




# Appendix I – Types of “Minor Works”

Class I 							
	Type						
Item	A	B	C	D	E	F	G
1.1	█						
1.2	█						
1.3	█						
1.4	█						
1.5	█				█		█
1.6	█						
1.7	█						
1.8	█						
1.9	█						█
1.10	█						█
1.11	█						
1.12	█						
1.13	█						
1.14	█						
1.15	█						
1.16	█						
1.17	█	█			█		
1.18	█				█		
1.19	█						
1.20			█				
1.21			█				
1.22			█				
1.23			█				
1.24			█				█
1.25				█			
1.26				█			
1.27	█				█		
1.28	█				█		
1.29	█				█		
1.30	█						█
1.31	█					█	
1.32	█						█
1.33	█						█
1.34	█						█
1.35	█						
1.36				█			
1.37	█						█
1.38	█						█
1.39	█						█
1.40	█						█

Class II 							
	Type						
Item	A	B	C	D	E	F	G
2.1	█			█			
2.2	█				█		█
2.3	█			█			
2.4	█			█			█
2.5	█						
2.6	█						
2.7	█						
2.8	█						
2.9	█						█
2.10	█						
2.11	█						
2.12	█						█
2.13	█						
2.14	█						
2.15	█	█					
2.16	█						
2.17	█	█					
2.18			█				
2.19			█				
2.20			█				
2.21			█				
2.22			█				
2.23			█				
2.24			█				█
2.25			█				█
2.26			█				█
2.27			█				█
2.28				█			
2.29				█			
2.30				█			
2.31	█				█		█
2.32	█						█
2.33	█					█	
2.34	█					█	
2.35	█						
2.36				█			
2.37	█						█
2.38	█						█
2.39	█						█
2.40	█						█

Class III 							
	Type						
Item	A	B	C	D	E	F	G
3.1	█						█
3.2	█				█		█
3.3	█						
3.4	█						█
3.5	█						█
3.6	█						
3.7	█						█
3.8	█						█
3.9	█						
3.10	█						█
3.11	█						
3.12	█	█					
3.13	█						
3.14	█				█		
3.15	█				█		
3.16			█				
3.17			█				
3.18			█				█
3.19			█				█
3.20			█				█
3.21			█				█
3.22			█				█
3.23				█			
3.24	█			█			█
3.25	█				█		
3.26	█				█		█
3.27	█				█		
3.28	█				█		
3.29	█				█		
3.30	█				█		█
3.31	█					█	
3.32	█						█
3.33	█						█
3.34	█				█		
3.35	█				█		
3.36	█				█		
3.37	█				█		
3.38	█				█		

## Appendix II – Items of “Minor Works”

Item	Description of building works
1.1	Erection or alteration of any internal staircase that is not used as a means of escape or a means of access for firefighting and rescue, provided that – (a) the works do not result in any additional load to any cantilevered slab; and (b) the works do not involve the alteration of any other structural elements, except a simply supported beam that – (i) is not of pre-stressed construction; and (ii) is not used to support any column, flat slab or ribbed beam.
1.2	Formation of any opening in a slab, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) the works do not involve the alteration of any other structural elements, except a simply supported beam that – (i) is not of pre-stressed construction; and (ii) is not used to support any column, flat slab or ribbed beam; and (c) the area of the opening is more than 1 m <sup>2</sup> but not more than 4.5 m <sup>2</sup> .
1.3	Building works associated with the installation or alteration of any service lift, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) the works do not involve the alteration of any other structural elements, except a simply supported beam that – (i) is not of pre-stressed construction; and (ii) is not used to support any column, flat slab or ribbed beam; (c) the rated load of the lift is not more than 250 kg; (d) the internal floor area of the lift car is not more than 1 m <sup>2</sup> ; and (e) the internal height of the lift car is not more than 1.2 m.
1.4	Building works associated with the installation or alteration of any stairlift or lifting platform, provided that – (a) the works do not result in any additional load to any cantilevered slab; and (b) the works do not involve the alteration of any other structural elements, except a simply supported beam that – (i) is not of pre-stressed construction; and (ii) is not used to support any column, flat slab or ribbed beam.
1.5	Removal of any supporting structure for an air-conditioning unit, water cooling tower, solar water heating system or photovoltaic system located on a cantilevered slab with a span of more than 1 m.
1.6	Alteration or removal of any protective barrier (other than an external reinforced concrete wall or block wall), provided that the works do not result in any additional load to any cantilevered slab.
1.7	Erection or alteration of any solid fence wall, provided that – (a) the wall is erected on-grade; and (b) the height of the wall is more than 1.5 m but not more than 5 m.
1.8	Erection or alteration of any external mesh fence, provided that – (a) the fence is erected on-grade; and (b) the height of the fence is more than 3 m but not more than 10 m.
1.9	Removal of any solid fence wall, provided that – (a) the wall is erected on-grade; and (b) the height of the wall is more than 3 m.
1.10	Removal of any external mesh fence, provided that – (a) the fence is erected on-grade; and (b) the height of the fence is more than 5 m.

Item	Description of building works
1.11	Construction or alteration of any spread footing associated with the carrying out of any other minor works or designated exempted works, provided that – (a) the works involve an excavation of a depth of not more than 3 m; (b) the overall gradient of the area bounded by lines 10 m away from the location of the footing in the downhill direction is not more than 15 degrees; (c) there is no slope steeper than 15 degrees within the area mentioned in paragraph (b); (d) there is no retaining wall or terrace wall higher than 1.5 m, or below a line drawn down from the base of the footing that is 45 degrees to the horizontal, within the area mentioned in paragraph (b); (e) the allowable pressure imposed by the footing on the ground is not more than 100 kPa or (if the footing is located below the ground water level) 50 kPa; (f) the footing is not founded on soft clay or mud; (g) the works do not involve any excavation within area number 1 or 3 of the scheduled areas; and (h) the works do not fall within the description of item 2.10.
1.12	Excavation works associated with the carrying out of any other minor works or designated exempted works, provided that – (a) the works are not carried out within area number 1 or 3 of the scheduled areas; and (b) the depth of the excavation is more than 1.5 m but not more than 3 m.
1.13	Erection or alteration of any supporting structure for an antenna or transceiver on the roof of a building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) no part of the structure projects beyond the external wall of the building; and (c) the structure is designed for an antenna or transceiver of more than 150 kg in weight.
1.14	Erection or alteration of any supporting structure for a radio base station solely for telecommunications services in the form of an equipment cabinet on the roof of a building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) the length of the cabinet is not more than 1.5 m; (c) the width of the cabinet is not more than 1 m; and (d) the height of the cabinet is not more than 2.3 m.
1.15	Erection, alteration or removal of any external reinforced concrete wall (other than a load bearing wall) of a building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) the works do not involve the alteration of any other structural elements; and (c) the height of the wall is more than 1.1 m but not more than 3.5 m.
1.16	Erection, alteration or repair of any metal gate at a fence wall or at an entrance to a building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) the works do not involve the alteration of any other structural elements; (c) the weight of at least one leaf of the gate is more than 300 kg; and (d) the height of the gate is not more than 3.2 m.
1.17	Repair of any structural elements (including any column, shear wall, flat slab, cantilevered slab, ribbed slab, waffle slab, pre-stressed beam, post-tensioned beam, cantilevered beam, transfer plate, transfer beam or earth retaining structure) in accordance with the original design, provided that the works do not result in any additional load to any cantilevered slab.

## Appendix II – Items of “Minor Works”

Item	Description of building works	Item	Description of building works
1.18	Erection or alteration of any supporting structure for a solar water heating system on-grade or on a slab (other than a cantilevered slab), provided that – (a) the height of the structure is not more than 1.5 m; (b) the structure is designed for a solar water heating system at least one thermal collector of which is more than 200 kg in weight; and (c) if the thermal collector and the water tank of the system are integrated, the structure is designed for a system the gross weight (when the water tank is in full capacity) of which is more than 100 kg per m <sup>2</sup> of the ground or slab area.	1.25	Repair of any underground drain, provided that – (a) the works involve an excavation of a depth of more than 1.5 m but not more than 3 m; (b) the distance between any point of the excavation and any structure or building is at least equal to the depth of the excavation; (c) the works do not involve any excavation within area number 1 or 3 of the scheduled areas; (d) the works do not involve the last manhole; (e) if the works are carried out beside the crest of a slope with a gradient of not more than 30 degrees, the distance between any point of the excavation and the outer edge of the crest is at least equal to the height of the slope; (f) if the works are carried out beside the crest of a slope with a gradient of more than 30 degrees – (i) the height of the slope is not more than 3 m; and (ii) the distance between any point of the excavation and the outer edge of the crest is at least equal to 1.5 times the height of the slope; and (g) if the works are carried out beside the top of a retaining wall – (i) the height of the wall is not more than 3 m; and (ii) the distance between any point of the excavation and the wall is at least equal to 1.5 times the height of the wall.
1.19	Erection or alteration of any supporting structure for a photovoltaic system on-grade or on a slab (other than a cantilevered slab), provided that – (a) the height of the structure is not more than 1.5 m; and (b) the structure is designed for a photovoltaic system at least one module of which is more than 200 kg in weight.	1.26	Addition or alteration of any underground drain, provided that – (a) the works involve an excavation of a depth of more than 1.5 m but not more than 3 m; (b) the distance between any point of the excavation and any structure or building is at least equal to the depth of the excavation; (c) the works do not involve any excavation within area number 1 or 3 of the scheduled areas; (d) the works do not involve the last manhole; and (e) if the works are carried out beside the crest of a slope – (i) the gradient of the slope is not more than 15 degrees; (ii) the height of the slope is not more than 3 m; and (iii) the distance between any point of the excavation and the outer edge of the crest is at least equal to the height of the slope.
1.20	Erection or alteration of any projecting signboard, provided that – (a) the signboard does not consist of stone; (b) the works do not result in any additional load to any cantilevered slab; (c) the works do not involve the alteration of any other structural elements; (d) the display area of the signboard is more than 10m <sup>2</sup> but not more than 20 m <sup>2</sup> ; (e) no part of the signboard projects more than 4.2 m from the external wall to which it is fixed; and (f) the thickness of the signboard is not more than 600 mm.	1.27	Erection, alteration or removal of any canopy projecting from the external wall of a building over an entrance to the building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) the canopy projects more than 500 mm but not more than 2 m from the wall; (c) the canopy is not constructed of concrete; and (d) the distance between the highest point of the canopy and the ground is more than 3 m.
1.21	Erection or alteration of any signboard on the roof of a building, provided that – (a) the signboard does not consist of stone; (b) the works do not result in any additional load to any cantilevered slab; (c) the works do not involve the alteration of any other structural elements; (d) the display area of the signboard is not more than 20 m <sup>2</sup> ; (e) no part of the signboard projects beyond the external wall of the building; (f) the thickness of the signboard is not more than 600 mm; and (g) the distance between any part of the signboard and the level of the roof is not more than 6 m.	1.28	Erection, alteration or removal of any metal supporting frame for an air-conditioning unit or any associated air ducts projecting from the external wall of a building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) no part of the frame projects more than 750 mm from the wall; (c) the distance between the highest point of the frame and the ground is more than 3 m; (d) the frame is designed for an air-conditioning unit of more than 100 kg in weight; and (e) the works do not fall within the description of item 3.27.
1.22	Erection or alteration of any wall signboard, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) the works do not involve the alteration of any other structural elements; (c) if the signboard comprises a display system consisting of light emitting diodes, the display area of the signboard is more than 5 m <sup>2</sup> but not more than 20 m <sup>2</sup> ; (d) if the signboard does not comprise any display system consisting of light emitting diodes, the display area of the signboard is more than 10 m <sup>2</sup> but not more than 40 m <sup>2</sup> ; and (e) if the distance between any part of the signboard and the ground is more than 6 m, the signboard does not consist of stone.	1.29	Erection or alteration of any supporting structure for an air-conditioning unit, water cooling tower or any associated air ducts on-grade or on a slab (other than a cantilevered slab), provided that – (a) the height of the structure is not more than 1.5 m; and (b) the structure is designed for an air-conditioning unit or water cooling tower, of more than 150 kg in weight.
1.23	Erection or alteration of any outdoor signboard fixed on-grade (other than the construction of a spread footing), provided that – (a) the display area of the signboard is not more than 20 m <sup>2</sup> ; (b) the thickness of the signboard is not more than 600 mm; (c) the distance between any part of the signboard and the ground is not more than 6 m; and (d) the works do not fall within the description of item 2.21.		
1.24	Removal of any signboard (other than the removal of the spread footing of any outdoor signboard), provided that the works do not fall within the description of item 11 of Part 2 of Schedule 2 or item 2.24, 2.25, 2.26, 2.27, 3.16, 3.17, 3.18, 3.19, 3.20, 3.21 or 3.22.		

Item	Description of building works
1.30	Removal of any unauthorized structure (other than an architectural projection, canopy, frame or rack) projecting more than 2 m from the external wall of a building, provided that, if the structure is fixed to a balcony or canopy that is a cantilevered slab, the span of the balcony or canopy is more than 1 m.
1.31	Erection, repair or removal of any panel fixed by metal dowels and fixings onto a wall inside a building, provided that the distance between the highest point of the panel and the adjoining floor is more than 10 m.
1.32	Removal of any internal staircase that is not used as a means of escape or a means of access for firefighting and rescue, provided that – (a) the works do not involve the alteration of any other structural elements, except a simply supported beam that – (i) is not of pre-stressed construction; and (ii) is not used to support any column, flat slab or ribbed beam; and (b) the works do not fall within the description of item 3.1.
1.33	Building works associated with the removal of any service lift, provided that – (a) the rated load of the lift is not more than 250 kg; (b) the internal floor area of the lift car is not more than 1 m <sup>2</sup> ; and (c) the internal height of the lift car is not more than 1.2 m.
1.34	Building works associated with the removal of any stairlift or lifting platform.
1.35	Reinstatement in accordance with the original design of a slab in respect of which an opening has been formed, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) the works do not involve the alteration of any other structural elements; and (c) the area of the opening is more than 1m <sup>2</sup> but not more than 4.5 m <sup>2</sup> .
1.36	Removal of any underground drain, provided that – (a) the works involve an excavation of a depth of more than 1.5 m but not more than 3 m; (b) the distance between any point of the excavation and any structure or building is at least equal to the depth of the excavation; (c) the works do not involve any excavation within area number 1 or 3 of the scheduled areas; (d) the works do not involve the last manhole; (e) if the works are carried out beside the crest of a slope with a gradient of not more than 30 degrees, the distance between any point of the excavation and the outer edge of the crest is at least equal to the height of the slope; (f) if the works are carried out beside the crest of a slope with a gradient of more than 30 degrees – (i) the height of the slope is not more than 3 m; and (ii) the distance between any point of the excavation and the outer edge of the crest is at least equal to 1.5 times the height of the slope; and (g) if the works are carried out beside the top of a retaining wall – (i) the height of the wall is not more than 3 m; and (ii) the distance between any point of the excavation and the wall is at least equal to 1.5 times the height of the wall.
1.37	Removal of any chimney attached to the external wall of a building or located on the roof of a building, provided that – (a) the distance between the highest point of the chimney and the level of the adjoining roof is not more than 10 m; and (b) the works do not fall within the description of item 2.37.

Item	Description of building works
1.38	Removal of any unauthorized structure located on-grade or on a slab (other than a cantilevered slab), provided that – (a) the works do not involve the alteration of any other structural elements; (b) the height of the structure is more than 5 m but not more than 10 m; (c) the structure has not more than 2 storeys; (d) the structure is not a flat slab, pre-stressed concrete construction, transfer girder, hanger, cantilevered structure with a span of more than 1.2 m or earth retaining structure; and (e) no structural element of the structure has a span of more than 6 m.
1.39	Removal of any unauthorized floor slab.
1.40	Removal of any metal gate at a fence wall or at an entrance to a building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) the works do not involve the alteration of any other structural elements; (c) the weight of at least one leaf of the gate is more than 300 kg; and (d) the height of the gate is not more than 3.2 m.
2.1	Formation of any opening in a slab, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) the works do not involve the alteration of any other structural elements, except a simply supported beam that – (i) is not of pre-stressed construction; and (ii) is not used to support any column, flat slab or ribbed beam; (c) the area of the opening is not more than 1m <sup>2</sup> ; and (d) the works do not fall within the description of item 1 of Part 2 of Schedule 2.
2.2	Removal of any supporting structure for an air-conditioning unit, water cooling tower, solar water heating system or photovoltaic system, provided that – (a) the structure is located on-grade or on a slab; (b) if the slab mentioned in paragraph (a) is a cantilevered slab, the span of the slab is not more than 1 m; and (c) the works do not fall within the description of item 3.2.
2.3	Replacement of any glass reinforced polyester water tank located on the roof of a building in accordance with the original design, provided that – (a) the capacity of the tank is not more than 9 m <sup>3</sup> and the water head of the tank is not more than 2 m; and (b) the distance between the tank and the edge of the roof is not more than 1.5 m.
2.4	Removal of any glass reinforced polyester water tank located on the roof of a building, provided that – (a) the capacity of the tank is not more than 9 m <sup>3</sup> ; and (b) the distance between the tank and the edge of the roof is not more than 1.5 m.
2.5	Repair or replacement of any protective barrier (other than an external reinforced concrete wall or block wall) in accordance with the original design, provided that – (a) the works do not result in any additional load to any cantilevered slab; and (b) the difference in height between the level on which the protective barrier is located and its adjacent level is more than 2 m.
2.6	Erection or alteration of any solid fence wall, provided that – (a) the wall is erected on-grade; and (b) the height of the wall is not more than 1.5 m.
2.7	Erection or alteration of any external mesh fence, provided that – (a) the fence is erected on-grade; and (b) the height of the fence is not more than 3 m.

## Appendix II – Items of “Minor Works”

Item	Description of building works
2.8	<p>Construction, alteration or repair of any window or window wall, provided that –</p> <ul style="list-style-type: none"> <li>(a) the works do not result in any additional load to any cantilevered slab;</li> <li>(b) no structural element of the window or window wall has a span of more than 6 m;</li> <li>(c) the distance between the highest point of the window or window wall and the ground is more than 3.5 m;</li> <li>(d) if the distance between the highest point of the window or window wall and the ground is not more than 100 m – <ul style="list-style-type: none"> <li>(i) the works involve the main frame of the window or window wall; or</li> <li>(ii) the works involve the sub-frame of the window or window wall, and the length of the sub-frame is more than 1.2 m;</li> </ul> </li> <li>(e) if the distance between the highest point of the window or window wall and the ground is more than 100 m – <ul style="list-style-type: none"> <li>(i) the area of the external wall opening for the window or window wall is not more than 6 m<sup>2</sup>; and</li> <li>(ii) the length or width (whichever is shorter) of the opening is not more than 1.8 m; and</li> </ul> </li> <li>(f) the works do not involve the alteration of any other structural elements, except a simply supported beam that – <ul style="list-style-type: none"> <li>(i) is not of pre-stressed construction; and</li> <li>(ii) is not used to support any column, flat slab or ribbed beam.</li> </ul> </li> </ul>
2.9	<p>Removal of any window or window wall, provided that –</p> <ul style="list-style-type: none"> <li>(a) the height of the window or window wall is not more than 6m;</li> <li>(b) the works do not involve the alteration of any other structural elements; and</li> <li>(c) the works do not fall within the description of item 3.7.</li> </ul>
2.10	<p>Construction or alteration of any spread footing associated with the carrying out of any other minor works or designated exempted works, provided that –</p> <ul style="list-style-type: none"> <li>(a) the works involve an excavation of a depth of not more than 1.5 m;</li> <li>(b) the overall gradient of the area bounded by lines 10 m away from the location of the footing in the downhill direction is not more than 5 degrees;</li> <li>(c) there is no slope steeper than 15 degrees within the area mentioned in paragraph (b);</li> <li>(d) there is no retaining wall or terrace wall higher than 1.5 m, or below a line drawn down from the base of the footing that is 45 degrees to the horizontal, within the area mentioned in paragraph (b);</li> <li>(e) the allowable pressure imposed by the footing on the ground is not more than 100 kPa or (if the footing is located below the ground water level) 50 kPa;</li> <li>(f) the footing is not founded on soft clay or mud; and</li> <li>(g) the works do not involve any excavation within area number 1 or 3 of the scheduled areas.</li> </ul>
2.11	<p>Excavation works associated with the carrying out of any other minor works or designated exempted works, provided that –</p> <ul style="list-style-type: none"> <li>(a) the works are not carried out within area number 1 or 3 of the scheduled areas; and</li> <li>(b) the depth of the excavation is more than 0.3 m but not more than 1.5 m.</li> </ul>
2.12	<p>Removal of any radio base station for telecommunications services in the form of an enclosure or equipment cabinet together with its supporting structure located on the roof of a building, provided that –</p> <ul style="list-style-type: none"> <li>(a) the length of the station is not more than 4.5 m;</li> <li>(b) the width of the station is not more than 4.5 m;</li> <li>(c) the height of the station is not more than 2.3 m; and</li> <li>(d) the works do not fall within the description of item 3.8.</li> </ul>

Item	Description of building works
2.13	<p>Erection, alteration or removal of any external reinforced concrete wall (other than a load bearing wall) of a building, provided that –</p> <ul style="list-style-type: none"> <li>(a) the works do not result in any additional load to any cantilevered slab;</li> <li>(b) the works do not involve the alteration of any other structural elements; and</li> <li>(c) the height of the wall is not more than 1.1 m</li> </ul>
2.14	<p>Erection, alteration or removal of any external block wall (other than a load bearing wall) of a building, provided that –</p> <ul style="list-style-type: none"> <li>(a) the works do not result in any additional load to any cantilevered slab;</li> <li>(b) the works do not involve the alteration of any other structural elements; and</li> <li>(c) the height of the wall is more than 1.1 m but not more than 3.5m.</li> </ul>
2.15	<p>Repair of any external reinforced concrete wall (other than a load bearing wall) of a building, provided that –</p> <ul style="list-style-type: none"> <li>(a) the works do not result in any additional load to any cantilevered slab;</li> <li>(b) the works do not involve the alteration of any other structural elements; and</li> <li>(c) the height of the wall is not more than 3.5 m.</li> </ul>
2.16	<p>Erection, alteration or repair of any metal gate at a fence wall or at an entrance to a building, provided that –</p> <ul style="list-style-type: none"> <li>(a) the works do not result in any additional load to any cantilevered slab;</li> <li>(b) the works do not involve the alteration of any other structural elements;</li> <li>(c) the weight of each leaf of the gate is not more than 300 kg;</li> <li>(d) the weight of at least one leaf of the gate is more than 200 kg; and</li> <li>(e) the height of the gate is not more than 3.2 m.</li> </ul>
2.17	<p>Repair of any slab or beam (other than a flat slab, cantilevered slab, ribbed slab, waffle slab, pre-stressed beam, post-tensioned beam, cantilevered beam, transfer plate or transfer beam) in accordance with the original design, provided that the works do not result in any additional load to any cantilevered slab.</p>
2.18	<p>Erection or alteration of any projecting signboard, provided that –</p> <ul style="list-style-type: none"> <li>(a) the signboard does not consist of stone;</li> <li>(b) the works do not result in any additional load to any cantilevered slab;</li> <li>(c) the works do not involve the alteration of any other structural elements;</li> <li>(d) the display area of the signboard is not more than 10 m<sup>2</sup>;</li> <li>(e) no part of the signboard projects more than 4.2 m from the external wall to which it is fixed;</li> <li>(f) the thickness of the signboard is not more than 600 mm; and</li> <li>(g) the works do not fall within the description of item 3.16.</li> </ul>
2.19	<p>Erection or alteration of any wall signboard, provided that –</p> <ul style="list-style-type: none"> <li>(a) the works do not result in any additional load to any cantilevered slab;</li> <li>(b) the works do not involve the alteration of any other structural elements;</li> <li>(c) if the signboard comprises a display system consisting of light emitting diodes, the display area of the signboard is not more than 5 m<sup>2</sup>;</li> <li>(d) if the signboard does not comprise any display system consisting of light emitting diodes, the display area of the signboard is not more than 10m<sup>2</sup>;</li> <li>(e) if the distance between any part of the signboard and the ground is more than 6 m, the signboard does not consist of stone; and</li> <li>(f) the works do not fall within the description of item 10 of Part 2 of Schedule 2 or item 3.17.</li> </ul>

Item	Description of building works
2.20	Erection or alteration of any signboard on or hung underneath the soffit of a balcony or canopy (other than a cantilevered slab), provided that – (a) the signboard does not consist of stone; (b) the display area of the signboard is not more than 2 m <sup>2</sup> ; (c) no part of the signboard projects beyond the balcony or canopy; (d) the height of the signboard is not more than 600 mm; and (e) the thickness of the signboard is not more than 100 mm.
2.21	Erection or alteration of any outdoor signboard fixed on-grade (other than the construction of a spread footing), provided that – (a) the display area of the signboard is not more than 10 m <sup>2</sup> ; (b) the thickness of the signboard is not more than 600 mm; and (c) the distance between any part of the signboard and the ground is not more than 2 m.
2.22	Erection or alteration of any outdoor signboard together with a spread footing, provided that – (a) the display area of the signboard is not more than 1m <sup>2</sup> ; (b) the thickness of the signboard is not more than 300 mm; (c) the distance between any part of the signboard and the ground is not more than 3 m; (d) the works involve an excavation of a depth of not more than 500 mm for construction of the footing; and (e) the works do not involve any excavation within area number 1 or 3 of the scheduled areas.
2.23	Replacement of the display surface of any signboard referred to in item 1.20, 1.21, 1.22, 1.23, 2.18, 2.19, 2.20, 2.21 or 2.22.
2.24	Removal of any projecting signboard, provided that – (a) the display area of the signboard is not more than 20 m <sup>2</sup> ; and (b) the works do not fall within the description of item 3.18.
2.25	Removal of any signboard located on the roof of a building, or any outdoor signboard fixed on-grade (other than the removal of the spread footing of any outdoor signboard), provided that – (a) the display area of the signboard is not more than 20 m <sup>2</sup> ; and (b) the works do not fall within the description of item 3.19 or 3.22.
2.26	Removal of any wall signboard, provided that – (a) if the signboard comprises a display system consisting of light emitting diodes, the display area of the signboard is not more than 20 m <sup>2</sup> ; (b) if the signboard does not comprise any display system consisting of light emitting diodes, the display area of the signboard is not more than 40 m <sup>2</sup> ; and (c) the works do not fall within the description of item 11 of Part 2 of Schedule 2 or item 3.20.
2.27	Removal of any signboard located on or hung underneath the soffit of a balcony or canopy (other than a cantilevered slab), provided that the works do not fall within the description of item 3.21.

