

**Submission of Certificate of Completion of Building Works,
Application for Occupation Permit
and Submission of Record Plans and Information**

Submission of Certificate of Completion of Building Works

Upon the completion of building works, a certificate of completion of building works not resulting in a new building (Form BA14/14A and/or Form MW02/04) or resulting in a new building (Form BA12/13) should be submitted in accordance with regulation 25 of the Building (Administration) Regulations (B(A)R). While there is no statutory time limit under the Buildings Ordinance (BO) for processing such certificates, the Buildings Department (BD) will generally provide a reply to Form BA14/14A within 28 days, advising the acceptance of the completed works or the outstanding issues to be rectified. As a certificate of completion of new buildings and application for an occupation permit (OP) are usually submitted together in Form BA12/13, they will be processed together within 14 days in accordance with section 21 of the BO.

2. If the same contractor is employed for both the foundation works and the superstructure works for a new building or in the alteration and addition (A&A) works to an existing building, where spread footing foundation with excavation depth not exceeding 4.5m is adopted, the certification of completion of both the spread footing and superstructure works in such cases may be made in the Form BA12/13 or a single Form BA14, as the case may be, and a separate Form BA14 for completion of the spread footing works is not required.

Simultaneous Submission of Amended Building Plans and Application for OP

3. A Form BA12/13 is sometimes submitted at or about the same time as the submission of amended plans for approval. This would complicate the processing of an application for OP. In line with the declaration in the Form BA12/13 that the new building has been erected in accordance with the plans approved, the Building Authority (BA) takes the view that authorized persons (AP)/registered structural engineers (RSE)/registered geotechnical engineers (RGE) should submit and secure approval of amendment plans in advance of an application for OP. The exception is that minor positional deviations from the approved plans which do not contravene the BO and its subsidiary regulations may be acceptable.

Submission of Record Plans

4. Where several alterations have been made to the original design, the BA may require, under regulation 46 of the B(A)R, the submission of “new plans” showing the building as completed.

5. For those projects (including A&A works) with amendments to the original approved building plans have subsequently been approved, the AP should submit a set of general building plans when applying for OP and submitting Form BA14 for A&A works, amalgamating all the plans approved by the BA and thereby representing the building/A&A works as completed. Each of those plans should bear either the signed and dated approval chop applied by the BA or a chop giving the AP's personal certification of the plans being identical to those approved by the BA on the date specified. To limit the volume of paper, the BA would accept plans photographically reduced to not less than a ratio of 1:200.

6. Record plans should not contain any amendments which have not been approved.

7. In addition, the Rating and Valuation Department (RVD) has requested that for all newly completed buildings and completed A&A works, one set of record plans be supplied to them for rating purposes. As record plans are now mostly produced from computer software such as AutoCAD or Microstation which could effectively shorten the processing time and assure the accuracy of the valuation work of RVD, AP are encouraged to submit a CD-ROM containing the softcopy of the record plans in AutoCAD or Microstation format and marked "CD-ROM containing plans for RVD" at the front in addition to the required paper copy for onward transmission to RVD. RVD has committed that the record plans will only be used for relevant rating purposes and will not be released to other Departments or parties.

Submission of Schedule of Building Materials and Products

8. Under the BO, the AP, RSE, RGE and registered contractor (RC) have responsibilities to supervise building works including the selection and application of building materials and to certify compliance with relevant provisions of the BO upon completion of works. To expedite the processing of an application for OP, the BA requires the submission of a schedule under regulation 44 of the B(A)R, confirming the use of accepted building materials and products in construction.

9. The schedule should be submitted with an application for OP. The AP should confirm and certify in the schedule that the application and performance of building materials and products are in compliance with the relevant provisions of the BO and its subsidiary regulations and the RC should confirm the use of those building materials and products in construction. Except for regularly used building materials, the schedule should cover all materials and products not specified on the approved plans, the application of which would involve the structural integrity and fire safety of the building, and the cast iron pipes and fittings as stipulated in Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP) APP-133. Where appropriate, a schedule should be submitted on completion of A&A works not resulting in a new building or minor works. Sample schedules for building works and minor works are provided at Appendices A and B respectively.

