---|
| <input type="checkbox"/> 顯示工程處所的實際狀況的照片<br>photographs showing the physical condition of the premises<br>where the works are to be carried out | <input type="checkbox"/> 顯示所有已完成工程的照片<br>photographs showing all works as completed |
| <input type="checkbox"/> 經修訂的訂明圖則及詳圖<br>revised prescribed plans and details   | <input type="checkbox"/> 結構計算資料<br>structural calculations                          |
| <input type="checkbox"/> 結構評估報告<br>structural appraisal report   | <input type="checkbox"/> 岩土評估報告<br>geotechnical appraisal report                    |
| <input type="checkbox"/> 拆卸建議計劃書<br>Demolition Proposal  | <input type="checkbox"/> 臨時保護或鞏固工程<br>temporary safety measures or support          |
| <input type="checkbox"/> 物料發票、測試報告或證書<br>material invoice, test certificate or report  | <input type="checkbox"/> 資料目錄<br>catalogue  |
| <input type="checkbox"/> 監工計劃書<br>supervision plan   |   |
| <input type="checkbox"/> 其他<br>Others  |   |

認可人士  
authorized person

註冊結構工程師  
registered structural engineer

註冊岩土工程師  
registered geotechnical engineer

訂明註冊承建商  
prescribed registered contractor

獲授權簽署人之中文姓名 (如適用，根據註冊記錄)

Name in Chinese of the authorized signatory  
(In accordance with registration record if applicable)

\_\_\_\_\_

獲授權簽署人之英文姓名 (如適用，根據註冊記錄)

Name in English of the authorized signatory  
(In accordance with registration record if applicable)

\_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

註冊證明書編號

Certificate of Registration Number

註冊屆滿日期  
Date of expiry of  
registration

日 月 年  
day month year

20

獲委任人 簽署  
Signature of the appointed person

日 月 年  
day month year

20

## MW33 注意事項

1. 若有關小型工程涉及在樓宇公用地方進行建築工程，訂明註冊承建商應留意有關樓宇公契中的相關條文，並於展開工程前通知有關樓宇的管理處或業主立案法團。
2. 訂明註冊承建商應採取合適的措施，以確保妥善處置有關的建築廢料。

### 甲 個人資料

#### 收集的目的

1. 屋宇署會使用透過本表格所獲得的個人資料作下列用途：
  - (a) 辦理有關處理你在本表格中所呈交的文件的事務；
  - (b) 辦理有關小型工程的事務；及
  - (c) 方便屋宇署與你聯絡。
2. 你必須提供本表格所要求的個人資料。假如你未能提供所需資料，可能導致處理你所呈交的文件時出現延誤。

#### 獲轉交資料的部門/人士

3. 你透過本表格所提供的個人資料會向下列人士/部門公開：
  - (a) 其他政府部門、決策局及有關機構，以作上述第 1 段所列的用途；及
  - (b) 任何人士，以作上述第 1 段(b)項所列的用途。

#### 索閱個人資料

4. 根據個人資料(私隱)條例第 18 及 22 條及附表 1 第 6 條，你有權索閱及修正你的個人資料。你的索閱權包括獲取本表格所提供的個人資料副本一份。

### 乙 填寫表格

1. 請填妥表格載列所有有關的部分，並在表格上簽署。請附上所有補充文件或資料。
2. 所提供的資料如有不全或錯誤，屋宇署將不能處理呈交的文件。
3. 就有關此通知的任何失實批註或聲明可引致法律行動。
4. 如對本表格有任何疑問，請與九龍旺角彌敦道 750 號始創中心 12 樓屋宇署小型工程小組 (電話：2626 1616 及傳真：3162 0006) 聯絡，或到本署網頁 [www.bd.gov.hk](http://www.bd.gov.hk) 瀏覽。

### 丙 呈交方法

1. 郵寄呈交 - 本表格連同有關文件應郵寄至九龍旺角彌敦道 750 號始創中心 12 樓屋宇署。
2. 親身呈交 - 親往九龍旺角彌敦道 750 號始創中心 12 樓屋宇署，於收發處櫃位遞交本表格及有關文件。
3. 電子郵件傳送 - 透過電子郵件傳送本表格及有關文件到屋宇署的電子收件處，電郵地址為 [receipt@bd.gov.hk](mailto:receipt@bd.gov.hk)。

## MW33 Matters to Note

1. If the minor works involve building works in the common parts of a building, the prescribed registered contractor is advised to pay attention to the relevant conditions in the Deed of Mutual Covenant of the subject building and notify the management office or the Incorporated Owners concerned before commencement of the works.
2. Prescribed registered contractor shall take appropriate measures to ensure construction wastes are disposed of properly.

