



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 & 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

檢核計劃呈交編號
Validation Scheme 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)

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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	

上址工程是根據《建築物條例》第39C條進行，以改動或鞏固家居小型工程檢核計劃及小型適意設施檢核計劃下的訂明建築物或建築工程（違例招牌除外）。

The above works are alteration/ strengthening works necessary for validation of prescribed building or building works (other than unauthorized signboards) under Household Minor Works Validation Scheme and Minor Amenity Feature Validation Scheme in accordance with section 39C of the Buildings Ordinance.

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).

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



附錄 V 表格樣本

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
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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.

21234567

傳真號碼 Fax No.

21234568

電郵地址 E-mail Address

CHINGYANCHO@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
日期 : 2021.09.05
10:57:12 +08'00'

日期 Date

0	5	0	9	2	0	2	1
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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. #



* 根據註冊記錄

* In accordance with the registration record

MW03 (09/2021) - P.2/4

附錄 V 表格樣本

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

早前相關的小型工程呈交編號 (如適用)

Previously Related Minor Works Submission Number (if any)

MW

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 Submission Number assigned but cannot be further processed

工程展開日期 Date of Commencement of the Works

2 4 0 9 2 0 2 1
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，

- 確認我們已獲委任為甲部所述工程的訂明註冊承建商；
- 確認甲部所述工程將於上述日期展開；
- 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；
- 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）；
- 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
- 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,

- confirm that we have been appointed as the prescribed registered contractor of the works detailed in Part A;
- confirm that the works detailed in Part A are to be commenced on the above date;
- 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;
- 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);
- 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
- 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 2 2

日 dd 月 mm 年 yyyy

電郵地址 E-mail Address

TAIPAISINGGINSOENG@EMAILADDRESS.HK

聯絡電話 Contact Tel. No.

傳真號碼* Fax No.*

26661235 26661234

訂明註冊承建商簽署 (獲授權簽署人) *

Signature of the Prescribed Registered Contractor (Authorized Signatory)*

AUTHORI
ZED
SIGNATO
RY

數位簽署者：
AUTHORIZED
SIGNATORY
日期：2021.09.10
11:05:57 +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 0 0 9 2 0 2 1

日 dd 月 mm 年 yyyy



* 根據註冊記錄

* In accordance with the registration record

附錄 V 表格樣本

丙部 有關招牌是為某人而豎設的人士(即招牌擁有人)的詳情

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

由有關招牌擁有人填寫

To be completed by the 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

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

香港身份證號碼:

HKID No.:

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商業登記號碼:

Business Registration No.:

84503832

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.

29934567

傳真號碼 Fax No.

29934568

電郵地址 E-mail Address

SIGNBOARDOWNER@EMAIL.COM

如工程不涉及豎設招牌，則不用填寫

① Skip this Part if the works do not involve erection of a signboard

通訊地址 Correspondence Address

<input type="checkbox"/> 與甲1部份地址相同	→ 不用填寫地址		
<input type="checkbox"/> Same address as in Part A1 → Skip the address			
區域 Area	香港 Hong Kong	九龍 Kowloon	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	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 數位簽署者 :
OWNER SIGNBOARD OWNER

日期 : 2021.09.05
12:15:12 +08'00'

日期 Date

0 5 0 9 2 0 2 1
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. #

丁部 當進行的工程可能涉及公用地方時，相關業主立案法團或物業管理公司的詳情

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

由已獲委任的訂明註冊承建商填寫

To be completed by the appointed prescribed registered contractor

業主立案法團或物業管理公司名稱

Name of Owners' Corporations or Property Management Company

XYZ大廈業主立案法團

通訊地址 Correspondence 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
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.

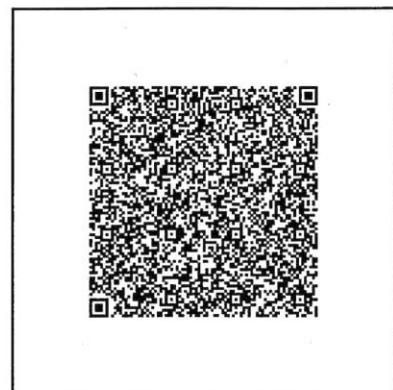
26634567

傳真號碼 Fax No.

