

LIMITED

GBC

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

9 9 9 9

2 0 0

# 第 II 級別小型工程展開通知書 Notice of Commencement of Class II Minor Works



- 本表格及所有證明文件最遲須在展開工程7天前呈交。
- 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 and all supporting document(s) not less than 7 days before the commencement of works.

· Read the "Matter	rs to Note", complete in B ck the appropriate boxes.	LOCK						
致建築事務監督:	To the Building Autho	rity	L					Seeds Change Hill Andre
Part A Notice Registe	訂明註冊承建商的委任道 of Appointment of the ered Contractor		Prescribed		小型工	程呈交編號	official use only	
To be complet	型工程的人填寫 ted by the person who arra	nged for the n	ninor works to b	e carried out	檢核計	劃呈交編號		1 7
	程的位置或地址 Address of the Propos	sed Minor V	Vorks to be C	Carried Out	Validat	ion Scheme	Submission	
區域 Area	香港 Hong Kong ✓ 大阪	龍 wloon	新界 New Territorie	es	<b>世</b>	動及/或地和	<b>I</b> 通知書左上角的	帳目編號
地區 District	MONG KOK	Σ		- · ·	(可選提 The A	徵收差餉及/或地租通知書左上角的帳目編號 (可選擇提供) The Account Number printed on the top left-hand		
街道/鄉 Street/Village	DY STREET		街道號碼 Street No. 45	56		of the Dem Optional)	and for Rates and	d/or Government
大廈/屋苑 Building/Estate	YZ MANSION		*			1 7		
樓層 Floor	F. & 2/F.	單位/室 Flat/Room			① 為方· For e	便確定工程位 asy identific	Z置或地址 ation of location or	address of works
2 擬進行的小型	工程的詳情 Details of	the Propos	ed Minor Wo	rks to be C	arried Ou	t		g af the 2000 of the China Secretary and China
小型工程項目 Minor Works Item	(包括性質、位	Des 位置和數量 In	工程描述 cription of Wo cluding the nat	orks ure, location	and quantit	y)	屋宇署檔案 Relevant Order	/指示/通知/ 案編號(如有) //Direction/Notice/ nce No. (if any)
2.19	ALTERING THE 9 SQUARE METRES SIGNBOARD CONSISTING OF LIGHT EMITTING DIODES ON THE EXTERNAL WALL BETWEEN 1/F AND 2/F FACING SOY STREET							
劃下的訂明建築 The above work building works	《建築物條例》第39C條 模物或建築工程(違例招牌 ks are alteration/ strengthe (other than unauthorized s enity Feature Validation Scl	除外)。 ening works no ignboards) ur	ecessary for va	lidation of pre	escribed bu	lding or Scheme	☐ Additional ☐ 如空位不敷應/ If space is insi	Pages 用·請另加紙張填寫 ufficient, please attach
	冊承建商的資料 Particu		2 2		egistered	Contracto	additional she	et(s).
任下述的訂明註冊於 In accordance with	型工程)規例 <b>》</b> 第28條的 承建商。 I the provisions of section ave appointed the prescri	n 28 of the Bu	uilding (Minor \	(Vorks				
訂明註冊承建商名和	稱(中文)* Name of Prescr	ibed Registe	red Contractor	r (Chinese)*				
大牌成建雙建築有限公司								
							UMA CONTRACTO	98734950
訂明註冊承建商名称	稱(英文)* Name of Prescr	ibed Registe	red Contractor	r (English)*		e .		567 25 3

\* 根據註冊記錄

\* In accordance with the registration record

# 4安排進行小型工程人士的詳情<br/>Particulars of the Person Who Arranged for the Minor Works to be Carried Out中文名稱 Name in Chinese① 姓氏先行 Surname first通訊地址 Correspondence Address

中文名稱 Name in Chinese	(i) 姓氏先行 Surname first	理訊地址 Corre	espondence Address	4
請仁造		與甲1部份 Same add	分地址相同 dress as in Part A1 → Skip the	写地址 address
英文名稱 Name in English	① 姓氏先行 Surname first	區域 Area	香港 Hong Kong ✓ 九龍 Kowlood	新界 New Territories
CHING YAN CH	0	地區 District	KWUN TONG	
身份証明 (任擇其一) Identificatio	on (Choose one)	街道/鄉 Street/Village	KWUN TONG	街道號碼 Street No. 789
▼ 香港身份證號碼: HKID No.:	A 1 2 3 4 5 6 (3)	大廈/屋苑 Building/Estate	ABC BUILD	NG
商業登記號碼: Business Registration No.:		樓層 Floor	單位/室 11/F. 單位/室 Flat/Ro	FLAT B
護照號碼: Passport No.: 簽發國家: Country of Issue:			3.28	
其他(請註明): Others (Please specify): 號碼: No.:				
聯絡電話 Contact Tel. No.	傳真號碼 Fax No.			
21234567	21234568			
電郵地址 E-mail Address				
CHINGYANCHO@EMAIL.	COM			
STATE COLUMN		-		

本人/我們已閱讀並同意於《注意事項》內所列之條款。

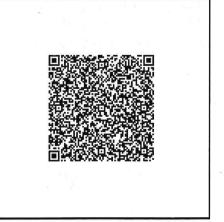
I/we have read and hereby agree the terms and conditions as stated in the "Matters to Note" section.