Item	Description of building works
2.28	Repair of any underground drain, provided that – (a) the works involve an excavation of a depth of not more than 1.5 m; (b) the distance between any point of the excavation and any structure or building is at least equal to the depth of the excavation; (c) the works do not involve any excavation within area number 1 or 3 of the scheduled areas; (d) the works do not involve the last manhole; (e) if the works are carried out beside the crest of a slope with a gradient of not more than 30 degrees, the distance between any point of the excavation and the outer edge of the crest is at least equal to the height of the slope; (f) if the works are carried out beside the crest of a slope with a gradient of more than 30 degrees – (i) the height of the slope is not more than 3 m; and (ii) the distance between any point of the excavation and the outer edge of the crest is at least equal to 1.5 times the height of the slope; and (g) if the works are carried out beside the top of a retaining wall – (i) the height of the wall is not more than 3 m; and (ii) the distance between any point of the excavation and the wall is at least equal to 1.5 times the height of the wall.
2.29	Addition or alteration of any underground drain, provided that – (a) the works involve an excavation of a depth of not more than 1.5 m; (b) the distance between any point of the excavation and any structure or building is at least equal to the depth of the excavation; (c) the works do not involve any excavation within area number 1 or 3 of the scheduled areas; (d) the works do not involve the last manhole; and (e) if the works are carried out beside the crest of a slope – (i) the gradient of the slope is not more than 15 degrees; (ii) the height of the slope is not more than 3 m; and (iii) the distance between any point of the excavation and the outer edge of the crest is at least equal to the height of the slope.
2.30	Erection, alteration or removal of any aboveground drain, provided that – (a) the works do not result in any additional load to any cantilevered slab; and (b) the works do not fall within the description of item 3.23.
2.31	Removal of any architectural projection, canopy, supporting frame for an air-conditioning unit or any associated air ducts, or rack (other than a drying rack), projecting from the external wall of a building, provided that – (a) the projection, canopy, frame or rack projects more than 750 mm from the wall; (b) the projection, canopy, frame or rack is not constructed of concrete; and (c) the works do not fall within the description of item 13 or 14 of Part 2 of Schedule 2.
2.32	Removal of any unauthorized structure (other than an architectural projection, canopy, frame or rack) projecting not more than 2 m from the external wall of a building, provided that, if the structure is fixed to a balcony or canopy that is a cantilevered slab, the span of the balcony or canopy is not more than 1 m.
2.33	Erection, repair or removal of any panel fixed by metal dowels and fixings onto a wall inside a building, provided that the distance between the highest point of the panel and the adjoining floor is more than 3 m but not more than 10 m.

## Appendix II – Items of “Minor Works”

Item	Description of building works
2.34	Laying, repair or removal of any external rendering, external wall tile or roof tile of a building, provided that – (a) in the case of the repair of any external rendering, the distance between the highest point of the area in respect of which the repair is to be carried out and the adjoining ground or adjoining floor is more than 3 m; (b) in the case other than the repair of any external rendering, the distance between the highest point of the rendering or tile and the adjoining ground or adjoining floor is more than 3 m; and (c) in the case of roof tile, the gradient of the roof is more than 1 in 4.
2.35	Reinstatement in accordance with the original design of a slab in respect of which an opening has been formed, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) the works do not involve the alteration of any other structural elements; (c) the distance between the 2 points that are farthest away from each other within the area of the opening is more than 150 mm; and (d) the area of the opening is not more than 1m <sup>2</sup> .
2.36	Removal of any underground drain, provided that – (a) the works involve an excavation of a depth of not more than 1.5 m; (b) the distance between any point of the excavation and any structure or building is at least equal to the depth of the excavation; (c) the works do not involve any excavation within area number 1 or 3 of the scheduled areas; (d) the works do not involve the last manhole; (e) if the works are carried out beside the crest of a slope with a gradient of not more than 30 degrees, the distance between any point of the excavation and the outer edge of the crest is at least equal to the height of the slope; (f) if the works are carried out beside the crest of a slope with a gradient of more than 30 degrees – (i) the height of the slope is not more than 3 m; and (ii) the distance between any point of the excavation and the outer edge of the crest is at least equal to 1.5 times the height of the slope; and (g) if the works are carried out beside the top of a retaining wall – (i) the height of the wall is not more than 3 m; and (ii) the distance between any point of the excavation and the wall is at least equal to 1.5 times the height of the wall.
2.37	Removal of any chimney attached to the external wall of a building or located on the roof of a building, provided that – (a) the smallest cross-sectional dimension of the chimney is not more than 500 mm; and (b) the distance between the highest point of the chimney and the level of the adjoining roof is not more than 5 m.
2.38	Removal of any unauthorized structure hung underneath the soffit of a balcony or canopy (other than a cantilevered slab) or fixed to a balcony or canopy (other than a cantilevered slab).
2.39	Removal of any unauthorized single storey structure located on-grade or on a slab (other than a cantilevered slab), provided that – (a) the works do not involve the alteration of any other structural elements; (b) the height of the structure is not more than 5 m; (c) the structure is not a flat slab, pre-stressed concrete construction, transfer girder, hanger, cantilevered structure with a span of more than 1.2 m or earth retaining structure; (d) no structural element of the structure has a span of more than 6 m; and (e) the works do not fall within the description of item 3.32.

Item	Description of building works
2.40	Removal of any metal gate at a fence wall or at an entrance to a building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) the works do not involve the alteration of any other structural elements; (c) the weight of each leaf of the gate is not more than 300 kg; (d) the weight of at least one leaf of the gate is more than 200 kg; and (e) the height of the gate is not more than 3.2 m.
3.1	Removal of the whole of any internal staircase on the lowest storey of a building that is not used as a means of escape or a means of access for firefighting and rescue, provided that – (a) the height of the staircase is not more than 1.5 m; and (b) the works do not involve the alteration of any other structural elements, except a simply supported beam that – (i) is not of pre-stressed construction; and (ii) is not used to support any column, flat slab or ribbed beam.
3.2	Removal of any supporting structure for an air-conditioning unit, water cooling tower, solar water heating system or photovoltaic system, provided that – (a) the structure is located on-grade or on a slab (other than a cantilevered slab); (b) the height of the structure is more than 1 m but not more than 2 m; and (c) if the structure is located on the roof of a building – (i) the distance between any part of the structure and the edge of the roof is more than 1.5 m; or (ii) there is a protective barrier with a height of not less than 1.1 m at the edge of the roof.
3.3	Repair or replacement of any protective barrier (other than an external reinforced concrete wall or block wall) in accordance with the original design, provided that – (a) the works do not result in any additional load to any cantilevered slab; and (b) the difference in height between the level on which the protective barrier is located and its adjacent level is not more than 2 m.
3.4	Removal of any solid fence wall, provided that – (a) the wall is erected on-grade; and (b) the height of the wall is more than 1.1 m but not more than 3m.
3.5	Removal of any external mesh fence, provided that – (a) the fence is erected on-grade; and (b) the height of the fence is more than 3 m but not more than 5 m.
3.6	Construction, alteration or repair of any window or window wall, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) if the distance between the highest point of the window or window wall and the ground is more than 3.5 m but not more than 100 m – (i) the works involve the sub-frame of the window or window wall only; and (ii) the length of the sub-frame is not more than 1.2 m; (c) if the distance between the highest point of the window or window wall and the ground is not more than 3.5 m, no structural element of the window or window wall has a span of more than 6 m; and (d) the works do not involve the alteration of any other structural elements, except a simply supported beam that – (i) is not of pre-stressed construction; and (ii) is not used to support any column, flat slab or ribbed beam.

Item	Description of building works
3.7	Removal of any window or window wall, provided that – (a) the works do not involve the alteration of any other structural elements; and (b) the distance between the highest point of the window or window wall and the ground is not more than 3.5 m.
3.8	Removal of any radio base station for telecommunications services in the form of an enclosure or equipment cabinet together with its supporting structure located on the roof of a building, provided that – (a) the distance between any part of the station and the edge of the roof is more than 1.5 m; (b) the works do not involve any structural elements constructed of concrete; (c) the length of the station is not more than 4.5 m; (d) the width of the station is not more than 4.5 m; and (e) the height of the station is not more than 2 m.
3.9	Erection, alteration or removal of any supporting structure for an antenna or transceiver on the roof of a building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) no part of the structure projects beyond the external wall of the building; and (c) the structure is designed for an antenna or transceiver of not more than 150 kg in weight.
3.10	Removal of any supporting structure for an antenna or transceiver located on the roof of a building.
3.11	Erection, alteration or removal of any external block wall (other than a load bearing wall) of a building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) the works do not involve the alteration of any other structural elements; and (c) the height of the wall is not more than 1.1 m.
3.12	Repair of any external block wall (other than a load bearing wall) of a building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) the works do not involve the alteration of any other structural elements; and (c) the height of the wall is not more than 3.5 m.
3.13	Erection, alteration, repair or removal of any metal gate at a fence wall or at an entrance to a building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) the works do not involve the alteration of any other structural elements; (c) the weight of each leaf of the gate is not more than 200 kg; (d) the height of the gate is not more than 3.2 m; and (e) the works do not fall within the description of item 8 of Part 2 of Schedule 2.
3.14	Erection, alteration or removal of any supporting structure for a solar water heating system on-grade or on a slab (other than a cantilevered slab), provided that – (a) the height of the structure is not more than 1.5 m; (b) the structure is designed for a solar water heating system none of the thermal collectors of which is more than 200 kg in weight; (c) if the thermal collector and the water tank of the system are integrated, the structure is designed for a system the gross weight (when the water tank is in full capacity) of which is not more than 100 kg per m <sup>2</sup> of the ground or slab area; and (d) the works do not fall within the description of item 12 of Part 2 of Schedule 2.

Item	Description of building works
3.15	Erection, alteration or removal of any supporting structure for a photovoltaic system on-grade or on a slab (other than a cantilevered slab), provided that – (a) the height of the structure is not more than 1.5 m; (b) the structure is designed for a photovoltaic system none of the modules of which is more than 200 kg in weight; and (c) the works do not fall within the description of item 12 of Part 2 of Schedule 2.
3.16	Erection, alteration or removal of any projecting signboard (including the replacement of the display surface of any signboard), provided that – (a) the signboard does not consist of stone; (b) the works do not result in any additional load to any cantilevered slab; (c) the works do not involve the alteration of any other structural elements; (d) the display area of the signboard is not more than 1 m <sup>2</sup> ; (e) no part of the signboard projects more than 1 m from the external wall to which it is fixed; (f) the thickness of the signboard is not more than 300 mm; and (g) the distance between any part of the signboard and the ground is not more than 6 m.
3.17	Erection, alteration or removal of any wall signboard (including the replacement of the display surface of any signboard), provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) the works do not involve the alteration of any other structural elements; (c) the display area of the signboard is not more than 5 m <sup>2</sup> ; (d) the distance between any part of the signboard and the ground is not more than 6 m; and (e) the works do not fall within the description of item 10 or 11 of Part 2 of Schedule 2.
3.18	Removal of any projecting signboard, provided that – (a) the display area of the signboard is not more than 2 m <sup>2</sup> ; (b) no part of the signboard projects more than 2 m from the external wall to which it is fixed; and (c) the distance between any part of the signboard and the ground is not more than 6 m.
3.19	Removal of any signboard located on the roof of a building, provided that – (a) the display area of the signboard is not more than 5 m <sup>2</sup> ; (b) the height of the signboard is not more than 2 m; and (c) the distance between any part of the signboard and the edge of the roof is more than 1.5 m.
3.20	Removal of any wall signboard, provided that – (a) the display area of the signboard is not more than 10 m <sup>2</sup> ; (b) the distance between any part of the signboard and the ground is not more than 6 m; and (c) the works do not fall within the description of item 11 of Part 2 of Schedule 2.
3.21	Removal of any signboard located on or hung underneath the soffit of a balcony or canopy (other than a cantilevered slab), provided that – (a) if the signboard is located on a balcony or canopy, the display area of the signboard is not more than 5 m <sup>2</sup> ; (b) if the signboard is hung underneath the soffit of a balcony or canopy, the display area of the signboard is not more than 2 m <sup>2</sup> ; and (c) the height of the signboard is not more than 1 m.
3.22	Removal of any outdoor signboard fixed on-grade (other than the removal of the spread footing of any outdoor signboard), provided that – (a) the display area of the signboard is not more than 1 m <sup>2</sup> ; and (b) the distance between any part of the signboard and the ground is not more than 3 m.



## Appendix II – Items of “Minor Works”

Item	Description of building works
3.23	Erection, alteration or removal of any aboveground drain, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) the works do not involve any main pipe, other than the replacement of components at existing junctions; and (c) the works do not involve any embedded pipe, other than a pipe that passes through a wall or slab.
3.24	Removal of any aboveground drain the erection of which was unauthorized.
3.25	Erection, alteration or removal of any canopy projecting from the external wall of a building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) no part of the canopy projects more than 500 mm from the wall; (c) the canopy is not constructed of concrete; and (d) the distance between the highest point of the canopy and the ground is more than 3 m.
3.26	Removal of any architectural projection, canopy, supporting frame for an air-conditioning unit or any associated air ducts, or rack (other than a drying rack), projecting from the external wall of a building, provided that – (a) no part of the projection, canopy, frame or rack projects more than 750 mm from the wall; (b) the projection, canopy, frame or rack is not constructed of concrete; and (c) the works do not fall within the description of item 13 or 14 of Part 2 of Schedule 2.
3.27	Erection, alteration or removal of any metal supporting frame for an air-conditioning unit or any associated air ducts projecting from the external wall of a building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) no part of the frame projects more than 600 mm from the wall; (c) the distance between the highest point of the frame and the ground is more than 3 m; and (d) the frame is designed for an air-conditioning unit of not more than 100 kg in weight.
3.28	Erection, alteration or removal of any supporting structure for an air-conditioning unit, water cooling tower or any associated air ducts on-grade or on a slab (other than a cantilevered slab), provided that – (a) the height of the structure is not more than 1.5 m; (b) the structure is designed for an air-conditioning unit or water cooling tower, of not more than 150 kg in weight; and (c) the works do not fall within the description of item 12 of Part 2 of Schedule 2.
3.29	Erection, alteration or removal of any drying rack projecting from the external wall of a building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) no part of the rack projects more than 750 mm from the wall; and (c) the distance between the highest point of the rack and the ground is more than 3 m.
3.30	Removal of any drying rack projecting from the external wall of a building, provided that the works do not fall within the description of item 15 of Part 2 of Schedule 2.
3.31	Erection, repair or removal of any cladding fixed to the external wall of a building, provided that the distance between any part of the cladding and the adjoining ground or adjoining floor is not more than 6m.

Item	Description of building works
3.32	Removal of any unauthorized single storey structure located on-grade or on a slab (other than a cantilevered slab), provided that – (a) the works do not involve the alteration of any other structural elements; (b) the height of the structure is not more than 2.5 m; (c) the structure is not a flat slab, pre-stressed concrete construction, transfer girder, hanger, cantilevered structure with a span of more than 1.2 m or earth retaining structure; (d) no structural element of the structure has a span of more than 4.5 m; (e) the structure has a roofed over area of not more than 20 m <sup>2</sup> ; and (f) if the structure is located on the roof of a building, the distance between any part of the structure and the edge of the roof is more than 1.5 m.
3.33	Removal of any metal gate at a fence wall or at an entrance to a building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) the works do not involve the alteration of any other structural elements; (c) the weight of each leaf of the gate is not more than 200 kg; (d) the height of the gate is not more than 3.2 m; and (e) the works do not fall within the description of item 8 of Part 2 of Schedule 2.
3.34	Strengthening of any unauthorized supporting structure for an air-conditioning unit, water cooling tower or any associated air ducts located on-grade or on a slab (other than a cantilevered slab), provided that the structure is designed for an air-conditioning unit or water cooling tower, of not more than 100 kg in weight.
3.35	Strengthening of any unauthorized metal supporting frame for an air-conditioning unit or any associated air ducts projecting from the external wall of a building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) no part of the frame projects more than 600 mm from the wall; (c) the frame is designed for an air-conditioning unit of not more than 100 kg in weight; and (d) if the distance between the highest point of the frame and the ground is not more than 3 m, the frame does not project over any street or common part of the building.
3.36	Strengthening of any unauthorized drying rack projecting from the external wall of a building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) no part of the rack projects more than 750 mm from the wall; and (c) if the distance between the highest point of the rack and the ground is not more than 3 m, the rack does not project over any street or common part of the building.
3.37	Strengthening of any unauthorized canopy projecting from the external wall of a building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) no part of the canopy projects more than 500 mm from the wall; (c) the canopy is not constructed of concrete; and (d) if the distance between the highest point of the canopy and the ground is not more than 3 m, the canopy does not project over any street or common part of the building.
3.38	Alteration of any unauthorized canopy projecting from the external wall of a building, provided that – (a) the works do not result in any additional load to any cantilevered slab; (b) the canopy is not constructed of concrete; (c) immediately before the alteration, the canopy projects more than 500 mm from the wall, but no part of the canopy projects more than 750 mm from the wall; (d) immediately after the alteration, no part of the canopy projects more than 500 mm from the wall; and (e) if the distance between the highest point of the canopy and the ground is not more than 3 m, the canopy does not project over any street or common part of the building.

## Appendix III – “Prescribed Registered Contractors” to be Appointed for Carrying Out “Minor Works”

Prescribed Registered Contractors (“PRC”)	Minor Works Item
<b>RGBC</b>	All
<b>RSC</b>	
Demolition Works	1.5, 1.9, 1.10, 1.24, 1.30, 1.32, 1.33, 1.34, 1.36, 1.37, 1.38, 1.39, 1.40, 2.2, 2.4, 2.9, 2.12, 2.24, 2.25, 2.26, 2.27, 2.31, 2.32, 2.37, 2.38, 2.39, 2.40, 3.1, 3.2, 3.4, 3.5, 3.7, 3.8, 3.10, 3.18, 3.19, 3.20, 3.21, 3.22, 3.24, 3.26, 3.30, 3.32 or 3.33
Site Formation Works	1.11, 1.12, 2.10 or 2.11
Foundation Works	
Ground Investigation Field Works	1.12 or 2.11
<b>RMWC (Company)</b>	registered for the type of minor works to be carried out
<b>RMWC (Individual)</b>	registered for the item of minor works to be carried out

## Appendix IV – Checklist of Specified Forms & Standard Forms

Specified Forms	Description
MW01	Notice of Commencement of Minor Works under the Simplified Requirements (with Prescribed Building Professionals Appointed)
MW02	Certificate of Completion of Minor Works under the Simplified Requirements (with Prescribed Building Professionals Appointed)
MW03	Notice of Commencement of Minor Works under the Simplified Requirements (without Prescribed Building Professional Appointed)
MW04	Certificate of Completion of Minor Works under the Simplified Requirements (without Prescribed Building Professional Appointed)
MW05	Notice and Certificate of Completion of Class III Minor Works under the Simplified Requirements
MW06	Notice of Inspection and Certification of Prescribed Building or Building Works
MW07	Notice of Change in Appointment of <a href="#">Registered Structural Engineer</a> , <a href="#">Registered Geotechnical Engineer</a> or Prescribed Registered Contractor under the Simplified Requirements
MW08	Notice of Change in Appointment of Authorized Person or <a href="#">Registered Inspector</a> under the Simplified Requirements
MW09	Notice of Nomination by Prescribed Building Professional Appointed of Another Prescribed Building Professional to Act in His Place for the Period of Temporary Inability to Act under the Simplified Requirements
MW10	Notice of Prescribed Registered Contractor on Ceasing to be Appointed under the Simplified Requirements
MW11	Notice of Commencement of Additional Minor Works under the Simplified Requirements (with Prescribed Building Professionals Appointed)
MW12	Notice of Commencement of Additional Minor Works under the Simplified Requirements (without Prescribed Building Professional Appointed)
Standard Forms	Description
MW31	Notice of Prescribed Building Professional on Ceasing to be Appointed or Nominated under the Simplified Requirements
MW32	Request for Submission Number for Class III Minor Works Relating to the Erection or Alteration of Signboard under the Simplified Requirements
MW33	Submission of Supplementary Documents or Information under the Simplified Requirements

# Appendix V – Sample Forms (MW01)



## 簡化規定下的小型工程展開通知書 (有委任訂明建築專業人士) NOTICE OF COMMENCEMENT OF MINOR WORKS UNDER THE SIMPLIFIED REQUIREMENTS (WITH PRESCRIBED BUILDING PROFESSIONALS APPOINTED)

本表格及所有證明文件最遲須在展開小型工程項目前 7 天呈交  
This form and all supporting document(s) must be submitted not less than 7 days before the commencement of minor works item(s)

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).

致建築事務監督  
To the Building Authority

只供屋宇署填寫 For Buildings Department's Use only

小型工程呈交編號 →  
Minor Works Submission Number

### 甲部 獲委任人士的委任通知 (由安排進行小型工程的人填寫)

#### Part A Notice of appointment of the appointed persons

(To be completed by the person who arranged for the minor works to be carried out)

#### 1. 擬進行小型工程的位置或地址

Location or Address of the proposed minor works to be carried out

FLAT A ON 1/F & FLAT A ON 2/F,  
XYZ MANSION,  
456 SOY STREET,  
KOWLOON

徵收差餉及/或地租通知書左上角的帳目編號  
The Account Number printed on the top left-hand corner of the Demand for Rates and/or Government Rent

0 1 2 3 4 5 6 7 8 9 | 1 2 3 4 5 6 7 8 9

為方便確定工程位置或地址，可選擇提供  
Optional for easy identification of the location or address of the works

#### 2. 擬進行的小型工程的詳情

Details of the proposed minor works to be carried out

另加附加頁 張  
Additional Page added

小型工程項目 Minor works item	描述 Description	(如有) 請提供相關命令 / 指示 / 通知 / 屋宇署檔案 編號 Relevant Order / Direction / Notice / BD Reference Number (if available)
1.2	FORMATION OF SLAB OPENING (1.5m X 1.5m) BETWEEN FLAT A ON 1/F & FLAT A ON 2/F.	
1.1	ERECTION OF INTERNAL STAIRCASE THAT IS NOT USED AS A MEANS OF ESCAPE OR A MEANS OF ACCESS FOR FIREFIGHTING AND RESCUE FROM FLAT A ON 1/F TO FLAT A ON 2/F	
2.18	ERECTION OF PROJECTING SIGNBOARD WITH DISPLAY AREA OF 10 m <sup>2</sup> , NOT CONSIST OF STONE, ON EXTERNAL WALL OF FLAT A FROM 1/F TO 2/F FACING SOY STREET	

各項小型工程項目及其描述 (包括性質、位置和數量) 必須提供。如空位不敷應用，請另加紙張填寫，附於本通知書內，並在每頁加簽、註明日期及 (如適用) 蓋上公司印鑑。

Every minor works item and its description (including the nature, location and quantity) shall be provided. If space is insufficient, please attach additional sheet(s) which must be signed, dated and affixed with company seal (if applicable).

