

有關豎設或改動第 III 級別小型工程的招牌的呈交編號申請書

Request for Submission Number for Class III Minor Works Relating to the Erection or Alteration of Signboard

• 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》。

• 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 豎設或改動招牌工程的初步資料

Part A Preliminary Information of the Erection or Alteration Works of Signboard

由已獲委任的訂明註冊承建商填寫
To be completed by the appointed prescribed registered contractor

1 擬進行小型工程的位置或地址

Location or Address of the Proposed Minor Works to be Carried Out

區域 Area	<input type="checkbox"/> 香港 Hong Kong	<input checked="" type="checkbox"/> 九龍 Kowloon	<input type="checkbox"/> 新界 New Territories
地區 District	MONG KOK		
街道/鄉 Street/Village	SOY STREET	街道號碼 Street No.	442
大廈/屋苑 Building/Estate	ABC MANSION		
樓層 Floor	1/F	單位/室 Flat/Room	

僅供職員使用 For official use only

小型工程呈交編號 Minor Works Submission Number	
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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 Government Rent (Optional)

1	-	1	2	3	4	5	6	7	8	9	0	1	2	3	4		
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	--	--

① 為方便確定工程位置或地址
For easy identification of location or address of works

2 擬進行的招牌工程的詳情

Details of the Proposed Signboard Works to be Carried Out

只限於《建築物(小型工程)規例》附表1第3部小型工程一覽表內項目3.16及3.17內所述的豎設及改動招牌工程
Restricted to the erection and alteration works of signboard described under items 3.16 and 3.17 of the List of Minor Works in Part 3 of Schedule 1 of the Building (Minor Works) Regulation

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)
3.17	ERECTION OF 3 NOS. OF WALL SIGNBOARD, ON THE EXTERNAL WALL OF 1/F FACING SOY STREET, EACH OF THEM WITH DISPLAY AREA OF 4 SQ.M	

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 1 張
Pages

預計工程展開日期
Expected Date of Commencement

2	4	0	2	2	0	1	7
日 dd	月 mm	年 yyyy					

工程涉及豎設的招牌數量
Number of Signboard to be Erected

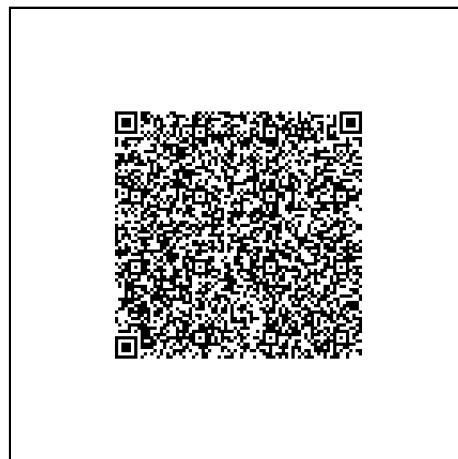
3

預計工程完成日期
Expected Date of Completion

2	8	0	2	2	0	1	7
日 dd	月 mm	年 yyyy					

工程涉及改動的招牌數量
Number of Signboard to be Altered

1



3 安排進行小型工程的人的詳情

Particulars of the Person who Arranged for the Minor Works to be Carried Out

中文名稱 Name in Chinese

① 姓氏先行 Surname first

請仁造

英文名稱 Name in English

① 姓氏先行 Surname first

CHING YAN CHO

4 有關招牌是為某人而豎設的人士（即招牌擁有人）的詳情

Particulars of the Person for whom the Signboard Is to be Erected (i.e. Signboard Owner)

中文名稱 Name in Chinese

① 姓氏先行 Surname first

擁有人

英文名稱 Name in English

① 姓氏先行 Surname first

SIGNBOARD OWNER

乙部 訂明註冊承建商的申請書

Part B Request of the 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

本人/我們為甲部所述工程的已獲委任的訂明註冊承建商。

- 就甲部所述工程，呈交甲部所述的初步資料，以申請一個呈交編號，以展示在豎設或被改動的招牌上；
- 明白及了解：
 - 本申請書並非簡化規定下的呈交，獲得呈交編號並不代表已符合《建築物（小型工程）規例》第6部內簡化規定的要求；
 - 根據《建築物（小型工程）規例》第36條的規定，MW05表格最遲須在甲部所述工程完成後的14天內再另行呈交；
 - 獲得的呈交編號只能用於展示在甲部所述位置或地址內豎設或被改動的招牌上；及
 - 在招牌上展示的小型工程呈交編號，應參照《註冊承建商作業備考》編號71內的標準及指引。

I am / We are the prescribed registered contractor appointed for the works detailed in Part A,

- submit the preliminary information detailed in Part A to request for a submission number for the works detailed in Part A to be displayed on the signboard to be erected or altered;
- understand and realize that:
 - this request is not a submission under the simplified requirements, obtaining the submission number is not equivalent to compliance in accordance with provisions of the simplified requirements in Part 6 of the Building (Minor Works) Regulation;
 - a notification in Form MW05 should be submitted separately within 14 days after the completion of the works detailed in Part A in accordance with section 36 of Building (Minor Works) Regulation;
 - the minor works submission number obtained can only be used for displaying on the signboards to be erected or altered at the location or address detailed in Part A; and
 - the displaying of the minor works submission number on the signboard should follow the standards and guideline in the Practice Note for Registered Contractors No.71.

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

授權仁

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

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

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

AUTHORIZED SIGNATORY

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

聯絡電話 Contact Tel. No.

26661235

傳真號碼* Fax No.*

26661234

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.

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, o
u=Tai Pai Sing Gin Soeng
Construction Company, ou=AS,
email=as@TP.com.hk, cn=AUTHORIZ
ED Signatory
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

1 6 0 2 2 0 1 7
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
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。

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. 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。

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

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.

B. Completion of Form

1. Please ensure that all relevant parts of the form are duly completed, and the form is signed.
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.

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

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