安排進行小型工程的人簽署及 (如適用) 蓋上公司印鑑 Signature of the person who arranged for the minor works to be carried out & (if applicable) affixed with company seal

CHING	數位簽署者:
YAN	CHING YAN CHO
CHO	日期:2021.09.05 10:57:12 +08'00'

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

0 5 0 9 2 0 2 1
日dd 月 mm 年 yyyy



<sup>\*</sup> 根據註冊記錄

<sup>\*</sup> In accordance with the registration record

1. 確認我們已獲委任為甲部所述工程的訂明註冊承建商; 2. 確認甲部所述工程的於上述日期展開; 3. 現呈交顯示甲部所述工程的訂明圖則及詳圖・和處所實際狀況的照片; 4. 確認在本部呈交的訂明圖則及詳圖・均由我們製備和簽署 (作為已簽署有關圖則的人・我們同意為該等圖則負起《建築物條例》下的所有責任); 5. 當甲部所述工程包括對任何建築物進行修葺、交動或加建時・已核證以下事宜:在檢查該建築物後・我們認為該建築物有能力承受因第II級別小型工程而可能有所增加或在任何方面有所改動的荷載及應力;及 6. 當甲部所述工程涉及豎設招牌時・確認有關招牌是為某人而豎設的人士已在丙部提供建築事務監督所要求的詳情・  We. in accordance with the provisions of sections 33 and 37 of the Building (Minor Works) Regulation, 1. confirm that we have been appointed as the prescribed registered contractor of the works detailed in Part A; 2. confirm that the works detailed in Part A are to be commenced on the above date; 3. submit herewith the prescribed plans and details of the works detailed in Part A, and the photographs showing the physical condition of the premises where the minor works detailed in Part A are to be carried out; 4. confirm that the prescribed plans and details submitted under this Part, have been prepared and signed by us (as the person who has signed the plans, we agree to assume all responsibilities under the Buildings Ordinance regarding the plans); 5. where the works detailed in Part A comprise repairs, alterations or additions to any building, certify that, after inspecting the building, we are of the opinion that the building is capable of bearing the loads and stresses which may be increased or altered in any way as a result of the Class II minor works; and 6. where the works detailed in Part A involve the erection of a signboard, confirm that the person for whom the signboard is to be erected has provided the particulars of the person as required by the Building Authority in Part C.				
To be completed by the appointed prescribed registered contractor 中文名稱 Name in Chinese*  大牌成建雙建築有限公司  英文名稱 Name in English*  TAI PAI SING GIN SOENG CONSTRUCTION COMPANY LIMITED  工程展開日期 Date of Commencement of the Works  2 4 0 9 2 0 2 1  目dd 月mm 年yyyy  我們,機能 (雖執的、內型工程) 規例 第33條及第37條的規定。  1. 確認與中部所述工程的於 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		stered Contractor		
中文名稱* Name in Chinese*  大牌成建雙建築有限公司  英文名稱* Name in English*  TAI PAI SING GIN SOENG CONSTRUCTION COMPANY LIMITED  工程展開日期 Date of Commencement of the Works  2 4 0 9 2 0 2 1  日dd 月mm 年yyyy  我們·根據(建築物(小型工程)規例)第33條及第37條的規定  1. 能設表們已養安在和申耶所述工程的訂明劃及詳圖,力處所實際狀況的照片;  4. 能認表中即所述工程的訂明劃別及詳圖,力處所實際狀況的照片;  4. 能認在中部所述工程的訂明劃別及詳圖,力處所實際狀況的照片;  4. 能認在中部所述工程的訂明劃別及詳圖,力處所實際狀況的照片;  4. 能認在中部所述工程的訂明劃別及詳圖,也就們實際機構放養(作為已養著有關關則的人,我們同意為該等圖則負起(建築物條例)下的所有責任);  5. 常中部所述工程的對性同數基的情形養養(作為已養著有關關則的人,我們同意為該等圖則負起(建築物條例)下的所有責任);  5. 常中部所述工程的互對國別及詳圖,均由我們發端有效養力)。  6. 當中部所述工程沙及豎設招牌時,確認有關招牌是為某人而豎設的人士已在丙醇提供建築事務監督所要求的詳情。  We. in accordance with the provisions of sections 33 and 37 of the Bullding (Minor Works) Regulation,  1. confirm that the whave been appointed as the prescribed registered contractor of the works detailed in Part A are to be commenced on the above date;  3. submit herewith the prescribed plans and details of the works detailed in Part A, and the photographs showing the physical condition of the premises where the minor works detailed in Part A are to be carried out.  4. confirm that the prescribed plans and details submitted under this Part, have been prepared and signed by us (as the person who has signed the plans), we are reparted in the building is capable of bearing the loads and stressess which may be increased or altered in any way as a result of the Class II minor works; and  6. where the works detailed in Part A involve the erection of a signboard, confirm that the person derived in the part and the photographs is the particulars of the person way as a result of the Class II minor works; and  6. where the works detailed in Part A involve the erection of a signboard, confirm that the person for whom the signboard is to be erected has provided the particulars of the person as required by the Building Althority in Part C.  接接管室、Part Rist Parts of Registration Number*  6 B C 9 9 9 9 9 9 7 7 2 0 9 9 9 9 7 7 7 2 0 9 9 9 9 7 7 7 2 0 0 9 9 7 7 7 2 0 0 9 9 7 7 7 2 0 0 9 9 7 7 7 2 0 0 9 9 7 7 7 2 0 0 9 9 7 7 7 2 0 0 9 9 7 7 7 2 0 0 9 9 7 7		a and a second a		
中文名稱* Name in Chinese*  大牌成建雙建築有限公司  英文名稱* Name in English*  TAI PAI SING GIN SOENG CONSTRUCTION COMPANY LIMITED  工程展開日期 Date of Commencement of the Works  2 4 0 9 2 0 2 1  日dd 月mm 年yyyy  我們·根據(建築物(小型工程)規例)第33條及第37條的規定  1. 能設表們已養安在和申耶所述工程的訂明劃及詳圖,力處所實際狀況的照片;  4. 能認表中即所述工程的訂明劃別及詳圖,力處所實際狀況的照片;  4. 能認在中部所述工程的訂明劃別及詳圖,力處所實際狀況的照片;  4. 能認在中部所述工程的訂明劃別及詳圖,力處所實際狀況的照片;  4. 能認在中部所述工程的訂明劃別及詳圖,也就們實際機構放養(作為已養著有關關則的人,我們同意為該等圖則負起(建築物條例)下的所有責任);  5. 常中部所述工程的對性同數基的情形養養(作為已養著有關關則的人,我們同意為該等圖則負起(建築物條例)下的所有責任);  5. 常中部所述工程的互對國別及詳圖,均由我們發端有效養力)。  6. 當中部所述工程沙及豎設招牌時,確認有關招牌是為某人而豎設的人士已在丙醇提供建築事務監督所要求的詳情。  