#### 3. 獲委任人士的資料

Particulars of the appointed persons

a. 根據《建築物 (小型工程) 規例》第 28 條的規定，本人/我們已就本部所述工程委任下述的訂明註冊承建商。

In accordance with the provisions of section 28 of the Building (Minor Works) Regulation, I/we have appointed the **prescribed registered contractor** as below in respect of the works detailed in this Part.

公私牌成建雙工程有限公司

MWC 456790 / 2011

訂明註冊承建商中文名稱\* Name in Chinese of the prescribed registered contractor\*

註冊證明書編號\*

Certificate of Registration Number\*

SUNG SI PAI SENG SIN SOEN ENGINEERING COMPANY

訂明註冊承建商英文名稱\* Name in English of the prescribed registered contractor\*

LIMITED

訂明註冊承建商英文名稱\* (續) Name in English of the prescribed registered contractor\* (Cont'd)

\* 根據註冊記錄 In accordance with the registration record

COMPLETED BY THE PERSON WHO ARRANGED FOR THE MINOR WORKS TO BE CARRIED OUT

# Appendix V – Sample Forms (MW01)

COMPLETED BY THE PERSON WHO ARRANGED FOR THE MINOR WORKS TO BE CARRIED OUT

### 3. 獲委任人士的資料 (續) Particulars of the appointed persons (Cont'd)

b. 根據《建築物(小型工程)規例》第 27 條的規定，本人/我們已就本部所述的第 I 級別小型工程委任下述的訂明建築專業人士。  
In accordance with the provisions of section 27 of the Building (Minor Works) Regulation, I/we have appointed the **prescribed building professionals** as below in respect of the Class I minor works detailed in this Part.

認可人士  
authorized person

認可仁  
中文姓名\*Name in Chinese\* AP(A)9999 / 99  
註冊證明書編號\*  
Certificate of Registration Number\*

註冊檢驗人員  
registered inspector

YENGA HO YAN  
英文姓名\* Name in English\*

註冊結構工程師  
registered structural engineer

恭晴司  
中文姓名\*Name in Chinese\* RSE 8888 / 88  
註冊證明書編號\*  
Certificate of Registration Number\*

GUNGA CHE SZE  
英文姓名\* Name in English\*

註冊岩土工程師  
registered geotechnical engineer

中文姓名\*Name in Chinese\* RGE /  
註冊證明書編號\*  
Certificate of Registration Number\*

英文姓名\* Name in English\*

### 4. 安排進行小型工程的人的詳情 Particulars of the person who arranged for the minor works to be carried out

請仁造  
中文名稱 Name in Chinese

CHINGA YAN CHO  
英文名稱 (如有·姓氏先行) Name in English (Surname first, if any)

英文名稱 (如有·姓氏先行)(續) Name in English (Surname first, if any) (Cont'd)

A 1 2 3 4 5 6 7

香港身份證號碼 HKID Number  商業登記號碼 Business Registration Number  護照號碼 Passport Number

其他 (請註明) Others (Please specify)

護照簽發國家 (如適用) Country of issue of passport (If applicable)

通訊地址 (如與甲 1 部份相同·則不用填寫)  
Correspondence Address (Not required to complete if same as Part A1)

FLAT B, 11/F,  
ABC BUILDING,  
789 KWUN TONG ROAD,  
KOWLOON

2 1 2 3 4 5 6 8  
傳真號碼 Fax Number

2 1 2 3 4 5 6 7  
聯絡電話 Contact Number

chenyan20k@email.com  
電郵地址 E-mail Address

請仁造

安排進行小型工程的人 簽署 (如適用) 蓋上公司印鑑  
Signature of the person who arranged for the minor works to be carried out & affixed with company seal (if applicable) 03 07 20 12  
日 月 年

\* 根據註冊記錄 In accordance with the registration record

## 乙部 認可人士或註冊檢驗人員的委任確認書 (由已獲委任的認可人士或註冊檢驗人員填寫)

## Part B Confirmation of appointment by the authorized person or registered inspector

(To be completed by the authorized person or registered inspector appointed)

本人 認可仁

中文姓名\*Name in Chinese\*

I, YENGA HOI YAN

英文姓名\*Name in English\*

根據《建築物(小型工程)規例》第30條及第37條的規定。

in accordance with the provisions of sections 30 and 37 of the Building (Minor Works) Regulation,

1. 確認本人已獲委任為甲部所述的第 I 級別小型工程的認可人士或註冊檢驗人員(如該工程屬訂明修葺或任何相關的拆卸工程); confirm that I have been appointed as the authorized person or registered inspector (if the works are a prescribed repair or any associated demolition works) for the **Class I** minor works detailed in **Part A**;
2. 確認甲部所述的第 I 級別小型工程將於 11 07 20 12 展開;  
confirm that the **Class I** minor works detailed in **Part A** are to be commenced on 日 月 年 ;  
day month year
3. 現呈交顯示甲部所述的第 I 級別小型工程的訂明圖則及詳圖, 和處所實際狀況的照片;  
submit herewith the prescribed plans and details of the **Class I** minor works detailed in **Part A**, and the photographs showing the physical condition of the premises where the **Class I** minor works detailed in **Part A** are to be carried out;
4. 確認在本部呈交的訂明圖則及詳圖, 均由本人製備和簽署(作為已簽署有關圖則的人, 本人同意為該等圖則負起《建築物條例》下的所有責任);  
confirm that the prescribed plans and details submitted under this Part, have been prepared and signed by me (as the person who has signed the plans, I agree to assume all responsibilities under the Buildings Ordinance regarding the plans);
5. 當甲部所述的第 I 級別小型工程包括對任何建築物進行修葺、改動或加建時, 已核證以下事宜: 在檢查該建築物後, 本人認為該建築物有能力承受因第 I 級別小型工程而可能有所增加或在任何方面有所改動的荷載及應力;  
where the **Class I** minor works detailed in **Part A** comprise repairs, alterations or additions to any building, certified that, after inspecting the building, I am of the opinion that the building is capable of bearing the loads and stresses which may be increased or altered in any way as a result of the **Class I** minor works;
6. 當甲部所述的第 I 級別小型工程涉及豎設招牌時, 確認由他人代為豎設招牌的人士已在已部提供建築事務監督所要求的詳情; 及  
where the **Class I** minor works detailed in **Part A** involve the erection of a signboard, confirm that the person for whom the signboard is to be erected has provided the particulars of the person as required by the Building Authority in **Part F**; and
7. 當技術備忘錄要求有監工計劃書時, 現呈交監工計劃書。  
where supervision plan is required by the technical memorandum, submit herewith a supervision plan.

(只在早前已獲分配相關呈交編號的文件  
不能繼續處理時適用)Only applicable where the previous submission  
with Minor Works Submission Number assigned  
cannot be further processed)

MW

早前相關的小型工程呈交編號  
Previously Related  
Minor Works Submission Number

AP(A)9999/99

註冊證明書編號\*

Certificate of Registration Number\*

註冊屆滿日期\* 04 07 20 13  
Date of expiry 日 月 年  
of registration\* day month year

認可仁

認可人士或註冊檢驗人員 簽署\*  
Signature\* of the authorized person or registered inspector04 07 20 12  
日 月 年  
day month year

21234566

傳真號碼\* Fax Number\*

21234565

聯絡電話 Contact Number

 願意接收短訊通知Willing to receive Short  
Messaging Service (SMS)  
Notification

# Appendix V – Sample Forms (MW01)

COMPLETED BY THE REGISTERED STRUCTURAL ENGINEER

## 丙部 註冊結構工程師的委任確認書 (由已獲委任的註冊結構工程師填寫)

### Part C Confirmation of appointment by the registered structural engineer

(To be completed by the registered structural engineer appointed)

本人 恭晴司

中文姓名\*Name in Chinese\*

I, GUNG CHEE SZE  
英文姓名\*Name in English\*

根據《建築物(小型工程)規例》第30條及第37條的規定。

in accordance with the provisions of sections 30 and 37 of the Building (Minor Works) Regulation,

1. 確認本人已獲委任為甲部所述的第 I 級別小型工程的結構元素的註冊結構工程師；  
confirm that I have been appointed as the registered structural engineer for the structural elements of the **Class I** minor works detailed in **Part A**;
2. 確認在乙部呈交的訂明圖則及詳圖內的基礎圖則、結構詳圖或計算資料，均由本人製備和簽署(作為已簽署有關圖則的人，本人同意為該等圖則負起《建築物條例》下的所有責任)；及  
confirm that the foundation plans, structural details or calculations submitted under the prescribed plans and details in **Part B** have been prepared and signed by me (as the person who has signed the plans, I agree to assume all responsibilities under the Buildings Ordinance regarding the plans); and
3. 當甲部所述的第 I 級別小型工程包括對任何建築物進行修葺、改動或加建時，已核證以下事宜：在檢查該建築物後，本人認為該建築物有能力承受因第 I 級別小型工程而可能有所增加或在任何方面有所改動的荷載及應力；  
where the **Class I** minor works detailed in **Part A** comprise repairs, alterations or additions to any building, certified that, after inspecting the building, I am of the opinion that the building is capable of bearing the loads and stresses which may be increased or altered in any way as a result of the **Class I** minor works;

RSE 8888 / 88

註冊證明書編號\*

Certificate of Registration Number\*

註冊屆滿日期\* 04 07 20 13  
Date of expiry of registration\*  
day month year

恭晴司

註冊結構工程師 簽署\*  
Signature\* of the registered structural engineer

04 07 20 13  
日 月 年  
day month year

2	1	2	3	4	5	6	4		
聯絡電話 Contact Number									
<input checked="" type="checkbox"/> 願意接收短訊通知									
Willing to receive Short Messaging Service (SMS) Notification									

COMPLETED BY THE REGISTERED GEOTECHNICAL ENGINEER

## 丁部 註冊岩土工程師的委任確認書 (由已獲委任的註冊岩土工程師填寫)

### Part D Confirmation of appointment by the registered geotechnical engineer

(To be completed by the registered geotechnical engineer appointed)

本人

中文姓名\*Name in Chinese\*

I, \_\_\_\_\_  
英文姓名\*Name in English\*

根據《建築物(小型工程)規例》第30條及第37條的規定。

in accordance with the provisions of sections 30 and 37 of the Building (Minor Works) Regulation,

1. 確認本人已獲委任為甲部所述的第 I 級別小型工程的岩土元素的註冊岩土工程師；及  
confirm that I have been appointed as the registered geotechnical engineer for the geotechnical elements of the **Class I** minor works detailed in **Part A**; and
2. 確認在乙部呈交的訂明圖則及詳圖內的岩土圖則、岩土評估、岩土詳圖或計算資料及岩土報告，均由本人製備和簽署(作為已簽署有關圖則的人，本人同意為該等圖則負起《建築物條例》下的所有責任)。  
confirm that the geotechnical plans, geotechnical assessment, geotechnical details or calculations and geotechnical reports submitted under the prescribed plans and details in **Part B** have been prepared and signed by me (as the person who has signed the plans, I agree to assume all responsibilities under the Buildings Ordinance regarding the plans).

RGE / /

註冊證明書編號\*

Certificate of Registration Number\*

註冊屆滿日期\* \_\_\_\_\_  
Date of expiry of registration\*  
day month year

註冊岩土工程師 簽署\*  
Signature\* of the registered geotechnical engineer

\_\_\_\_\_ 20 \_\_\_\_  
日 月 年  
day month year

_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
聯絡電話 Contact Number									
<input type="checkbox"/> 願意接收短訊通知									
Willing to receive Short Messaging Service (SMS) Notification									

\* 根據註冊記錄 In accordance with the registration record

戊部 訂明註冊承建商的委任確認書 (由已獲委任的訂明註冊承建商填寫)

Part E Confirmation of appointment by the prescribed registered contractor

(To be completed by the prescribed registered contractor appointed)

我們 公私輝成建雙工程有限公司

中文名稱\* Name in Chinese\*

We, GUNG SI PAI SING HIN SOEN ENGINEERING COMPANY

英文名稱\* Name in English\*

LIMITED

英文名稱\* (續) Name in English\* (Cont'd)

根據《建築物(小型工程)規例》第30條、第33條及第37條(當涉及第II級別小型工程時)的規定。

in accordance with the provisions of sections 30, sections 33 and 37 (where Class II minor works are involved) of the Building (Minor Works) Regulation,

- 1. 確認我們已獲委任為甲部所述工程的訂明註冊承建商; confirm that we have been appointed as the prescribed registered contractor of the works detailed in Part A;

當甲部所述工程涉及第II級別小型工程時, where Class II minor works are involved in the works detailed in Part A,

- 2. 確認甲部所述的第II級別小型工程將於乙部第2段所述同日展開; confirm that the Class II minor works detailed in Part A are to be commenced on the same date as stated in paragraph 2 of Part B;
3. 現呈交顯示甲部所述的第II級別小型工程的訂明圖則及詳圖, 和處所實際狀況的照片; submit herewith the prescribed plans and details of the Class II minor works detailed in Part A, and the photographs showing the physical condition of the premises where the Class II minor works detailed in Part A are to be carried out;
4. 確認在本部呈交的訂明圖則及詳圖, 均由我們製備和簽署(作為已簽署有關圖則的人, 我們同意為該等圖則負起《建築物條例》下的所有責任); confirm that the prescribed plans and details submitted under this Part, have been prepared and signed by us (as the person who has signed the plans, we agree to assume all responsibilities under the Buildings Ordinance regarding the plans);
5. 當甲部所述的第II級別小型工程包括對任何建築物進行修葺、改動或加建時, 已核證以下事宜: 在檢查該建築物後, 我們認為該建築物有能力承受因第II級別小型工程而可能有所增加或在任何方面有所改動的荷載及應力; 及 where the Class II minor works detailed in Part A comprise repairs, alterations or additions to any building, certified that, after inspecting the building, we are of the opinion that the building is capable of bearing the loads and stresses which may be increased or altered in any way as a result of the Class II minor works; and
6. 當甲部所述的第II級別小型工程涉及豎設招牌時, 確認由他人代為豎設招牌的人士已在己部提供建築事務監督所要求的詳情。 where the Class II minor works detailed in Part A involve the erection of a signboard, confirm that the person for whom the signboard is to be erected has provided the particulars of the person as required by the Building Authority in Part F.

(只在早前已獲分配相關呈交編號的文件不能繼續處理時適用)

(Only applicable where the previous submission with Minor Works Submission Number assigned cannot be further processed)

MW 12039999

早前相關的小型工程呈交編號 Previously Related Minor Works Submission Number

簽權人

獲授權簽署人之中文姓名\* Name in Chinese of the authorized signatory\*

CIM CIYU YIAN

獲授權簽署人之英文姓名\* Name in English of the authorized signatory\*

MWC 456790 / 2011

註冊證明書編號\*

Certificate of Registration Number\*

註冊屆滿日期\* 04 07 20 14

Date of expiry of registration\* day month year

簽名

訂明註冊承建商(獲授權簽署人)簽署\*

Signature\* of the prescribed registered contractor (authorized signatory)

04 07 20 12

day month year

21234563

傳真號碼\* Fax Number\*

21234562

聯絡電話 Contact Number

願意接收短訊通知

Willing to receive Short Messaging Service (SMS) Notification

COMPLETED BY THE PRESCRIBED REGISTERED CONTRACTOR



# Appendix V – Sample Forms (MW01)

COMPLETED BY THE PERSON FOR WHOM THE SIGNBOARD IS TO BE ERECTED

**己部 由他人代為豎設招牌的人士的詳情**

**Part F** (只在工程涉及豎設招牌時適用·並由他人代為豎設招牌的人士填寫)

**Particulars of the person for whom the signboard is to be erected**

(Only applicable to works involving the erection of a signboard and to be completed by the person for whom the signboard is to be erected)

喜招牌

中文名稱 Name in Chinese

SIGNBOARD OWNER  
 英文名稱 (如有·姓氏先行) Name in English (Surname first, if any)

英文名稱 (如有·姓氏先行) (續) Name in English (Surname first, if any) (Cont'd)

84503882

香港身份證號碼 HKID Number  商業登記號碼 Business Registration Number  護照號碼 Passport Number

其他 (請註明) Others (Please specify)

護照簽發國家 (如適用) Country of issue of passport (If applicable)

通訊地址 (如與甲1部份相同·則不用填寫)

Correspondence Address (Not required to complete if same as Part A1)

.....

.....

.....

29934568

傳真號碼 Fax Number

29934567

聯絡電話 Contact Number

電郵地址 E-mail Address

喜招牌

0407 20 12  
 日 月 年

Signature of the person for whom the signboard is to be erected & affixed with company seal (if applicable) day month year

COMPLETED BY THE AUTHORIZED PERSON OR REGISTERED INSPECTOR

**庚部 當進行的工程可能涉及公用地方時·相關業主立案法團或物業管理公司的詳情**

**Part G** (只在工程可能涉及公用地方時適用·並由已獲委任的認可人士或註冊檢驗人員填寫)

**Particulars of the corresponding Owners' Corporations or Property Management Company where the works to be carried out may involve common parts**

(Only applicable where the works to be carried out may involve common parts and to be completed by the authorized person or registered inspector appointed)

業主立案法團或物業管理公司 名稱及其通訊地址

Name & Correspondence Address of Owners' Corporations or Property Management Company

INCORPORATED OWNERS OF XYZ MANSION

G/F, XYZ MANSION,

456 SOY STREET,

KOWLOON

26634568

傳真號碼 Fax Number

26634567

聯絡電話 Contact Number

電郵地址 E-mail Address

2012/06 Replaced

# Appendix V – Sample Forms (MW02)



## 簡化規定下的小型工程完工證明書 (有委任訂明建築專業人士) CERTIFICATE OF COMPLETION OF MINOR WORKS UNDER THE SIMPLIFIED REQUIREMENTS (WITH PRESCRIBED BUILDING PROFESSIONALS APPOINTED)

表格及所有證明文件最遲須在小型工程项目完工日期後 14 天內呈交

*This form and all supporting document(s) must be submitted within 14 days after the date of completion of the minor works item(s)*

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).*

致建築事務監督

To the Building Authority

甲部 認可人士或註冊檢驗人員的第 I 級別小型工程完工證明書

Part A (由已獲委任的認可人士或註冊檢驗人員填寫)

Certificate of completion of Class I minor works by the authorized person or registered inspector

(To be completed by the authorized person or registered inspector appointed)

MW	1	2	0	5	0	9	9	9	9	9
小型工程呈交編號 Minor Works Submission Number										
必須填寫 MUST COMPLETE										

本人 認可仁

中文姓名\*Name in Chinese\*

I, YIN H HOI YAN

英文姓名\*Name in English\*

根據《建築物(小型工程)規例》第 31 條、第 32 條及第 37 條的規定，

in accordance with the provisions of sections 31, 32 and 37 of the Building (Minor Works) Regulation,

- 當已完成的第 I 級別小型工程有別於已呈交的訂明圖則及詳圖時，通知已完成的第 I 級別小型工程是有別於在上述呈交編號呈交文件內已呈交的訂明圖則及詳圖；在此呈交顯示已完成的第 I 級別小型工程的經修訂的訂明圖則及詳圖，而該等修訂已經詳列於戊部；確認在本部呈交的訂明圖則及詳圖，均由本人製備和簽署（作為已簽署有關圖則的人，本人同意為該等圖則負起《建築物條例》下的所有責任）；  
where the completed **Class I** minor works are different from those shown in the submitted prescribed plans and details, notify that the **Class I** minor works as completed are different from the prescribed plans and details submitted before under the submission with the above mentioned submission number; submit herewith the revised prescribed plans and details showing the **Class I** minor works as completed and such revisions have been detailed in **Part E**; confirm that the prescribed plans and details submitted under this part, have been prepared and signed by me (as the person who has signed the plans, I agree to assume all responsibilities under the Buildings Ordinance regarding the plans);
- 核證所有在上述呈交編號呈交文件內的第 I 級別小型工程，已按照《建築物條例》及已呈交的訂明圖則及詳圖進行；  
certify that all the **Class I** minor works under the submission with the above mentioned submission number have been carried out in accordance with the Buildings Ordinance and the submitted prescribed plans and details;
- 確認所有第 I 級別小型工程已於 24 07 20 12 完成；  
confirmed that all the **Class I** minor works were completed on 24 07 20 12 day month year ;
- 現呈交顯示所有已完成的第 I 級別小型工程的照片；  
submit herewith photographs showing all the **Class I** minor works as completed;
- 當已完成的第 I 級別小型工程不屬拆卸工程時，核證本人認為所有已完成的第 I 級別小型工程在結構上是安全的；及  
where the completed **Class I** minor works are other than demolition works, certify that, in my opinion, all the completed **Class I** minor works are structurally safe; and
- 當已完成的第 I 級別小型工程屬拆卸工程時，核證本人認為所有受上述第 I 級別小型工程影響的任何土地或街道有足夠安全度，且在有關的處所尚餘的任何構築物在結構上是安全的。  
where the completed **Class I** minor works are demolition works, certify that, in my opinion, any land or street affected by the said **Class I** minor works has an adequate margin of safety and any structure remaining on the premises is structurally safe.

AP(A)9999/99

註冊證明書編號\*

Certificate of Registration Number\*

註冊屆滿日期\* 04 07 20 13  
Date of expiry of registration\* 04 07 20 13  
day month year

認可仁

認可人士或註冊檢驗人員 簽署\*  
Signature\* of the authorized person or registered inspector

27 07 20 12  
day month year

<u>2</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>6</u>			
傳真號碼* Fax Number*										
<u>2</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>5</u>			
聯絡電話 Contact Number										
<input checked="" type="checkbox"/> 願意接收短訊通知										
Willing to receive Short Messaging Service (SMS) Notification										

COMPLETED BY THE AUTHORIZED PERSON OR REGISTERED INSPECTOR

\* 根據註冊記錄 In accordance with the registration record

# Appendix V – Sample Forms (MW02)

COMPLETED BY THE REGISTERED STRUCTURAL ENGINEER

## 乙部 註冊結構工程師的第 I 級別小型工程完工證明書 (由已獲委任的註冊結構工程師填寫)

### Part B Certificate of completion of Class I minor works by the registered structural engineer (To be completed by the registered structural engineer appointed)

本人 恭晴司

中文姓名\*Name in Chinese\*

I, AUNGA CHE SZE  
英文姓名\*Name in English\*

根據《建築物(小型工程)規例》第 31 條、第 32 條及第 37 條的規定。

in accordance with the provisions of sections 31, 32 and 37 of the Building (Minor Works) Regulation,

- 當已完成的第 I 級別小型工程有別於已呈交的訂明圖則及詳圖時，確認在甲部呈交的經修訂的訂明圖則及詳圖內的基礎圖則、結構詳圖或計算資料，均由本人製備和簽署(作為已簽署有關圖則的人，本人同意為該等圖則負起《建築物條例》下的所有責任)；  
where the completed **Class I** minor works are different from those shown in the submitted prescribed plans and details, confirm that the foundation plans, structural details or calculations submitted under the revised prescribed plans and details in **Part A**, have been prepared and signed by me (as the person who has signed the plans, I agree to assume all responsibilities under the Buildings Ordinance regarding the plans);
- 核證所有在上述呈交編號呈交文件內的第 I 級別小型工程，已按照《建築物條例》及已呈交的訂明圖則及詳圖進行；  
certify that all the **Class I** minor works under the submission with the above mentioned submission number have been carried out in accordance with the Buildings Ordinance and the submitted prescribed plans and details;
- 當已完成的第 I 級別小型工程不屬拆卸工程時，核證本人認為所有已完成的第 I 級別小型工程在結構上是安全的；及  
where the completed **Class I** minor works are other than demolition works, certify that, in my opinion, all the completed **Class I** minor works are structurally safe; and
- 當已完成的第 I 級別小型工程屬拆卸工程時，核證本人認為所有受上述第 I 級別小型工程影響的任何土地或街道有足夠安全度，且在有關的處所尚餘的任何構築物在結構上是安全的。  
where the completed **Class I** minor works are demolition works, certify that, in my opinion, any land or street affected by the said **Class I** minor works has an adequate margin of safety and any structure remaining on the premises is structurally safe.