26634568

電郵地址 E-mail Address

BUILDINGOWNERSCORPORATIONS@EMAIL.COM



MW03 (09/2021) - P.4/4

附錄 V 表格樣本



第 III 級別小型工程完工通知及證明書 Notice and Certificate of Completion of Class III Minor Works

表格 Form
MW05

- 本表格及所有證明文件最遲須在工程完成後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》。
- Submit this form and all supporting document(s) within 14 days after the completion 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 已完成小型工程的位置或地址 Location or Address of the Completed Minor Works

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	觀塘		
街道/鄉 Street/Village	康寧道	街道號碼 Street No.	61A
大廈/屋苑 Building/Estate	ABC中心		
樓層 Floor	地下	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

小型工程呈交編號 Minor Works Submission Number

MW

① 只在涉及招牌的工程，並已獲分配呈交編號時適用
Only applicable to works relating to signboard with 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 為方便確定工程位置或地址
For easy identification of location or address of works

2 已完成小型工程的詳情 Details of the Completed Minor Works

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)
3.48	豎設懸掛於建築物的簷篷下的室外金屬通風管道 (該管道的最大橫切面為 300毫米 X 400 毫米)	

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

a. 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)*

過人排

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

GWO YAN PAI

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).



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

M W C (W) 6 7 8 9 / 2 0 1 0

* 根據註冊記錄

* In accordance with the registration record

附錄 V 表格樣本

4 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

(i) 姓氏先行 Surname first

請人造

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:

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.

21234567

傳真號碼 Fax No.

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

GIM CHA 數位簽署者 : GIM
CHA YAN
YAN 日期 : 2022.04.10
23:08:21 +08'00'

通訊地址 Correspondence Address

<input type="checkbox"/> 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	<input type="checkbox"/> 香港 Hong Kong	<input checked="" type="checkbox"/> 九龍 Kowloon	<input type="checkbox"/> 新界 New Territories
地區 District	觀塘		
街道/鄉 Street/Village	觀塘道	街道號碼 Street No.	789
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 9 2 0 2 1
日 dd 月 mm 年 yyyy



附錄 V 表格樣本

乙部 訂明註冊承建商的委任確認書、完工通知及證明書

Part B Confirmation of Appointment, Notice and Certificate of Completion 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*

過人排

英文名稱* Name in English*

GWO YAN PAI

早前相關的小型工程呈交編號 (如適用)

Previously Related Minor Works Submission Number (if any)

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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 Submission Number assigned but cannot be further processed

工程展開日期

Date of Commencement of the Works

0	8	0	9	2	0	2	1
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日 dd 月 mm 年 yyyy

工程完成日期

Date of Completion of the Works

1	0	0	9	2	0	2	1
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日 dd 月 mm 年 yyyy

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，

- 確認本人/我們已獲委任為甲部所述工程的訂明註冊承建商；
- 確認甲部所述工程已分別於上述日期展開並完成；
- 現呈交顯示有關的處所在緊接甲部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；
- 核證所有甲部所述的工程，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）；
- 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，核證甲部所述工程已由本人親自進行；
- 當甲部所述的工程涉及豎設招牌時，確認有關招牌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。

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

- confirm that I/we have been appointed as the prescribed registered contractor of the works detailed in Part A;
- confirm that the works detailed in Part A had been commenced and completed on the above dates respectively;
- 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 A, and the plans or description of works showing the works as completed;
- certify that all the works detailed in Part A, 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);
- 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 A; and
- 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)*

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

M	W	C	(W)	6	7	8	9	/	2	0	1	0
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獲授權簽署人姓名(英文)* Name of the Authorized Signatory (English)*

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

3	1	0	1	2	0	2	3
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日 dd 月 mm 年 yyyy

聯絡電話 Contact Tel. No.