We. in accordance with the provisions of sections 33 and 37 of the Bullding (Minor Works) Regulation,  1. confirm that the whave been appointed as the prescribed registered contractor of the works detailed in Part A are to be commenced on the above date;  3. submit herewith the prescribed plans and details of the works detailed in Part A, and the photographs showing the physical condition of the premises where the minor works detailed in Part A are to be carried out.  4. confirm that the prescribed plans and details submitted under this Part, have been prepared and signed by us (as the person who has signed the plans), we are reparted in the building is capable of bearing the loads and stressess which may be increased or altered in any way as a result of the Class II minor works; and  6. where the works detailed in Part A involve the erection of a signboard, confirm that the person derived in the part and the photographs is the particulars of the person way as a result of the Class II minor works; and  6. where the works detailed in Part A involve the erection of a signboard, confirm that the person for whom the signboard is to be erected has provided the particulars of the person as required by the Building Althority in Part C.  接接管室、Part Rist Parts of Registration Number*  6 B C 9 9 9 9 9 9 7 7 2 0 9 9 9 9 7 7 7 2 0 9 9 9 9 7 7 7 2 0 0 9 9 7 7 7 2 0 0 9 9 7 7 7 2 0 0 9 9 7 7 7 2 0 0 9 9 7 7 7 2 0 0 9 9 7 7 7 2 0 0 9 9 7 7 7 2 0 0 9 9 7 7	訂明註冊承建商名稱 Name of the Prescribed Registered Contractor			
大PR成建雙建築有限公司  英文名稱* Name in English*  FAI PAI SING GIN SOENG CONSTRUCTION COMPANY LIMITED  工程展開日期 Date of Commencement of the Works  2 4 0 9 2 0 2 1 日 dd 月mm 年 yyyy  教育・根據(建築物(小型工程)規例)第33條及第37條的規定・ 1. 確認等骨色運養任為甲型所述工程的訂明註冊承達商; 2. 確認甲部所述工程的影響、1. 理解的 1. 理解的 1. 是 1. 性				
TAI PAI SING GIN SOENG CONSTRUCTION COMPANY  LIMITED  T程展開日期 Date of Commencement of the Works  2 4 0 9 2 0 2 1  日dd 月mm 年yyyy  我們,根據(建築物(小型工程)規例)第33條及第37條的規定・ 1. 能認我們已穩產任為中部所述工程的訂明註冊承建商; 2. 確認中部所述工程的訂明註剛則及解圖・均由我們製稿和發養(作為已簽署有關圖則的人・我們同意為該等圖則負起(建築物條例)下的所有責任); 5. 當中部所述工程的訂明國則及解圖・均由我們製稿和發養(作為已簽署有關圖則的人・我們同意為該等圖則負起(建築物條例)下的所有責任); 5. 當中部所述工程的訂明國則及解圖・均由我們製稿和發養(作為已簽署有關圖則的人・我們同意為該等圖則負起(建築物條例)下的所有責任); 5. 當中部所述工程形式程度活動任何建築物進行修置、改動或加建時・已核認以下事宜:在檢查該建築物後・我們認為該建築物有能力承受因第II級別小型工程而用表育所增加或在任何方面有所效動的有截及應力;及 6. 當甲部所述工程涉及整验招牌時,確認有關招牌是為某人而整設的人士已在丙部提供建築事務監督所要求的詳情。  We. in accordance with the provisions of sections 33 and 37 of the Building (Minor Works) Regulation, 1. confirm that we have been appointed as the prescribed registered contractor of the works detailed in Part A: 2. confirm that the works detailed in Part A are to be commenced on the above date; 3. submit herewith the prescribed plans and details submitted under this Part A, and the photographs showing the physical condition of the premises where the minor works detailed in Part A are to be carried out; 4. confirm that the prescribed plans and details submitted under this Part A, and the photographs showing the physical condition of the premises where the minor works detailed in Part A are to be carried out; 5. where the works detailed in Part A comprise repairs, alterations or additions to any building, certify that, after inspecting the building, we are of the opinion that the building is capable of bearing the loads and stresses which may be increased or altered in any way as a result of the Class II minor works; and 6. where the works detailed in Part A involve the erection of a signboard, confirm that the person as required by the Building Authority in Part C.  獲提在簽署人姓名(中文)*Name of the Authorized Signatory (Chinese)*	大牌成建雙建築有限公司	MW		
TAI PAI SING GIN SOENG CONSTRUCTION COMPANY LIMITED  T程展開日期 Date of Commencement of the Works  2 4 0 9 2 0 2 1  日dd 月mm 年yyyy  我們,根據《建築物(小型工程)規例》第33條及第37條的規定・ 1. 確認我們已獲委任為甲部所述工程的訂明註冊承建商; 2. 確認中部所述工程的訂明顧則及詳圖・为由底所實際狀況的照片; 4. 確認在本部呈交的訂明團則及詳圖・均由我們發燒和簽署 作為已簽署有關圖則的人,我們同意為該等圖則負起《建築物條例》下的所有責任); 5. 當甲部所述工程的起影對任何建築物進行修葺,改動或加建時。已核證以下事宜:在檢查該建築物後,我們認為該建築物有能力承受因第II級別小型工程而可謂有所能加或在任何方面有所改動的有職及展力;及 6. 當甲部所述工程涉及整設招牌時,確認有關招牌是為某人而整設的人土已在內部提供建築事務監督所要求的詳博。  We. in accordance with the provisions of sections 33 and 37 of the Building (Minor Works) Regulation, 1. confirm that we have been appointed as the prescribed registered contractor of the works detailed in Part A are to be commenced on the above date; 3. submit herewith the prescribed plans and details of the works detailed in Part A are to be commenced on the above date; 3. submit herewith the prescribed plans and details sof the works detailed in Part A, and the photographs showing the physical condition of the premises where the minor works detailed in Part A are to be commenced on the above date; 3. submit herewith the prescribed plans and details submitted under this Part, have been prepared and signed by us (as the person who has signed the plans, we agree to assume all responsibilities under the Buildings Ordinance regarding the plans); 5. where the works detailed in Part A, alterations or additions to any building, certify that, after inspecting the building, we are of the opinion that the building is capable of bearing the loads and stresses which may be increased or altered in any way as a result of the Class II minor works; and 6. where the works detailed in Part A involve the erection of a signboard, confirm that the person for whom the signboard is to be erected has provided the particulars of the person as required by the Building Authority in Part C.	英文名稱* Name in English*	① 只適用於早前已獲分配相關呈交編號的文件而不能繼續處理時		
