



# 為檢查及核證違例招牌而進行改動/鞏固工程的完工證明書 - 第 II 級別小型工程

Certificate of Completion of Alteration/Strengthening Works Carried Out  
for Inspection and Certification of Unauthorised Signboard - Class II Minor Works



- 本表格及所有證明文件須在完成違例招牌的改動/鞏固工程後14天內呈交。
- 本表格亦可附加第 III 級別小型工程項目（如有）。
- 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 14 days after the completion of the alteration/strengthening works of the unauthorised signboard.**
- Applicable for including Class III minor works items (if any).
- 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 完工通知及證明書 Part A Notice and Certificate of Completion

由獲委任人填寫  
To be completed by the appointed person

檢核計劃呈交文件編號  
Validation Scheme Submission No.

SC 1 2 3 4 5 6 7 8

工程展開日期  
Date of Commencement of Works

1 3 0 3 2 0 1 7  
日 dd 月 mm 年 yyyy

工程完成日期  
Date of Completion of Works

1 7 0 3 2 0 1 7  
日 dd 月 mm 年 yyyy

上述檢核計劃呈交文件編號內所述的違例招牌的改動/鞏固工程已完成。如已完成的工程有別於已呈交的資料，其修訂的工程內容已詳列於下表。

The alteration/strengthening works of the unauthorised signboard detailed under the above-mentioned validation scheme submission number had been completed. Any revision of the completed works that are different from the submitted details are listed below.

## 已完成改動/鞏固工程的修訂 Revisions of the Completed Alteration/Strengthening Works

☒ 已完成的工程與早前呈交的表格 SC02 內容相同  
The completed works are the same as those shown in previously submitted Form SC02 ➡ 跳至乙部  
Skip to Part B

小型工程項目編號 Minor works Item No.	工程描述 (參考《建築物 (小型工程) 規例》附表 1 第 3 部) Description of Works (Refer to Part 3 of Schedule 1 of the Building (Minor Works) Regulations)



**乙部 訂明註冊承建商及獲委任人的完工證明書****Part B Certificate of Completion of Works by Prescribed Registered Contractor and Appointed Person****1 訂明註冊承建商的完工確認書****Confirmation of Completion of Works by Prescribed Registered Contractor**

由訂明註冊承建商填寫

To be completed by prescribed registered contractor

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

中文名稱\* Name in Chinese\*

① 姓氏先行 Surname first

陳氏承造有限公司

英文名稱\* Name in English\*

① 姓氏先行 Surname first

CHAN X CONTRACTOR COMPANY LIMITED

根據《建築物(小型工程)規例》第 34 條、第 35 條及第 37 條的規定。

1. 本人為所述工程的訂明註冊承建商,現確認甲部所述的違例招牌的改動/鞏固工程已分別於甲部所述日期展開並完成;
2. 本人/我們現呈交顯示有關的違例招牌在緊接甲部所述的改動/鞏固工程展開前及完工後的實際狀況的照片;以及顯示已完成工程的圖則或工程描述;
3. 本人/我們核證所有甲部所述違例招牌的改動/鞏固工程已按照《建築物條例》及於本部所呈交的圖則、詳圖或工程描述進行,而該等圖則均由本人/我們製備和簽署(作為已簽署有關圖則的人,本人/我們同意就該等圖則負起《建築物條例》訂明的所有責任)(如適用);以及
4. 由於改動/鞏固工程已經完成,本人/我們核證,就甲部所述的違例招牌,本人/我們認為在結構上是安全的,並符合《建築物條例》(第 123 章)的規定【《建築物條例》(第 123 章)第 14(1)條及《建築物(管理)規例》(第 123 章,附屬法例 A) 第 25 條除外】。

**In accordance with the provisions of sections 34, 35 and 37 of the Building (Minor Works) Regulation,**

1. As the prescribed registered contractor of the works, I confirm that the alteration/strengthening works of the unauthorised signboard mentioned in **Part A** had been commenced and completed on the respective dates stated in **Part A**.
2. I/We submit herewith the photographs showing the physical condition of the unauthorised signboard immediately before the commencement and after the completion of the alteration/strengthening works mentioned in **Part A**, and the plans or description of works showing the works as completed;
3. I/We certify that all the alteration/strengthening works of the unauthorised signboard mentioned in **Part A** have been carried out in accordance with the Buildings Ordinance and the plans, details 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
4. As alteration or strengthening works had been completed, I / We certify that the unauthorised signboards mentioned 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)\*

陳大文

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

M W C 9 6 7 8 / 2 0 1 3

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

CHAN TAI MAN

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

1 5 0 7 2 0 1 8  
日 dd 月 mm 年 yyyy

聯絡電話\* Contact Tel. No.\*

21234563

傳真號碼\* Fax No.\*

21234562

電郵地址^ E-mail Address^

XX@XX.COM

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.