10. As an alternative to accepting test and assessment reports in the schedule, the BA will accept valid certificates of conformity of fire rated doorsets and non-loadbearing partition walls issued by the accredited certification body in accordance with the Product Conformity Certification Scheme as promulgated in paragraph 4 of PNAP APP-165.

11. Where the building works involve the installation of fire dampers, the fire dampers may be installed by the registered general building contractor (RGBC) of the project and a registered specialist contractor in the ventilation works category (RSC(V)) appointed for such purpose. Furthermore, under the Minor Works Control System, erection or alteration of a fire damper in a ventilation system of an existing building is designated as minor works, which may be carried out under the simplified requirements as an alternative to obtaining approval and consent under the BO. Reference can be made to Schedule 1 of the Building (Minor Works) Regulation and PNAP APP-147 respectively.

12. For fire dampers installed by RGBC/registered minor works contractor (RMWC), a RSC(V) should be engaged to inspect and certify that the fire dampers are in safe and efficient working order pursuant to Clause E8.3 of the Code of Practice for Fire Safety in Buildings 2011. For fire dampers installed by RSC(V), the same RSC(V) could inspect and certify the fire dampers. The AP/RMWC in submitting the certification on fire dampers should include an inspection certificate on fire dampers by RSC(V).

(YU Tak-cheung)
Building Authority

Ref. : BD GP/BORD/10 (VI)
BD GR/BORD/93 (II)
BD GR/OP/4/M
BD GR/OA/177
BD GR/1-125/106 (X)

This PNAP is previously known as PNAP 53

First issue July 1978

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This revision September 2021 (AD/CS) (Paragraph 10 added, and Annexes A and B amended)



認可建築物料和產品證明書

BUILDINGS
DEPARTMENT

Certificate of Accepted Building Materials and Products

認可人士、註冊結構工程師及
註冊岩土工程師作業備考

PNAP

APP-13

附錄 Appendix A

- 請以正楷填寫，並在適當方格內加上『√』號。填寫前，請細閱《注意事項》。
- Read the "Matters to Note", complete in BLOCK LETTERS and tick the appropriate boxes.

致建築事務監督 To the Building Authority

甲部 由認可人士核證

Part A To be Certified by Authorized Person



由認可人士填寫

To be completed by the authorized person

屋宇署檔號 BD Ref. No.

BD

電郵地址

E-mail Address



作認收電郵之用 (電子呈交適用)

For acknowledgement email (e-submission)

發展地盤地址/改動或加建工程的位置

Address of Development Site / Location of Alteration and Addition Works

1 本人為認可人士，現確認上述建築工程指明使用認可的建築物料和產品。本人並依據《建築物（管理）規例》第44條的規定，正式批簽所夾附的建築物料和產品明細表（附件A.1及A.2）。

I, authorized person, confirm that accepted building materials and products have been specified in the above building construction. Pursuant to regulation 44 of the Building (Administration) Regulations, I duly endorse the attached Schedule of Building Materials and Products (Annexes A.1 & A.2).

2 本人現證明，所夾附明細表中列明的建築物料和產品，根據相關的建築物規例，均屬認可產品，本人對該等產品的應用和效能感到滿意。

I hereby certify that the building materials and products listed in the attached Schedule are acceptable products under relevant building regulations and that I am satisfied with the application and performance of these products.

認可人士資料

Details of the Authorized Person

中文姓名* Name in Chinese*



姓氏先行 Surname first

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

AP(

)

/

英文姓名* Name in English*



姓氏先行 Surname first

註冊屆滿日期* Date of Expiry of Registration*

日 dd

月 mm

年 yyyy

認可人士簽署*

Signature of the Authorized Person*

任何失實核證或聲明可引致法律行動。##

Any false certification or declaration

may be subject to legal action.##

日期 Date

日 dd

月 mm

年 yyyy



根據註冊記錄

* In accordance with the registration record

 由註冊承建商填寫
To be completed by the registered contractor

BD	
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日	dd	月	mm	年	yyyy	

[illegible][illegible]

☐ 註冊一般建築承建商
Registered General Building Contractor

☐ Registered Specialist Contractor, category:

I/We, registered contractor, hereby confirm that the accepted building materials and products listed in the attached Schedule have been used and properly applied in the above building construction.

