

檢查及核證訂明建築物或建築工程通知書 (家居小型工程檢核計劃)

Notice of Inspection and Certification of Prescribed Building or Building Works (Household Minor Works Validation Scheme)

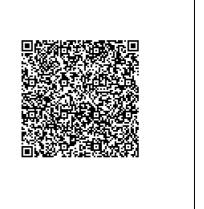


- 本表格及所有證明文件最遲須在完成訂明建築物或建築工程的 檢查後14天內呈交。
- 如涉及改動或鞏固工程,亦須在該工程完成後14天內呈交。
- 請以正楷填寫,並在適當方格內加上『√』號。填寫前, 請細閱《注意事項》。

14 days after the prescribed built of alternation of submit within 14 Read the "Matt	The completion of the inspection of the lding or building works. If strengthening works are also involved, lding after the completion of such works. Lers to Note", complete in BLOCK tick the appropriate boxes.		_		
致建築事務監督	To the Building Authority				
Part A Notice 由安排進行	王人士的委任通知 ce of Appointment of the Appointed Persons 檢查的人填寫 pleted by the person who arranged for the inspection	僅供職員使用 For object to the design of the desi	,		
]或建築工程的位置及地址 or Address of the Prescribed Building or Building Works				
街道/鄉 Street/Village 大廈/屋苑 Building/Estate 樓層 Floor	Tigue Appendix Appe	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 corner of the Demand for Rates and/or Governmer Rent (Optional) ① 為方便確定工程位置或地址 For easy identification of location or address of work			
工程項目 Works Item	工程描述 Description of Works (包括性質、位置和數量 Including the nature, location	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)			
2	UNAUTHORIZED METAL SUPPORTING F. UNIT (NOT MORE THAN 100 KG IN WEIGHT NOT MORE THAN 600 MM FROM THE EXTE LIVING ROOM	Γ) PROJECTING			
	① 如空位不敷應用·請另加紙張填		另加附加頁 張 Additional Pages		

上述工程項目為《建築物(小型工程)規例》附表3第2部內,並在2010年12月31日 前已完成或進行的訂明建築物或建築工程項目。

The above works items are the prescribed building or building works items as stipulated in Part 2 of Schedule 3 of the Building (Minor Works) Regulation and have been completed or carried out before 31 December 2010.



3 獲委任人士的資料

Particulars of the Appointed Persons

根據《建築物(小型工程)規例》第 62(2) 條的規定,本人/我們已委任下述人士就本部所述的訂明建築物或建築工程進行檢查。 In accordance with the provision of section 62(2) of the Building (Minor Works) Regulation, I / we have appointed the person below in respect of the inspection of the prescribed building or building works detailed in this Part.

	are precentated banding or band	ing works detai l ed in t	uno i art.	
· ·		」級別中的 3.25 、 3. 冊的註冊小型工程項 Registered minor w Type E minor works	27 、 3.28 、3.29 、 3.34 、 3. 承建商 orks contractor registered for T s under Class I, II or III, or item	或 III 級別中的 E 類型小型工程、或第 III 35 、 3.36 、 3.37 或 3.38 項小型工程註 ype A minor works under Class I, II or III 3.25, 3.27, 3.28, 3.29, 3.34, 3.35, 3.36,
註冊檢驗人員 Registered Insp 一般註冊承建商 Registered Ger		3.37 or 3.38 of Clas	s III minor works	
中文名稱* Name in	Chinese* i 如有,姓氏先行	Surname first, if any	註冊證明書編號* Certificate of	of Registration Number*
檢茶仁			MWC(W)	6 7 8 8 , 2 0 1 0
英文名稱* Name in GIM CHA	YAN	Surname first, if any		
	述訂明建築物或建築工程的改重 teration and Strengthening		e Prescribed Building or Bu	ilding Works
	改動或鞏固工程 (只限於第 III 級 if the works do not involve alter r works)			
小型工程項目 Minor Works Item	(包括性質、位置和數	工程描述 Description of Work 量 Including the natur	s e, 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)
	(3)77 227 227 772	<u> </u>		DD Reference No. (II ally)
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* 根據註冊記錄

^{*} In accordance with the registration record

5 安排進行檢查的人 (包括安排進行改動及鞏固工程的人) 的詳情 Particulars of the Person who Arranged for the Inspection (Including the Person who Arranged for the Alteration and Strengthening Works to be Carried Out)

中文名稱 Name in Chinese (i)如有·姓氏先行 Surname first, if any	通訊地址 Corre	spondence Address			
請仁炎			分地址相同 dress as in Part A1 ➡	不用填寫地 Skip the ad		
英文名稱 Name in English (ICHING YAN YIM)如有 · 姓氏先行 Surname first, if any ✓	區域 Area 地區	香港 Hong Kong	九龍 Kow l oon	新界 New Territor	ries
	1	District	KWUN TONG			
身份証明 (任擇其一) Identification	n (Choose one)	街道/鄉 Street/Vi ll age	KWUN TONG	ROAD	街道號碼 Street No. 789	'
▼ 香港身份證號碼: HKID No.:	C 1 2 3 4 5 6 (9)	大廈/屋苑 Bui l ding/Estate	ABC BUI	LDIN	VG	
商業登記號碼: Business Registration No.: 護照號碼:		樓層 F l oor	11/F	單位/室 Flat/Room	FLAT 1	
└── Passport No.: 簽發國家:						
Country of Issue: 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						
本人/我們已閱讀並同意於《注意 I/we have read and hereby agree	事項》內所列之條款。 the terms and conditions as stated in t	the "Matters to No	ote" section.			