RSE | 8|8|8|8|/|8|8|

註冊證明書編號\*

Certificate of Registration Number\*

註冊屆滿日期\* 04|07|20|13

Date of expiry of registration\*  
day month year

恭晴司

註冊結構工程師 簽署\*  
Signature\* of the registered structural engineer

2|1|2|3|4|5|6|4|

聯絡電話 Contact Number

27|07|20|12

day month year

COMPLETED BY THE REGISTERED GEOTECHNICAL ENGINEER

## 丙部 註冊岩土工程師的第 I 級別小型工程完工證明書 (由已獲委任的註冊岩土工程師填寫)

### Part C Certificate of completion of Class I minor works by the registered geotechnical engineer (To be completed by the registered geotechnical engineer appointed)

本人

中文姓名\*Name in Chinese\*

I, \_\_\_\_\_  
英文姓名\*Name in English\*

根據《建築物(小型工程)規例》第 31 條、第 32 條及第 37 條的規定。

in accordance with the provisions of sections 31, 32 and 37 of the Building (Minor Works) Regulation,

- 當已完成的第 I 級別小型工程有別於已呈交的訂明圖則及詳圖時，確認在甲部呈交的經修訂的訂明圖則及詳圖內的岩土圖則、岩土評估、岩土詳圖或計算資料及岩土報告，均由本人製備和簽署(作為已簽署有關圖則的人，本人同意為該等圖則負起《建築物條例》下的所有責任)；  
where the completed **Class I** minor works are different from those shown in the submitted prescribed plans and details, confirm that the geotechnical plans, geotechnical assessment, geotechnical details or calculations and geotechnical reports submitted under the revised prescribed plans and details in **Part A**, have been prepared and signed by me (as the person who has signed the plans, I agree to assume all responsibilities under the Buildings Ordinance regarding the plans);
- 核證所有在上述呈交編號呈交文件內的第 I 級別小型工程，已按照《建築物條例》及已呈交的訂明圖則及詳圖進行；  
certify that all the **Class I** minor works under the submission with the above mentioned submission number have been carried out in accordance with the Buildings Ordinance and the submitted prescribed plans and details;
- 當已完成的第 I 級別小型工程不屬拆卸工程時，核證本人認為所有已完成的第 I 級別小型工程在岩土方面是安全的；及  
where the completed **Class I** minor works are other than demolition works, certify that, in my opinion, all the completed **Class I** minor works are geotechnically safe; and
- 當已完成的第 I 級別小型工程屬拆卸工程時，核證本人認為所有受上述第 I 級別小型工程影響的任何土地或街道有足夠安全度，且在有關的處所尚餘的任何構築物在岩土方面是安全的。  
where the completed **Class I** minor works are demolition works, certify that, in my opinion, any land or street affected by the said **Class I** minor works has an adequate margin of safety and any structure remaining on the premises is geotechnically safe.

RGE | | | | / | | |

註冊證明書編號\*

Certificate of Registration Number\*

註冊屆滿日期\* | | | | 20 | | |

Date of expiry of registration\*  
day month year

註冊岩土工程師 簽署\*

Signature\* of the registered geotechnical engineer

| | | | | | | |

聯絡電話 Contact Number

| | | | 20 | | |

day month year

\* 根據註冊記錄 In accordance with the registration record

丁部 訂明註冊承建商的工程完工證明書 (由已獲委任的訂明註冊承建商填寫)

Part D Certificate of completion of works by the prescribed registered contractor

(To be completed by the prescribed registered contractor appointed)

我們 公私牌成建雙工程有限公司

中文名稱\* Name in Chinese\*

We, GUNB SI PAI SENG BIN SOENB ENGINEERING COMPANY

英文名稱\* Name in English\*

LIMITED

英文名稱\* (續) Name in English\* (Cont'd)

根據《建築物(小型工程)規例》第31條、第32條、第34條及第35條(當涉及第II級別小型工程時)、第36條(當涉及第III級別小型工程時)、及第37條(當已完成的第II級別小型工程有別於已呈交的訂明圖則及詳圖或當涉及第III級別小型工程圖則時)的規定, in accordance with the provisions of sections 31, 32, 34 and 35 (where Class II minor works are involved), 36 (where Class III minor works are involved), and 37 (where the completed Class II minor works are different from those shown in the submitted prescribed plans and details or where plans of Class III minor works are involved) of the Building (Minor Works) Regulation,

當已完成的工程涉及第II級別小型工程時 Where Class II minor works are involved in the completed works

- 當已完成的第II級別小型工程有別於已呈交的訂明圖則及詳圖時, 通知已完成的第II級別小型工程是有別於在上述呈交編號內已呈交的訂明圖則及詳圖; 在此呈交顯示已完成的第II級別小型工程的經修訂的訂明圖則及詳圖, 而該等修訂已經詳列於己部; 確認在本部呈交的訂明圖則及詳圖, 均由我們製備和簽署(作為已簽署有關圖則的人, 我們同意為該等圖則負起《建築物條例》下的所有責任);  
where the completed Class II minor works are different from those shown in the submitted prescribed plans and details, notify that the Class II minor works as completed are different from the prescribed plans and details submitted before under the above mentioned submission number; submit herewith the revised prescribed plans and details showing the Class II minor works as completed and such revisions have been detailed in Part F; confirm that the prescribed plans and details submitted under this part, have been prepared and signed by us (as the person who has signed the plans, we agree to assume all responsibilities under the Buildings Ordinance regarding the plans);
- 確認所有第II級別小型工程已於甲部第3段所述同日完成;  
confirmed that all the Class II minor works were completed on the same date as stated in paragraph 3 of Part A;
- 現呈交顯示所有已完成的第II級別小型工程的照片;  
submit herewith photographs showing all the Class II minor works as completed;
- 當已完成的第II級別小型工程不屬拆卸工程時, 核證我們認為所有已完成的第II級別小型工程在結構上是安全的;  
where the completed Class II minor works are other than demolition works, certify that, in our opinion, all the completed Class II minor works are structurally safe;
- 當已完成的第II級別小型工程屬拆卸工程時, 核證我們認為所有受上述第II級別小型工程影響的任何土地或街道有足夠安全度, 且在有關的處所尚餘的任何構築物在結構上是安全的;  
where the completed Class II minor works are demolition works, certify that, in our opinion, any land or street affected by the said Class II minor works has an adequate margin of safety and any structure remaining on the premises is structurally safe;

當已完成的工程涉及第III級別小型工程時 Where Class III minor works are involved in the completed works

- 確認我們已獲委任為庚部所述工程的訂明註冊承建商;  
confirm that we have been appointed as the prescribed registered contractor of the works detailed in Part G;
- 確認庚部所述工程的展開日期與同一呈交編號呈交文件內的其他工程相同, 並已於甲部第3段所述同日完成;  
confirm that the works detailed in Part G had been commenced on the same date together with other works under the submission with the same minor works submission number and were completed on the same date as stated in paragraph 3 of Part A;
- 現呈交顯示有關的處所在緊接庚部所述的工程展開前及完工後的實際狀況的照片, 及顯示已完成工程的圖則或工程描述;  
submit herewith the photographs showing the physical condition of the premises immediately before the commencement and after the completion of the works detailed in Part G, and the plans or description of works showing the works as completed;
- 確認在本部呈交的圖則或工程描述, 均由我們製備和簽署(作為已簽署有關圖則的人, 我們同意為該等圖則負起《建築物條例》下的所有責任);  
confirm that the plans or description of work submitted under this part, have been prepared and signed by us (as the person who has signed the plans, we agree to assume all responsibilities under the Buildings Ordinance regarding the plans);
- 當庚部所述的第III級別小型工程涉及豎設招牌時, 確認由他人代為豎設招牌的人士已在辛部提供建築事務監督所要求的詳情; 及where the Class III minor works detailed in Part G involve the erection of a signboard, confirm that the person for whom the signboard is to be erected has provided the particulars of the person as required by the Building Authority in Part H; and
- 核證所有在上述呈交編號呈交文件內的所有小型工程, 已按照《建築物條例》, 已呈交的訂明圖則及詳圖、及(如適用)圖則或工程描述進行。  
certify that all the minor works under the submission with the above mentioned submission number have been carried out in accordance with the Buildings Ordinance, the submitted prescribed plans and details, and plans or description of works (if applicable).

簽授人

獲授權簽署人之中文姓名\* Name in Chinese of the authorized signatory\*

CEM CYU YAN

獲授權簽署人之英文姓名\* Name in English of the authorized signatory\*

MWC 456790 / 2011

註冊證明書編號\* Certificate of Registration Number\*

註冊屆滿日期\* 04 07 20 14

Date of expiry of registration\* day month year

簽名

訂明註冊承建商(獲授權簽署人)簽署\* Signature\* of the prescribed registered contractor (authorized signatory)

27 07 20 12

day month year

2	1	2	3	4	5	6	3		
傳真號碼* Fax Number*									
2	1	2	3	4	5	6	2		
聯絡電話 Contact Number									
<input checked="" type="checkbox"/> 願意接收短訊通知									
Willing to receive Short Messaging Service (SMS) Notification									

## Appendix V – Sample Forms (MW02)

COMPLETED BY THE AUTHORIZED PERSON OR REGISTERED INSPECTOR

**戊部 已完成第 I 級別小型工程的修訂**

**Part E** (只在已完成的第 I 級別小型工程有別於已呈交的訂明圖則及詳圖時適用，並由已獲委任的認可人士或註冊檢驗人員填寫)

**Revisions of the completed Class I minor works**

(Only applicable where the completed Class I minor works are different from those shown in the submitted prescribed plans and details and to be completed by the authorized person or registered inspector appointed)

另加附加頁 張  
Additional Page added

小型工程項目 Minor works Item	描述 Description	有關差別的描述 Description of the differences
1.2	FORMATION OF SLAB OPENING (1.5m X 1.4m) BETWEEN FLAT A ON 1/F. & FLAT A ON 2/F.	REDUCTION OF DIMENSION OF OPENING FROM 1.5m TO 1.4m.

「有關差別的描述」請參閱《認可人士、註冊結構工程師及註冊岩土工程師作業備考》編號 APP-147。各項小型工程項目及其經修訂後的描述（包括性質、位置和數量）必須提供。如空位不敷應用，請另加紙張填寫，附於本通知書內，並在每頁加簽及註明日期。

Refer to Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers No. APP-147 for the "Description of the differences". Every minor works item and its revised description (including the nature, location and quantity) shall be provided. If space is insufficient, please attach additional sheet(s) which must be signed and dated.

COMPLETED BY THE PRESCRIBED REGISTERED CONTRACTOR

**己部 已完成第 II 級別小型工程的修訂**

**Part F** (只在已完成的第 II 級別小型工程有別於已呈交的訂明圖則及詳圖時適用，並由已獲委任的訂明註冊承建商填寫)

**Revisions of the completed Class II minor works**

(Only applicable where the completed Class II minor works are different from those shown in the submitted prescribed plans and details, and to be completed by the prescribed registered contractor appointed)

另加附加頁 張  
Additional Page added

小型工程項目 Minor works Item	描述 Description	有關差別的描述 Description of the differences
2.18	ERECTION OF PROJECTING SIGNBOARD WITH DISPLAY AREA OF 8.5m <sup>2</sup> , NOT CONSIST OF STONE, ON EXTERNAL WALL OF FLAT A FROM 1/F TO 2/F FACING SOY STREET	REDUCTION OF DISPLAY AREA FROM 10m <sup>2</sup> TO 8.5m <sup>2</sup>

「有關差別的描述」請參閱《註冊承建商作業備考》編號 71。各項小型工程項目及其經修訂後的描述（包括性質、位置和數量）必須提供。如空位不敷應用，請另加紙張填寫，附於本通知書內，並在每頁加簽及註明日期。

Refer to the Practice Note for Registered Contractors No.71 for the "Descriptions of the differences". Every minor works item and its revised description (including the nature, location and quantity) shall be provided. If space is insufficient, please attach additional sheet(s) which must be signed and dated.

庚部 第III級別小型工程的訂明註冊承建商委任通知

Part G (只在涉及第III級別小型工程時適用·並由安排進行小型工程的人填寫)

Notice of appointment of the prescribed registered contractor for Class III minor works

(Only applicable where Class III minor works are involved, and to be completed by the person who arranged for the minor works to be carried out)

本人/我們 請仁造

中文名稱 Name in Chinese

I/We, CHEN YAN CHO

英文名稱 (如有·姓氏先行) Name in English (Surname first, if any)

英文名稱 (如有·姓氏先行) (續) Name in English (Surname first, if any) (Cont'd)

為上述呈交編號呈交文件內安排進行小型工程的人·根據《建築物(小型工程)規例》第28條的規定·本人/我們已委任上述呈交編號呈交文件內已獲委任的訂明註冊承建商·作為本部所述工程的訂明註冊承建商。

am/are the person who arranged for the minor works to be carried out detailed in the submission with the above mentioned submission number, in accordance with the provisions of section 28 of the Building (Minor Works) Regulation, I/we have appointed the prescribed registered contractor appointed under the submission with the above mentioned submission number, as prescribed registered contractor in respect of the works detailed in this part.

在上述呈交編號呈交文件內相同位置或地址已完成的第III級別小型工程的詳情

Details of the Class III minor works completed at the same location or address of the submission with the above mentioned submission number

另加附加頁 張

Additional Page added

小型工程項目 Minor works Item	描述 Description	(如有) 請提供相關命令 / 指示 / 通知 / 屋宇署檔案 編號 Relevant Order / Direction / Notice / BD Reference Number (if available)
3.16	ERECTION OF PROJECTING SIGNBOARD DOES NOT CONSIST OF STONE, WITH DISPLAY AREA OF 1 m <sup>2</sup> ERECTED ON THE EXTERNAL WALL OF FLAT A FROM 1/F TO 2/F FACING SOY STREET	

各項小型工程項目及其描述 (包括性質、位置和數量) 必須提供。如空位不敷應用, 請另加紙張填寫, 附於本通知書內, 並在每頁加簽、註明日期及 (如適用) 蓋上公司印鑑。 Every minor works item and its description (including the nature, location and quantity) shall be provided. If space is insufficient, please attach additional sheet(s) which must be signed, dated and affixed with company seal (if applicable).

請仁造

2 | 7 | 0 | 7 | 20 | 1 | 2

安排進行小型工程的人 簽署 (如適用) 蓋上公司印鑑 Signature of the person who arranged for the minor works to be carried out & affixed with company seal (if applicable) day month year

COMPLETED BY THE PERSON WHO ARRANGED FOR THE MINOR WORKS TO BE CARRIED OUT

# Appendix V – Sample Forms (MW02)

## 辛部 由他人代為豎設招牌的人士的詳情

Part H (只在已完成的第 III 級別小型工程涉及豎設招牌時適用，並由他人代為豎設招牌的人士填寫)

### Particulars of the person for whom the signboard is to be erected

(Only applicable to the completed Class III minor works involving the erection of a signboard and to be completed by the person for whom the signboard is to be erected)

當由他人代為豎設招牌的人士的詳情已在上述呈交編號呈交文件內的 MW01 表格內提供時  
Where the particulars of the person for whom the signboard is to be erected had been provided in the Form MW01 submitted under the submission with the above mentioned submission number

本人/我們 喜招牌

中文名稱 Name in Chinese

I/We, SIGNBOARD OWNER

英文名稱 (如有·姓氏先行) Name in English (Surname first, if any)

英文名稱 (如有·姓氏先行)(續) Name in English (Surname first, if any) (Cont'd)

為上述呈交編號呈交文件內由他人代為豎設招牌的人士，現按照《建築物(小型工程)規例》第 36(a)(v)條的規定，確認本人/我們亦同時是庚部所述工程的由他人代為豎設招牌的人士，而本人的詳情已在上述呈交編號呈交文件內提供。

am/are the person for whom the signboard is to be erected detailed in the submission with the above mentioned submission number, in accordance with the provisions of section 36(a)(v) of the Building (Minor Works) Regulation, hereby confirm that I am/we are also the person for whom the signboard is to be erected detailed in Part G, and my particulars had been provided in the submission with the above mentioned submission number.

中文名稱 Name in Chinese

英文名稱 (如有·姓氏先行) Name in English (Surname first, if any)

英文名稱 (如有·姓氏先行)(續) Name in English (Surname first, if any) (Cont'd)

香港身份證號碼 HKID Number  商業登記號碼 Business Registration Number  護照號碼 Passport Number

其他 (請註明) Others (Please specify)

護照簽發國家 (如適用) Country of issue of passport (If applicable)

通訊地址 Correspondence Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

傳真號碼 Fax Number

聯絡電話 Contact Number

電郵地址 E-mail Address

喜招牌

由他人代為豎設招牌的人士 簽署 (如適用) 蓋上公司印鑑

Signature of the person for whom the signboard is to be erected & affixed with company seal (if applicable)

27 07 2012

日 月 年  
day month year

COMPLETED BY THE PERSON FOR WHOM THE SIGNBOARD IS TO BE ERRECTED

# Appendix V – Sample Forms (MW03)



## 簡化規定下的小型工程展開通知書 (沒有委任訂明建築專業人士) NOTICE OF COMMENCEMENT OF MINOR WORKS UNDER THE SIMPLIFIED REQUIREMENTS (WITHOUT PRESCRIBED BUILDING PROFESSIONAL APPOINTED)

本表格及所有證明文件最遲須在展開小型工程項目前 7 天呈交

*This form and all supporting document(s) must be submitted not less than 7 days before the commencement of the minor works item(s)*

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).*

致建築事務監督  
To the Building Authority

只供屋宇署填寫 For Buildings Department's Use only

小型工程呈交編號 →  
Minor Works Submission Number

### 甲部 獲委任訂明註冊承建商的委任通知 (由安排進行小型工程的人填寫)

#### Part A Notice of appointment of the appointed prescribed registered contractor

*(To be completed by the person who arranged for the minor works to be carried out)*

#### 1. 擬進行小型工程的位置或地址

Location or Address of the proposed minor works to be carried out

EXTERNAL WALL ON 1-2/F FACING SOY STREET,  
XYZ MANSION,  
456 SOY STREET,  
KOWLOON

徵收差餉及/或地租通知書左上角的帳目編號  
The Account Number printed on the top left-hand corner of the Demand for Rates and/or Government Rent

1 2 3 4 5 6 7 8 9 1 2 3 4 5 6 7 8 9 0

為方便確定工程位置或地址，可選擇提供  
Optional for easy identification of the location or address of the works

#### 2. 擬進行的小型工程的詳情

Details of the proposed minor works to be carried out

另加附加頁 張  
Additional Page added

小型工程項目 Minor works Item	描述 Description	(如有) 請提供相關命令 / 指示 / 通知 / 屋宇署檔案 編號 Relevant Order / Direction / Notice / BD Reference Number (if available)
2.19	ALTERATION OF EXISTING WALL SIGNBOARD COMPRISING A DISPLAY SYSTEM WITH LIGHT EMITTING DIODES WITH DISPLAY AREA OF 9 M <sup>2</sup> ERECTED ON THE EXTERNAL WALL OF 1-2/F FACING SOY STREET	

各項小型工程項目及其描述 (包括性質、位置和數量) 必須提供。如空位不敷應用，請另加紙張填寫，附於本通知書內，並在每頁加簽、註明日期及 (如適用) 蓋上公司印鑑。

Every minor works item and its description (including the nature, location and quantity) shall be provided. If space is insufficient, please attach additional sheet(s) which must be signed, dated and affixed with company seal (if applicable).

#### 3. 獲委任訂明註冊承建商的資料

Particulars of the appointed prescribed registered contractor

根據《建築物 (小型工程) 規例》第 28 條的規定，本人/我們已就本部所述工程委任下述的訂明註冊承建商。

In accordance with the provisions of section 28 of the Building (Minor Works) Regulation, I/we have appointed the prescribed registered contractor as below in respect of the works detailed in this Part.

大牌成建雙建築有限公司

ABC 456789 / 2009

訂明註冊承建商中文名稱\* Name in Chinese of the prescribed registered contractor\*

註冊證明書編號\*

Certificate of Registration Number\*

TAI PAI SING BIN SOENA CONSTRUCTION COMPANY

訂明註冊承建商英文名稱\* Name in English of the prescribed registered contractor\*

LIMITED

訂明註冊承建商英文名稱 (續)\* Name in English of the prescribed registered contractor (Cont'd)\*

\* 根據註冊記錄 In accordance with the registration record



# Appendix V – Sample Forms (MW03)

COMPLETED BY THE PERSON WHO ARRANGED FOR THE MINOR WORKS TO BE CARRIED OUT

4. 安排進行小型工程的人的詳情  
Particulars of the person who arranged for the minor works to be carried out

譚仁造

中文名稱 Name in Chinese

CHING YAN CHO

英文名稱 (如有·姓氏先行) Name in English (Surname first, if any)

英文名稱 (如有·姓氏先行)(續) Name in English (Surname first, if any) (Cont'd)

A 1 2 3 4 5 6 (7)

香港身份證號碼 HKID Number     商業登記號碼 Business Registration Number     護照號碼 Passport Number

其他 (請註明) Others (Please specify)

護照簽發國家 (如適用) Country of issue of passport (if applicable)

通訊地址 (如與甲 1 部份相同·則不用填寫)  
Correspondence Address (Not required to complete if same as Part A1)

FLAT B, 11/F,  
ABC BUILDING,  
789 KWUN TONG ROAD,  
KWUN TONG, KOWLOON

2 1 2 3 4 5 6 8  
傳真號碼 Fax Number

2 1 2 3 4 5 6 7  
聯絡電話 Contact Number

cengjanzou@email.com

電郵地址 E-mail Address

譚仁造

3 0 0 6 20 1 2

安排進行小型工程的人 簽署 (如適用) 蓋上公司印鑑      日 月 年  
Signature of the person who arranged for the minor works to be carried out & affixed with company seal (if applicable) day month year



乙部 訂明註冊承建商的委任確認書 (由已獲委任的訂明註冊承建商填寫)

Part B Confirmation of appointment by the prescribed registered contractor  
(To be completed by the prescribed registered contractor appointed)

我們 大牌成建雙建築有限公司

中文名稱\* Name in Chinese\*

We, TAI PAI SENG KIN SENG CONSTRUCTION COMPANY

英文名稱\* Name in English\*

LIMITED

英文名稱\* (續) Name in English\*(Cont'd)

根據《建築物(小型工程)規例》第33條及第37條的規定  
in accordance with the provisions of sections 33 and 37 of the Building (Minor Works) Regulation,

- 1. 確認我們已獲委任為甲部所述工程的訂明註冊承建商; confirm that we have been appointed as the prescribed registered contractor of the works detailed in Part A;
2. 確認甲部所述工程將於 07 07 20 12 展開; confirm that the works detailed in Part A are to be commenced on day month year;
3. 現呈交顯示甲部所述工程的訂明圖則及詳圖, 和處所實際狀況的照片; submit herewith the prescribed plans and details of the works detailed in Part A, and the photographs showing the physical condition of the premises where the minor works detailed in Part A are to be carried out;
4. 確認在本部呈交的訂明圖則及詳圖, 均由我們製備和簽署(作為已簽署有關圖則的人, 我們同意為該等圖則負起《建築物條例》下的所有責任); confirm that the prescribed plans and details submitted under this Part, have been prepared and signed by us (as the person who has signed the plans, we agree to assume all responsibilities under the Buildings Ordinance regarding the plans);
5. 當甲部所述工程包括對任何建築物進行修葺、改動或加建時, 已核證以下事宜: 在檢查該建築物後, 我們認為該建築物有能力承受因第II級別小型工程而可能有所增加或在任何方面有所改動的荷載及應力; 及 where the works detailed in Part A comprise repairs, alterations or additions to any building, certified that, after inspecting the building, we are of the opinion that the building is capable of bearing the loads and stresses which may be increased or altered in any way as a result of the Class II minor works; and
6. 當甲部所述工程涉及豎設招牌時, 確認由他人代為豎設招牌的人士已在丙部提供建築事務監督所要求的詳情。 where the works detailed in Part A involve the erection of a signboard, confirm that the person for whom the signboard is to be erected has provided the particulars of the person as required by the Building Authority in Part C.