[illegible]

Any false certification or declaration
may be subject to legal action.##

日 dd 月 mm 年 yyyy



認可人士、註冊結構工程師及註冊岩土工程師作業備考APP-13 (附錄A) PNAP APP-13 (Appendix A) (01/2021) - P.2/3

Part C To be Certified by Registered Specialist Contractor in the Ventilation Works Category

由註冊專門承建商（通風系統工程類別）填寫

To be completed by the registered specialist contractor in the ventilation works category

BD

發展地盤地址/改動或加建工程的位置

Address of Development Site / Location of Alteration and Addition Works

註冊專門承建商（通風系統工程類別）資料

Details of the Registered Specialist Contractor in the Ventilation Works Category

中文名稱* Name in Chinese*

獲授權簽署人姓名(中文)* Name of Authorized Signatory (Chinese)*

英文名稱* Name in English*

獲授權簽署人姓名(英文)* Name of Authorized Signatory (English)*

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

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註冊屆滿日期* Date of Expiry of Registration*

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日 dd 月 mm 年 yyyy

☐ 本人/我們為註冊專門承建商（通風系統工程類別），於下述完成檢查日期已就安裝在上述建築工程中的每一個防火擋板進行檢查。本人/我們現證明根據《建築物消防安全守則》第E8.3條，所有這些防火擋板均處於安全和有效的操作狀態。

I/We, registered specialist contractor in the ventilation works category, have inspected every fire damper installed in the above building construction on the following completion date of inspection and hereby certify that all the fire dampers are in safe and efficient working order pursuant to Clause E8.3 of the Code of Practice for Fire Safety in Buildings.

☐ 本人/我們為註冊專門承建商（通風系統工程類別），現確認所夾附明細表列明的防火擋板，已在上述建築工程中妥當安裝。本人/我們於下述完成檢查日期已就安裝在上述建築工程中的每一個防火擋板進行檢查。本人/我們現證明根據《建築物消防安全守則》第E8.3條，所有這些防火擋板均處於安全和有效的操作狀態。

I/We, registered specialist contractor in the ventilation works category, hereby confirm that the fire dampers listed in the attached Schedule have been properly installed in the above building construction. I/We have inspected every fire dampers installed in the above premises on the following completion date of inspection and hereby certify that all the fire dampers are in safe and efficient working order pursuant to Clause E8.3 of the Code of Practice for Fire Safety in Buildings.

完成檢查日期

Completion Date of Inspection

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日 dd 月 mm 年 yyyy

註冊專門承建商（通風系統工程類別）簽署*

Signature of the Registered Specialist Contractor in the Ventilation Works Category*

任何失實核證或聲明可引致法律行動。##
Any false certification or declaration
may be subject to legal action ##

日期 Date

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日 dd 月 mm 年 yyyy



根據註冊記錄

* In accordance with the registration record

注意事項

任何人如作出虛假聲明或就重要事項作出失實陳述即屬觸犯刑事罪行，可能會被檢控。

甲. 個人資料

收集的目的

1. 屋宇署會使用透過本表格所獲得的個人資料作下列用途：
 - (a) 處理你在本表格中所呈交的文件之相關事務；
 - (b) 處理有關上述擬進行工程、《建築物條例》及有關法例之相關事務；及
 - (c) 方便屋宇署與你聯絡。
2. 你必須提供本表格所要求的個人資料。假如你未能提供所需資料，可能導致處理你所呈交的文件時出現延誤，或甚至導致無法處理你的申請。

獲轉交資料的部門/人士

3. 本署可能會向其他政府部門、決策局、機構或任何人士披露你透過本表格所提供的個人資料，以作上述第 1 段所列的用途。

索閱個人資料

4. 根據《個人資料（私隱）條例》，你有權查閱及改正你所提交的個人資料。屋宇署有權就有關資料索閱的要求收取合理費用。如要求查閱及改正你的個人資料，請與屋宇署聯絡。