工程展開日期 Date of Commencement of the Works  2 4 0 9 2 0 2 1  日dd 月mm 年 yyyy  我們,根據《建築物(小型工程)規例》第33條及第37條的規定  1. 確認我們已獲委任為甲部所述工程的訂明註冊承建商;  2. 確認甲部所述工程的近明團則及詳圖、和處所實際狀況的照片;  4. 確認在本部呈交的訂明團則及詳圖、和處所實際狀況的照片;  5. 當甲部所述工程的訂明團則及詳圖、均由我們製備和簽署 (作為已簽署有關圖則的人,我們同意為該等圖則負起《建築物條例》下的所有責任);  5. 當甲部所述工程包括對任何建築物造行修著,改動或加建時,已核證以下事宜;在檢查該建築物後,我們認為該建築物有能力承受因第Ⅱ級別小型工程而可能有所增加或在任何方面有所改動的奇觀及應力;及  6. 當甲部所述工程沙及豎般招牌時,確認有關招牌是為某人而配設的人士已在丙部提供建築事務監督所要求的詳情。  We. In accordance with the provisions of sections 33 and 37 of the Building (Minor Works) Regulation,  1. confirm that we have been appointed as the prescribed registered contractor of the works detailed in Part A;  2. confirm that the works detailed in Part A are to be commenced on the above date;  3. submit herewith the prescribed plans and details of the works detailed in Part A, and the photographs showing the physical condition of the premises where the minor works detailed in Part A are to be carried out;  4. confirm that the prescribed plans and details submitted under this Part, have been prepared and signed by us (as the person who has signed the plans, we agree to assume all responsibilities under this Part, have been prepared and signed by us (as the person who has signed the plans, we agree to assume all responsibilities under this Part, have been prepared and signed by us (as the person who has signed the plans, we agree to assume all responsibilities under this Part, have been prepared and signed by us (as the person who has signed the opinion that the building is capable of bearing the loads and stresses which may be increased or altered in any way as a result of the Class II minor works; and  6. where the works detailed in Part A involve the erection of a signboard, confirm that the person for whom the signboard is to be erected has provided the particulars of the person as required by the Building Authority in Part C.  2	TAI PAI SING GIN SOENG CONSTRUCTION COMPANY			
日	LIMITED	in the interest of the second		
1. 確認我們已獲委任為甲部所述工程的訂明註冊承建商; 2. 確認甲部所述工程的訂明團則及詳圖・和處所實際狀況的照片; 4. 確認在本部呈交的訂明團則及詳圖・均由我們製備和簽署(作為已簽署有關圖則的人・我們同意為該等圖則負起《建築物條例》下的所有責任); 5. 當甲部所述工程包括對任何建築物進行修善、改動或加建時・已核證以下事宜:在檢查該建築物後・我們認為該建築物係例》下的所有責任); 6. 當甲部所述工程涉及豎設招牌時・確認有關招牌是為某人而豎設的人士已在丙部提供建築事務監督所要求的詳情。  We, in accordance with the provisions of sections 33 and 37 of the Building (Minor Works) Regulation, 1. confirm that we have been appointed as the prescribed registered contractor of the works detailed in Part A; 2. confirm that the works detailed in Part A are to be commenced on the above date; 3. submit herewith the prescribed plans and details of the works detailed in Part A, and the photographs showing the physical condition of the premises where the minor works detailed in Part A are to be carried out; 4. confirm that the prescribed plans and details submitted under this Part, have been prepared and signed by us (as the person who has signed the plans, we agree to assume all responsibilities under the Buildings Ordinance regarding the plans); 5. where the works detailed in Part A comprise repairs, alterations or additions to any building, certify that, after inspecting the building, we are of the opinion that the building is capable of bearing the loads and stresses which may be increased or altered in any way as a result of the Class II minor works; and 6. where the works detailed in Part A involve the erection of a signboard, confirm that the person for whom the signboard is to be erected has provided the particulars of the person as required by the Building Authority in Part C.  // 授權管案  / Part A for inspecting the Registration Number*  / Part A part of Expire of	2 4 0 9 2 0 2 1			
2. 確認甲部所述工程將於上述日期展開; 3. 現呈交顧示甲部所述工程的訂明圖則及詳圖・和處所實際狀況的照片; 4. 確認在本部呈交的訂明圖則及詳圖・力車我們製備和簽署(作為已簽署有關圖則的人・我們同意為該等圖則負起《建築物條例》下的所有責任); 5. 當甲部所述工程包括對任何建築物進行修葺、改動或加建時・已核證以下事宜:在檢查該建築物後・我們認為該建築物有能力承受因第II級別小型工程而可能有所增加或在任何方面有所改動的荷藏及應力;及 6. 當甲部所述工程涉及豎設招牌時,確認有關招牌是為某人而豎設的人士已在內部提供建築事務監督所要求的詳情。  We. in accordance with the provisions of sections 33 and 37 of the Building (Minor Works) Regulation, 1. confirm that we have been appointed as the prescribed registered contractor of the works detailed in Part A; 2. confirm that the works detailed in Part A are to be commenced on the above date; 3. submit herewith the prescribed plans and details of the works detailed in Part A, and the photographs showing the physical condition of the premises where the minor works detailed in Part A are to be carried out; 4. confirm that the prescribed plans and details submitted under this Part, have been prepared and signed by us (as the person who has signed the plans, we agree to assume all responsibilities under the Buildings Ordinance regarding the plans); 5. where the works detailed in Part A comprise repairs, alterations or additions to any building, certify that, after inspecting the building, we are of the opinion that the building is capable of bearing the loads and stresses which may be increased or altered in any way as a result of the Class II minor works; and 6. where the works detailed in Part A involve the erection of a signboard, confirm that the person for whom the signboard is to be erected has provided the particulars of the person as required by the Building Authority in Part C.  // **  /* ** ** **  /* ** ** **  /* ** ** **  /* ** ** **  /* ** ** **  /* ** ** **  /* ** ** **  /* ** **  /* ** **  /* ** **  /* ** **  /	我們,根據《建築物(小型工程)規例》第33條及第37條的規定,			