(只在早前已獲分配相關呈交編號的文件不能繼續處理時適用)
Only applicable where the previous submission with Minor Works Submission Number assigned cannot be further processed
MW 早前相關的小型工程呈交編號 Previously Related Minor Works Submission Number

授權人

獲授權簽署人之中文姓名\* Name in Chinese of the authorized signatory\*

AUTHORIZED SIGNATORY

獲授權簽署人之英文姓名\* Name in English of the authorized signatory\*

ABC 456789 / 2009

註冊證書編號\*

Certificate of Registration Number\*

A. Signatory

註冊屆滿日期\* 3 1 0 1 20 1 3

Date of expiry of registration\* day month year

訂明註冊承建商(獲授權簽署人)簽署\* Signature\* of the prescribed registered contractor (authorized signatory)

3 0 0 6 20 1 2

day month year

26661234 傳真號碼\* Fax Number\*
26661235 聯絡電話 Contact Number
Willing to receive Short Messaging Service (SMS) Notification

COMPLETED BY THE PRESCRIBED REGISTERED CONTRACTOR

\* 根據註冊記錄 In accordance with the registration record

# Appendix V – Sample Forms (MW03)

COMPLETED BY THE PERSON FOR WHOM THE SIGNBOARD IS TO BE ERRECTED

**丙部 由他人代為豎設招牌的人士的詳情**

**Part C** (只在工程涉及豎設招牌時適用·並由他人代為豎設招牌的人士填寫)

**Particulars of the person for whom the signboard is to be erected**

(Only applicable to works involving the erection of a signboard and to be completed by the person for whom the signboard is to be erected)

喜招牌

中文名稱 Name in Chinese

SIGNBOARD OWNER

英文名稱 (如有·姓氏先行) Name in English (Surname first, if any)

英文名稱 (如有·姓氏先行)(續) Name in English (Surname first, if any) (Cont'd)

84503832

香港身份證號碼 HKID Number  商業登記號碼 Business Registration Number  護照號碼 Passport Number

其他 (請註明) Others (Please specify)

護照簽發國家 (如適用) Country of issue of passport (If applicable)

通訊地址 (如與甲1部份相同·則不用填寫)

Correspondence Address (Not required to complete if same as Part A1)

FLAT A, 1/F, AND 2/F,

XYZ MANSION,

456 SOY STREET,

KOWLOON

29934568

傳真號碼 Fax Number

29934567

聯絡電話 Contact Number

電郵地址 E-mail Address

喜招牌

3006 2012

由他人代為豎設招牌的人士 簽署 (如適用) 蓋上公司印鑑

Signature of the person for whom the signboard is to be erected & affixed with company seal (if applicable) day month year

COMPLETED BY THE PRESCRIBED REGISTERED CONTRACTOR

**丁部 當進行的工程可能涉及公用地方時·相關業主立案法團或物業管理公司的詳情**

**Part D** (只在工程可能涉及公用地方時適用·並由已獲委任的訂明註冊承建商填寫)

**Particulars of the corresponding Owners' Corporations or Property Management Company where the works to be carried out may involve common parts**

(Only applicable where the works to be carried out may involve common parts and to be completed by the prescribed registered contractor appointed)

業主立案法團或物業管理公司 名稱及其通訊地址

Name & Correspondence Address of Owners' Corporations or Property Management Company

INCORPORATED OWNERS OF XYZ MANSION

1/F, XYZ MANSION,

456 SOY STREET,

KOWLOON

26634568

傳真號碼 Fax Number

26634567

聯絡電話 Contact Number

電郵地址 E-mail Address

2012/06 Newly Added

# Appendix V – Sample Forms (MW04)



## 簡化規定下的小型工程完工證明書 (沒有委任訂明建築專業人士) CERTIFICATE OF COMPLETION OF MINOR WORKS UNDER THE SIMPLIFIED REQUIREMENTS (WITHOUT PRESCRIBED BUILDING PROFESSIONAL APPOINTED)

本表格及所有證明文件最遲須在小型工程項目完工日期後 14 天內呈交  
This form and all supporting document(s) must be submitted within 14 days after the date of completion of the minor works item(s)

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).

致建築事務監督  
To the Building Authority

甲部 訂明註冊承建商的工程完工證明書 (由已獲委任的訂明註冊承建商填寫)  
Part A Certificate of completion of works by the prescribed registered contractor  
(To be completed by the prescribed registered contractor appointed)

MW	12	07	11	47
小型工程呈交編號 Minor Works Submission Number				
<b>必須填寫 MUST COMPLETE</b>				

我們 大牌或建雙建築有限公司  
中文名稱\* Name in Chinese\*

We, TAI PAI SENG KIN SO ENG CONSTRUCTION COMPANY  
英文名稱\* Name in English\*

LIMITED  
英文名稱\* (續) Name in English\* (Cont'd)

根據《建築物 (小型工程) 規例》第 34 條、第 35 條、第 36 條 (當涉及第 III 級別小型工程時) 及第 37 條 (當已完成的工程有別於已呈交的訂明圖則及詳圖或當涉及第 III 級別小型工程圖則時) 的規定  
in accordance with the provisions of sections 34, 35, 36 (where Class III minor works are involved), and 37 (where the completed works are different from those shown in the submitted prescribed plans and details or where plans of Class III minor works are involved) of the Building (Minor Works) Regulation,

- 當已完成的第 II 級別小型工程有別於已呈交的訂明圖則及詳圖時，通知已完成的第 II 級別小型工程是有別於在上述呈交編號內已呈交的訂明圖則及詳圖；在此呈交顯示已完成的第 II 級別小型工程的經修訂的訂明圖則及詳圖，而該等修訂已經詳列於乙部；確認在本部呈交的訂明圖則及詳圖，均由我們製備和簽署 (作為已簽署有關圖則的人，我們同意為該等圖則負起《建築物條例》下的所有責任)；  
where the completed Class II minor works are different from those shown in the submitted prescribed plans and details, notify that the Class II minor works as completed are different from the prescribed plans and details submitted before under the above mentioned submission number; submit herewith the revised prescribed plans and details showing the Class II minor works as completed and such revisions have been detailed in Part B; confirm that the prescribed plans and details submitted under this part, have been prepared and signed by us (as the person who has signed the plans, we agree to assume all responsibilities under the Buildings Ordinance regarding the plans);
- 確認所有第 II 級別小型工程已於 14 07 20 12 完成;  
confirmed that all the Class II minor works were completed on 日 月 年 ;  
day month year
- 現呈交顯示所有已完成的第 II 級別小型工程的照片；  
submit herewith photographs showing all the Class II minor works as completed;
- 當已完成的第 II 級別小型工程不屬拆卸工程時，核證我們認為所有已完成的第 II 級別小型工程在結構上是安全的；  
where the completed Class II minor works are other than demolition works, certify that, in our opinion, all the completed Class II minor works are structurally safe;
- 當已完成的第 II 級別小型工程屬拆卸工程時，核證我們認為所有受上述第 II 級別小型工程影響的任何土地或街道有足夠安全度，且在有關的處所尚餘的任何構築物在結構上是安全的；  
where the completed Class II minor works are demolition works, certify that, in our opinion, any land or street affected by the said Class II minor works has an adequate margin of safety and any structure remaining on the premises is structurally safe;

當已完成的工程涉及第 III 級別小型工程時 Where Class III minor works are involved in the completed works

- 確認我們已獲委任為丙部所述工程的訂明註冊承建商；  
confirm that we have been appointed as the prescribed registered contractor of the works detailed in Part C;
- 確認丙部所述工程的展開日期與同一呈交編號呈交文件內的其他工程相同，並已於第 2 段所述同日完成；  
confirm that the works detailed in Part C had been commenced on the same date together with other works under the submission with the same minor works submission number and were completed on the same date as stated in paragraph 2;
- 現呈交顯示有關的處所在緊接丙部所述的工程展開前及完工後的實際狀況的照片，及顯示已完成工程的圖則或工程描述；  
submit herewith the photographs showing the physical condition of the premises immediately before the commencement and after the completion of the works detailed in Part C, and the plans or description of works showing the works as completed;
- 確認在本部呈交的圖則或工程描述，均由我們製備和簽署 (作為已簽署有關圖則的人，我們同意為該等圖則負起《建築物條例》下的所有責任)；  
confirm that the plans or description of work submitted under this part, have been prepared and signed by us (as the person who has signed the plans, we agree to assume all responsibilities under the Buildings Ordinance regarding the plans);
- 當丙部所述的第 III 級別小型工程涉及豎設招牌時，確認由他人代為豎設招牌的人士已在丁部提供建築事務監督所要求的詳情；及 where the Class III minor works detailed in Part C involve the erection of a signboard, confirm that the person for whom the signboard is to be erected has provided the particulars of the person as required by the Building Authority in Part D; and

\* 根據註冊記錄 In accordance with the registration record

# Appendix V – Sample Forms (MW04)

11. 核證所有在上述呈交編號呈交文件內的所有小型工程，已按照《建築物條例》，已呈交的訂明圖則及詳圖、及（如適用）圖則或工程描述進行。

certify that all the minor works under the submission with the above mentioned submission number have been carried out in accordance with the Buildings Ordinance, the submitted prescribed plans and details, and plans or description of works (if applicable).

授權人

獲授權簽署人之中文姓名\* Name in Chinese of the authorized signatory\*

AUTHORIZED SIGNATORY

獲授權簽署人之英文姓名\* Name in English of the authorized signatory\*

ABC 456789 / 2009

註冊證明書編號\* Certificate of Registration Number\*

註冊屆滿日期\* 3 | 1 | 0 | 1 | 20 | 1 | 3  
Date of expiry of registration\* day month year

A. Signatory

訂明註冊承建商（獲授權簽署人）簽署\* Signature\* of the prescribed registered contractor (authorized signatory)

1 | 8 | 0 | 7 | 20 | 1 | 2  
day month year

2 6 6 6 1 2 3 4  
傳真號碼\* Fax Number\*

2 6 6 6 1 2 3 5  
聯絡電話 Contact Number

願意接收短訊通知  
Willing to receive Short Messaging Service (SMS) Notification

乙部 已完成第 II 級別小型工程的修訂 (只在已完成的第 II 級別小型工程有別於已呈交的訂明圖則及詳圖時適用，並由已獲委任的訂明註冊承建商填寫)

Revisions of the completed Class II minor works

(Only applicable where the completed Class II minor works are different from those shown in the submitted prescribed plans and details, and to be completed by the prescribed registered contractor appointed)

另加附加頁 張  
Additional Page added

小型工程項目 Minor works Item	描述 Description	有關差别的描述 Description of the differences
2.19	ALTERATION OF EXISTING WALL SIGNBOARD COMPRISING A DISPLAY SYSTEM WITH LIGHT EMITTING DIODES WITH DISPLAY AREA OF 9 m <sup>2</sup> ERECTED ON THE EXTERNAL WALL OF 1-2/F FACING SOY STREET TO 8 m <sup>2</sup>	REDUCTION OF DISPLAY AREA FROM 9 m <sup>2</sup> TO 8 m <sup>2</sup> .

「有關差别的描述」請參閱《註冊承建商作業備考》編號 71。各項小型工程項目及其經修訂後的描述（包括性質、位置和數量）必須提供。如空位不敷應用，請另加紙張填寫，附於本通知書內，並在每頁加簽及註明日期。 Refer to the Practice Note for Registered Contractors No.71 for the "Descriptions of the differences". Every minor works item and its revised description (including the nature, location and quantity) shall be provided. If space is insufficient, please attach additional sheet(s) which must be signed and dated.

\* 根據註冊記錄 In accordance with the registration record

COMPLETED BY THE PRESCRIBED REGISTERED CONTRACTOR

2012/06 Newly Added

丙部 第 III 級別小型工程的訂明註冊承建商委任通知

Part C (只在涉及第 III 級別小型工程時適用，並由安排進行小型工程的人填寫)

Notice of appointment of the prescribed registered contractor for Class III minor works

(Only applicable where Class III minor works are involved, and to be completed by the person who arranged for the minor works to be carried out)

本人/我們 請仁造

中文名稱 Name in Chinese

I/We, CHING YAN CHO  
 英文名稱 (如有，姓氏先行) Name in English (Surname first, if any)

英文名稱 (如有，姓氏先行) (續) Name in English (Surname first, if any) (Cont'd)

為上述呈交編號呈交文件內安排進行小型工程的人，根據《建築物（小型工程）規例》第 28 條的規定，本人/我們已委任上述呈交編號呈交文件內已獲委任的訂明註冊承建商，作為本部所述工程的訂明註冊承建商。

am/are the person who arranged for the minor works to be carried out detailed in the submission with the above mentioned submission number, in accordance with the provisions of section 28 of the Building (Minor Works) Regulation, I/we have appointed the prescribed registered contractor appointed under the submission with the above mentioned submission number, as prescribed registered contractor in respect of the works detailed in this part.

在上述呈交編號呈交文件內相同位置或地址已完成的第 III 級別小型工程的詳情

Details of the Class III minor works completed at the same location or  另加附加頁 張  
 address of the submission with the above mentioned submission number Additional Page added

小型工程項目 Minor works Item	描述 Description	(如有) 請提供相關命令 / 指示 / 通知 / 屋宇署檔案 編號 Relevant Order / Direction / Notice / BD Reference Number (if available)
3.16	ERECTION OF PROJECTING SIGNBOARD DOES NOT CONSIST OF STONE, WITH DISPLAY AREA OF 1 M <sup>2</sup> ERECTED ON THE EXTERNAL WALL OF 1-2/F FACING SOY STREET	

各項小型工程項目及其描述（包括性質、位置和數量）必須提供。如空位不敷應用，請另加紙張填寫，附於本通知書內，並在每頁加簽、註明日期及（如適用）蓋上公司印鑑。

Every minor works item and its description (including the nature, location and quantity) shall be provided. If space is insufficient, please attach additional sheet(s) which must be signed, dated and affixed with company seal (if applicable).

請仁造

安排進行小型工程的人 簽署 (如適用) 蓋上公司印鑑  
 Signature of the person who arranged for the minor works to be carried out & affixed with company seal (if applicable)

14 07 20 12  
 日 月 年

COMPLETED BY THE PERSON WHO ARRANGED FOR THE MINOR WORKS TO BE CARRIED OUT

# Appendix V – Sample Forms (MW04)

## 丁部 由他人代為豎設招牌的人士的詳情

Part D (只在已完成的第 III 級別小型工程涉及為某人豎設招牌時適用·並由他人代為豎設招牌的人士填寫)

### Particulars of the person for whom the signboard is to be erected

(Only applicable to the completed Class III minor works involving the erection of a signboard and to be completed by the person for whom the signboard is to be erected)

當由他人代為豎設招牌的人士的詳情已在上述呈交編號呈交文件內的 MW03 表格內提供時  
Where the particulars of the person for whom the signboard is to be erected had been provided in the Form MW03 submitted under the submission with the above mentioned submission number

本人/我們 喜招牌  
中文名稱 Name in Chinese

I/We, SIGNBOARD OWNER  
英文名稱 (如有·姓氏先行) Name in English (Surname first, if any)

英文名稱 (如有·姓氏先行)(續) Name in English (Surname first, if any) (Cont'd)

為上述呈交編號呈交文件內由他人代為豎設招牌的人士·現按照《建築物(小型工程)規例》第 36(a)(v)條的規定·確認本人/我們亦同時是丙部所述工程的由他人代為豎設招牌的人士·而本人的詳情已在上述呈交編號的呈交文件內提供。  
am/are the person for whom the signboard is to be erected detailed in the submission with the above mentioned submission number, in accordance with the provisions of section 36(a)(v) of the Building (Minor Works) Regulation, hereby confirm that I am/we are also the person for whom the signboard is to be erected detailed in Part C, and my particulars had been provided in the submission with the above mentioned submission number.

中文名稱 Name in Chinese

英文名稱 (如有·姓氏先行) Name in English (Surname first, if any)

英文名稱 (如有·姓氏先行)(續) Name in English (Surname first, if any) (Cont'd)

香港身份證號碼 HKID Number     商業登記號碼 Business Registration Number     護照號碼 Passport Number  
 其他 (請註明) Others (Please specify)

護照簽發國家 (如適用) Country of issue of passport (If applicable)

通訊地址 Correspondence Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

傳真號碼 Fax Number

聯絡電話 Contact Number

電郵地址 E-mail Address

喜招牌

由他人代為豎設招牌的人士 簽署 (如適用) 蓋上公司印鑑

Signature of the person for whom the signboard is to be erected & affixed with company seal (if applicable)

18 | 07 | 20 | 12  
日 月 年

day month year

COMPLETED BY THE PERSON FOR WHOM THE SIGNBOARD IS TO BE ERRECTED





# Appendix V – Sample Forms (MW05)

COMPLETED BY THE PERSON WHO ARRANGED FOR THE MINOR WORKS TO BE CARRIED OUT

## 4. 安排進行小型工程的人的詳情 Particulars of the person who arranged for the minor works to be carried out

陳仁造

中文名稱 Name in Chinese

CHEN YAN CHOW

英文名稱 (如有·姓氏先行) Name in English (Surname first, if any)

英文名稱 (如有·姓氏先行)(續) Name in English (Surname first, if any) (Cont'd)

A123456(7)

香港身份證號碼 HKID Number     商業登記號碼 Business Registration Number     護照號碼 Passport Number

其他 (請註明) Others (Please specify)

護照簽發國家 (如適用) Country of issue of passport (if applicable)

通訊地址 (如與甲1部份相同·則不用填寫)

Correspondence Address (Not required to complete if same as Part A1)

FLAT B, 11/F,  
ABC BUILDING,  
789 KWUN TONG ROAD,  
KWUN TONG, KOWLOON

21234568  
傳真號碼 Fax Number

21234567  
聯絡電話 Contact Number

chenyanzhou@email.com

電郵地址 E-mail Address

陳仁造

0707 2012  
日 月 年

安排進行小型工程的人 簽署 (如適用) 蓋上公司印鑑

Signature of the person who arranged for the minor works to be carried out & affixed with company seal (if applicable) day month year

## 乙部 訂明註冊承建商的委任確認書、完工通知及證明書 (由已獲委任的訂明註冊承建商填寫)

### Part B Confirmation of appointment, notice and certificate of completion by the prescribed registered contractor (To be completed by the prescribed registered contractor appointed)

本人/我們 過人排

中文名稱\* Name in Chinese\*

I/We, GWO YAN PAI

英文名稱\* Name in English\*

英文名稱\* (續) Name in English\* (Cont'd)

根據《建築物 (小型工程) 規例》第 36 條及第 37 條的規定

in accordance with the provisions of sections 36 and 37 of the Building (Minor Works) Regulation,

1. 確認本人/我們已獲委任為甲部所述工程的訂明註冊承建商;  
confirm that I/we have been appointed as the prescribed registered contractor of the works detailed in Part A;
2. 確認甲部所述工程已於 0707 2012 展開並已於 1407 2012 完成;  
confirm that the works detailed in Part A had been commenced on 日 月 年 and completed on 日 月 年;  
day month year day month year
3. 現呈交顯示有關的處所在緊接甲部所述的工程展開前及完工後的實際狀況的照片·及顯示已完成工程的圖則或工程描述;  
submit herewith the photographs showing the physical condition of the premises immediately before the commencement and after the completion of the works detailed in Part A, and the plans or description of works showing the works as completed;
4. 核證所有甲部所述的工程·已按照《建築物條例》及於本部所呈交的圖則或工程描述進行·(如適用)而該些圖則均由·本人/我們製備和簽署(作為已簽署有關圖則的人·本人/我們同意為該等圖則負起《建築物條例》下的所有責任);  
certify that all the works detailed in Part A, have been carried out in accordance with the Buildings Ordinance and the plans or description of works submitted in this Part; and the said plans have been prepared and signed by me/us (as the person who has signed the plans, I/we agree to assume all responsibilities under the Buildings Ordinance regarding the plans) (if applicable);

\* 根據註冊記錄 In accordance with the registration record

COMPLETED BY THE PRESCRIBED REGISTERED CONTRACTOR



# Appendix V – Sample Forms (MW06)



## 檢查及核證訂明建築物或建築工程的通知書

### NOTICE OF INSPECTION AND CERTIFICATION OF PRESCRIBED BUILDING OR BUILDING WORKS

本表格及所有證明文件最遲須在完成訂明建築物或建築工程的檢查後 14 天內(如涉及改動或鞏固工程·亦須在該工程完成後 14 天內)呈交

This form and all supporting document(s) must be submitted within 14 days after the completion of the inspection of the prescribed building or building works (if alternation or strengthening works are also involved, within 14 days after the completion of such works)

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).

致建築事務監督  
To the Building Authority

只供屋宇署填寫 For Buildings Department's Use only

檢核計劃呈交編號  
Validation Scheme  
Submission Number

甲部 獲委任人士的委任通知 (由安排進行檢查的人填寫)

Part A Notice of appointment of the appointed persons (To be completed by the person who arranged for the inspection)

#### 1. 訂明建築物或建築工程的位置及地址

Location or Address of the prescribed building or building works

EXTERNAL WALL OF FLAT A ON 18/F,  
QPR BUILDING,  
911 PORTLAND STREET,  
MONG KOK

徵收差餉及/或地租通知書左上角的帳目編號  
The Account Number printed on the top left-hand corner of the Demand for Rates and/or Government Rent

1 2 3 4 5 6 7 8 9 1 2 3 4 5 6 7 8 9 0

為方便確定工程位置或地址·可選擇提供  
Optional for easy identification of the location or address of the works

#### 2. 訂明建築物或建築工程的詳情

Details of the prescribed building or building works

另加附加頁 張

Additional Page added

工程項目 Works Item	描述 Description	(如有) 請提供相關命令 / 指示 / 通知 / 屋宇署檔案 編號 Relevant Order / Direction / Notice / BD Reference Number (if available)
2	UNAUTHORIZED METAL SUPPORTING FRAME FOR A/C UNIT (NOT MORE THAN 100 KG IN WEIGHT) PROJECTING NOT MORE THAN 600MM FROM THE EXTERNAL WALL OF LIVING ROOM	

上述工程項目為《建築物(小型工程)規例》附表3第2部內·並在2010年12月31日前已完成或進行的訂明建築物或建築工程項目。各項工程項目及其描述(包括位置和數量)必須提供。如空位不敷應用·請另加紙張填寫·附於本通知書內·並在每頁加簽·註明日期及(如適用)蓋上公司印鑑。

The above works items are the prescribed building or building works items as stipulated in Part 2 of Schedule 3 of the Building (Minor Works) Regulation and have been completed or carried out before 31 December 2010. Every works item and its description (including the location and quantity) shall be provided. If space is insufficient, please attach additional sheet(s) which must be signed, dated and affixed with company seal (if applicable).

#### 3. 獲委任人士的資料

Particulars of the appointed persons

根據《建築物(小型工程)規例》第62(2)條的規定·本人/我們已委任下述人士就本部所述的訂明建築物或建築工程進行檢查。In accordance with the provision of section 62(2) of the Building (Minor Works) Regulation, I / we have appointed the person below in respect of the inspection of the prescribed building or building works detailed in this Part.

認可人士 authorized person     註冊結構工程師 registered structural engineer     註冊檢驗人員 registered inspector     一般註冊承建商 registered general building contractor

就第I、II或III級別中的A類型小型工程、第I、II或III級別中的E類型小型工程、或第III級別中的3.25、3.27、3.28、3.29、3.34、3.35、3.36、3.37或3.38項小型工程註冊的註冊小型工程承建商  
registered minor works contractor registered for Type A minor works under Class I, II or III, Type E minor works under Class I, II or III, or item 3.25, 3.27, 3.28, 3.29, 3.34, 3.35, 3.36, 3.37 or 3.38 of Class III minor works

\* 根據註冊記錄 In accordance with the registration record

Form MW06 (06/2012)

1/4

檢 茶 仁

中文名稱\*Name in Chinese\*

M|W|C|(W)|6|7|8|8|/|2|0|1|0

註冊證明書編號\*

Certificate of Registration Number\*

G|I|M|C|H|I|A|Y|A|N

英文名稱\* Name in English\*

英文名稱\* (續) Name in English\*(Cont'd)

4. 已完成有關上述訂明建築物或建築工程的改動及鞏固工程

(只在涉及改動或鞏固工程時適用·並只限於第III級別中的3.34、3.35、3.36、3.37及3.38項小型工程)

Completed alteration and strengthening works of the above mentioned prescribed building or building works (Only applicable where alteration or strengthening works are involved, and restricted to items 3.34, 3.35, 3.36, 3.37 and 3.38 of Class III minor works)

另加附加頁 張  
Additional Page added

小型工程項目 Minor works Item	描述 Description	(如有) 請提供相關命令 / 指示 / 通知 / 屋宇署檔案 編號 Relevant Order / Direction / Notice / BD Reference Number (if available)
3.35	STRENGTHENING OF UNAUTHORIZED METAL SUPPORTING FRAME FOR A/C UNIT (NOT MORE THAN 100 KG IN WEIGHT) PROJECTING NOT MORE THAN 600MM FROM THE EXTERNAL WALL OF LIVING ROOM	

各項小型工程項目及其描述 (包括性質、位置和數量) 必須提供。如空位不敷應用, 請另加紙張填寫, 附於本通知書內, 並在每頁加簽、註明日期及 (如適用) 蓋上公司印鑑。

Every minor works item and its description (including the nature, location and quantity) shall be provided. If space is insufficient, please attach additional sheet(s) which must be signed, dated and affixed with company seal (if applicable).

獲委任的訂明註冊承建商的資料

Particulars of the prescribed registered contractor appointed

根據《建築物 (小型工程) 規例》第 28 條的規定, 本人/我們已就本部所述工程委任下述的訂明註冊承建商。

In accordance with the provisions of section 28 of the Building (Minor Works) Regulation, I/we have appointed the prescribed registered contractor as below in respect of the works detailed in this Part.