乙. 填寫表格

1. 請填妥表格載列所有有關的部分，並在表格上簽署。請附上所有證明文件。
2. 所提供的資料如有不全或錯誤，屋宇署將不能處理呈交的文件。
3. 如對本表格有任何疑問，請與屋宇署聯絡。

丙. 呈交方法

1. **郵寄/親身呈交** - 本表格連同有關文件應郵寄或親身呈交至屋宇署：

呈交有關勸諭信 / 命令 / 通知 / 指示的表格：

九龍油麻地海庭道11號西九龍政府合署北座屋宇署總部地下一般查詢及收件處。

呈交至拓展部有關其他事宜的表格：

香港太古城太古灣道14號7樓屋宇署收發處。

丁. 聯絡資料

屋宇署

地址：九龍油麻地海庭道11號西九龍政府合署北座屋宇署總部

電話：2626 1616 (由“1823”接聽)

傳真：2537 4992

電郵：enquiry@bd.gov.hk

Matters to Note

Any person making a false declaration or misrepresenting a material fact shall be guilty of a criminal offence and subject to prosecution.

A. Personal Data

Purposes of Collection

1. The personal data provided by means of this form will be used by the Buildings Department for the following purposes:
 - (a) activities relating to the processing of your submission in this form;
 - (b) activities relating to the above proposed works, and administration of the Buildings Ordinance and other legislations; and
 - (c) facilitating communication between the Buildings Department and yourself.
2. It is obligatory for you to provide the information as required in the form. If you fail to provide the required data, delay may be caused in processing of your submission or even result in rejection of the application.

Classes of Transferees

3. The personal data you provided by means of this form may be disclosed to other government departments, bureaux, organisations or any persons for the purposes mentioned in paragraph 1 above.

Access to Personal Data

4. You have the right of access and correction with respect to the personal data as provided under the Personal Data (Privacy) Ordinance. The Buildings Department has the right to charge a reasonable fee for the processing of any data access request. Request for personal data access and correction should be addressed to the Buildings Department.

B. Completion of Form

1. Please ensure that all relevant parts of the form are duly completed, and the form is signed. Please enclose all supporting documents.
2. If incomplete or erroneous information is provided in the form, the Buildings Department may not be able to process the submission.
3. Enquiries regarding this form should be addressed to the Buildings Department.

C. Submission Methods

1. **By Post / In Person** - This form together with the relevant documents shall be posted to or submitted in person to the Buildings Department:

For submissions relating to advisory letter/order/notice/direction:

General Enquiry and Receipt Counter, G/F, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon.

For other submissions to the New Buildings Division:

Receipt & Despatch Counter, Building Department, 7/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong.

D. Contact Details

Buildings Department

Address: Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon

Tel No.: 2626 1616 (handled by “1823”)

Fax No.: 2537 4992

Email: enquiry@bd.gov.hk

Schedule of Building Materials and Products

BD Ref. : _____ **Re :** _____
 (*Address of development site/Location of alteration and addition works)

(A1) Fire Resisting Products with Test or Assessment Report

Building Product	Product Name	Name of Manufacturer and Place of Manufacture (City and Country)	Fire Resistance Rating@(minutes)		Compliance with Relevant Building Regulations and Codes of Practice	Details of Test or Assessment Report					Remarks/ Comments
			Integrity	Insulation		Name of Laboratory Accreditation Body	Name of Laboratory / Assessing Organisation	Report No.	Date of Test / Assessment Report	Validity Date	
a) Fire rated doorset	^										
b) Lift landing door	^										
c) Fire rated glazing	^										
d) Fire-stop or sealing system in wall/floor/curtain wall, etc.											
e) Fire dampers ^Φ											
f) Others (e.g. proprietary products, fire shutter, etc.)											

@ The performance on stability has to be demonstrated where applicable.

^ Corresponding legend in approved plan should be specified where applicable.

Φ Part C of the Certificate of Accepted Building Materials and Products in Appendix A of PNAP APP-13 should be completed by RSC(V).