3. 現呈交顯示甲部所述工程的訂明圖則及詳圖・均由我們製備和簽署(作為已簽署有關圖則的人・我們同意為該等圖則負起《建築物條例》下的所有責任); 5. 當甲部所述工程包括對任何建築物進行修葺、改動或加建時・已核證以下事宜:在檢查該建築物後・我們認為該建築物有能力承受因第II級別小型工程而可能有所增加或在任何方面有所改動的荷敵及應力;及 6. 當甲部所述工程涉及豎設招牌時・確認有關招牌是為某人而豎設的人士已在丙部提供建築事務監督所要求的詳情。  We. in accordance with the provisions of sections 33 and 37 of the Building (Minor Works) Regulation, 1. confirm that we have been appointed as the prescribed registered contractor of the works detailed in Part A; 2. confirm that the works detailed in Part A are to be commenced on the above date; 3. submit herewith the prescribed plans and details of the works detailed in Part A, and the photographs showing the physical condition of the premises where the minor works detailed in Part A are to be carried out; 4. confirm that the prescribed plans and details submitted under this Part, have been prepared and signed by us (as the person who has signed the plans, we agree to assume all responsibilities under the Buildings Ordinance regarding the plans); 5. where the works detailed in Part A comprise repairs, alterations or additions to any building, certify that, after inspecting the building, we are of the opinion that the building is capable of bearing the loads and stresses which may be increased or altered in any way as a result of the Class II minor works; and 6. where the works detailed in Part A involve the erection of a signboard, confirm that the person for whom the signboard is to be erected has provided the particulars of the person as required by the Building Authority in Part C.  **Emmilled Building Building Authority in Part C.**  **Emmilled Building Authority in Part C.**  **Emmilled Building Building Authority in Part C.**  **Emmilled Building Building Authority in Part C.**  **Emmilled Building Bu				
5. 當甲部所述工程包括對任何建築物進行修葺、改動或加建時,已核證以下事宜:在檢查該建築物後,我們認為該建築物有能力承受因第II級別小型工程而可能有所增加或在任何方面有所改動的荷載及應力;及 6. 當甲部所述工程涉及豎設招牌時,確認有關招牌是為某人而豎設的人士已在丙部提供建築事務監督所要求的詳情。  We. in accordance with the provisions of sections 33 and 37 of the Building (Minor Works) Regulation, 1. confirm that we have been appointed as the prescribed registered contractor of the works detailed in Part A; 2. confirm that the works detailed in Part A are to be commenced on the above date. 3. submit herewith the prescribed plans and details of the works detailed in Part A, and the photographs showing the physical condition of the premises where the minor works detailed in Part A are to be carried out; 4. confirm that the prescribed plans and details submitted under this Part, have been prepared and signed by us (as the person who has signed the plans, we agree to assume all responsibilities under the Buildings Ordinance regarding the plans); 5. where the works detailed in Part A comprise repairs, alterations or additions to any building, certify that, after inspecting the building, we are of the opinion that the building is capable of bearing the loads and stresses which may be increased or altered in any way as a result of the Class II minor works; and 6. where the works detailed in Part A involve the erection of a signboard, confirm that the person for whom the signboard is to be erected has provided the particulars of the person as required by the Building Authority in Part C.  **Emæä Pill* Date of Excipt of Registration Number**  **GBC99999991/20099	3. 現呈交顯示甲部所述工程的訂明圖則及詳圖‧和處所實際狀況的照片;			
程而可能有所增加或在任何方面有所改動的荷載及應力;及 6. 當甲部所述工程涉及豎設招牌時,確認有關招牌是為某人而豎設的人士已在丙部提供建築事務監督所要求的詳情。  We. in accordance with the provisions of sections 33 and 37 of the Building (Minor Works) Regulation, 1. confirm that we have been appointed as the prescribed registered contractor of the works detailed in Part A; 2. confirm that the works detailed in Part A are to be commenced on the above date; 3. submit herewith the prescribed plans and details of the works detailed in Part A, and the photographs showing the physical condition of the premises where the minor works detailed in Part A are to be carried out; 4. confirm that the prescribed plans and details submitted under this Part, have been prepared and signed by us (as the person who has signed the plans, we agree to assume all responsibilities under the Buildings Ordinance regarding the plans); 5. where the works detailed in Part A comprise repairs, alterations or additions to any building, certify that, after inspecting the building, we are of the opinion that the building is capable of bearing the loads and stresses which may be increased or altered in any way as a result of the Class II minor works; and 6. where the works detailed in Part A involve the erection of a signboard, confirm that the person for whom the signboard is to be erected has provided the particulars of the person as required by the Building Authority in Part C.   **E#################################				