與甲 3 部份獲委任人士相同 (不用填寫, 詳情請參考甲 3 部份)

Identical to the appointed person in Part A3 (Not required to complete, please make reference to Part A3 for details)

中文名稱\*Name in Chinese\*

註冊證明書編號\*

Certificate of Registration Number\*

英文名稱\* Name in English\*

英文名稱\* (續) Name in English\*(Cont'd)

5. 安排進行檢查的人的詳情

Particulars of the person who arranged for the inspection

如涉及改動或鞏固工程, 亦為安排進行改動及鞏固工程的人的詳情

If alteration or strengthening works are involved, also the particulars of the person who arranged for the alteration and strengthening works to be carried out

譚 仁 英

中文名稱 Name in Chinese

C|H|I|N|G|Y|A|N|Y|E|M

英文名稱 (如有, 姓氏先行) Name in English (Surname first, if any)

# Appendix V – Sample Forms (MW06)

COMPLETED BY THE PERSON WHO ARRANGED FOR THE INSPECTION

英文名稱 (如有·姓氏先行) (續) Name in English (Surname first, if any) (Cont'd)

A | 1 | 2 | 3 | 4 | 5 | 6 | ( 9 )

香港身份證號碼 HKID Number     商業登記號碼 Business Registration Number     護照號碼 Passport Number

其他 (請註明) Others (Please specify) \_\_\_\_\_

護照簽發國家 (如適用) Country of issue of passport (If applicable)

通訊地址 (如與甲 1 部份相同·則不用填寫)  
Correspondence Address (Not required to complete if same as Part A1)

FLAT 1, 11/F,  
ABC BUILDING,  
789 KWUN TONG ROAD,  
KWUN TONG, KOWLOON

2 | 1 | 2 | 3 | 4 | 5 | 6 | 8    傳真號碼 Fax Number

2 | 1 | 2 | 3 | 4 | 5 | 6 | 7    聯絡電話 Contact Number

請 仁 炎

2 | 0 | 0 | 7 | 20 | 1 | 2    日 月 年

安排進行檢查、改動及鞏固工程的人 簽署 (如適用) 蓋上公司印鑑  
Signature of the person who arranged for the inspection, alteration and strengthening works to be carried out and affixed with company seal (if applicable)

## 乙部 獲委任人的委任確認書及檢查及核證通知書 (由獲委任人填寫) Part B Confirmation of appointment by the appointed person and Notice of Inspection and Certification (To be completed by the appointed person)

本人/我們 檢 榮 仁  
中文名稱\* Name in Chinese\*

I/We, GIM CHAI YAN  
英文名稱\* Name in English\*

英文名稱\* (續) Name in English\* (Cont'd)

根據《建築物條例》第 39C 條 及《建築物 (小型工程) 規例》第 62 條的規定。  
in accordance with the provisions of section 39C of the Buildings Ordinance and section 62 of the Building (Minor Works) Regulation,

1. 確認本人/我們已獲委任為檢查甲 2 部分所述訂明建築物或建築工程的獲委任人。  
confirm that I / we have been appointed as the appointed person for the inspection of the prescribed building or building works  
而檢查亦已於 1 | 7 | 0 | 7 | 20 | 1 | 2 進行;  
detailed in Part A2, and the inspection had been carried out on 日 月 年 ;  
day month year
2. 現呈交顯示甲 2 部分所述的已檢查的訂明建築物或建築工程的實際狀況的照片及描述; 及  
submit herewith photographs and description showing the physical condition of the prescribed building or building works detailed in Part A2 as inspected; and
3. 核證以下事宜: 本人/我們認為甲部所述的訂明建築物或建築工程在結構上是安全的, 及符合《建築物條例》(第 123 章)【除《建築物條例》第 14(1)條及《建築物 (管理) 規例》(第 123 章·附屬法例 A) 第 25 條外】的規定。  
certify that the prescribed building or building works detailed in Part A are structurally safe in my/our opinion and comply with the Buildings Ordinance (Cap. 123) [except section 14(1) of the Buildings Ordinance (Cap. 123) and regulation 25 of the Building (Administration) Regulations (Cap. 123 sub. leg. A)].

認可人士     註冊結構工程師     註冊檢驗人員  
authorized person    registered structural engineer    registered inspector

一般註冊承建商     註冊小型工程承建商  
registered general building contractor    registered minor works contractor

\* 根據註冊記錄 In accordance with the registration record

(只在早前已獲分配相關呈交編號的文件  
不能繼續處理時適用)  
(Only applicable where the previous  
submission with Validation Scheme Submission  
Number assigned cannot be further processed)

VS  
早前相關的檢核計劃呈交編號  
Previously Related Validation  
Scheme Submission Number

獲授權簽署人之中文姓名\* Name in Chinese of the authorized signatory\*

獲授權簽署人之英文姓名\* Name in English of the authorized signatory\*

M|W|C|(W)|6|7|8|8|/|2|0|1|0|  
註冊證明書編號\*

Certificate of Registration Number\*

註冊屆滿日期\* 3|0|1| 20|1|3|  
Date of expiry 日 月 年  
of registration\* day month year

檢荷仁  
獲委任人 簽署\*  
Signature\* of the appointed person

2|0|0|7| 20|1|2|  
日 月 年  
day month year

2|1|2|3|4|5|6|6|  
傳真號碼\* Fax Number\*

2|1|2|3|4|5|6|5|  
聯絡電話 Contact Number

願意接收短訊通知  
Willing to receive Short  
Messaging Service (SMS)  
Notification

**丙部 訂明註冊承建商的委任確認書、完工通知及證明書 (由已獲委任的訂明註冊承建商填寫)**  
**Part C Confirmation of appointment, notice and certificate of completion by the prescribed registered contractor**  
(To be completed by the prescribed registered contractor appointed)

本人/我們 檢荷仁  
中文名稱\* Name in Chinese\*

I/We, G|I|M|C|H|A|Y|A|N|  
英文名稱\* Name in English\*

英文名稱 (續)\* Name in English (Cont'd)\*

根據《建築物 (小型工程) 規例》第 36 條及第 37 條的規定。  
in accordance with the provisions of sections 36 and 37 of the Building (Minor Works) Regulation,

1. 確認本人/我們已獲委任為甲 4 部分所述工程的訂明註冊承建商；  
confirm that I/we have been appointed as the prescribed registered contractor of the works detailed in **Part A4**;
2. 確認甲 4 部分所述工程已於 1|0|0|7| 20|1|2| 展開並已於 1|7|0|7| 20|1|2| 完成；  
confirm that the works detailed in **Part A4** had been commenced on 日 月 年 and completed on 日 月 年；  
day month year day month year
3. 現呈交顯示有關的處所在緊接甲 4 部分所述的工程展開前及完工後的實際狀況的照片，及顯示已完成工程的圖則或工程描述；  
submit herewith the photographs showing the physical condition of the premises immediately before the commencement and after the completion of the works detailed in **Part A4**, and the plans or description of works showing the works as completed;
4. 核證所有甲 4 部分所述的工程，已按照《建築物條例》及於本部所呈交的圖則或工程描述進行，(如適用)而該等圖則均由本人/我們製備和簽署 (作為已簽署有關圖則的人，本人/我們同意為該等圖則負起《建築物條例》下的所有責任)；及  
certify that all the works detailed in **Part A4**, have been carried out in accordance with the Buildings Ordinance and the plans or description of works submitted in this Part; and the said plans have been prepared and signed by me/us (as the person who has signed the plans, I/we agree to assume all responsibilities under the Buildings Ordinance regarding the plans) (if applicable); and
5. 當本人屬於根據《建築物 (小型工程) 規例》第 11 條註冊的小型工程承建商【亦即 註冊小型工程承建商 (個人)】時，核證甲 4 部分所述工程已由本人親自進行。  
where I am a contractor registered under section 11 of the Building (Minor Works) Regulation [also known as Registered Minor Works Contractor (Individual)], certify that I have personally carried out the works detailed in **Part A4**.

獲授權簽署人之中文姓名\* Name in Chinese of the authorized signatory\*

獲授權簽署人之英文姓名\* Name in English of the authorized signatory\*

M|W|C|(W)|6|7|8|8|/|2|0|1|0|  
註冊證明書編號\*

Certificate of Registration Number\*

註冊屆滿日期\* 3|0|1| 20|1|3|  
Date of expiry 日 月 年  
of registration\* day month year

檢荷仁  
訂明註冊承建商 (獲授權簽署人，如適用) 簽署\*  
Signature\* of the prescribed registered contractor  
(authorized signatory, if applicable)

2|0|0|7| 20|1|2|  
日 月 年  
day month year

2|1|2|3|4|5|6|6|  
傳真號碼\* Fax Number\*

2|1|2|3|4|5|6|5|  
聯絡電話 Contact Number

願意接收短訊通知  
Willing to receive Short  
Messaging Service (SMS)  
Notification

# Appendix V – Sample Forms (MW07)



## 簡化規定下註冊結構工程師、註冊岩土工程師或訂明註冊承建商的更改委任通知書

### NOTICE OF CHANGE IN APPOINTMENT OF REGISTERED STRUCTURAL ENGINEER, REGISTERED GEOTECHNICAL ENGINEER OR PRESCRIBED REGISTERED CONTRACTOR UNDER THE SIMPLIFIED REQUIREMENTS

本表格須在新獲委任人士獲委任的日期後 7 天內呈交  
This form must be submitted within 7 days after the date of the appointment of the new appointed person(s)

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).

致建築事務監督  
To the Building Authority

#### 甲部 新獲委任人士的委任通知 (由安排進行小型工程的人填寫)

Part A Notice of appointment of the new appointed persons  
(To be completed by the person who arranged for the minor works to be carried out)

MW	1	2	0	7	0	9	9	9	9
小型工程呈交編號 Minor Works Submission Number									
必須填寫 MUST COMPLETE									

本人/我們 請仁造  
中文名稱 Name in Chinese

I/We, CHING YAN CHO  
英文名稱 (如有·姓氏先行) Name in English (Surname first, if any)

英文名稱 (如有·姓氏先行) (續) Name in English (Surname first, if any) (Cont'd)

為上述呈交編號呈交文件內的安排進行小型工程的人。  
am/are the person who arranged for the minor works to be carried out under the submission with the above mentioned submission number.

本人/我們現指明下述新獲委任人為根據《建築物 (小型工程) 規例》第 27 條及/或第 28 條委任以取代原獲委任的人。  
I / We specify hereby the new appointed person detailed below as the person appointed under section 27 and/or 28 of the Building (Minor Works) Regulation in the place of the original appointed person.

註冊結構工程師  
registered structural engineer  
中文姓名\* Name in Chinese\* \_\_\_\_\_  
英文姓名\* Name in English\* \_\_\_\_\_  
RSE \_\_\_\_\_ / \_\_\_\_\_  
註冊證書編號\*  
Certificate of Registration Number\*

註冊岩土工程師  
registered geotechnical engineer  
中文姓名\* Name in Chinese\* \_\_\_\_\_  
英文姓名\* Name in English\* \_\_\_\_\_  
RGE \_\_\_\_\_ / \_\_\_\_\_  
註冊證書編號\*  
Certificate of Registration Number\*

訂明註冊承建商  
prescribed registered contractor  
大牌成建雙建築有限公司 \_\_\_\_\_  
中文名稱\* Name in Chinese\* \_\_\_\_\_  
註冊證書編號\*  
Certificate of Registration Number\* \_\_\_\_\_

TAE PAI SENG HIN SOEN CONSTRUCTION COMPANY  
英文名稱\* Name in English\* \_\_\_\_\_  
LIMITED  
英文名稱\* (續) Name in English\* (Cont'd) \_\_\_\_\_

<u>26661234</u>
傳真號碼* Fax Number*
<u>26661235</u>
聯絡電話 Contact Number
<input checked="" type="checkbox"/> 願意接收短訊通知 Willing to receive Short Messaging Service (SMS) Notification

生效日期 11 / 09 / 20 | 12 | \_\_\_\_\_ | 13 / 09 / 20 | 12 |  
日 月 年 日 月 年  
Effective from day month year Signature of the person who arranged for the minor works to be carried out and affixed with company seal (if applicable) day month year

請仁造

\* 根據註冊記錄 In accordance with the registration record

COMPLETED BY THE PERSON WHO ARRANGED FOR THE MINOR WORKS TO BE CARRIED OUT

2012/06 Newly Added

乙部 註冊結構工程師的委任確認書 (由新獲委任的註冊結構工程師填寫)

Part B Confirmation of appointment by the registered structural engineer

(To be completed by the new registered structural engineer appointed)

本人 \_\_\_\_\_  
中文姓名\*Name in Chinese\*

I, \_\_\_\_\_  
英文姓名\*Name in English\*

根據《建築物(小型工程)規例》第48(2)條的規定，確認本人已獲委任為上述呈交編號呈交文件內第I級別小型工程的結構元素的註冊結構工程師，以取代原獲委任的註冊結構工程師。

in accordance with the provisions of section 48(2) of the Building (Minor Works) Regulation, confirm that I have been appointed as the registered structural engineer, in the place of the original registered structural engineer appointed for the structural elements of the Class I minor works detailed in the submission with the above mentioned submission number.

RSE /  
註冊證明書編號\*  
Certificate of Registration Number\*

傳真號碼\* Fax Number\*  
聯絡電話 Contact Number  
 願意接收短訊通知  
Willing to receive Short Messaging Service (SMS) Notification

註冊屆滿日期\*  
Date of expiry  
of registration\* 日 月 年  
day month year

註冊結構工程師 簽署\*  
Signature\* of the registered structural engineer

日 月 年  
day month year

丙部 註冊岩土工程師的委任確認書 (由新獲委任的註冊岩土工程師填寫)

Part C Confirmation of appointment by the registered geotechnical engineer

(To be completed by the new registered geotechnical engineer appointed)

本人 \_\_\_\_\_  
中文姓名\*Name in Chinese\*

I, \_\_\_\_\_  
英文姓名\*Name in English\*

根據《建築物(小型工程)規例》第48(2)條的規定，確認本人已獲委任為上述呈交編號呈交文件內第I級別小型工程的岩土元素的註冊岩土工程師，以取代原獲委任的註冊岩土工程師。

in accordance with the provisions of section 48(2) of the Building (Minor Works) Regulation, confirm that I have been appointed as the registered geotechnical engineer, in the place of the original registered geotechnical engineer appointed for the geotechnical elements of the Class I minor works detailed in the submission with the above mentioned submission number.

RGE /  
註冊證明書編號\*  
Certificate of Registration Number\*

傳真號碼\* Fax Number\*  
聯絡電話 Contact Number  
 願意接收短訊通知  
Willing to receive Short Messaging Service (SMS) Notification

註冊屆滿日期\*  
Date of expiry  
of registration\* 日 月 年  
day month year

註冊岩土工程師 簽署\*  
Signature\* of the registered geotechnical engineer

日 月 年  
day month year

\* 根據註冊記錄 In accordance with the registration record



# Appendix V – Sample Forms (MW07)

COMPLETED BY THE PRESCRIBED REGISTERED CONTRACTOR

**丁部 訂明註冊承建商的委任確認書 (由新獲委任的訂明註冊承建商填寫)**  
**Part D Confirmation of appointment by the prescribed registered contractor**  
*(To be completed by the new prescribed registered contractor appointed)*

我們 大牌成建雙建築有限公司  
 中文名稱\* Name in Chinese\*

We, TAI PAI SENG BIN SENG CONSTRUCTION COMPANY  
 英文名稱\* Name in English\*

LIMITED  
 英文名稱\* (續) Name in English\* (Cont'd)

根據《建築物(小型工程)規例》第 48(2)條及第 48(4)條的規定，確認本人已獲委任為上述呈交編號呈交文件內的訂明註冊承建商，以取代原獲委任的訂明註冊承建商。  
 in accordance with the provisions of section 48(2) and section 48(4) of the Building (Minor Works) Regulation, confirm that I have been appointed as the prescribed registered contractor, in the place of the original prescribed registered contractor appointed for the minor works detailed in the submission with the above mentioned submission number.

授權仁  
 獲授權簽署人之中文姓名\* Name in Chinese of the authorized signatory\*

AUTHORIZED SIGNATORY  
 獲授權簽署人之英文姓名\* Name in English of the authorized signatory\*

A B C 4 5 6 7 8 9 / 2 0 0 9  
 註冊證明書編號\*  
 Certificate of Registration Number\*

<u>2 6 6 6 1 2 3 4</u>
傳真號碼* Fax Number*
<u>2 6 6 6 1 2 3 5</u>
聯絡電話 Contact Number
<input checked="" type="checkbox"/> 願意接收短訊通知 Willing to receive Short Messaging Service (SMS) Notification

註冊屆滿日期\* 3 1 0 1 2 0 1 3  
 Date of expiry of registration\*  
 日 月 年  
 day month year

A. Signatory

訂明註冊承建商 (獲授權簽署人) 簽署\*  
 Signature\* of the prescribed registered contractor (authorized signatory)  
1 3 0 9 2 0 1 2  
 日 月 年  
 day month year

COMPLETED BY THE AUTHORIZED PERSON OR REGISTERED INSPECTOR

**戊部 呈交經修訂的監工計劃書**  
**Part E (只在技術備忘錄要求有監工計劃書時適用，並由已獲委任的認可人士或註冊檢驗人員填寫)**  
**Submission of the revised supervision plan**  
*(Only applicable when supervision plan is required by the technical memorandum, and to be completed by the authorized person or registered inspector appointed)*

本人 \_\_\_\_\_  
 中文姓名\* Name in Chinese\*

I, \_\_\_\_\_  
 英文姓名\* Name in English\*

為上述呈交編號呈交文件內的已獲委任的認可人士或註冊檢驗人員，根據《建築物(小型工程)規例》第 48(2)條的規定，現呈交經修訂的監工計劃書。  
 am the authorized person or registered inspector appointed in the submission with the above mentioned submission number, in accordance with the provisions of section 48(2) of the Building (Minor Works) Regulation, submit herewith a revised supervision plan.

\_\_\_\_\_  
 註冊證明書編號\*  
 Certificate of Registration Number\*

註冊屆滿日期\* 20  
 Date of expiry of registration\*  
 日 月 年  
 day month year

_____ 傳真號碼* Fax Number*
_____ 聯絡電話 Contact Number
<input type="checkbox"/> 願意接收短訊通知 Willing to receive Short Messaging Service (SMS) Notification

認可人士或註冊檢驗人員 簽署\*  
 Signature\* of the authorized person or registered inspector  
20  
 日 月 年  
 day month year

\* 根據註冊記錄 In accordance with the registration record

# Appendix V – Sample Forms (MW08)



## 簡化規定下認可人士或註冊檢驗人員的更改委任通知書 NOTICE OF CHANGE IN APPOINTMENT OF AUTHORIZED PERSON OR REGISTERED INSPECTOR UNDER THE SIMPLIFIED REQUIREMENTS

本表格須在有關的新獲委任人獲委任的日期後 7 天內呈交  
This form must be submitted within 7 days after the date of appointment of the new appointed person concerned

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).

致建築事務監督  
To the Building Authority

甲部 新獲委任認可人士或註冊檢驗人員的委任 (由安排進行小型工程的人填寫)  
Part A The appointment of the new appointed authorized person or registered inspector  
(To be completed by the person who arranged for the minor works to be carried out)

MW 120708888
小型工程呈交編號 Minor Works Submission Number
<b>必須填寫 MUST COMPLETE</b>

本人/我們 譚仁造  
中文名稱 Name in Chinese

I/We, CHIN YAN CHO  
英文名稱 (如有，姓氏先行) Name in English (Surname first, if any)

英文名稱 (如有，姓氏先行) (續) Name in English (Surname first, if any) (Cont'd)

為上述呈交編號呈交文件內的安排進行小型工程的人。本人/我們現指明下述新獲委任人為根據《建築物 (小型工程) 規例》第 27 條委任以取代原獲委任人的人。

am/are the person who arranged for the minor works to be carried out in the submission with the above mentioned submission number. I/we specify hereby the new appointed person detailed below as the person appointed under section 27 in the place of the original appointed person.

檢驗仁

中文姓名\*  
Name in Chinese\*

RF(S)7777/09

註冊證書編號\*  
Certificate of Registration Number\*

KIM YIM YAN  
英文姓名\* Name in English\*

生效日期 2007 20 12  
Effective from day month year

譚仁造  
安排進行小型工程的人 簽署 (如適用) 蓋上公司印鑑  
Signature of the person who arranged for the minor works to be carried out and affixed with company seal (if applicable)

乙部 認可人士或註冊檢驗人員的委任確認書 (由新獲委任的認可人士或註冊檢驗人員填寫)  
Part B Confirmation of appointment by the authorized person or registered inspector  
(To be completed by the new authorized person or registered inspector appointed)

本人 檢驗仁  
中文姓名\* Name in Chinese\*

I, KIM YIM YAN  
英文姓名\* Name in English\*

根據《建築物 (小型工程) 規例》第 48(3)條的規定，  
in accordance with the provisions of section 48(3) of the Building (Minor Works) Regulation,

1. 確認本人已獲委任為上述呈交編號呈交文件內的第 1 級別小型工程的認可人士或註冊檢驗人員 (只在工程屬訂明修葺或任何相關的拆卸工程時適用)，以取代原獲委任人的人；及  
confirm that I have been appointed as the authorized person or registered inspector (only applicable where the works are a prescribed repair or any associated demolition works) in the place of the original appointed person for the Class I minor works detailed in the submission with the above mentioned submission number; and
2. 當技術備忘錄要求有監工計劃書時，根據《建築物 (小型工程) 規例》第 48(3)(b)條的規定，現呈交經修訂的監工計劃書。  
where supervision plan is required by the technical memorandum, in accordance with the provisions of section 48(3)(b) of the Building (Minor Works) Regulation, submit herewith a revised supervision plan.

21234561	21234560	<input checked="" type="checkbox"/> 願意接收短訊通知 Willing to receive Short Messaging Service (SMS) Notification
傳真號碼* Fax Number*	聯絡電話 Contact Number	

RF(S)7777/09  
註冊證書編號\*  
Certificate of Registration Number\*

註冊屆滿日期\* 03 02 20 17  
Date of expiry of registration\* day month year

檢驗仁  
認可人士或註冊檢驗人員 簽署\*  
Signature\* of the authorized person or registered inspector

\* 根據註冊記錄 In accordance with the registration record

COMPLETED BY THE PERSON WHO ARRANGED FOR THE MINOR WORKS TO BE CARRIED OUT

COMPLETED BY THE AUTHORIZED PERSON OR REGISTERED INSPECTOR

# Appendix V – Sample Forms (MW09)



簡化規定下已獲委任的訂明建築專業人士提名另一位訂明建築專業人士  
在暫時不能行事期間代為行事的通知書

NOTICE OF NOMINATION BY PRESCRIBED BUILDING PROFESSIONAL APPOINTED OF  
ANOTHER PRESCRIBED BUILDING PROFESSIONAL TO ACT IN HIS PLACE FOR THE  
PERIOD OF TEMPORARY INABILITY TO ACT UNDER THE SIMPLIFIED REQUIREMENTS

本表格須在有關提名的日期後 7 天內呈交

This form must be submitted within 7 days after the date of the nomination

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).

致建築事務監督

To the Building Authority

**甲部 提名人的提名通知及確認書**

Part A 【由提名人 (即提名另一人代為行事的已獲委任的訂明建築專業人士) 填寫】

Notice of nomination and confirmation by the nominator

[To be completed by the nominator (the prescribed building professional appointed who nominates another person to act in his place)]

MW	1	2	0	7	0	7	7	7	7	7
小型工程呈交編號 Minor Works Submission Number										
<b>必須填寫 MUST COMPLETE</b>										

注意：如多於一個小型工程呈交編號，請填寫於丙部內。

Notes: If there is more than 1 minor works submission number, please fill in Part C.

本人 提名 為上述及丙部內所有呈交編號呈交文件內的已獲委任的  
中文姓名\*Name in Chinese\*

I, NOMINATOR, am the  
英文姓名\*Name in English\*

認可人士 /  註冊檢驗人員 ·  註冊結構工程師 ·  註冊岩土工程師  
authorized person registered inspector registered structural engineer registered geotechnical engineer

本人現按照《建築物 (小型工程) 規例》第 49 條的規定作出通知，確認已根據《建築物條例》第 4A(5) 條的規定，提名下述的訂明建築專業人士在本人因

appointed in the submission with the above mentioned submission number and all submission numbers listed in Part C. In accordance with the provisions of section 49 of the Building (Minor Works) Regulation, I hereby notify and confirm that I have nominated under section 4A(5) of the Buildings Ordinance the prescribed building professional as below to act in my place for the period of my

患病 · 即由 11 / 07 / 20 / 12 至 20 / 07 / 20 / 12 或  另行通知為止。  
illness as from day month year to day month year or until further notice

暫時離開香港期間

temporary absence from Hong Kong

就上述及丙部內所有呈交編號呈交文件內的小型工程代本人行事。

in respect of the minor works detailed in the submission with the above mentioned submission number and all submission numbers listed in Part C.

