

申請將姓名重新記入小型工程承建商(個人) 名冊

Application for Restoration of Name to the Register of Minor Works Contractors (Individual)

《建築物條例》(第 123 章)
Buildings Ordinance (Chapter 123)

建築物(小型工程)規例第 18(1) 條
Building (Minor Works) Regulation Section 18(1)

表格 Form

BA26B

- 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

1 申請人資料 Details of Application

本人姓名 (中文) My Name (Chinese) (i) 姓氏先行 Surname first

本人姓名 (英文) My Name (English) (i) 姓氏先行 Surname first

註冊編號 Registration No.

MWC(W) /

註冊屆滿日期 Date of Expiry of Registration

日 dd 月 mm 年 yyyy

本人曾以上述註冊證明書編號名列於小型工程承建商名冊。該註冊的有效期已於上述日期屆滿，現仍未續期。根據《建築物 (小型工程) 規例》第18(1) 條的規定，本人現申請將姓名重新記入小型工程承建商名冊。

I was previously on the register of minor works contractors with the above Certificate of Registration No. Such registration expired on the above date and has not been renewed. In accordance with the provisions of section 18(1) of the Building (Minor Works) Regulation, I hereby apply for the restoration of my name to the register of minor works contractors.

2 本人的個人資料如下： My personal details are as follows:

通訊地址 Correspondence Address

身份證明 (任擇其一) Identification (Choose One)

☐ 香港身份證號碼:
HKID No.: ()

☐ 護照號碼:
Passport No.:

電郵地址 E-mail Address

(請提供以收取註冊證明書)
(Please fill for receipt of certificate of registration)

電話號碼 Tel. No.

傳真號碼 Fax No.

3 定罪 / 紀律處分聲明 Declaration of conviction / disciplinary records

本人現就以下的定罪 / 紀律處分的記錄作出聲明。如有需要，將夾附標準表格RR26B，以供貴署考慮。

I hereby declare the following conviction / disciplinary records. Standard form RR26B may be attached for your consideration if necessary.

(i) 根據《建築物條例》的規定被定罪 / 紀律處分；及 / 或
conviction/ disciplinary action under the Buildings Ordinance ; and / or

(ii) 因觸犯由勞工處處長執行的條例及規例，例如《工廠及工業經營條例》和《職業安全及健康條例》所訂定有關職業安全的罪行而被定罪（備註：一般來說，有關工程的進行或工程進行的方式所涉及的罪行均被視為與建築工程有關的罪行；不會考慮與建築工程無關的職業安全罪行，例如未有確保有關人士配戴安全頭盔及使用護目鏡）。

conviction on labour safety offences under the ordinances and regulations administered by the Commissioner for Labour, such as Factories and Industrial Undertakings Ordinance and Occupational Safety and Health Ordinance (N.B. Generally speaking, an offence relating to the course of constructing the works or the manner in which the works are being carried out is considered as an offence relating to building works ; Non-building works related labour safety offences will not be taken into consideration, e.g. failure to ensure the wearing of safety helmet and the use of goggles)

本人在遞交此申請之前的3年內：

In the past 3 years from this application:

☐ [A] 本人沒有涉及上述的定罪 / 紀律處分記錄。
I HAVE NO conviction / disciplinary record as above.

☐ [B] 本人有涉及上述的定罪 / 紀律處分記錄，並謹把全部有關記錄如實詳列於標準表格 RR26B。
I HAVE conviction / disciplinary records as above and declare all the relevant records at form RR26B exhaustively.



4 工作證明
Job Reference

本人在遞交此申請之前的 3 年內(請選擇[A] [B] 或 [C]) :

In the past 3 years from this application (Please select [A] [B] or [C]):

☐ [A] 有工作證明，即是曾經參與進行有關標準表格 RR26B 註釋(4)的小型工程/ 建築工程，並提供有關工程編號 (如有)；

I have job reference that I have been involved in minor works / building works as stated in note (4) of standard form RR26B and provide relevant works number (if any) ;

擁有標準表格RR26B 註釋(5)指定工種的技能證書/ 學徒證書，並仍從事與小型工程相關的工作；或

I have possessed trade certificate / apprenticeship certificate for designated trade as stated in note (5) of standard form RR26B and still worked in the relevant works ; or

擁有標準表格RR26B註釋(6)指定工種的註冊技工資格/ 指定職業資格，而該資格已續期並仍然有效；並仍從事與小型工程相關的工作。

I have possessed registered worker / specific vocational qualification as stated in note (6) of standard form RR26B as such qualification was renewal and valid, and still worked in relevant minor works.

☐ [B] 沒有工作證明，並已參閱標準表格RR26B第2頁註釋(3)(i)，知悉本人將須出席小型工程承建商註冊事務委員會的面試。

I do not have job reference and has read the note (3)(i) standard form RR26B and understand that I will require attending Minor Works Contractors Registration Committee interview.

☐ [C] 沒有工作證明，並就標準表格RR26B註釋(3)(ii)所述，修畢有關註冊小型工程承建商進修課程，並提供有關證書編號

I do not have job reference and completed the relevant refresher course for Registered Minor Works Contractors as stated in note (3) (ii) of Standard form RR26B, and provide the relevant certificate number .