In accordance with the registration record

* Delete whichever is inapplicable

Date

Signature[#] of authorized person

Schedule of Building Materials and Products

BD Ref. : _____ **Re :** _____
 (*Address of development site/Location of alteration and addition works)

(A2) Fire Resisting Products with Certificate of Conformity (CoC)

Building Product	Product Name	Name of Manufacturer and Place of Manufacture (City and Country)	Fire Resistance Rating [@] (minutes)		Compliance with Relevant Building Regulations and Codes of Practice	Details of CoC					CoC Scheme	Remarks/ Comments
			Integrity	Insulation		Name of Accreditation Body	Name of Certification Body	CoC No.	Date of CoC	Validity Date		
a) Fire rated doorset	^											
b) Non-loadbearing fire partition	^											

[@] The performance on stability has to be demonstrated where applicable.

[^] Corresponding legend in approved plan should be specified where applicable.

Date

Signature[#] of authorized person

[#] In accordance with the registration record

^{*} Delete whichever is inapplicable

Schedule of Building Materials and Products

BD Ref. : _____ **Re :** _____
 (*Address of development site/Location of alteration and addition works)

(B) Other Building Materials and Products

Building Product	Product Name	Name of Manufacturer and Place of Manufacture (City and Country)	Compliance with Relevant Building Regulations and Codes of Practice	Details of Test or Assessment Report					Remarks/ Comments
				Name of Laboratory Accreditation Body	Name of Laboratory / Assessing Organisation	Report No.	Date of Test / Assessment Report	Validity Date	
a) Glazing barrier									
b) Cast iron pipes and fittings									
c) Others									

I confirm that the above mentioned building products have been tested or assessed as stated and hereby certify that the application and performance of these products comply with the relevant Building Regulations.

In accordance with the registration record
 * Delete whichever is inapplicable

(Rev. 9/2021)

Date

Signature[#] of authorized person



認可建築物料和產品證明書 (小型工程)

Certificate of Accepted Building Materials and Products
(Minor Works)

認可人士、註冊結構工程師及
註冊岩土工程師作業備考

PNAP

APP-13

附錄 Appendix B

- 請以正楷填寫，並在適當方格內加上『√』號。填寫前，請細閱《注意事項》。
- Read the "Matters to Note", complete in BLOCK LETTERS and tick the appropriate boxes.

必須填寫 MUST COMPLETE

小型工程呈交編號 (如能提供): Minor Works
Submission Number (if available):

MW

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小型工程的位置或地址 (如未能提供呈交編號): Location or address
of the minor works (if minor works submission no. is not available):

電子郵件

E-mail Address



作認收電郵之用 (電子呈交適用)

For acknowledgement email (e-submission)

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致建築事務監督 To the Building Authority

甲部 由已獲委任的認可人士或註冊檢驗人員核證 (適用於第I級別小型工程)

Part A To be Certified by Authorized Person OR Registered Inspector Appointed (for class I minor works)



由已獲委任認可人士或註冊檢驗人員填寫

To be completed by the authorized person OR registered inspector appointed

1

本人為認可人士/註冊檢驗人員填寫，現確認已在進行上述呈交編號的小型工程時，指明使用認可的建築物料和產品。本人依據《建築物（小型工程）規例》第56條，正式批簽所夾附小型工程建築物料和產品明細表（附件B.1及B.2）。

I, authorized person OR registered inspector, confirm that accepted building materials and products have been specified in the carrying out of minor works in the above mentioned submission no. Pursuant to section 56 of the Building (Minor Works) Regulations, I duly endorse the attached Schedule of Building Materials and Products for Minor Works (Annexes B.1 & B.2)

2

本人現證明，所夾附明細表中列明的建築物料和產品，根據相關的建築物規例，均屬認可產品，本人對該等產品的應用和效能感到滿意。

I hereby certify that the building materials and products listed in the attached Schedule are acceptable products under relevant building regulations and that I am satisfied with the application and performance of these products.

