

- 本表格須於註冊檢驗人員獲委任日之後7日內呈交。
- 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》。
- **Submit this form within 7 days after the date of appointment of RI.**
- 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

基本資料
Basic Information

地址 Address 樓宇 Building 處所 Premises

區域 Area 香港 Hong Kong 九龍 Kowloon 新界 New Territories

地區 District KWAI FONG

街道/鄉 Street/Village HING FONG RD 街道號碼 Street No. 223

大廈/屋苑 Building/Estate ABC MANSION TOWER 1

樓層 Floor 41/F 單位/室 Flat/Room 8

或詳細位置 Or Detailed Location (例如: 停車場、天台、店舖等等 e.g. car park, roof, shop, etc.)

本署檔號+ Our Reference No. +

MBI/1234/56/J07(MBIS12)

法定通知編號+ Statutory Notice No. +

UMB/MB000001-001/0001

+ 如編號以“HD-”為首，請參閱《注意事項》丙部第4項。
+ If the prefix is "HD-", see "Matters to Note" item C4.

並無接獲預先知會函件 / 法定通知。
Pre-notification Letter / Statutory Notice not received.

① 如空位不敷應用，請把地址另寫在附加紙張上
If space is insufficient, please write full address on attached sheet.

甲部 註冊檢驗人員的委任通知
Part A Notification of Appointment of RI

由他人代為進行訂明檢驗及 / 或監督訂明修葺的人填寫 (例如業主、業主代表)
To be completed by the person for whom the prescribed inspection and/or supervision of prescribed repair is/are to be carried out (e.g. owner, owner's representative)

1 由他人代為進行訂明檢驗及 / 或監督訂明修葺的人的詳情
Particulars of the Person for whom the Prescribed Inspection and/or Supervision of the Prescribed Repair is/are to be Carried Out

中文名稱 Name in Chinese ① 姓氏先行 Surname first

陳小明

英文名稱 Name in English ① 姓氏先行 Surname first

CHAN SIU MING

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

法團編號: Owners' Corporation No.: []

香港身份證號碼: HKID No.: A 2 3 4 * * * (8)

商業登記號碼: Business Registration No.: []

通訊地址 Correspondence Address

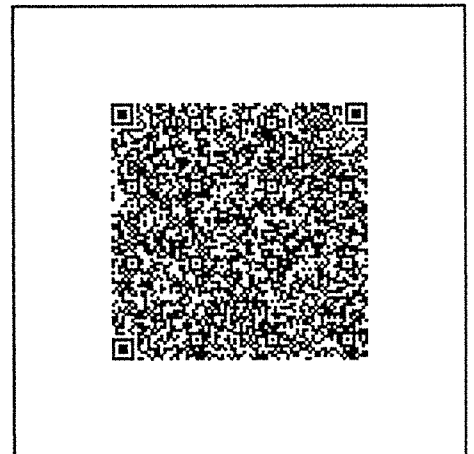
UNIT 4108, 41/F, TOWER 1, ABC MANSION,
223 HING FONG RD, KWAI FONG, N.T.

聯絡電話 Contact Tel. No. 傳真號碼 Fax No.

98765432 23456789

電郵地址^ E-mail Address^

SIUMINGCHAN@AMAIL.COM



^ 作認收電郵之用 (電子呈交適用)
^ For acknowledgement email (e-submission)

2 註冊檢驗人員的詳情
Particulars of the Appointed RI

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

陳大文

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

CHAN TAI MAN

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

RI(E) 0 1 / 0 1

根據《建築物條例》第 30D(1)(a) 及 / 或 (b) 條，本人 / 我們委任上述註冊檢驗人員對上述樓宇進行訂明檢驗及 / 或監督訂明修葺。
In accordance with section 30D(1)(a) and/or (b) of the Buildings Ordinance, I/we have appointed the above RI to carry out the prescribed inspection and/or supervise the prescribed repair to the above building.

本人/我們已閱讀並同意於《注意事項》內所列之條款。
I/we have read and hereby agree the terms and conditions as stated in the "Matters to Note".

