

- 請以正楷填寫。填寫前，請細閱《注意事項》。
- Read the "Matters to Note" and complete in BLOCK LETTERS.

致建築事務監督 To the Building Authority

屋宇署檔號 BD Ref. No.

BD

電郵地址 E-mail Address (i) 作認收電郵之用 (電子呈交適用)
For acknowledgement email (e-submission)

1 本人為認可人士，確認 本人 / 本人的代表
I, authorized person, confirm that I / my representative

已見證於下述日期在下述工地進行的排水渠測試。
had witnessed the drain test which was carried out at the following site on the following date.

按照《認可人士、註冊結構工程師及註冊岩土工程師作業備考》APP-58 和《建築物(管理)規例》第44條，現隨函附上經本人批簽的測試結果和記錄圖則，以供參考。

Pursuant to PNAP APP-58 and regulation 44 of Building (Administration) Regulations, test results and record plans, duly endorsed by me, are submitted herewith for your reference.

發展項目地盤地址 Address of Development Site:

改建及加建工程地點 Location of Alterations and Additions Works:

見證排水渠測試的日期 Date of Witness of the Drain Test

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
日 dd	月 mm	年 yyyy					

2 本人現核證上述排水渠測試已按照 BS 8301:1985 標準進行，而且本人滿意有關測試結果。
I hereby certify that the above drain test has been carried out in compliance with BS 8301:1985, and, that I am satisfied with the results of the drain test.

認可人士資料

Details of the Authorized Person

中文姓名* Name in Chinese* (i) 姓氏先行 Surname first

英文姓名* Name in English* (i) 姓氏先行 Surname first

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

AP() /

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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
日 dd	月 mm	年 yyyy					

認可人士簽署*

Signature of the Authorized Person*

本人的代表的姓名(如有) (中文) (i) 姓氏先行 Surname first
Name of My Representative (if any) (Chinese)

本人的代表的姓名(如有) (英文) (i) 姓氏先行 Surname first
Name of My Representative (if any) (English)

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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
日 dd	月 mm	年 yyyy					

副本送：註冊承建商
c.c. Registered Contractor

* 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，請與屋宇署拓展部聯絡。

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。

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。

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 New Buildings Division of 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, Buildings Department, 7/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong.

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.

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