安排進行檢查的人 (包括安排進行改動及鞏固工程的人) 簽署及 (如適用) 蓋上公司印鑑 Signature of the person who arranged for the inspection (including the person who arranged for the alteration and strengthening works to be carried out) & (if applicable) affixed with company seal

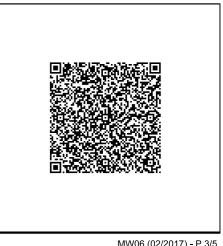
CHING Yan

數位簽署者: CHING Yan Yim DN: c=HK, o=Hongkong Post e-Cert (Orgainisational), ou=009531566. ou=Ching Yan Yim, ou=Cyy, email=cyy@cyy.com.hk,cn=CHING

Yan Yim 日期: 2017.02.16 10:00:00 + 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 6 0 2 0 月mm ∃dd



獲委任人的委任確認書及檢查及核證通知書 Confirmation of Appointment by the Appointed Person and Notice of Inspection and Certification 由獲委任人填寫 To be completed by the appointed person 獲委任人名稱 Name of the Appointed Person 早前相關的檢核計劃呈交編號(如適用) 中文名稱* Name in Chinese* (i) 如有,姓氏先行 Surname first, if any Previously Related Validation Scheme Submission Number (if any) 檢茶仁 VS ⑥ 如有,姓氏先行 Surname first, if any 英文名稱* Name in English* (i) 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 Only applicable where the previous submission with Minor Works GIM CHA YAN Submission Number assigned but cannot be further processed 獲委任人身份 Capacity of the Appointed Person 一般註冊承建商 認可人十 **Authorized Person** Registered General Building Contractor 註冊結構工程師 註冊小型工程承建商 Registered Structural Engineer Registered Minor Works Contractor 註冊檢驗人員 Registered Inspector 檢查進行日期 Date of Inspection 6 0 () 7 1 ⊟ dd 月 mm 本人/我們,根據《建築物條例》第 39C條及《建築物(小型工程)規例》第 62條的規定, 1. 確認本人/我們已獲委任為檢查甲2部分所述訂明建築物或建築工程的獲委任人,而檢查亦已於上述日期進行; 2. 現呈交顯示甲 2 部分所述的已檢查的訂明建築物或建築工程的實際狀況的照片及描述;及 3. 核證以下事宜:本人/我們認為甲部所述的訂明建築物或建築工程在結構上是安全的‧及符合《建築物條例》(第123章)【除《建築物條例》第 14(1) 條及《建築物(管理)規例》(第123章·附屬法例A)第25條外】的規定。 I/We, in accordance with the provisions of section 39C of the Buildings Ordinance and section 62 of the Building (Minor Works) Regulation, 1. confirm that I / we have been appointed as the appointed person for the inspection of the prescribed building or building works detailed in Part A2, and the inspection had been carried out on the above date; 2. submit herewith photographs and description showing the physical condition of the prescribed building or building works detailed in Part A2 as inspected; and 3. certify that the prescribed building or building works detailed in Part A are structurally safe in my/our opinion and comply with the Buildings Ordinance (Cap. 123) [except section 14(1) of the Buildings Ordinance (Cap. 123) and regulation 25 of the Building (Administration) Regulations (Cap.123 sub. leg. A)]. 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* W W 6 8 8 2 0 1 0 C 獲授權簽署人姓名(英文)* Name of the Authorized Signatory (English)* 註冊屆滿日期* Date of Expiry of Registration* 3 0 0 8 月mm 年 уууу □ dd 聯絡電話 Contact Tel. No. 傳真號碼* Fax No.* 21234565 21234566 獲委任人簽署 *

Signature of the Appointed Person*

數位簽署者: GIM Chi Yan DN: c=HK, o=Hongkong Post e-Cert (Orgainisational), ou=005931334,

ou=0000000000000000000000GC Y,ou=Gim Chi Yan, ou=GCY, email=gcy@gcy.com.hk,cn=GIM Chi

日期:2017.02.16 10:00:00 + 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.##





* 根據註冊記錄

^{*} In accordance with the registration record

丙部 訂明註冊承建商的委任確認書、完工通知及證明書

Part C Confirmation of Appointment, Notice and Certificate of Completion by the Prescribed Registered Contractor

- 4	▲"
4	

由已獲委任的訂明註冊承建商填寫

To be completed by the appointed prescribed registered contractor

訂明註冊承建商名稱 Name of Prescribed Registered Contractor

中文名稱* Name in Chinese*

檢茶仁

英文名稱* Name in English'

