

## 第 II 級別小型工程展開通知書

## Notice of Commencement of Class II Minor Works

表格 Form

**MW03**

- 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 "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 獲委任訂明註冊承建商的委任通知 Part A Notice of Appointment of the Appointed Prescribed Registered Contractor

由安排進行小型工程的人填寫  
To be completed by the person who arranged for the minor works to be carried out

#### 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	旺角		
街道/鄉 Street/Village	豉油街	街道號碼 Street No.	456
大廈/屋苑 Building/Estate	XYZ大廈		
樓層 Floor	1樓至2樓	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

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	2	3	4	5	6	7	8	9	1	2	3	4	5	6					
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① 為方便確定工程位置或地址  
For easy identification of location or address of works

#### 2 擬進行的小型工程的詳情 Details of the Proposed Minor Works to be Carried Out

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)
2.19	改動1樓至2樓面向豉油街的外牆上,包含發光二極體的展示系統,展示面積9平方米的現有靠牆招牌。	

#### 3 獲委任訂明註冊承建商的資料 Particulars of the Appointed Prescribed Registered Contractor

根據《建築物 (小型工程) 規例》第28條的規定，本人/我們已就本部所述工程委任下述的訂明註冊承建商。

In accordance with the provisions of section 28 of the Building (Minor Works) Regulation, I/we have appointed the prescribed registered contractor as below.

訂明註冊承建商名稱(中文)\* Name of Prescribed Registered Contractor (Chinese)\*

大牌成建雙建築有限公司

訂明註冊承建商名稱(英文)\* Name of Prescribed Registered Contractor (English)\*

TAI PAI SING GIN SOENG CONSTRUCTION COMPANY  
LIMITED

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

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

\* 根據註冊記錄

\* In accordance with the registration record

☐ 另加附加頁  
Additional ☐ 張  
Pages

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



4 安排進行小型工程人士的詳情  
Particulars of the Person Who Arranged for the Minor Works to be Carried Out

中文名稱 Name in Chinese (i) 姓氏先行 Surname first

請仁造

英文名稱 Name in English (i) 姓氏先行 Surname first

CHING YAN CHO

身份證明 (任擇其一) Identification (Choose one)

☒ 香港身份證號碼:  
HKID No.: A 1 2 3 4 5 6 ( 3 )

☐ 商業登記號碼:  
Business Registration No.:

☐ 護照號碼:  
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  
CENGJANZOU@EMAIL.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.

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  
Yan  
Cho

數位簽署者: Ching Yan Cho  
DN: c=HK, o=Hongkong Post e-Cert  
(Organisational),  
ou=001234567,  
ou=00000000000000000000CYC,o  
u=Ching Yan Cho, ou=CYC,  
email=cengjanzou@email.com,cn=CHI  
NG Yan Cho  
日期: 2017.02.16 11:30:00 + 08'00'

通訊地址 Correspondence Address

☐ 與甲1部份地址相同  
Same address as in Part A1 → ☐ 不用填寫地址  
Skip the address

區域 Area ☐ 香港 Hong Kong ☒ 九龍 Kowloon ☐ 新界 New Territories

地區 District 觀塘

街道/鄉 Street/Village 觀塘道 街道號碼 Street No. 789號

大廈/屋苑 Building/Estate ABC大廈

樓層 Floor 11樓 單位/室 Flat/Room B室

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

乙部 訂明註冊承建商的委任確認書  
Part B Confirmation of Appointment by the Prescribed Registered Contractor

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 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

工程展開日期 Date of Commencement of the Works

2 4 0 2 2 0 1 7  
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. 確認甲部所述工程將於上述日期展開；
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、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.

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

授權人

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

AUTHORIZED SIGNATORY

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

聯絡電話 Contact Tel. No.

26661235

傳真號碼\* Fax No.\*

26661234

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=000000000000000000000000  
AS,ou=Tai Pai Sing Gin Soeng  
Construction Company, ou=AS,  
email=as@TP.com.hk,cn=AUTHO  
RIZED Signatory  
日期: 2017.02.16 11:35:00 +  
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

**Part C** Particulars of the Person for whom the Signboard is to be Erected (i.e. Signboard Owner)

ⓘ 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

擁有人

SIGNBOARD OWNER

<input type="checkbox"/>	香港身份證號碼: HKID No.:	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
<input checked="" type="checkbox"/>	商業登記號碼: Business Registration No.:	84503832
<input type="checkbox"/>	護照號碼: Passport No.:	<div></div> <div></div>
	簽發國家: Country of Issue:	<div></div> <div></div>
<input type="checkbox"/>	其他 (請註明): Others (Please specify):	<div></div> <div></div>

聯絡電話 Contact Tel. No.	傳真號碼 Fax No.
29934567	29934568

電郵地址 E-mail Address

☐ 與甲1部份地址相同      不用填寫地址  
Same address as in Part A1      Skip the address

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	旺角		
街道/鄉 Street/Village	豉油街	街道號碼 Street No.	456號
大廈/屋苑 Building/Estate	XYZ大廈		
樓層 Floor	1樓至2樓	單位/室 Flat/Room	A室

有關招牌擁有人簽署及 (如適用) 蓋上公司印鑑  
Signature of the signboard owner & (if applicable) affixed with  
company seal


**SIGNBOARD**  
**Owner**

數位簽署者：SIGNBOARD Owner  
DN：c=HK, o=Hongkong Post e-  
Cert (Organisational),  
ou=006592133,  
ou=000000000000000000000000SO  
,ou=Signboard Owner, ou=SO,  
email=so@so.com.hk,cn=SIGNBOA  
RD Owner  
日期：2017.02.16 12:00:00 + 08'00'

日期 Date  
1 6 0 2 2 0 1 7  
日 dd 月 mm 年 yyyy

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.##

**Part D Particulars of the Corresponding Owners' Corporations or Property Management Company where the Works to be Carried Out May Involve Common Parts**

 如工程不涉及公用地方，則不用填寫  
Skip this Part if works do not involve common parts

XYZ大廈業主立案法團

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	旺角		
街道/鄉 Street/Village	豉油街	街道號碼 Street No.	456號
大廈/屋苑 Building/Estate	XYZ大廈		
樓層 Floor	地下	單位/室 Flat/Room	

聯絡電話 Contact Tel. No.	傳真號碼 Fax No.
26634567	26634568

電郵地址 E-mail Address



## 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。

## 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。

## 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.

## 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

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 **prescribed plans and details of the works, and photographs showing the physical condition of the premises before the commencement of 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.
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

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

日期 Date

日 dd	月 mm	年 yyyy					