We, in accordance with the provisions of sections 33 and 37 of the Building (Minor Works) Regulation,  1. confirm that we have been appointed as the prescribed registered contractor of the works detailed in Part A;  2. confirm that the works detailed in Part A are to be commenced on the above date;  3. submit herewith the prescribed plans and details of the works detailed in Part A, and the photographs showing the physical condition of the premises where the minor works detailed in Part A are to be carried out;  4. confirm that the prescribed plans and details submitted under this Part, have been prepared and signed by us (as the person who has signed the plans, we agree to assume all responsibilities under the Buildings Ordinance regarding the plans);  5. where the works detailed in Part A comprise repairs, alterations or additions to any building, certify that, after inspecting the building, we are of the opinion that the building is capable of bearing the loads and stresses which may be increased or altered in any way as a result of the Class II minor works; and  6. where the works detailed in Part A involve the erection of a signboard, confirm that the person for whom the signboard is to be erected has provided the particulars of the person as required by the Building Authority in Part C.  † ###################################	程而可能有所增加或在任何方面有所改動的荷載及應力;及	a Teatra and authorize to E. E. Consent Consensus on the side for		
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3. submit herewith the prescribed plans and details of the works detailed in Part A, and the photographs showing the physical condition of the premises where the minor works detailed in Part A are to be carried out; 4. confirm that the prescribed plans and details submitted under this Part, have been prepared and signed by us (as the person who has signed the plans, we agree to assume all responsibilities under the Buildings Ordinance regarding the plans); 5. where the works detailed in Part A comprise repairs, alterations or additions to any building, certify that, after inspecting the building, we are of the opinion that the building is capable of bearing the loads and stresses which may be increased or altered in any way as a result of the Class II minor works; and 6. where the works detailed in Part A involve the erection of a signboard, confirm that the person for whom the signboard is to be erected has provided the particulars of the person as required by the Building Authority in Part C.   † 使用器 B C 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	1. confirm that we have been appointed as the prescribed registered contra	actor of the works detailed in Part A;		
premises where the minor works detailed in <b>Part A</b> are to be carried out; 4. confirm that the prescribed plans and details submitted under this Part, have been prepared and signed by us (as the person who has signed the plans, we agree to assume all responsibilities under the Buildings Ordinance regarding the plans); 5. where the works detailed in <b>Part A</b> comprise repairs, alterations or additions to any building, certify that, after inspecting the building, we are of the opinion that the building is capable of bearing the loads and stresses which may be increased or altered in any way as a result of the <b>Class II</b> minor works; and 6. where the works detailed in <b>Part A</b> involve the erection of a signboard, confirm that the person for whom the signboard is to be erected has provided the particulars of the person as required by the Building Authority in <b>Part C</b> . <u>接授權簽署人姓名(中文)* Name of the Authorized Signatory (Chinese)*</u> <u>\$\text{Em} \text{Em} \text{Bull* Part of Expire of Registration Number*} \text{2 0 0 9 9}</u>				
plans, we agree to assume all responsibilities under the Buildings Ordinance regarding the plans);  5. where the works detailed in <b>Part A</b> comprise repairs, alterations or additions to any building, certify that, after inspecting the building, we are of the opinion that the building is capable of bearing the loads and stresses which may be increased or altered in any way as a result of the <b>Class II</b> minor works; and  6. where the works detailed in <b>Part A</b> involve the erection of a signboard, confirm that the person for whom the signboard is to be erected has provided the particulars of the person as required by the Building Authority in <b>Part C</b> . <u>接授權簽署人姓名(中文)* Name of the Authorized Signatory (Chinese)* 註冊證明書編號* Certificate of Registration Number*  GBC999999// 20099</u>	premises where the minor works detailed in Part A are to be carried out;	A CONTROL OF THE PROPERTY OF T		
opinion that the building is capable of bearing the loads and stresses which may be increased or altered in any way as a result of the Class II minor works; and  6. where the works detailed in Part A involve the erection of a signboard, confirm that the person for whom the signboard is to be erected has provided the particulars of the person as required by the Building Authority in Part C.  **  **  **  **  **  **  **  **  **	plans, we agree to assume all responsibilities under the Buildings Ordina	ance regarding the plans);		
works; and 6. where the works detailed in <b>Part A</b> involve the erection of a signboard, confirm that the person for whom the signboard is to be erected has provided the particulars of the person as required by the Building Authority in <b>Part C</b> .  獲授權簽署人姓名(中文)* Name of the Authorized Signatory (Chinese)* 註冊證明書編號* Certificate of Registration Number* 「日本 日本 日	<ol><li>where the works detailed in Part A comprise repairs, alterations or addition opinion that the building is capable of bearing the loads and stresses whi</li></ol>	ons to any building, certify that, after inspecting the building, we are of the ich may be increased or altered in any way as a result of the Class II minor		
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\* 根據註冊記錄 \* In accordance with the registration record