GIM CHA YAN

工程展開日期 Date of Commencement of the Works



工程完成日期 Date of Completion of the Works

1	6	0	2	2	0	1	7
日	dd	月	mm		年 y	ууу	

本人/我們‧根據《建築物(小型工程)規例》第36條及第37條的規定‧

- 1. 確認本人/我們已獲委任為甲4部分所述工程的訂明註冊承建商;
- 2. 確認甲 4 部分所述工程已分別於上述日期展開並完成;
- 3. 現呈交顯示有關的處所在緊接**甲4部分**所述的工程展開前及完工後的實際狀況的照片,及顯示已完成工程的圖則或工程描述;
- 4. 核證所有**甲4部分**所述的工程·已按照《建築物條例》及於本部所呈交的圖則或工程描述進行·(如適用)而該些圖則均由·本人/我們製備和簽署 (作為已簽署有關圖則的人·本人/我們同意為該等圖則負起《建築物條例》下的所有責任);及
- 5. 當本人屬於根據《建築物(小型工程)規例》第 11 條註冊的小型工程承建商【亦即 註冊小型工程承建商(個人)】時‧核證**甲 4 部分**所述工程已由本人親自進行;

I/We, in accordance with the provisions of sections 36 and 37 of the Building (Minor Works) Regulation,

- 1. confirm that I/we have been appointed as the prescribed registered contractor of the works detailed in Part A4;
- 2. confirm that the works detailed in Part A4 had been commenced and completed on the above dates respectively;
- 3. submit herewith the photographs showing the physical condition of the premises immediately before the commencement and after the completion of the works detailed in **Part A4**, and the plans or description of works showing the works as completed;
- 4. certify that all the works detailed in **Part A4**, have been carried out in accordance with the Buildings Ordinance and the plans or description of works submitted in this Part; and the said plans have been prepared and signed by me/us (as the person who has signed the plans, I/we agree to assume all responsibilities under the Buildings Ordinance regarding the plans) (if applicable); and
- 5. where I am a contractor registered under section 11 of the Building (Minor Works) Regulation [also known as Registered Minor Works Contractor (Individual)], certify that I have personally carried out the works detailed in **Part A4**.

獲授權簽署人	## 47 /	N. C. (1	A (1 ' 1	· ·	(01:
准按准给老人	炉石(田 /)^	Name of the	Alithorizad	Signatory	// hinaca

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

M W C (W) 6 7 8 8 , 2 0 1 0															
	М	W	С	(W)	6	7	8	8	/	2	0	1	0

獲授權簽署人姓名(英文)* Name of the Authorized Signatory (English)*

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

3	1	0	1	2	0	1	8
H (dd	月	mm		年 y	ууу	

聯絡電話 Contact Tel. No.

傳真號碼* Fax No.*

21234565

21234566

訂明註冊承建商簽署(獲授權簽署人)*

Signature of the Prescribed Registered Contractor (Authorized Signatory)*

GIIV Chi Yan 數位簽署者: GIM Chi Yan DN: c=HK, o=Hongkong Post e-Cert (Orgainisational), ou=005931334.

ou=00000000000000000000000GC Y,ou=Gim Chi Yan, ou=GCY, email=gcy@gcy.com.hk,cn=GIM Chi

Yan

日期:2017.02.16 10:04:30 + 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





^{*} 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 。
- 1. 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. 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。
- 3. 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
- 4. 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。

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

- 3. 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

5. 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·請與屋宇署小型工程小組聯絡。

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. 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.
- 2. Prescribed registered contractor shall take appropriate measures to ensure construction wastes are disposed of properly.
- 3. 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
- 4. 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.

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.
- 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. 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

- 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,包括顯示已獲檢查的訂明建築物或建築工程的照片及描述、顯示已完成的小型工程的圖則或工程描述、及顯示有關處所在緊接工程展開前及完工後實際狀況的照片等。
- 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

- 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小型工程小組。
- 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:香港九龍觀塘巧明街100號 Landmark East 友邦九龍大樓

11樓1102-6室

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 the photographs and description showing the physical condition of the prescribed building or building works as inspected, plans or description of works showing the works as completed, and photographs showing the physical condition of the premises immediately before the commencement and after the completion of the works, etc.
- 2. 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 Minor Works Unit 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.

D. Contact Details

(I)

Minor Works Unit of the Buildings Department

Address: Room 1102-6, 11/F., AIA Kowloon Tower, Landmark East, 100 How Ming Street, Kwun Tong, Kowloon, Hong Kong

Tel No.: 2626 1616 (handled by "1823")

Fax No.: 3162 0006

Email: enquiry@bd.gov.hk

	勿以廷採工任的評 询的附加貝 of Details of the Prescribed Building or Building Works for MW06	附加貝 Additional Page No.
工程項目 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)
	開上述訂明建築物或建築工程的改動及鞏固工程的附加頁 of Completed Alteration and Strengthening Works of the above	附加頁 Additional Page No.
	T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)
		,
Signature of the pers	及鞏固工程的人簽署及(如適用)蓋上公司印鑑 on who arranged for the inspection, alteration and to be carried out and (if applicable) affixed with company seal	
	任何失實核證或聲明可引致法律行動 Any false certification or declarat may be subject to legal action.## 日期 Date 日dd 月 mm 年 yyyy	