已獲委任的認可人士或註冊檢驗人員資料

Details of the Authorized Person Appointed OR Registered Inspector

中文姓名* Name in Chinese*



姓氏先行 Surname first

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英文姓名* Name in English*



姓氏先行 Surname first

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

AP() /

註冊屆滿日期* Date of Expiry of Registration*

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日 dd 月 mm 年 yyyy

認可人士簽署*

Signature of the Authorized Person*

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任何失實核證或聲明可引致法律行動。##

Any false certification or declaration
may be subject to legal action.##

日期 Date

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日 dd 月 mm 年 yyyy

根據註冊記錄

* In accordance with the registration record



Part B To be Certified by the Prescribed Registered Contractor Appointed

To be completed by the prescribed registered contractor appointed

Details of the Prescribed Registered Contractor appointed

[illegible]

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☐ (適用第I級別小型工程) 本人/我們為訂明註冊承建商，現確認在進行上述編號的小型工程時，已使用及適當應用所夾附小型工程建築物料和產品明細表(附件B.1及B.2)中列明的認可建築物料和產品。
(For Class I minor works) I/We, prescribed registered contractor, hereby confirm that the accepted building materials and products listed in the attached Schedule of Building Materials and Products for Minor Works (Annexes B.1 & B.2) have been used and properly applied in the carrying out of minor works above-mentioned submission no.

☐ (適用第 II 或 III 級別小型工程) 依據《建築物(小型工程)規例》第56條, 本人/我們為訂明註冊承建商, 正式批簽所夾附的明細表, 並證明所夾附明細表中列明的建築物料和產品, 根據相關建築物規例, 均屬認可產品, 本人/我們對該等產品的應用和效能感到滿意。
(For Class II or Class III minor works) Pursuant to section 56 of the Building (Minor Works) Regulation, I/we prescribed registered contractor, duly endorse the attached Schedule and hereby certify that the building materials and products listed in the attached Schedule are acceptable products under relevant building regulations and that I am/we are satisfied with the application and performance of these products.

Signature of the Prescribed Registered Contractor*

任何失實核證或聲明可引致法律行動。##
Any false certification or declaration
may be subject to legal action.##

日 dd 月 mm 年 yyyy



* In accordance with the registration record

Part C To be Certified by Registered Specialist Contractor in the Ventilation Works Category appointed (for minor work item 2.42)



To be completed by the registered specialist contractor in the ventilation works category appointed

Details of the Registered Specialist Contractor in the Ventilation Works Category appointed

中文名稱* Name in Chinese*

獲授權簽署人姓名(中文)* Name of Authorized Signatory (Chinese)*

英文名稱* Name in English*

獲授權簽署人姓名(英文)* Name of Authorized Signatory (English)*

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

註冊屆滿日期* Date of Expiry of Registration*

日 dd 月 mm 年 yyyy

- ☐ 本人/我們為註冊專門承建商（通風系統工程類別），於下述完成檢查日期已就安裝在上述編號的小型工程的位置中的每一個防火擋板進行檢查。本人/我們現證明根據《建築物消防安全守則》第E8.3條，所有這些防火擋板均處於安全和有效的操作狀態。

I/We, registered specialist contractor in the ventilation works category, have inspected every fire damper installed in the location of the minor works with the above-mentioned submission no. on the following completion date of inspection and hereby certify that all the fire dampers are in safe and efficient working order pursuant to Clause E8.3 of the Code of Practice for Fire Safety in Buildings.

- ☐ 本人/我們為註冊專門承建商（通風系統工程類別），現確認所夾附明細表列明的防火擋板，已在上述編號的小型工程的位置中中妥當安裝。本人/我們於下述完成檢查日期已就安裝在上述編號的小型工程的位置中的每一個防火擋板進行檢查。本人/我們現證明根據《建築物消防安全守則》第E8.3條，所有這些防火擋板均處於安全和有效的操作狀態。

I/We, registered specialist contractor in the ventilation works category, hereby confirm that the fire dampers listed in the attached Schedule have been properly installed in the location of the minor works with the above-mentioned submission no. I/We have inspected every fire dampers installed in the location of the minor works with the above-mentioned submission no. on the following completion date of inspection and hereby certify that all the fire dampers are in safe and efficient working order pursuant to Clause E8.3 of the Code of Practice for Fire Safety in Buildings.

