

To: All Authorized Persons
Registered Structural Engineers
Registered Inspectors
Registered General Building Contractors
Registered Minor Works Contactors

5 February 2016

Dear Sir/Madam,

Issue of “QP Card” for Qualified Person (QP)

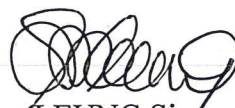
I am pleased to inform you that with effect from 15 February 2016, the Buildings Department will issue QP Cards to all QP upon their application.

The new measure aims to facilitate QP to identify themselves to building owners and management companies in order to gain access to private premises for carrying out inspection, supervising or carrying out repair works under the Mandatory Window Inspection Scheme.

The expiry date to be shown on the QP Card is the same as the expiry date of registration in the relevant register under the Buildings Ordinance. Where the QP has been included in more than one register, the latest expiry date will be shown.

We will promote this card to the general public. You are therefore encouraged to apply for a QP Card as soon as possible if you would like to provide services as QP. Please submit a recent passport photo and personal particulars using the attached form in your application.

Yours faithfully,



(LEUNG Siu-man)

Assistant Director/Corporate Services
for Building Authority

The attached application form supersedes the former BD form No.02/2016 (QP Card/Form).

申請合資格人士「驗窗卡」
Application for "QP Card" for Qualified Person (QP)

日期 Date: _____

註冊編號 : _____
Registration no.

申請人姓名(中文): _____ (英文): _____
Name in full (Chinese): _____ (English)

身份證號碼: _____ 電話: _____
HKID No. Tel. No.

請貼上申請人的
彩色正面近照
或以電腦光碟或經電郵⁽¹⁾
提交數碼相片
Please affix your
recent colour photo here
or submit digital photo
in form of CD or via e-mail⁽¹⁾

請以「✓」號選擇你所屬的所有名冊：
Please tick your register(s) :

名冊⁽²⁾ Register⁽²⁾

- | | |
|--|--------------------------|
| (i) 認可人士 Authorized Persons | <input type="checkbox"/> |
| (ii) 註冊結構工程師 Registered Structural Engineers | <input type="checkbox"/> |
| (iii) 註冊檢驗人員 Registered Inspectors | <input type="checkbox"/> |
| (iv) 註冊一般建築承建商的獲授權簽署人
Authorized Signatory of Registered General Building Contractors | <input type="checkbox"/> |
| (v) 註冊小型工程承建商(公司)的獲授權簽署人
Authorized Signatory of Registered Minor Works Contractors (Company) | <input type="checkbox"/> |
| (vi) 註冊小型工程承建商(個人) Registered Minor Works Contractors (Individual) | <input type="checkbox"/> |

聯絡地址(如與註冊紀錄不同): _____
Correspondence Address (if different from registration record):

(如申請人將已簽署的申請表格正本直接遞交或郵寄至屋宇署地址:九龍彌敦道 750 號始創中心 12 字樓,驗窗卡將會以掛號形式郵寄至申請人的聯絡地址。)

(QP Card will be sent by registered mail to the applicant's correspondence address if the application submitted by hand or by post with an original copy of this form duly signed by the applicant to Buildings Department's address: 12/F Pioneer Centre, 750 Nathan Road, Kowloon.)

申請人簽署
Signature of the applicant

備註:

Remarks:

- (1) 相片的規格為一般證件相,規格要求請參閱"香港特別行政區旅行證件的相片規格"。如經電郵(enquiry@bd.gov.hk)申請,申請人須親身前往九龍旺角聯運街 30 號旺角政府合署 1 字樓 107 室註冊小組領取驗窗卡。

The photo shall have a similar format as a passport photo, please refer "Photo Requirements for Travel Document of HKSAR". For application sent via e-mail(enquiry@bd.gov.hk), the applicant has to collect the QP Card in person at Registration Unit, Room 107, 1/F, Mongkok Government Offices, 30 Luen Wan Street, Mongkok, Kowloon.

- (2) 如申請人名列多於一個名冊並有不同的屆滿日期,卡上將只顯示其最後的屆滿日期。如最後的屆滿日期屬以上(iv), (v)或(vi)項,則卡上亦將顯示有關的承建商名稱。

If the applicant is included in more than 1 register with different expiry dates, only the latest expiry date will be shown on the QP Card. The relevant name of contractor will also be shown if the latest expiry date falls into items (iv), (v) or (vi) above.

收集個人資料須知

Notes on the collection of personal data

- (i) 所填報的資料，將用於關乎執行《建築物條例》及有關規例的用途上。
The information provided will be used for the purposes in connection with the administration of the Buildings Ordinance and related Regulations.
- (ii) 屋宇署可為關乎執行《建築物條例》及有關規例事宜的目的，而把所填報的資料披露予其他政府部門或其他人士。
The information provided may be disclosed to other government departments or other parties for the purposes in connection with the administration of matters related to the Buildings Ordinance and related Regulations.
- (iii) 在呈交資料後，如欲查閱或更正個人資料，請致函屋宇署的註冊小組。
For access to or correction of any personal data after submission, please address to the Registration Unit of the Buildings Department in writing.