	由有關招牌擁有人填寫 To be completed by the signboard owner			① 如工程不涉及豎設招牌,則不用填寫 Skip this Part if the works do not involve erection of a signboard			
中文名稱 Name in Chinese	①姓氏先行 Surname first	通訊地址 Correspondence Address					
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i 護照號碼: Passport No.:			後署及 (如適用) 蓋 signboard owner &	上公司印鑑 & (if applicable) affixed with			
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	TENANTI CONA	0 5 0 9 2 日 dd 月 mm	2 0 2 1 年 yyyy	Any false certification or declaration may be subject to legal action.##			
SIGNBOARDOWNER@	BEMAIL.COM	LI dd , 25 mm	, ,,,,				
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Part D Particulars of th Carried Out May  由已獲委任的訂明註冊語 To be completed by the a  業主立案法團或物業管理公司 Name of Owners' Corporation  XYZ BUILDING OWN  通訊地址 Correspondence A  區域 Area  中區 District  街道/鄉 Street/Village  本度/层荷	能涉及公用地方時・相關業主立案法團或物 ne Corresponding Owners' Corporation y Involve Common Parts 承建商填寫 appointed prescribed registered contractor 同名稱 ons or Property Management Company IERS' CORPORATIONS address OR	加業管理公司的詳信 ns or Property Ma ① 如工程不涉及 Skip this Part 聯絡電話 Contact 26634567 電郵地址 E-mail A	nagement Com公用地方,則不用 if works do not in Tel. No.	相填寫 volve common parts 傳真號碼 Fax No. 26634568			