### A. PERSONAL DATA

#### Purposes of Collection

1. The personal data provided by means of this form will be used by the Buildings Department for the following purposes:
  - (a) activities relating to the processing of your submission in this form;
  - (b) activities relating to minor works matters; and
  - (c) facilitating communication between the Buildings Department and yourself.
2. It is obligatory for you to provide the personal data as required by this form. If you fail to provide the required data, delay may be caused in processing of your submission.

#### Classes of Transferees

3. The personal data you provide by means of this form may be disclosed to:
  - (a) other Government departments, bureaux and relevant organizations for the purposes mentioned in paragraph 1 above; and
  - (b) any person for the purpose mentioned in paragraph 1(b) above.

#### Access to Personal Data

4. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

### B. COMPLETION OF FORM

1. Please ensure that all relevant parts of the form are duly completed, and the form is signed. Please enclose all supplementary document(s) or information.
2. If incomplete or erroneous information is provided in the form, the Buildings Department may not be able to process the submission.
3. Any false certification or declaration in connection with this Notice may be subject to legal action.
4. Enquiries regarding this form should be addressed to the Minor Works Unit of the Buildings Department, 12/F., Pioneer Centre, 750 Nathan Road, Kowloon (Tel No: 2626 1616 and Fax No: 3162 0006) or visit [www.bd.gov.hk](http://www.bd.gov.hk).

### C. SUBMISSION METHODS

1. By Post - This form together with the relevant documents shall be posted to Buildings Department, 12/F., Pioneer Centre, 750 Nathan Road, Kowloon.
2. In Person - In person at Buildings Department, 12/F., Pioneer Centre, 750 Nathan Road, Kowloon. Produce and submit this form together with the relevant documents at the Receipt & Dispatch counter.
3. Through Email - Email this form together with the relevant documents to the e-Counter of the Buildings Department at [receipt@bd.gov.hk](mailto:receipt@bd.gov.hk).

文件編號  
Document Serial No.

# 小型工程呈交文件之附加資料頁 SUPPLEMENTARY INFORMATION PAGE OF MINOR WORKS SUBMISSION

傳真號碼 FAX Number

請以正楷填寫表格，並在適當方格內加上『✓』號。  
Please complete the form in BLOCK LETTERS and tick in the appropriate box(es)

強烈建議你保留已填寫的本頁，以便日後查詢。

本頁將會連同所分配小型工程呈交編號連同文件編號，以上述提供的傳真號碼傳真給你。請確保有關的傳真機能有效運作。

You are strongly advised to retain a copy of this completed page for your future enquiry. This information sheet with assigned MW submission number and document serial number will be faxed back to you via the fax number provided above only. Please ensure the effective operation of the corresponding fax machine.

MW
小型工程呈交編號 (如有) Minor Works Submission No. (If any)

MW
表格編號 Form No.

呈交日期 Date of Submission	日 月 年 day month year
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開工日期 Date of Commencement	日 月 年 day month year
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訂明註冊承建商中文名稱 (根據註冊記錄)

Name of prescribed registered contractor in Chinese (In accordance with the registration record)

註冊證明書編號

Certificate of Registration Number

訂明註冊承建商英文名稱 (根據註冊記錄) Name of prescribed registered contractor in English (In accordance with the registration record)

聯絡電話 Contact Number

傳真號碼 Fax Number

認可人士 (如有)

authorized person  
(If any)

中文姓名 (根據註冊記錄)

Name in Chinese (In accordance with the registration record)

AP( )

註冊證明書編號

Certificate of Registration Number

英文姓名 (根據註冊記錄) Name in English (In accordance with the registration record)

聯絡電話 Contact Number

傳真號碼 Fax Number

小型工程的位置或地址 Location or Address of the minor works

大廈 / 屋苑名稱 Name of Building / Estate

門牌號數 及 街道 / 道路 / 鄉村名稱 Number and Name of Street / Road / Village

地區 District

香港  九龍  新界  
Hong Kong Kowloon New Territories

呈交方式

Method of Submission

親身  
By Hand

郵寄  
By Post

傳真  
By Fax

電郵  
By E-mail

## 其他有用資料 Other Useful Information

進行小型工程大廈/位置的 業主立案法團/物業管理公司 的傳真號碼或地址

Fax No. or Address of the Owners' Corporations/Property Management Company of the building/location of the minor works

中文名稱 Name in Chinese

英文名稱 Name in English

傳真號碼 Fax Number

室 Flat/Room 樓 Floor 座 Block 大廈 / 屋苑名稱 Name of Building / Estate

門牌號數 及 街道 / 道路 / 鄉村名稱 Number and Name of Street / Road / Village

地區 District

香港  九龍  新界  
Hong Kong Kowloon New Territories