由他人代為進行訂明檢驗及 / 或監督訂明修葺的人簽署及蓋上公司印章 (如適用)
Signature of the person for whom the prescribed inspection and/or supervision of prescribed repair is/are to be carried out and affixed with company seal (if applicable)


CHAN SIU MING

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

1 2 0 5 2 0 1 6
日 dd 月 mm 年 yyyy

乙部 註冊檢驗人員的委任確認
Part B Confirmation of Appointment by the RI

 由已獲委任的註冊檢驗人員填寫
To be completed by the appointed RI

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

陳大文

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

CHAN TAI MAN

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

RI(E) 0 1 / 0 1

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

3 1 1 2 2 0 1 6
日 dd 月 mm 年 yyyy

聯絡電話 Contact Tel. No.

97845632

傳真號碼 Fax No.

23654987

按照《建築物(檢驗及修葺)規例》第11條，本人為一名註冊檢驗人員，確認已獲委任為甲部第二項所述的註冊檢驗人員；及本人會按照《建築物條例》及相關規例就上述樓宇進行訂明檢驗及 / 或監督所進行的訂明修葺。

In accordance with section 11 of the Building (Inspection and Repair) Regulation, I, being an RI, confirm that I have been appointed as the RI detailed in item 2 of Part A; and I will carry out the prescribed inspection and/or supervise the prescribed repair to be carried out to the above building in accordance with the Buildings Ordinance and the related Regulations.

註冊檢驗人員簽署* Signature of the Appointed RI*

CHAN TAI MAN

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

1 2 0 5 2 0 1 6
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) 處理有關上述法定通知之相關事務；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，請與屋宇署強制驗樓部聯絡。

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。
2. 如需進行修葺工程，請確保有關工程需按照「小型工程監管制度」的簡化手續而進行，並填妥有關表格及連同相關文件，呈交到屋宇署；或有關工程需先取得建築事務監督的批准及同意才可進行(如適用)。
3. 如對本表格有任何疑問，請與屋宇署強制驗樓部聯絡。

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強制驗樓部。
2. 電子郵件傳送 - 透過電子郵件傳送本表格及有關文件(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。
4. 如樓宇或處所位於居者有其屋計劃屋苑、租者置其屋計劃屋邨或公共屋邨範圍內，請將已填妥的指明表格連同有關文件以郵寄或親身遞交運輸及房屋局常任秘書長(房屋)辦公室的獨立審查組辦理。

如欲查詢那些屋苑/屋邨是受建築物條例監管，可瀏覽下列網址以參閱建築物條例適用之屋邨/屋苑/設施名單：

<http://www.housingauthority.gov.hk/tc/business-partnerships/resources/index.html>

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 statutory notice; 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 Mandatory Building Inspection Division 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.
2. When repair works are required, please ensure that the works should be carried out in accordance with the simplified procedures under the Minor Works Control System and the specified forms are duly completed together with the relevant documents and submitted to the Buildings Department; or the works should not be carried out until the approval and consent have been obtained from the Buildings Authority, if applicable.
3. Enquiries regarding this form should be addressed to the Mandatory Building Inspection 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 Mandatory Building Inspection Division of the Buildings Department.
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.
4. Where buildings / premises fall within the boundary of Home Ownership Scheme (HOS) courts, Tenants Purchase Scheme (TPS) estates or Public Rental Housing estates, please submit the specified forms together with the relevant document(s) to The Independent Checking Unit of Office of the Permanent Secretary for Transport and Housing (Housing) by post or in person for processing.

Please visit the following web-address to check which Estate / Court in the List of Housing Estates / Courts / Facilities are subject to the control of the Buildings Ordinance:

<http://www.housingauthority.gov.hk/en/business-partnerships/resources/index.html>

D. Contact Details

Mandatory Building Inspection Division, Buildings Department
Address: Room 4108, Level 41, Tower 1, Metroplaza, 223 Hing Fong Road, Kwai Fong, New Territories
Tel No.: 2626 1616 (handled by "1823")
Fax No.: 3162 0948
Email: enquiry@bd.gov.hk

丁. 聯絡資料

屋宇署強制驗樓部

地址：新界葵芳興芳路223號新都會廣場1座41樓4108室
電話：2626 1616 (由 "1823" 接聽)
傳真：3162 0948
電郵：enquiry@bd.gov.hk