A	P	(	A	)	8	8	8	8	/	8	8
註冊證明書編號*											

Certificate of Registration Number\*

2	1	2	3	4	5	6	1			
傳真號碼* Fax Number*										

註冊屆滿日期\* 03 / 02 / 20 / 17  
Date of expiry of registration\* day month year

提名

提名人 簽署\*  
Signature\* of the nominator

13 / 07 / 20 / 12  
day month year

**乙部 被提名人的確認書 (由被提名的訂明建築專業人士填寫)**

Part B Confirmation of nomination by the nominee (To be completed by the prescribed building professional nominated)

本人 認可  
中文姓名\*Name in Chinese\*

I, YENIG HO YAN,  
英文姓名\*Name in English\*

現根據《建築物 (小型工程) 規例》第 49 條的規定，確認接受甲部所述的提名，就上述及丙部內所有呈交編號呈交文件內的小型工程在甲部所述期間代甲部所述的提名人行事。

in accordance with the provisions of section 49 of the Building (Minor Works) Regulation, confirm my acceptance of the nomination detailed in Part A and that I will act in the place of the nominator for the period detailed in Part A in respect of the minor works detailed in the submission with the above mentioned submission number and all submission numbers listed in Part C.

A	P	(	A	)	9	9	9	9	/	9	9
註冊證明書編號*											

Certificate of Registration Number\*

2	1	2	3	4	5	6	6			
傳真號碼* Fax Number*										

註冊屆滿日期\* 04 / 07 / 20 / 13  
Date of expiry of registration\* day month year

認可

被提名人 簽署\*  
Signature\* of the nominee

13 / 07 / 20 / 12  
day month year

\* 根據註冊記錄 In accordance with the registration record

COMPLETED BY THE NOMINATOR

COMPLETED BY THE NOMINEE



# Appendix V – Sample Forms (MW10)

COMPLETED BY THE PRESCRIBED REGISTERED CONTRACTOR

1. 現呈交顯示所有已完成的小型工程的圖則及照片；  
submit herewith plans and photographs showing all the minor works as completed;
2. 當已完成的工程不屬拆卸工程時，核證我們認為所有已完成之工程在結構上是安全的；  
where the completed works are other than demolition works, certify that, in our opinion, all the completed works are structurally safe;
3. 當已完成的工程屬拆卸工程時，核證我們認為所有受上述工程影響的任何土地或街道有足夠安全度，且在有關的處所尚餘的任何構築物在結構上是安全的；及  
where the completed works are demolition works, certify that, in our opinion, any land or street affected by the said works has an adequate margin of safety and any structure remaining on the premises is structurally safe; and
4. 當已完成的工程涉及第 I 級別小型工程時，在不再獲委任當日後之 7 天內，現將本通知書交付予根據《建築物（小型工程）規例》第 27 條委任或根據《建築物條例》第 4A(5) 條提名的認可人士或註冊檢驗人員。  
where the completed works involve **Class I** minor works, deliver herewith to the authorized person or registered inspector appointed under section 27 of the Building (Minor Works) Regulation or nominated under section 4A(5) of the Buildings Ordinance this notice within 7 days after the date of cessation.

授權人

獲授權簽署人之中文姓名\* Name in Chinese of the authorized signatory\*

AUTHORIZED SIGNATORY

獲授權簽署人之英文姓名\* Name in English of the authorized signatory\*

ABC 456789 / 2009

註冊證明書編號\*

Certificate of Registration Number\*

註冊屆滿日期\* 3 10 1 20 13  
Date of expiry 日 月 年  
of registration\* day month year

A. Signatory

訂明註冊承建商（獲授權簽署人）簽署\*

Signature\* of the prescribed registered contractor (authorized signatory)

26661234

傳真號碼\* Fax Number\*

26661235

聯絡電話 Contact Number

願意接收短訊通知

Willing to receive Short Messaging Service (SMS) Notification

1 0 0 8 20 1 2  
日 月 年

day month year

## 乙部 認可人士或註冊檢驗人員的呈交 (由已獲委任的認可人士或註冊檢驗人員填寫)

### Part B Submission by the authorized person or registered inspector (To be completed by the authorized person or registered inspector appointed)

本人

中文姓名\*Name in Chinese\*

I,

英文姓名\*Name in English\*

為根據《建築物（小型工程）規例》第 27 條就上述小型工程編號呈交文件內的第 I 級別小型工程委任或根據《建築物條例》第 4A(5) 條就該工程獲提名的認可人士或註冊檢驗人員。按照《建築物（小型工程）規例》第 52 條的規定，本人現呈交由訂明註冊承建商根據《建築物（小型工程）規例》第 51(1)(a) 條的規定於

am the authorized person or registered inspector appointed under section 27 of the Building (Minor Works) Regulation or nominated under section 4A(5) of the Buildings Ordinance for the Class I minor works detailed in the submission with the above mentioned minor works submission number. In accordance with the provisions of section 52 of the Building (Minor Works) Regulation, I submit herewith the notice detailed in Part A which was delivered to me on

日 月 年 20 交付予本人於甲部所述的通知書。

day month year

by the prescribed registered contractor as required by section 51(1)(a) of the Building (Minor Works) Regulation.

註冊證明書編號\*

Certificate of Registration Number\*

註冊屆滿日期\* 日 月 年 20  
Date of expiry 日 月 年  
of registration\* day month year

認可人士或註冊檢驗人員 簽署\*

Signature\* of the authorized person or registered inspector

傳真號碼\* Fax Number\*

聯絡電話 Contact Number

願意接收短訊通知

Willing to receive Short Messaging Service (SMS) Notification

日 月 年 20

day month year

COMPLETED BY THE AUTHORIZED PERSON OR REGISTERED INSPECTOR

\* 根據註冊記錄 In accordance with the registration record

# Appendix V – Sample Forms (MW11)



## 簡化規定下的新增小型工程展開通知書 (有委任訂明建築專業人士) NOTICE OF COMMENCEMENT OF ADDITIONAL MINOR WORKS UNDER THE SIMPLIFIED REQUIREMENTS (WITH PRESCRIBED BUILDING PROFESSIONALS APPOINTED)

本表格及所有證明文件最遲須在展開新增小型工程項目前 7 天呈交  
This form and all supporting document(s) must be submitted not less than 7 days before the commencement of the additional minor works item(s)

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).

致建築事務監督  
To the Building Authority

### 甲部 獲委任人士的委任通知 (由安排進行小型工程的人填寫)

#### Part A Notice of appointment of the appointed persons

(To be completed by the person who arranged for the minor works to be carried out)

MW	1	2	0	7	0	9	9	9	9
小型工程呈交編號 Minor Works Submission Number									
必須填寫 MUST COMPLETE									

本人/我們 請仁造

中文名稱 Name in Chinese

I/We, CHINGA YAN CHO

英文名稱 (如有·姓氏先行) Name in English (Surname first, if any)

英文名稱 (如有·姓氏先行) (續) Name in English (Surname first, if any) (Cont'd)

為上述呈交編號呈交文件內安排進行小型工程的人，根據《建築物 (小型工程) 規例》第 27 條及第 28 條的規定，本人/我們已就本部所述的工程，分別委任上述呈交編號呈交文件內已獲委任的訂明建築專業人士及訂明註冊承建商。

am/are the person who arranged for the minor works to be carried out under the submission with the above mentioned submission number, in accordance with the provisions of sections 27 and 28 of the Building (Minor Works) Regulation, I/we have respectively appointed the prescribed building professionals and prescribed registered contractor appointed under the submission with the above mentioned submission number, as prescribed building professionals and prescribed registered contractor in respect of the works detailed in this Part.

擬在上述呈交編號呈交文件內相同位置或地址進行新增的小型工程的詳情  
Details of the proposed additional minor works to be carried out at the same location or address under the submission with the above mentioned submission number

另加附加頁 張  
Additional Page added

小型工程項目 Minor works Item	描述 Description	(如有) 請提供相關命令 / 指示 / 通知 / 屋宇署檔案 編號 Relevant Order / Direction / Notice / BD Reference Number (if available)
1.28	ERECTION OF SUPPORTING FRAME FOR A/C UNIT PROJECTING 700MM FROM EXTERNAL WALL ON 2/F. WEIGHT OF THE SAID A/C UNIT TO BE 120KG.	
2.18	ERECTION OF PROJECTING SIGNBOARD WITH DISPLAY AREA OF 10 m <sup>2</sup> , NOT CONSIST OF STONE, ON EXTERNAL WALL	

各項小型工程項目及其描述 (包括性質、位置和數量) 必須提供。如空位不敷應用，請另加紙張填寫，附於本通知書內，並在每頁加簽、註明日期及 (如適用) 蓋上公司印鑑。

Every minor works item and its description (including the nature, location and quantity) shall be provided. If space is insufficient, please attach additional sheet(s) which must be signed, dated and affixed with company seal (if applicable).

請仁造

安排進行小型工程的人 簽署 (如適用) 蓋上公司印鑑

Signature of the person who arranged for the minor works to be carried out & affixed with company seal (if applicable) day month year

05 07 20 12

日 月 年

# Appendix V – Sample Forms (MW11)

COMPLETED BY THE AUTHORIZED PERSON OR REGISTERED INSPECTOR

## 乙部 認可人士或註冊檢驗人員的委任確認書 (由已獲委任的認可人士或註冊檢驗人員填寫)

### Part B Confirmation of appointment by the authorized person or registered inspector (To be completed by the authorized person or registered inspector appointed)

本人 認可仁

中文姓名\*Name in Chinese\*

I, YENGA HO YAN

英文姓名\*Name in English\*

為上述呈交編號呈交文件內的已獲委任的認可人士或註冊檢驗人員。根據《建築物(小型工程)規例》第30條及第37條的規定，  
I am the authorized person or registered inspector appointed under the submission with the above mentioned submission number, in accordance with the provisions of sections 30 and 37 of the Building (Minor Works) Regulation,

1. 確認本人已獲委任為甲部所述的第 I 級別小型工程的認可人士或註冊檢驗人員(如該工程屬訂明修葺或任何相關的拆卸工程);  
confirm that I have been appointed as the authorized person or registered inspector (if the works are a prescribed repair or any associated demolition works) for the **Class I** minor works detailed in **Part A**;
2. 確認甲部所述的第 I 級別小型工程將於 12 07 20 12 展開;  
confirm that the **Class I** minor works detailed in **Part A** are to be commenced on             ;  
day month year
3. 現呈交顯示甲部所述的第 I 級別小型工程的訂明圖則及詳圖，和處所實際狀況的照片；  
submit herewith the prescribed plans and details of the **Class I** minor works detailed in **Part A**, and the photographs showing the physical condition of the premises where the **Class I** minor works detailed in **Part A** are to be carried out;
4. 確認在本部呈交的訂明圖則及詳圖，均由本人製備和簽署(作為已簽署有關圖則的人，本人同意為該等圖則負起《建築物條例》下的所有責任)；  
confirm that the prescribed plans and details submitted under this Part, have been prepared and signed by me (as the person who has signed the plans, I agree to assume all responsibilities under the Buildings Ordinance regarding the plans);
5. 當甲部所述的第 I 級別小型工程包括對任何建築物進行修葺、改動或加建時，已核證以下事宜：在檢查該建築物後，本人認為該建築物有能力承受因第 I 級別小型工程而可能有所增加或在任何方面有所改動的荷載及應力；  
where the **Class I** minor works detailed in **Part A** comprise repairs, alterations or additions to any building, certified that, after inspecting the building, I am of the opinion that the building is capable of bearing the loads and stresses which may be increased or altered in any way as a result of the **Class I** minor works;
6. 當甲部所述的第 I 級別小型工程涉及豎設招牌時，確認由他人代為豎設招牌的人士已在已部提供建築事務監督所要求的詳情；及  
where the **Class I** minor works detailed in **Part A** involve the erection of a signboard, confirm that the person for whom the signboard is to be erected has provided the particulars of the person as required by the Building Authority in **Part F**; and
7. 當技術備忘錄要求有監工計劃書時，現呈交監工計劃書。  
where supervision plan is required by the technical memorandum, submit herewith a supervision plan.

AP(A)9999/99

註冊證明書編號\*  
Certificate of Registration Number\*

註冊屆滿日期\* 04 07 20 13

Date of expiry  
of registration\*              
day month year

認可仁

認可人士或註冊檢驗人員 簽署\*  
Signature\* of the authorized person or registered inspector

05 07 20 12

             
day month year

<u>2</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>6</u>		
傳真號碼* Fax Number*									
<u>2</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>5</u>		
聯絡電話 Contact Number									
<input checked="" type="checkbox"/> 願意接收短訊通知									
Willing to receive Short Messaging Service (SMS) Notification									

\* 根據註冊記錄 In accordance with the registration record

## 丙部 註冊結構工程師的委任確認書 (由已獲委任的註冊結構工程師填寫)

## Part C Confirmation of appointment by the registered structural engineer

(To be completed by the registered structural engineer appointed)

本人 恭晴司

中文姓名\*Name in Chinese\*

I, GUNGI CHH SZE

英文姓名\*Name in English\*

為上述呈交編號呈交文件內的已獲委任的註冊結構工程師，根據《建築物(小型工程)規例》第30條及第37條的規定，  
am the registered structural engineer appointed under the submission with the above mentioned submission number, in accordance with the provisions of sections 30 and 37 of the Building (Minor Works) Regulation,

1. 確認本人已獲委任為甲部所述的第 I 級別小型工程的結構元素的註冊結構工程師；  
confirm that I have been appointed as the registered structural engineer for the structural elements of the **Class I** minor works detailed in **Part A**;
2. 確認在乙部呈交的訂明圖則及詳圖內的基礎圖則、結構詳圖或計算資料，均由本人製備和簽署(作為已簽署有關圖則的人，本人同意為該等圖則負起《建築物條例》下的所有責任)；及  
confirm that the foundation plans, structural details or calculations submitted under the prescribed plans and details in **Part B** have been prepared and signed by me (as the person who has signed the plans, I agree to assume all responsibilities under the Buildings Ordinance regarding the plans); and
3. 當甲部所述的第 I 級別小型工程包括對任何建築物進行修葺、改動或加建時，已核證以下事宜：在檢查該建築物後，本人認為該建築物有能力承受因第 I 級別小型工程而可能有所增加或在任何方面有所改動的荷載及應力；  
where the **Class I** minor works detailed in **Part A** comprise repairs, alterations or additions to any building, certified that, after inspecting the building, I am of the opinion that the building is capable of bearing the loads and stresses which may be increased or altered in any way as a result of the Class I minor works;

RSE 8888 / 88

註冊證明書編號\*

Certificate of Registration Number\*

註冊屆滿日期\* 04 07 20 13  
Date of expiry 日 月 年  
of registration\* day month year

恭晴司

註冊結構工程師 簽署\*  
Signature\* of the registered structural engineer

05 07 20 12  
日 月 年  
day month year

2	1	2	3	4	5	6	4		
聯絡電話 Contact Number									
<input checked="" type="checkbox"/> 願意接收短訊通知									
Willing to receive Short Messaging Service (SMS) Notification									

## 丁部 註冊岩土工程師的委任確認書 (由已獲委任的註冊岩土工程師填寫)

## Part D Confirmation of appointment by the registered geotechnical engineer

(To be completed by the registered geotechnical engineer appointed)

本人

中文姓名\*Name in Chinese\*

I, \_\_\_\_\_

英文姓名\*Name in English\*

為上述呈交編號呈交文件內的已獲委任的註冊岩土工程師，根據《建築物(小型工程)規例》第30條及第37條的規定，  
am the registered geotechnical engineer appointed under the submission with the above mentioned submission number, in accordance with the provisions of sections 30 and 37 of the Building (Minor Works) Regulation,

1. 確認本人已獲委任為甲部所述的第 I 級別小型工程的岩土元素的註冊岩土工程師；及  
confirm that I have been appointed as the registered geotechnical engineer for the geotechnical elements of the **Class I** minor works detailed in **Part A**; and
2. 確認在乙部呈交的訂明圖則及詳圖內的岩土圖則、岩土評估、岩土詳圖或計算資料及岩土報告，均由本人製備和簽署(作為已簽署有關圖則的人，本人同意為該等圖則負起《建築物條例》下的所有責任)。  
confirm that the geotechnical plans, geotechnical assessment, geotechnical details or calculations and geotechnical reports submitted under the prescribed plans and details in **Part B** have been prepared and signed by me (as the person who has signed the plans, I agree to assume all responsibilities under the Buildings Ordinance regarding the plans).

RGE \_\_\_\_\_ / \_\_\_\_\_

註冊證明書編號\*

Certificate of Registration Number\*

註冊屆滿日期\* \_\_\_\_\_ 20 \_\_\_\_\_  
Date of expiry 日 月 年  
of registration\* day month year

註冊岩土工程師 簽署\*  
Signature\* of the registered geotechnical engineer

\_\_\_\_\_ 20 \_\_\_\_\_  
日 月 年  
day month year

_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
聯絡電話 Contact Number									
<input type="checkbox"/> 願意接收短訊通知									
Willing to receive Short Messaging Service (SMS) Notification									



# Appendix V – Sample Forms (MW11)

戊部 訂明註冊承建商的委任確認書 (由已獲委任的訂明註冊承建商填寫)  
 Part E Confirmation of appointment by the prescribed registered contractor  
 (To be completed by the prescribed registered contractor appointed)

我們 公私牌或建雙工程有限公司

中文名稱\* Name in Chinese\*

We, GUNG SI PAI SINH BIN SOENH ENGINEERING COMPANY

英文名稱\* Name in English\*

L I M I T E D

英文名稱\* (續) Name in English\* (Cont'd)

為上述呈交編號呈交文件內的已獲委任的訂明註冊承建商，根據《建築物(小型工程)規例》第30條、第33條及第37條(當甲部所述工程涉及第II級別小型工程時)的規定。

are the prescribed registered contractor appointed under the submission with the above mentioned submission number, in accordance with the provisions of sections 30, sections 33 and 37 (where **Class II** minor works are involved in works detailed in **Part A**) of the Building (Minor Works) Regulation,

1. 確認我們已獲委任為甲部所述工程的訂明註冊承建商；  
confirm that we have been appointed as the prescribed registered contractor of the works detailed in **Part A**;

當甲部所述工程涉及第II級別小型工程時，  
where **Class II** minor works are involved in the works detailed in **Part A**,

2. 確認甲部所述的第II級別小型工程將於  
confirm that the **Class II** minor works detailed in **Part A** are to be commenced on

乙部第2段所述同日展開；或  
the same date as stated in paragraph 2 of **Part B**; or

20 展開 (只在乙部第2段並未指明日期時適用)。  
日 月 年 (Only applicable where no date is specified in paragraph 2 of **Part B**).  
day month year

3. 現呈交顯示甲部所述的第II級別小型工程的訂明圖則及詳圖，和處所實際狀況的照片；  
submit herewith the prescribed plans and details of the **Class II** minor works detailed in **Part A**, and the photographs showing the physical condition of the premises where the **Class II** minor works detailed in **Part A** are to be carried out;
4. 確認在本部呈交的訂明圖則及詳圖，均由我們製備和簽署 (作為已簽署有關圖則的人，我們同意為該等圖則負起《建築物條例》下的所有責任)；  
confirm that the prescribed plans and details submitted under this Part, have been prepared and signed by us (as the person who has signed the plans, we agree to assume all responsibilities under the Buildings Ordinance regarding the plans);
5. 當甲部所述的第II級別小型工程包括對任何建築物進行修葺、改動或加建時，已核證以下事宜：在檢查該建築物後，我們認為該建築物有能力承受因第II級別小型工程而可能有所增加或在任何方面有所改動的荷載及應力；及  
where the **Class II** minor works detailed in **Part A** comprise repairs, alterations or additions to any building, certified that, after inspecting the building, we are of the opinion that the building is capable of bearing the loads and stresses which may be increased or altered in any way as a result of the **Class II** minor works; and
6. 當甲部所述的第II級別小型工程涉及豎設招牌時，確認由他人代為豎設招牌的人士已在已部提供建築事務監督所要求的詳情。  
where the **Class II** minor works detailed in **Part A** involve the erection of a signboard, confirm that the person for whom the signboard is to be erected has provided the particulars of the person as required by the Building Authority in **Part F**.

簽權仁

獲授權簽署人之中文姓名\* Name in Chinese of the authorized signatory\*

C I M C Y U Y A N

獲授權簽署人之英文姓名\* Name in English of the authorized signatory\*

M W C 4 5 6 7 9 0 / 2 0 1 1

註冊證明書編號\*

Certificate of Registration Number\*

註冊屆滿日期\* 0 4 0 7 2 0 1 4

Date of expiry of registration\* 日 月 年  
day month year

簽名

訂明註冊承建商 (獲授權簽署人) 簽署\*

Signature\* of the prescribed registered contractor (authorized signatory)

2 1 2 3 4 5 6 3

傳真號碼\* Fax Number\*

2 1 2 3 4 5 6 2

聯絡電話 Contact Number

願意接收短訊通知

Willing to receive Short Messaging Service (SMS) Notification

0 5 0 7 2 0 1 2

日 月 年  
day month year

COMPLETED BY THE PRESCRIBED REGISTERED CONTRACTOR

己部 由他人代為豎設招牌的人士的詳情

Part F (只在工程涉及豎設招牌時適用·並由他人代為豎設招牌的人士填寫)

Particulars of the person for whom the signboard is to be erected

(Only applicable to works involving the erection of a signboard and to be completed by the person for whom the signboard is to be erected)

當由他人代為豎設招牌的人士的詳情已在上述呈交編號呈交文件內的 MW01 表格內提供時  
Where the particulars of the person for whom the signboard is to be erected had been provided in the Form MW01 submitted under the submission with the above mentioned submission number

本人/我們 喜招牌

中文名稱 Name in Chinese

I/We, SIGNBOARD OWNER

英文名稱 (如有·姓氏先行) Name in English (Surname first, if any)

英文名稱 (如有·姓氏先行)(續) Name in English (Surname first, if any) (Cont'd)

為上述呈交編號呈交文件內由他人代為豎設招牌的人士·現按照《建築物(小型工程)規例》第 36(a)(v)條的規定·確認本人/我們亦同時是甲部所述工程的由他人代為豎設招牌的人士·而本人的詳情已在上述呈交編號呈交文件內提供。

am/are the person for whom the signboard is to be erected detailed in the submission with the above mentioned submission number, in accordance with the provisions of section 36(a)(v) of the Building (Minor Works) Regulation, hereby confirm that I am/we are also the person for whom the signboard is to be erected detailed in Part A, and my particulars had been provided in the submission with the above mentioned submission number.

當上述呈交編號呈交文件內的 MW01 表格內的工程並不涉及豎設招牌時  
Where the works stated in the Form MW01 submitted under the submission with the above mentioned submission number do not involve the erection of a signboard

中文名稱 Name in Chinese

英文名稱 (如有·姓氏先行) Name in English (Surname first, if any)

英文名稱 (如有·姓氏先行)(續) Name in English (Surname first, if any) (Cont'd)

- 香港身份證號碼 HKID Number  商業登記號碼 Business Registration Number  護照號碼 Passport Number
- 其他 (請註明) Others (Please specify)

護照簽發國家 (如適用) Country of issue of passport (if applicable)

通訊地址 Correspondence Address

Address input field with horizontal lines

傳真號碼 Fax Number

聯絡電話 Contact Number

電郵地址 E-mail Address

喜招牌

由他人代為豎設招牌的人士 簽署 (如適用) 蓋上公司印鑑  
Signature of the person for whom the signboard is to be erected & affixed with company seal (if applicable)

05 07 20 12  
日 月 年

day month year

COMPLETED BY THE PERSON FOR WHOM THE SIGNBOARD IS TO BE ERRECTED

2012/06 Newly Added

## Appendix V – Sample Forms (MW11)

庚部 當進行的工程可能涉及公用地方時，相關業主立案法團或物業管理公司的詳情

Part G (只在工程可能涉及公用地方時適用，並由已獲委任的認可人士或註冊檢驗人員填寫)

Particulars of the corresponding Owners' Corporations or Property Management Company where the works to be carried out may involve common parts

(Only applicable where the works to be carried out may involve common parts and to be completed by the authorized person or registered inspector appointed)

當業主立案法團或物業管理公司的詳情已在上述呈交編號呈交文件內的 MW01 表格內提供時，  
Where the particulars of the Owners' Corporations or Property Management Company had been provided in the Form MW01 submitted under the submission with the above mentioned submission number

當業主立案法團或物業管理公司的詳情未在上述呈交編號呈交文件內的 MW01 表格內提供時，  
Where the particulars of the Owners' Corporations or Property Management Company had not been provided in the Form MW01 submitted under the submission with the above mentioned submission number

業主立案法團或物業管理公司 名稱及其通訊地址

Name & Correspondence Address of Owners' Corporations or Property Management Company


傳真號碼 Fax Number

聯絡電話 Contact Number

電郵地址 E-mail Address

COMPLETED BY THE AUTHORIZED PERSON  
OR REGISTERED INSPECTOR

SAMPLE MW11

# Appendix V – Sample Forms (MW12)



## 簡化規定下的新增小型工程展開通知書 (沒有委任訂明建築專業人士) NOTICE OF COMMENCEMENT OF ADDITIONAL MINOR WORKS UNDER THE SIMPLIFIED REQUIREMENTS (WITHOUT PRESCRIBED BUILDING PROFESSIONAL APPOINTED)

本表格及所有證明文件最遲須在展開新增的小型工程項目前 7 天呈交  
This form and all supporting document(s) must be submitted not less than 7 days before the commencement of the additional minor works item(s)

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).

