致建築事務監督 To the Building Authority

<table>
<thead>
<tr>
<th>地址 Address</th>
<th>樓宇 Building</th>
<th>處所 Premises</th>
</tr>
</thead>
<tbody>
<tr>
<td>香港 Hong Kong</td>
<td>九龍 Kowloon</td>
<td>新界 New Territories</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>路名 Street/Village</th>
<th>街道號碼 Street No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>KWAI FONG</td>
<td>223</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>大廈/座苑 Building/Estate</th>
<th>樓層 Floor</th>
<th>或詳細位置 Or Detailed Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC MANSION TOWER 1</td>
<td>41/F</td>
<td>(例如: 停車場 · 天台 · 店舖等等 · e.g. car park, roof, shop, etc.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>本署編號+ Our Reference No.+</th>
<th>MBI/1234/56/JO07(MBI1234)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>法定通知編號 Statutory Notice No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMB/MBE000001-001/0001</td>
</tr>
</tbody>
</table>

*如編號以“HD-”為首，請參閱《注意事項》第3點。
**If the prefix is “HD-”, see “Matters to Note” item C4.

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)

<table>
<thead>
<tr>
<th>中文名稱 Name in Chinese</th>
<th>姓氏先行 Surname first</th>
</tr>
</thead>
<tbody>
<tr>
<td>陳小明</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>英文名稱 Name in English</th>
<th>姓氏先行 Surname first</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHAN SIU MING</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>聯絡電話 Contact Tel. No.</th>
<th>傳真號碼 Fax No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>98765432</td>
<td>23456789</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>郵件地址* E-mail Address*</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:SIUmingChan@Amaill.Com">SIUmingChan@Amaill.Com</a></td>
</tr>
</tbody>
</table>

* 作認證電郵之用 (電子呈交用) 
* For acknowledgement email (e-submission)
Particulars of the Appointed RI

中文姓名* Name in Chinese*  陳大文
英文姓名* Name in English*  CHAN TAI MAN

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建築物進行訂明檢驗及 / 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 SIK MIN

Part B Confirmation of Appointment by the RI

中文姓名* Name in Chinese*  陳大文
英文姓名* Name in English*  CHAN TAI MAN

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》及相關規例之上述規定進行訂明檢驗及 / 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.

* in accordance with the registration record
注意事项
**任何人在作出虚假声明或就重要事项作出失實陳述即屬藐視法庭罪行，
可能會被检控。**

甲. 個人資料

收集的目的
1. 屋宇署會使用這本表格所獲得的個人資料作下列用途：
   (a) 處理您在本表格中所呈交的文件的相關事務；
   (b) 處理有關上述第2項的相關事務；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，及你有能力提供所需資料，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。

獲編交資料的部門/人士
3. 本署可能會向其他政府部門、決定局、機構或任何人傳達你透過本表
   格所提供的個人資料，以作上述第1段所述的用途。

索問個人資料
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問時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資料，並在表格上簽署。

2. 如需進行複製工作，請確保有關工程按照“小建筑工程監管指引”，的簡
   化手續進行；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物監控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. 屋交方法

郵寄/親身呈遞 - 本表格連同所有有關文件應郵寄或親身呈遞至屋宇署強制驗
   樓部。

電子郵件傳递 - 透過電子郵件傳送本表格及有關文件（必須經獲香港郵政
   經營者發出的數碼證書認證），或根據《電子交易條例》認可的其他核
   證機構所發出的數碼證書認證）到屋宇署的電子郵件地址為
   receipt@bd.gov.hk。

電子郵件 - 按本表格上的「提交」傳送本表格及有關文件（必須經
   附上數碼證書認證），請使用 Acrobat Reader 中的「附加檔案」功
   能；已附數碼證書的文件。

如樓宇或處所位於屋宇署有關計劃範圍內，租者或業主可向屋宇署 atau
   約克區房屋署辦事處查詢，請參閱下列網址以申請建築
   物條例適用之屋宇/居屋/設施名單：
   http://www.housingauthority.gov.hk/tc/business-
   partnerships/resources/index.html

丁. 聯絡資料

屋宇署強制驗樓部
地 址：新華街芳華路223號新都興業廣場1座41樓4108室
電 話：2626 1616 (由“1823”接聽)
傳 真：3162 0948
電郵：enquiry@bd.gov.hk

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 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 specific 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:

D. Contact Details

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