

# 小型工程的訂明註冊承建商不再獲委任通知書

## Notice of Cessation of Prescribed Registered Contractor (Minor Works)

- 本表格及所有證明文件最遲須在不再獲委任的日期後 7 天內呈交 (如涉及第 I 級別小型工程，亦須在認可人士接獲交付他的通知當日後 7 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》。
- **Submit this form and all supporting document(s) within 7 days after the date of the cessation (if Class I minor works are involved, within 7 days after the date of receipt of the notice by the authorized person).**
- 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

#### 甲部 不再獲委任的訂明註冊承建商的通知書 Part A Notice of the Prescribed Registered Contractor on ceasing to be appointed

由已不再獲委任的訂明註冊承建商填寫  
To be completed by the prescribed registered contractor ceased to be appointed

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

#### 必須填寫 MUST COMPLETE

小型工程呈交編號 Minor Works Submission Number

MW 1 7 0 1 8 8 8 8 8

不再獲委任日期 Date of Ceased to be Appointed

1 6 0 2 2 0 1 7  
日 dd 月 mm 年 yyyy

我們為上述呈交編號呈交文件內的已獲委任的訂明註冊承建商，根據《建築物（小型工程）規例》第 51 條的規定，呈交此通知述明我們自上述日期起，不再獲委任為上述小型工程編號的訂明註冊承建商；並核證所有在上述呈交編號呈交文件內的下述小型工程，已按照《建築物條例》及已呈交的訂明圖則及詳圖進行；

We are the prescribed registered contractor appointed under the submission with the above mentioned submission number, in accordance with the provisions of section 51 of the Building (Minor Works) Regulation, submit herewith this notice of the fact that, with effect from the above date, we have ceased to be appointed as the prescribed registered contractor of the minor works detailed in the submission with the above mentioned submission number; and certify that all the following minor works under the above mentioned submission number have been carried out in accordance with the Buildings Ordinance and the submitted prescribed plans and details;

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)
2.30	ERECTION OF ABOVEGROUND DRAIN AT XYZ MANSION	

① 如空位不敷應用，請另加紙張填寫  
If space is insufficient, please attach additional sheet(s).

☐ 另加附加頁 Additional ☐ 張 Pages

1. 現呈交顯示所有已完成的小型工程的圖則及照片；
2. 當已完成的工程不屬拆卸工程時，核證我們認為所有已完成工程在結構上是安全的；
3. 當已完成的工程屬拆卸工程時，核證我們認為所有受上述工程影響的任何土地或街道有足夠安全度，且在有關的處所尚餘的任何構築物在結構上是安全的；及
4. 當已完成的工程涉及第 I 級別小型工程時，在不再獲委任當日後 7 天內，現將本通知書交付予根據《建築物（小型工程）規例》第 27 條委任或根據《建築物條例》第 4A(5) 條提名的認可人士或註冊檢驗人員。
1. submit herewith plans and photographs showing all the minor works as completed;
2. where the completed works are other than demolition works, certify that, in our opinion, all the completed works are structurally safe;
3. where the completed works are demolition works, certify that, in our opinion, any land or street affected by the said works has an adequate margin of safety and any structure remaining on the premises is structurally safe; and
4. where the completed works involve Class I minor works, deliver herewith to the authorized person or registered inspector appointed under section 27 of the Building (Minor Works) Regulation or nominated under section 4A(5) of the Buildings Ordinance this notice within 7 days after the date of cessation.

\* 根據註冊記錄  
\* In accordance with the registration record



獲授權簽署人姓名(中文)\* Name of the Authorized Signatory (Chinese)\*

授權仁

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

AUTHORIZED SIGNATORY

聯絡電話 Contact Tel. No.

26661235

傳真號碼\* Fax No.\*

26661234

電郵地址 E-mail Address

訂明註冊承建商簽署 (獲授權簽署人) \*

Signature of the Prescribed Registered Contractor (Authorized Signatory)\*

**AUTHORIZED Signatory**  
數位簽署者: AUTHORIZED Signatory  
DN: c=HK, o=Hongkong Post e-Cert  
(Organisational),  
ou=008621316,  
ou=000000000000000000000000AS,ou=Tai  
Pai Sing Gin Soeng Construction Company,  
ou=AS,  
email=as@TP.com.hk,cn=AUTHORIZED  
Signatory  
日期: 2017.02.16 10:00:00 + 08'00'

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

G B C 9 9 9 9 / 2 0 0 9

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

3 1 0 1 2 0 1 9  
日 dd 月 mm 年 yyyy

我們已閱讀並同意於《注意事項》內所列之條款。

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

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 6 0 2 2 0 1 7  
日 dd 月 mm 年 yyyy

乙部 認可人士或註冊檢驗人員的呈交

Part B Submission by the Authorized Person or Registered Inspector

由已獲委任的認可人士或註冊檢驗人員填寫

To be completed by the appointed authorized person or registered inspector

認可人士或註冊檢驗人員姓名

Name of Authorized Person or Registered Inspector

中文姓名\* Name in Chinese\*

① 姓氏先行 Surname first

英文姓名\* Name in English\*

① 姓氏先行 Surname first

本人為根據《建築物 (小型工程) 規例》第 27 條就上述小型工程編號呈交文件內的第 I 級別小型工程委任或根據《建築物條例》第 4A(5) 條就該工程獲提名的認可人士或註冊檢驗人員。按照《建築物 (小型工程) 規例》第 52 條的規定，本人現呈交由訂明註冊承建商根據《建築物 (小型工程) 規例》第 51(1)(a) 條的規定於上述日期交付予本人於甲部所述的通知書。

I am the authorized person or registered inspector appointed under section 27 of the Building (Minor Works) Regulation or nominated under section 4A(5) of the Buildings Ordinance for the Class I minor works detailed in the submission with the above mentioned minor works submission number. In accordance with the provisions of section 52 of the Building (Minor Works) Regulation, I submit herewith the notice detailed in Part A which was delivered to me on the above date by the prescribed registered contractor as required by section 51(1)(a) of the Building (Minor Works) Regulation.

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

/

聯絡電話 Contact Tel. No.

傳真號碼\* Fax No.\*

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

日 dd 月 mm 年 yyyy

認可人士或註冊檢驗人員簽署\*

Signature of the Authorized Person or Registered Inspector\*

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



\* 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](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。
  5. 就涉及窗戶的小型工程，請確保該窗戶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，並在完工後使該窗戶變得安全。

## 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](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.
  5. 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.

## 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) 處理有關上述小型工程之相關事務；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. 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。

## 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 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

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，包括顯示所有已完成的小型工程的圖則及照片等。
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 plans and photographs showing all the minor works as completed, 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.
4. Enquiries regarding this form should be addressed to the Minor Works Unit 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 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

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

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)

訂明註冊承建商簽署 (獲授權簽署人) \*  
Signature of the Prescribed Registered Contractor (Authorized Signatory)\*

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

\* 根據註冊記錄  
\* In accordance with the registration record