致建築事務監督  
To the Building Authority

甲部 訂明註冊承建商的委任通知 (由安排進行小型工程的人填寫)  
Part A Notice of appointment of the prescribed registered contractor  
(To be completed by the person who arranged for the minor works to be carried out)

MW 120711147
小型工程呈交編號 Minor Works Submission Number
<b>必須填寫 MUST COMPLETE</b>

本人/我們 譚仁造  
中文名稱 Name in Chinese

I/We, CHINING YAN CHO  
英文名稱 (如有·姓氏先行) Name in English (Surname first, if any)

英文名稱 (如有·姓氏先行) (續) Name in English (Surname first, if any) (Cont'd)

為上述呈交編號呈交文件內安排進行小型工程的人，根據《建築物 (小型工程) 規例》第 28 條的規定，本人/我們已就本部所述的工程，委任上述呈交編號呈交文件內已獲委任的訂明註冊承建商，作為訂明註冊承建商。  
am/are the person who arranged for the minor works to be carried out under the submission with the above mentioned submission number, in accordance with the provisions of section 28 of the Building (Minor Works) Regulation, I/we have appointed the prescribed registered contractor appointed under the submission with the above mentioned submission number, as prescribed registered contractor in respect of the works detailed in this Part.

擬在上述呈交編號呈交文件內相同位置或地址進行新增的小型工程的詳情  
Details of the proposed additional minor works to be carried out at the same location or address under the submission with the above mentioned submission number

另加附加頁 張  
Additional Page added

小型工程項目 Minor works Item	描述 Description	(如有) 請提供相關命令 / 指示 / 通知 / 屋宇署檔案 編號 Relevant Order / Direction / Notice / BD Reference Number (if available)
2.15	REPAIR OF EXTERNAL REINFORCED CONCRETE WALL OF XYZ MANSION	
2.23	REPLACEMENT OF THE DISPLAY SURFACE OF SIGNBOARD PROJECTING FROM EXTERNAL WALL OF XYZ MANSION FACING SOY STREET, DOES NOT CONSIST OF STONE, WITH DISPLAY AREA OF 15 M <sup>2</sup>	
2.18	ERECTION OF SIGNBOARD PROJECTING FROM EXTERNAL WALL OF XYZ MANSION FACING SOY STREET, DOES NOT CONSIST OF STONE, WITH DISPLAY AREA OF 11 M <sup>2</sup>	

各項小型工程項目及其描述 (包括性質、位置和數量) 必須提供。如空位不敷應用，請另加紙張填寫，附於本通知書內，並在每頁加簽、註明日期及 (如適用) 蓋上公司印鑑。  
Every minor works item and its description (including the nature, location and quantity) shall be provided. If space is insufficient, please attach additional sheet(s) which must be signed, dated and affixed with company seal (if applicable).

譚仁造

安排進行小型工程的人 簽署 (如適用) 蓋上公司印鑑  
Signature of the person who arranged for the minor works to be carried out & affixed with company seal (if applicable)

2007 20 12  
日 月 年  
day month year

# Appendix V – Sample Forms (MW12)

## 乙部 訂明註冊承建商的委任確認書 (由已獲委任的訂明註冊承建商填寫)

### Part B Confirmation of appointment by the prescribed registered contractor (To be completed by the prescribed registered contractor appointed)

我們 大牌成建雙建築有限公司

中文名稱\* Name in Chinese\*

We, TAI PAI SENG SIN SENG CONSTRUCTION COMPANY

英文名稱\* Name in English\*

LIMITED

英文名稱\* (續) Name in English\* (Cont'd)

為上述呈交編號呈交文件內的已獲委任的訂明註冊承建商，根據《建築物(小型工程)規例》第33條及第37條的規定，  
are the prescribed registered contractor appointed under the submission with the above mentioned submission number, in accordance with the provisions of sections 33 and 37 of the Building (Minor Works) Regulation,

1. 確認我們已獲委任為甲部所述工程的訂明註冊承建商；  
confirm that we have been appointed as the prescribed registered contractor of the works detailed in **Part A**;
2. 確認甲部所述的小型工程將於 27 07 20 12 展開；  
confirm that the minor works detailed in **Part A** are to be commenced on 27 07 20 12 day month year ;
3. 現呈交顯示甲部所述工程的訂明圖則及詳圖，和處所實際狀況的照片；  
submit herewith the prescribed plans and details of the works detailed in **Part A**, and the photographs showing the physical condition of the premises where the works detailed in **Part A** are to be carried out;
4. 確認在本部呈交的訂明圖則及詳圖，均由我們製備和簽署(作為已簽署有關圖則的人，我們同意為該等圖則負起《建築物條例》下的所有責任)；  
confirm that the prescribed plans and details submitted under this Part, have been prepared and signed by us (as the person who has signed the plans, we agree to assume all responsibilities under the Buildings Ordinance regarding the plans);
5. 當甲部所述工程包括對任何建築物進行修葺、改動或加建時，已核證以下事宜：在檢查該建築物後，我們認為該建築物有能力承受因工程而可能有所增加或在任何方面有所改動的荷載及應力；及  
where the works detailed in **Part A** comprise repairs, alterations or additions to any building, certified that, after inspecting the building, we are of the opinion that the building is capable of bearing the loads and stresses which may be increased or altered in any way as a result of the works; and
6. 當甲部所述工程涉及豎設招牌時，確認由他人代為豎設招牌的人士已在丙部提供建築事務監督所要求的詳情。  
where the works detailed in **Part A** involve the erection of a signboard, confirm that the person for whom the signboard is to be erected has provided the particulars of the person as required by the Building Authority in **Part C**.

授權人

獲授權簽署人之中文姓名\* Name in Chinese of the authorized signatory\*

AUTHORIZED SIGNATORY

獲授權簽署人之英文姓名\* Name in English of the authorized signatory\*

ABC 456789 / 2009

註冊證明書編號\*

Certificate of Registration Number\*

註冊屆滿日期\* 31 01 20 13

Date of expiry of registration\* 31 01 20 13 day month year

A. Signatory

訂明註冊承建商(獲授權簽署人)簽署\*

Signature\* of the prescribed registered contractor (authorized signatory)

20 07 20 12

day month year

<u>26661234</u>
傳真號碼* Fax Number*
<u>26661235</u>
聯絡電話 Contact Number
<input checked="" type="checkbox"/> 願意接收短訊通知 Willing to receive Short Messaging Service (SMS) Notification

COMPLETED BY THE PRESCRIBED REGISTERED CONTRACTOR

丙部 由他人代為豎設招牌的人士的詳情

Part C (只在甲部所述工程涉及豎設招牌時適用，並由他人代為豎設招牌的人士填寫)

Particulars of the person for whom the signboard is to be erected

(Only applicable to works detailed in Part A involving the erection of a signboard and to be completed by the person for whom the signboard is to be erected)

當由他人代為豎設招牌的人士的詳情已在上述呈交編號呈交文件內的 MW03 表格內提供時
Where the particulars of the person for whom the signboard is to be erected had been provided in the Form MW03 submitted under the submission with the above mentioned submission number

本人/我們 中文名稱 Name in Chinese

I/We, 英文名稱 (如有，姓氏先行) Name in English (Surname first, if any)

英文名稱 (如有，姓氏先行) (續) Name in English (Surname first, if any) (Cont'd)

為上述呈交編號呈交文件內由他人代為豎設招牌的人士，現按照《建築物(小型工程)規例》第36(a)(v)條的規定，確認本人/我們亦同時是甲部所述工程的由他人代為豎設招牌的人士，而本人的詳情已在上述呈交編號呈交文件內提供。
am/are the person for whom the signboard is to be erected detailed in the submission with the above mentioned submission number, in accordance with the provisions of section 36(a)(v) of the Building (Minor Works) Regulation, hereby confirm that I am/we are also the person for whom the signboard is to be erected detailed in Part A, and my particulars had been provided in the submission with the above mentioned submission number.

當上述呈交編號呈交文件內的 MW03 表格內的工程並不涉及豎設招牌時
Where the works stated in the Form MW03 submitted under the submission with the above mentioned submission number do not involve the erection of a signboard

喜招牌 中文名稱 Name in Chinese

SIGNBOARD OWNER 英文名稱 (如有，姓氏先行) Name in English (Surname first, if any)

英文名稱 (如有，姓氏先行) (續) Name in English (Surname first, if any) (Cont'd)

84503832

香港身份證號碼 HKID Number 商業登記號碼 Business Registration Number 護照號碼 Passport Number

其他 (請註明) Others (Please specify)

護照簽發國家 (如適用) Country of issue of passport (If applicable)

通訊地址 Correspondence Address

FLAT A, 1/F, AND 2/F,
XYZ MANSION,
456 SOY STREET,
KOWLOON

29934568 傳真號碼 Fax Number

29934567 聯絡電話 Contact Number

電郵地址 E-mail Address

喜招牌

由他人代為豎設招牌的人士 簽署 (如適用) 蓋上公司印鑑
Signature of the person for whom the signboard is to be erected & affixed with company seal (if applicable)

2007 20 12 日 月 年
day month year

COMPLETED BY THE PERSON FOR WHOM THE SIGNBOARD IS TO BE ERRECTED

2012/06 Newly Added

## Appendix V – Sample Forms (MW12)

COMPLETED BY THE PRESCRIBED REGISTERED CONTRACTOR

丁部 當進行的工程可能涉及公用地方時，相關業主立案法團或物業管理公司的詳情  
 Part D (只在工程可能涉及公用地方時適用，並由已獲委任的訂明註冊承建商填寫)

Particulars of the corresponding Owners' Corporations or Property Management Company where the works to be carried out may involve common parts

(Only applicable where the works to be carried out may involve common parts and to be completed by the prescribed registered contractor appointed)

當業主立案法團或物業管理公司的詳情已在上述呈交編號呈交文件內的 MW03 表格內提供時，  
 Where the particulars of the Owners' Corporations or Property Management Company had been provided in the Form MW03 submitted under the submission with the above mentioned submission number

當業主立案法團或物業管理公司的詳情未在上述呈交編號呈交文件內的 MW03 表格內提供時，  
 Where the particulars of the Owners' Corporations or Property Management Company had not been provided in the Form MW03 submitted under the submission with the above mentioned submission number

業主立案法團或物業管理公司 名稱及其通訊地址  
 Name & Correspondence Address of Owners' Corporations or Property Management Company

INCORPORATED OWNERS OF XYZ MANSION  
 6/F, XYZ MANSION,  
 456 SOY STREET,  
 KOWLOON

2 6 6 3 4 5 6 8  
 傳真號碼 Fax Number

2 6 6 3 4 5 6 7  
 聯絡電話 Contact Number

電郵地址 E-mail Address

SAMPLE MW12

\* 根據註冊記錄 In accordance with the registration record

# Appendix V – Sample Forms (MW31)



## 簡化規定下訂明建築專業人士不再獲委任或提名的通知書 NOTICE OF PRESCRIBED BUILDING PROFESSIONAL ON CEASING TO BE APPOINTED OR NOMINATED UNDER THE SIMPLIFIED REQUIREMENTS

本表格最遲須在不再獲委任或提名的日期後 7 天內呈交  
This form must be submitted within 7 days after the date of cessation or nomination

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).

致建築事務監督  
To the Building Authority

### 不再獲委任或提名的訂明建築專業人士的通知書

(由不再獲委任或提名的訂明建築專業人士填寫)

Notice of the prescribed building professional on ceasing to be appointed or nominated (To be completed by the prescribed building professional ceased to be appointed or nominated)

MW	1	2	0	7	0	8	8	8	8
小型工程呈交編號 Minor Works Submission Number									
必須填寫 MUST COMPLETE									

本人 認可仁 為上述呈交編號的已獲委任或提名的  
中文姓名\*Name in Chinese\*

I, YENGA HO YAN, am the  
英文姓名\*Name in English\*

認可人士 /  註冊檢驗人員 ·  註冊結構工程師 ·  註冊岩土工程師  
authorized person registered inspector registered structural engineer registered geotechnical engineer

按照《建築物 (小型工程) 規例》第 50 條的規定，呈交此通知，證明我自  
appointed or nominated in the above mentioned submission number, in accordance with the provisions of section 50 of the Building (Minor Works) Regulation, submit herewith this notice of the fact that, with effect from

16 07 20 12 起，不再獲委任或提名為上述小型工程編號呈交文件內小型工程的訂明建築專業人士；並確認上述呈交編號呈  
day month year, I have ceased to be appointed or nominated as the prescribed building professional of the minor works detailed in

交文件內下述的小型工程已在本人的監督下，按照《建築物條例》及已呈交的訂明圖則及詳圖進行。  
the submission with the above mentioned submission number; and confirm that the following minor works under the submission with the above mentioned submission number have been carried out in accordance with the Buildings Ordinance and the submitted prescribed plans and details under my supervision.

另加附加頁 張  
Additional Page added

小型工程項目 Minor works Item	描述 Description	(如有) 請提供相關命令 / 指示 / 通知 / 屋宇署檔案 編號 Relevant Order / Direction / Notice / BD Reference Number (if available)
1.17	REPAIR OF CANTILEVERED REINFORCED CONCRETE CANOPY ON 1/F	

各項小型工程項目及其描述 (包括性質、位置和數量) 必須提供。如空位不敷應用，請另加紙張填寫，附於本通知書內，並在每頁加簽及註明日期。  
Every minor works item and its description (including the nature, location and quantity) shall be provided. If space is insufficient, please attach additional sheet(s) which must be signed and dated.

2	1	2	3	4	5	6	6		
傳真號碼* Fax Number*									
2	1	2	3	4	5	6	5		
聯絡電話 Contact Number									
<input checked="" type="checkbox"/> 願意接收短訊通知 Willing to receive Short Messaging Service (SMS) Notification									

AP(A)9999/99  
註冊證明書編號\*  
Certificate of Registration Number\*

認可仁

註冊屆滿日期\* 04 07 20 13 不再獲委任或提名的訂明建築專業人士 簽署\* 18 07 20 12  
Date of expiry of registration\* day month year Signature\* of the prescribed building professional ceased to be appointed or nominated day month year

\* 根據註冊記錄 In accordance with the registration record

COMPLETED BY THE AUTHORIZED PERSON OR REGISTERED INSPECTOR



# Appendix V – Sample Forms (MW32)



**MW32**  
致建築事務監督  
To the Building Authority

## 簡化規定下有關豎設或改動第 III 級別小型工程的招牌的呈交編號申請書 REQUEST FOR SUBMISSION NUMBER FOR CLASS III MINOR WORKS RELATING TO THE ERECTION OR ALTERATION OF SIGNBOARD 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).

只供屋宇署填寫 For Buildings Department's Use only

小型工程呈交編號 →  
Minor Works Submission Number

### 甲部 豎設或改動招牌工程的初步資料 (由已獲委任的訂明註冊承建商填寫)

#### Part A Preliminary information of the erection or alteration works of signboard

(To be completed by the prescribed registered contractor appointed)

#### 1. 擬進行小型工程的位置或地址

Location or Address of the proposed minor works to be carried out

EXTERNAL WALL ON I/F FACING SOY STREET,  
ABC MANSION,  
442 SOY STREET,  
MONA KOK

徵收差餉及/或地租通知書左上角的帳目編號  
The Account Number printed on the top left-hand corner  
of the Demand for Rates and/or Government Rent

1 2 3 4 5 6 7 8 9 1 2 3 4 5 6 7 8 9 0

為方便確定工程位置或地址，可選擇提供  
Optional for easy identification of the  
location or address of the works

#### 2. 擬進行的招牌工程的詳情

##### Details of the proposed signboard works to be carried out

只限於《建築物(小型工程)規例》附表1第3部小型工程一覽表內項目3.16及3.17內所述的豎設及改動招牌工程

Restricted to the erection and alteration works of signboard described under items 3.16 and 3.17 of the List of Minor Works in Part 3 of Schedule 1 of the Building (Minor Works) Regulation

另加附加頁 張  
Additional Page added

小型工程項目 Minor works Item	描述 Description	(如有) 請提供相關命令 / 指示 / 通知 / 屋宇署檔案 編號 Relevant Order / Direction / Notice / BD Reference Number (if available)
3.17	ERECTION OF 3 NOS. OF WALL SIGNBOARD, ON THE EXTERNAL WALL OF I/F FACING SOY STREET, EACH OF THEM WITH DISPLAY AREA OF 4 M <sup>2</sup>	
3.17	ALTERATION OF EXISTING WALL SIGNBOARD, ON THE EXTERNAL WALL OF I/F FACING SOY STREET, WITH DISPLAY AREA OF 3 M <sup>2</sup>	

各項小型工程項目及其描述 (包括性質、位置和數量) 必須提供。如空位不敷應用，請另加紙張填寫。附於本通知書內，並在每頁加簽、註明日期及 (如適用) 蓋上公司印鑑。

Every minor works item and its description (including the nature, location and quantity) shall be provided. If space is insufficient, please attach additional sheet(s) which must be signed, dated and affixed with company seal (if applicable).

工程預計將分別於 14 07 20 12 及 16 07 20 12 展開及完成。  
The works are expected to be carried out and completed on 日 月 年 and 日 月 年 respectively.  
day month year day month year

工程涉及豎設和改動的招牌數量分別為 3 個及 1 個。  
The number of signboard to be erected and altered are 3 and 1 respectively.

COMPLETED BY THE PRESCRIBED REGISTERED CONTRACTOR

2012/06 Newly Added

3. 安排進行小型工程的人的詳情

Particulars of the person who arranged for the minor works to be carried out

鍾仁造

中文名稱 Name in Chinese

CHING YAN CHO

英文名稱 (如有·姓氏先行) Name in English (Surname first, if any)

英文名稱 (如有·姓氏先行)(續) Name in English (Surname first, if any) (Cont'd)

4. 由他人代為豎設招牌的人士的詳情

Particulars of the person for whom the signboard is to be erected

Signboard Owner

中文名稱 Name in Chinese

SIGNBOARD OWNER

英文名稱 (如有·姓氏先行) Name in English (Surname first, if any)

英文名稱 (如有·姓氏先行)(續) Name in English (Surname first, if any) (Cont'd)

乙部 訂明註冊承建商的申請書

Part B Request of the prescribed registered contractor

本人/我們 大輝成建築有限公司

中文名稱\* Name in Chinese\*

I/We, TAI PAI SENG HOEN SOEN CONSTRUCTION COMPANY

英文名稱\* Name in English\*

LIMITED

英文名稱\*(續) Name in English\*(Cont'd)

為甲部所述工程的已獲委任的訂明註冊承建商。

am /are the prescribed registered contractor appointed for the works detailed in Part A,

1. 就甲部所述工程，呈交甲部所述的初步資料，以申請一個呈交編號以展示在豎設或被改動的招牌上；  
submit the preliminary information detailed in Part A to request for a submission number for the works detailed in Part A to be displayed on the signboard to be erected or altered;

2. 明白及了解：  
understand and realize that:

本申請書並非簡化規定下的呈交，獲得呈交編號並不代表已符合《建築物(小型工程)規例》第6部內簡化規定的要求；  
this request is not a submission under the simplified requirements, obtaining the submission number is not equivalent to compliance in accordance with provisions of the simplified requirements in Part 6 of the Building (Minor Works) Regulation;

根據《建築物(小型工程)規例》第36條的規定，MW05表格最遲須在甲部所述工程完成後的14天內再另行呈交；  
a notification in Form MW05 should be submitted separately within 14 days after the completion of the works detailed in Part A in accordance with section 36 of Building (Minor Works) Regulation;

獲得的呈交編號只能用於展示在甲部所述位置或地址內豎設或被改動的招牌上；及  
the minor works submission number obtained can only be used for displaying on the signboards to be erected or altered at the location or address detailed in Part A; and

在招牌上展示的小型工程呈交編號，應參照《註冊承建商作業備考》編號71內的標準及指引。  
the displaying of the minor works submission number on the signboard should follow the standards and guideline in the Practice Note for Registered Contractors No.71.

授權人

獲授權簽署人之中文姓名\* Name in Chinese of the authorized signatory\*

AUTHORIZED SIGNATORY

獲授權簽署人之英文姓名\* Name in English of the authorized signatory\*

ABC 456789 / 2009

註冊證明書編號\*

Certificate of Registration Number\*

註冊屆滿日期\* 3 1 0 1 20 1 3

Date of expiry of registration\* day month year

A. Signatory

訂明註冊承建商(獲授權簽署人)簽署\*

Signature\* of the prescribed registered contractor (authorized signatory)

3 0 0 6 20 1 2

day month year

2 6 6 6 1 2 3 4
傳真號碼* Fax Number*
2 6 6 6 1 2 3 5
聯絡電話 Contact Number
<input checked="" type="checkbox"/> 願意接收短訊通知
Willing to receive Short Messaging Service (SMS) Notification

# Appendix V – Sample Forms (MW33)



## 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).

致建築事務監督  
To the Building Authority

MW	1	2	0	7	0	7	7	7	7
小型工程呈交編號 Minor Works Submission Number									
必須填寫 MUST COMPLETE									

本人/我們 檢 驗 仁  
中文名稱\* Name in Chinese\*

I/We, K I M Y I M Y I A N  
英文名稱\* Name in English\*

英文名稱\* (續) Name in English\* (Cont'd)

為上述呈交編號呈交文件內的已獲委任人，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 submission with 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 checked="" type="checkbox"/> 顯示工程處所在工程前實際狀況的照片<br>photographs showing the physical condition of the premises before the commencement of works | <input type="checkbox"/> 顯示所有已完成工程的照片<br>photographs showing all works as completed |
| <input checked="" 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 _____   |

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> 認可人士<br>authorized person | <input checked="" type="checkbox"/> 註冊檢驗人員<br>registered inspector | <input type="checkbox"/> 註冊結構工程師<br>registered structural engineer | <input type="checkbox"/> 註冊岩土工程師<br>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) Name in Chinese of the authorized signatory\* (If applicable)

獲授權簽署人之英文姓名\* (如適用) Name in English of the authorized signatory\* (If applicable)

R F ( S ) | 7 7 7 7 / | 7 7  
註冊證明書編號\*  
Certificate of Registration Number\*

<u>2 1 2 3 4 5 6 1</u> 傳真號碼* Fax Number*
<u>2 1 2 3 4 5 6 0</u> 聯絡電話 Contact Number
<input checked="" type="checkbox"/> 願意接收短訊通知 Willing to receive Short Messaging Service (SMS) Notification

註冊屆滿日期\* 03 02 20 17  
Date of expiry of registration\*  
day month year

檢 驗 仁  
獲委任人 簽署\*  
Signature\* of the appointed person

18 07 20 12  
日 月 年  
day month year

\* 根據註冊記錄 In accordance with the registration record

## Appendix VI – Preferred Colours for Colouring of Plans

Material	Preferred Colour	BS 5252 Identification Code
Earth (unexcavated)	Fawn	06 C 33
Harcord or dry fill	Brown	06 C 39
Brick	Red	04 E 55
Concrete (plain or reinforced)	Green	14 E 53
Solid concrete blocks	Blue	20 E 56
Hollow concrete blocks	Mauve	24 E 53
Lightweight partition (e.g. plasterboard)	Orange	06 E 55
Plaster or Cement rendering	Magnolia	08 E 49
Mosaic or other non-absorbent floor tiles	Pink	02 E 33
Mosaic or other non-absorbent wall tiles	Lemon	10 E 50
Glass	Blue	20 E 50
Timber doors	Brown	06 D 44
Metalwork	Grey	00 A 03
Steel	Purple	24 C 39
Sanitary fittings	Yellow	10 E 55
Provision for the disabled e.g. toilets, lifts, ramps	Green	12 E 53

### Notes:

1. Ducts, light-wells and lift shafts should be left uncoloured.
2. For elevations and the larger plan areas, colouring may be in lighter washes of the preferred colours in order to avoid a garish effect e.g. concreted, tiled or plastered areas.
3. A light colour wash should be used to identify phased development.
4. A colour legend or key should be added to all sets of drawings.