完成檢查日期

Completion Date of Inspection

日 dd 月 mm 年 yyyy

註冊專門承建商（通風系統工程類別）簽署*

Signature of the Registered Specialist Contractor in the Ventilation Works Category*

任何失實核證或聲明可引致法律行動。##

Any false certification or declaration
may be subject to legal action.##

日期 Date

日 dd 月 mm 年 yyyy

根據註冊記錄

* In accordance with the registration record

注意事項

任何人如作出虛假聲明或就重要事項作出失實陳述即屬觸犯刑事罪行，可能會被檢控。

甲. 個人資料

收集的目的

1. 屋宇署會使用透過本表格所獲得的個人資料作下列用途：
 - (a) 處理你在本表格中所呈交的文件之相關事務；
 - (b) 處理有關上述擬進行工程、《建築物條例》及有關法例之相關事務；及
 - (c) 方便屋宇署與你聯絡。
2. 你必須提供本表格所要求的個人資料。假如你未能提供所需資料，可能導致處理你所呈交的文件時出現延誤，或甚至導致無法處理你的申請。

獲轉交資料的部門/人士

3. 本署可能會向其他政府部門、決策局、機構或任何人士披露你透過本表格所提供的個人資料，以作上述第 1 段所列的用途。

索閱個人資料

4. 根據《個人資料（私隱）條例》，你有權查閱及改正你所提交的個人資料。屋宇署有權就有關資料索閱的要求收取合理費用。如要求查閱及改正你的個人資料，請與屋宇署聯絡。

乙. 填寫表格

1. 請填妥表格載列所有有關的部分，並在表格上簽署。請附上所有證明文件。
2. 所提供的資料如有不全或錯誤，屋宇署將不能處理呈交的文件。
3. 如對本表格有任何疑問，請與屋宇署聯絡。

丙. 呈交方法

1. **郵寄/親身呈交** - 本表格連同有關文件應郵寄或親身呈交至：
九龍油麻地海庭道11號西九龍政府合署北座屋宇署總部地下一般查詢及收件處
2. **電子郵件傳送** - 透過電子郵件傳送本表格及附上有關文件(全部必須獲香港郵政署長發出的數碼證書認證，或根據《電子交易條例》認可的其他核證機關所發出的數碼證書認證)到屋宇署的電子收件處，電郵地址為 receipt@bd.gov.hk。
3. **電子呈交** - 按本表格上的「提交」傳送本表格及有關文件(全部必須附上數碼證書認證)。請使用 Acrobat Reader 中的「附加檔案」功能，附上已數碼認證的文件。

丁. 聯絡資料

屋宇署小型工程小組
地址：九龍油麻地海庭道11號西九龍政府合署北座屋宇署總部
電話：2626 1616 (由“1823”接聽)
傳真：3162 0006
電郵：enquiry@bd.gov.hk

Matters to Note

Any person making a false declaration or misrepresenting a material fact shall be guilty of a criminal offence and subject to prosecution.

A. Personal Data

Purposes of Collection

1. The personal data provided by means of this form will be used by the Buildings Department for the following purposes:
 - (a) activities relating to the processing of your submission in this form;
 - (b) activities relating to the above proposed works, and administration of the Buildings Ordinance and other legislations; and
 - (c) facilitating communication between the Buildings Department and yourself.
2. It is obligatory for you to provide the information as required in the form. If you fail to provide the required data, delay may be caused in processing of your submission or even result in rejection of the application.

Classes of Transferees

3. The personal data you provided by means of this form may be disclosed to other government departments, bureaux, organisations or any persons for the purposes mentioned in paragraph 1 above.

Access to Personal Data

4. You have the right of access and correction with respect to the personal data as provided under the Personal Data (Privacy) Ordinance. The Buildings Department has the right to charge a reasonable fee for the processing of any data access request. Request for personal data access and correction should be addressed to the Buildings Department.

B. Completion of Form

1. Please ensure that all relevant parts of the form are duly completed, and the form is signed. Please enclose all supporting documents.
2. If incomplete or erroneous information is provided in the form, the Buildings Department may not be able to process the submission.
3. Enquiries regarding this form should be addressed to the Buildings Department.