# 注意事項

- ##任何人如作出虚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。
- 若有關小型工程涉及在樓宇公用地方進行建築工程,訂明註冊承建商應留 意有關樓宇公契中的相關條文,並於展開工程前通知有關樓宇的物業管理 公司或業主立案法團。
- 2. 在可行的情況下·訂明註冊承建商應在工程所處地點或其附近的顯眼位置 張貼通告·以便其他業主及可能受影響的佔用人能及早知悉有關工程。
- 3. 在檢核計劃下,進行檢查、改動或鞏固工程前,安排進行該檢查或該工程的 人應先取得該違例構築物的擁有人或有關業主的同意。
- 4. 訂明註冊承建商應採取合適的措施·以確保妥善處置有關的建築廢料。
- 5. 為減少招牌燈光引至的光污染及減低其能源消耗,認可人士及申請人須參考由環境局、環境保護署及機電工程署聯合發出的《戶外燈光裝置業界良好作業指引》,並可在環境局的網址下載: http://www.enb.gov.hk/entxt/resources\_publications/guidelines/files/guidelines\_ex\_lighting\_install\_eng.pdf
- 6. 你須確保政府在使用或管有你所呈交的文件時不會侵犯任何人的知識產權;如有關文件包含屬於第三者的知識產權資料,你須確保已獲得所有必須的許可證。如侵犯任何第三者的知識產權、你須承擔政府可能蒙受的任何損失或損害。就版權事宜的細則,你可參考《版權條例》的條文。
- 7. 就涉及窗户的小型工程, 請確保該窗户在開工前已按照強制驗窗計劃相關的作業守則進行訂明檢驗, 並在完工後使該窗户變得安全。

## 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的相關事務;
  - (b) 處理有關上述小型工程的相關事務;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

- 為保障個人資料・請確保所呈交的文件並不包含任何與《建築物條例》 所述的事宜無關的個人資料・就私隱事宜的細則・你可參考《個人資料 (私隱)條例》的條文・
- 4. 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

#### **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.
- If the minor works involve building works in the common parts of a building, the prescribed registered contractor is advised to pay attention to the relevant conditions in the Deed of Mutual Covenant of the subject building and notify the property management company or the owners' corporation concerned before commencement of the works.
- As far as practicable, the prescribed registered contractor is advised to post a notice at a conspicuous place at or near the location of the proposed works in order to notify other owners and the potentially affected occupants the works in advance.
- 3. Under the validation schemes, the person who arranged for inspection, alteration or strengthening works to be carried out is advised to seek necessary agreement from the owner(s) of the unauthorised structure or the owner(s) concerned before the inspection or works to be carried out.
- Prescribed registered contractor shall take appropriate measures to ensure construction wastes are disposed of properly.
- 5. To minimise light pollution and reduce energy consumption arising from the lighting of the signboards, the AP and the applicant are advised to make reference to the Guidelines on Industry Best Practices for External Lighting Installations jointly issued by the Environment Bureau (ENB), Environmental Protection Department and Electrical and Mechanical Services Department, which can be downloaded from the ENB's website: http://www.enb.gov.hk/entxt/resources\_publications/guidelines/files/guidelines\_ex\_lighting\_install\_eng.pdf
- 6. You are required to ensure that the Government's use or possession of your submitted documents will not infringe the intellectual property rights of any person and that where the documents contain materials of which the intellectual property rights belong to a third party, all the necessary licences have been obtained. You are also liable for any loss or damage that the Government may suffer in case of any infringement of the intellectual property rights of any third party. For details of copyright issues, you can make reference to the provisions of the Copyright Ordinance.
- 7. For window-related minor works, please ensure that prescribed inspection has been carried out to such window(s) in accordance with the relevant code of practice on Mandatory Window Inspection Scheme before the commencement of the works and the window(s) have been rendered safe after the works.

#### A. Personal Data

#### **Purposes of Collection**

- 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 minor works; and
- (c) facilitating communication between the Buildings Department and yourself.
- 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. For the reason of personal data protection, please ensure that your submitted documents do not contain any personal data not required under the Buildings Ordinance. For details of privacy issues, you can make reference to the provisions of the Personal Data (Privacy) Ordinance.
- 4. 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

5. 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 Minor Works Unit of the Buildings Department.

#### 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,包括訂明圖則及詳圖及顯示工程處所在工程前實際狀況的照片等。
- 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. 所有根據簡化規定呈交的文件‧都會隨機抽取進行審核‧以確保該工程 已按照《建築物條例》及其規例和呈交的訂明圖則及詳圖進行‧
- 4. 如對本表格有任何疑問·請與屋宇署小型工程小組聯絡。

# 丙. 呈交方法

- 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

#### 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, including prescribed plans and details of the works, and photographs showing the physical condition of the premises before the commencement of works, etc.
- If incomplete or erroneous information is provided in the form, the Buildings Department may not be able to process the submission.
- 3. All documents submitted under the simplified requirements will be randomly selected for audit check, with a view to ensuring that the works have been carried out in accordance with the Buildings Ordinance and regulations and the submitted prescribed plans and details.
- Enquiries regarding this form should be addressed to the Minor Works Unit of the Buildings Department.

#### C. Submission Methods

- 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, WestKowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon.
- 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

小型工程項目 Minor Works Item	工程描述  Description of Works (包括性質、位置和數量 Including the nature, location and quantity)	相關命令 / 指示 / 通知 / 屋宇署檔案編號 ( 如有 ) Relevant Order / Direction / Notice / BD Reference No. (if any)
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安排進行小型工程的 <i>J</i> Signature of the perso If applicable) affixed v	、簽署及 (如適用) 蓋上公司印鑑 on who arranged for the minor works to be carried out & with company seal	**************************************
	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	
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