5 剔除已註冊的小型工程項目
Discard registered minor works items

本人擬剔除以下已註冊的小型工程項目，請不要為該項目恢復註冊：


I would discard the following registered minor works items, please do not register such items in restoration:

6 ☐ 本人現附上支票(抬頭人為“香港特別行政區政府”)乙張，以繳付訂明的申請費用。

I attach a cheque (payable to THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION or THE GOVERNMENT OF THE HKSAR) in payment of the fee prescribed for the application.

費用面額(港幣) Payment Amount (HK\$)

支票號碼Cheque No.

 請以獨立支票支付不同申請。

Please use separate cheques for different applications.

☐ 本人已透過易辦事(EPS)系統向“香港特別行政區政府”支付款項，以繳付訂明的申請費用，並附上收據乙張。

I have paid to THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION through the EPS in payment of the fee prescribed for the application and a receipt of the payment is attached here with.

費用面額 (港幣) Payment Amount (HK\$) 收據編號Receipt No.

如欲更新註冊證上的相片，請貼上彩色正面半身近照

If the applicant intent to replace the photo of registration card. Please paste recent color photo for application.

40毫米(闊) x 50毫米(高)
40mm(w) x 50mm(H)

附上照片(JPG格式檔案)
Attach photo (JPG format)

☐ 本人選用電子繳費(E-payment)系統向“香港特別行政區政府”支付款項，以繳付訂明的申請費用，電子付款確認通知將會以電郵方式寄出。 I will pay to THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION through the e-payment of the fee prescribed for the application and e-payment confirmation will be sent through e-mail.

費用面額 (港幣) Payment Amount (HK\$)

7 ☐ 除電子證明書之外，本人希望額外接收註冊證明書的列印文本。

In addition to the electronic certificate, I wish to receive the hard copy of the certificate of registration.



本人已閱讀並同意於《注意事項》內所列之條款。
I have read and hereby agree the terms and conditions as stated in the “Matters to Note” section.
申請人簽署Signature of the Applicant

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

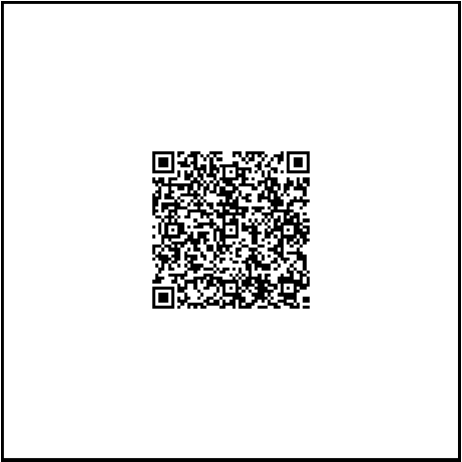
收款確認書 (僅供職員使用) Confirmation of Receipt of Payment (for official use only)

上文第6段所述款項收訖，並已發給收據。
Receipt has been issued for the payment of the amount stated in paragraph 6 above.

收款人員姓名及簽署：
Name and signature of collecting officer:

收據編號：日期：

Receipt no.:Date:



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。

1. 申請人應留意，就本申請及註冊程序向小型工程承建商註冊事務委員會的任何成員或政府的任何僱員提供任何利益，即屬干犯《防止賄賂條例》（第201章）所訂的刑事罪行，一經定罪，可處罰款及／或監禁。
2. 申請人需要繳交申請費用，該費用不會因為申請未能成功或撤回而獲退回給申請人。

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) 處理執行有關上述關於《建築物條例》及有關規例的相關事務；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，請與屋宇署註冊小組聯絡。

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，請與屋宇署註冊小組聯絡。

丙. 呈交方法

1. **郵寄/親身呈交** - 本表格連同支票及有關文件應郵寄或親身呈交至屋宇署。如親身呈交，可透過易辦事(EPS)系統支付款項。如以郵寄申請，申請日期以屋宇署收訖日期為準。
2. **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。

請網上繳費；或於呈交表格後的三個工作天內，連同認收電郵的列印本，於九龍油麻地海庭道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繳交所需費用。否則，屋宇署將不會處理呈交的表格。

丁. 聯絡資料

屋宇署註冊小組

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：3582 4227

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.

1. Applicants are reminded that the offering of any advantage to any members of the Minor Works Contractors Registration Committee or employees of the Government in relation to this application and the registration process is a criminal offence under the Prevention of Bribery Ordinance (Cap. 201). Offenders, if convicted, are liable to a fine and/or imprisonment terms.
2. Applicants should pay the application fee. Such fee is not refundable irrespective that the application is not successful or withdrawn.

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 administration of the Buildings Ordinance and related Regulations ; 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 Registration Unit of 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 Registration Unit of the Buildings Department.

C. Submission Methods

1. **By Post / In Person** - This form together with cheque and the relevant documents shall be posted to or submitted in person to the Buildings Department. If submission in person, the prescribed fee could be payable through the EPS. For postal application, the receive date by the Buildings Department will be regarded as the date of application.
2. **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.

Please pay online; or pay the prescribed fee within 3 working days upon the submission, otherwise your application will not be processed. The payment should be made in-person together with the print-out of acknowledgement email at the General Enquiry and Receipt Counter, G/F, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon

D. Contact Details

Registration 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.: 3582 4227
Email: enquiry@bd.gov.hk