C. Submission Methods

1. **By Post / In Person** - This form together with the relevant documents shall be posted to or submitted in person to:
General Enquiry and Receipt Counter, G/F, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon.
2. **Through Email** - Email this form together with the relevant documents, all with identity authenticated by a digital certificate issued by the Postmaster General or other certification authorities recognized under the Electronic Transactions Ordinance to the e-Counter of the Buildings Department at receipt@bd.gov.hk.
3. **Through e-Submission** - Click the Submit button to electronically submit this form together with attachment of the relevant documents, all with identity authenticated by your digital certificates. You may attach all authenticated documents using Acrobat Reader's "Attachments" function.

D. Contact Details

Minor Works Unit of the Buildings Department
Address: Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon
Tel No.: 2626 1616 (handled by "1823")
Fax No.: 3162 0006
Email: enquiry@bd.gov.hk

Schedule of Building Materials and Products for Minor Works

Minor works submission no. (if available) : MW

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Location or address of the minor works (if minor works submission no. is not available): _____

(A1) Fire Resisting Products with Test or Assessment Report

Building Product	Product Name	Name of Manufacturer and Place of Manufacture (City and Country)	Fire Resistance Rating [@] (Minutes)		Compliance with Relevant Building Regulations and Codes of Practice	Details of Test or Assessment Report					Remarks/ Comments
			Integrity	Insulation		Name of Laboratory Accreditation Body	Name of Laboratory / Assessing Organisation	Report No.	Date of Test / Assessment Report	Validity Date	
a) Service lift landing door	^										
b) Fire rated glazing	^										
c) Fire-stop or sealing system in wall, floor, etc.											
d) Fire dampers ^φ											
e) Others											

[@] The performance on stability has to be demonstrated where applicable.

[^] Corresponding legend in prescribed plans or plans should be specified where applicable.

^φ Part C of the Certificate of Accepted Building Materials and Products in Appendix B of PNAP APP-13 should be completed by RSC(V).

Date

Signature[#] of appointed

- ☐ authorized person (for minor works with prescribed building professionals appointed)
- ☐ prescribed registered contractor (for minor works without prescribed building professionals appointed)

[#] In accordance with the registration record

☐ Enter “✓” in the appropriate box

Schedule of Building Materials and Products for Minor Works

Minor works submission no. (if available) : MW

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Location or address of the minor works (if minor works submission no. is not available): _____

(A2) Fire Resisting Products with Certificate of Conformity (CoC)

Building Product		Product Name	Name of Manufacturer and Place of Manufacture (City and Country)	Fire Resistance Rating@ (minutes)		Compliance with Relevant Building Regulations and Codes of Practice	Details of CoC					CoC Scheme	Remarks/ Comments
				Integrity	Insulation		Name of Accreditation Body	Name of Certification Body	CoC No.	Date of CoC	Validity Date		
a) Fire rated doorset	^												
b) Non-loadbearing fire partition	^												

@ The performance on stability has to be demonstrated where applicable.

^ Corresponding legend in prescribed plans or plans should be specified where applicable.

Date

Signature# of appointed

- ☐ authorized person (for minor works with prescribed building professionals appointed)
- ☐ prescribed registered contractor (for minor works without prescribed building professionals appointed)

In accordance with the registration record
☐ Enter “✓” in the appropriate box

Schedule of Building Materials and Products for Minor Works

Minor works submission no. (if available) : MW

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Location or address of the minor works (if minor works submission no. is not available): _____

(B) Other Building Materials and Products

Building Product	Product Name	Name of Manufacturer and Place of Manufacture (City and Country)	Compliance with Relevant Building Regulations and Codes of Practice	Details of Test or Assessment Report					Remarks/ Comments
				Name of Laboratory Accreditation Body	Name of Laboratory / Assessing Organisation	Report No.	Date of Test / Assessment Report	Validity Date	
a) Glazing barrier									
b) Cast iron pipes & fittings									
c) Others									

*I/We confirm that the above mentioned building products have been tested or assessed as stated and hereby certify that the application and performance of these products comply with the relevant Building Regulations.

Date

Signature[#] of
appointed

- * Delete whichever is inapplicable
In accordance with the registration record
☐ Enter “✓” in the appropriate box

- ☐ authorized person (for minor works with prescribed building professionals appointed)
☐ prescribed registered contractor (for minor works without prescribed building professionals appointed)