訂明註冊承建商簽署 (獲授權簽署人)\*

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

數位簽署者: CHAN TAI MAN

日期: 2017.03.17 13:45:54  
+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 7 0 3 2 0 1 7  
日 dd 月 mm 年 yyyy

^ 作認收電郵之用 (電子呈交適用)

^ For acknowledgement email (e-submission)

\* 根據註冊記錄

\* In accordance with the registration record

 由獲委任人填寫  
To be completed by appointed person

☒ 獲委任人是訂明註冊承建商  不用填寫本部份  
The appointed person is the prescribed registered contractor  Not required to fill in this Part

☐ 認可人士  
Authorized person

☐ 註冊結構工程師  
Registered structural engineer

☐ 註冊檢驗人員  
Registered inspector

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A diagram of a 1D lattice consisting of two adjacent segments, each of length  $l$ . The lattice is represented by a horizontal line with vertical tick marks indicating the positions of the sites. The first segment contains 10 sites, and the second segment contains 4 sites, for a total of 14 sites. The segments are separated by a vertical line, and the length  $l$  is indicated below each segment.

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[illegible]

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日 dd 月 mm 年 yyyy



## 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. 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。
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。

### 獲轉交資料的部門/人士

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，請與屋宇署招牌監管小組聯絡。

## 乙. 填寫表格

1. 請填妥表格所有有關的部分，並在表格上簽署。請附上如以下已填所列的證明文件，包括顯示工程處所在工程展開前實際狀況的照片、訂明圖則、工程詳情，以及監工計劃書（如有）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，請與屋宇署招牌監管小組聯絡。

## 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招牌監管小組。
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。

## 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. 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.
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.

### Classes of Transferees

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 Signboard Control Unit of the Buildings Department.

## B. Completion of Form

1. Relevant parts of the form should be duly completed, and the form should be signed. Supporting documents, including **photographs showing the physical condition of the premises before the commencement of the works, prescribed plans and details of the works, and supervision plan (if any), etc.** as listed in **Section F** below, should be submitted.
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 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 Signboard Control 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 the Signboard Control 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.

## 丁. 聯絡資料

屋宇署招牌監管小組  
地址：九龍觀塘巧明街100號 Landmark East 友邦九龍大樓  
11樓1104-6室  
電話：2626 1616 (由“1823”接聽)  
傳真：3579 2949  
電郵：enquiry@bd.gov.hk

## D. Contact Details

Signboard Control Unit of the Buildings Department  
Address: Room 1104-6, 11/F., AIA Kowloon Tower, Landmark East,  
100 How Ming Street, Kwun Tong, Kowloon  
Tel No.: 2626 1616 (handled by “1823”)  
Fax No.: 3579 2949  
Email: enquiry@bd.gov.hk

## 戊. 其他事項

1. 檢核的違例招牌如豎設於大廈外牆的公用部份或樓宇的其他公用部份，該招牌的擁有人須留意大廈公契的條文，並須取得共同業主或立案法團的同意，特別是在展開鞏固工程(如涉及)前。否則，有可能須因此負上民事法律責任。
2. 招牌擁有人在甲6部承諾保養該招牌，使其在任何時間內保持結構安全。這包括在颱風或惡劣天氣造成損毀而需要及時進行的安全檢查和維修。
3. 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。
4. 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)

## E. Other Matters

1. If the validation involves unauthorised signboard erected at the exterior or other common parts of the building, the signboard owner should pay attention to the relevant conditions in the deed of mutual covenant of the building and obtain consent from the co-owners or owners' corporations of the building in particular before the commencement of the strengthening works (if any). Otherwise, the signboard owner may have to bear the civil liabilities for failure to do so.
2. The signboard owner undertakes in Part A6 to maintain the signboard in a structurally safe condition at all times. This includes any timely safety inspection and repair for damage due to typhoon or inclement weather.
3. Prescribed registered contractor shall take appropriate measures to ensure construction wastes are disposed of properly.
4. 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)

## 己. 證明文件

- 商業登記副本
- 土地登記冊紀錄 (如適用)
- 安全檢查報告
  - 一般資料
  - 狀況檢查
  - 招牌照片 (4R 尺寸)
  - 位置圖
  - 招牌結構構架圖及嵌固詳圖  
(只適用符合第 I 或 II 級別小型工程所描述的招牌)
  - 結構計算資料  
(只適用符合第 I 級別小型工程所描述的招牌)
  - 鞏固工程建議書  
(只適用涉及改動/鞏固工程的第 I 或 II 級別小型工程所描述的招牌)
- 其他，請註明(如適用)

## F. Supporting Documents

- **Copy of Business Registration**
- **Record of Land Register** (if applicable)
- **Safety Inspection Report**
  - General Information
  - Condition Check
  - Signboard Photos (4R size)
  - Location Plan
  - Structural Framing Plan and Fixing Details of Signboard  
(for signboards falling within the descriptions of Class I or II Minor Works)
  - Supporting Structural Calculation  
(for signboards falling within the descriptions of Class I Minor Works only)
  - Strengthening proposal  
(for signboards falling within the descriptions of Class I or II Minor Works involving alteration / strengthening)
- **Others**, please specify (if applicable)