81233334	31233333
----------	----------

傳真號碼* Fax No.*

31233333

電郵地址 E-mail Address

GWOYANPAI@EMAIL.COM

訂明註冊承建商簽署 (獲授權簽署人，如適用)*

Signature* of the Prescribed Registered Contractor (Authorized Signatory, if applicable)*

GUNG
CHI SZE
數位簽署
者：GUNG CHI
SZE
日期：2022.04.10
23:10:45 +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	9	2	0	2	1
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日 dd 月 mm 年 yyyy



* 根據註冊記錄

* In accordance with the registration record

MW05 (09/2021) - P.3/4

附錄 V 表格樣本

丙部 有關招牌是為某人而豎設的人士(即招牌擁有人)的詳情

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

 由有關招牌擁有人填寫

To be completed by the 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

中文名稱 Name in Chinese

(i) 姓氏先行 Surname first

英文名稱 Name in English

(i) 姓氏先行 Surname first

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

香港身份證號碼:

HKID No.:

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.

電郵地址 E-mail Address

有關招牌擁有人簽署及 (如適用) 蓋上公司印鑑

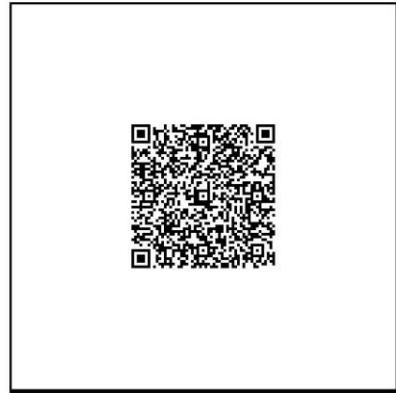
Signature of the signboard owner & (if applicable) affixed with company seal

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



MW05 (09/2021) - P.4/4

附錄 V 表格樣本

安排進行小型工程的人簽署及(如適用)蓋上公司印鑑

安排进行小工种的人员姓名 (如适用) 盖上公司印章
Signature of the person who arranged for the minor works to be carried out &
(if applicable) affixed with company seal

數位簽署
者：CHING YAN
YIM
日期：2022.04.10
23:09:50 +08'00'
CHING
YAN YIM

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

日期 Date
16092021
日 dd 月 mm 年 yyyy



MW05 (09/2021)

附錄 V 表格樣本



檢查及核證訂明建築物或建築工程的通知書及
相關的第II級別小型工程改動/鞏固工程的完工證明書
(小型適意設施檢核計劃)
Notice of Inspection & Certification of
Prescribed Building or Building Works and
Certificate of Completion of the associated
Alteration or Strengthening Works involving
Class II Minor Works
(Minor Amenity Feature Validation Scheme)

表格 Form

MW06-2

- 本表格及所有證明文件須在完成檢查訂明建築物或建築工程後 14 天內呈交。
- 如涉及改動及鞏固工程，亦須在工程完成後 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》。
- Submit this form and all supporting document(s) within 14 days after the completion of the inspection of prescribed building or building works.
- If alteration or strengthening works are involved, submit this form and all supporting document(s) within 14 days after the completion of such 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

僅供職員使用 For official use only

檢核計劃呈交編號
Validation Scheme Submission
Number

甲部 安排進行檢查的人 (同時為安排進行改動或鞏固工程的人(如適用)) 的通知

Part A Notice of the Person who Arranged for the Inspection
(Also the Person who Arranged for the Alteration or Strengthening Works to be Carried Out if applicable)

由安排進行檢查的人 (同時為安排進行改動或鞏固工程的人(如適用)) 填寫
To be completed by the person who arranged for the inspection
(Also the person who arranged for the alteration or strengthening works to be carried out if applicable)

早前已就改動或鞏固工程呈交第II級別小型工程展開
通知書(表格MW03)
Notice of Commencement of Class II Minor Works
(Form MW03) has been previously submitted for
alteration or strengthening works

小型工程文件呈交編號
Previous Submission Number

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① 只適用於早前就第II級別改動或鞏固工程已獲分配呈交編號的文件
Only applicable where the previous submission with submission number
assigned for Class II alteration or strengthening works

1 訂明建築物或建築工程的位置及所在地址
Location and Address of the Prescribed Building or Building Works

區域 Area	<input type="checkbox"/> 香港 Hong Kong	<input checked="" type="checkbox"/> 九龍 Kowloon	<input type="checkbox"/> 新界 New Territories	詳細位置 Detailed Location
地區 District	旺角			天台A
街道/鄉 Street/Village	砵蘭街	街道號碼 Street No.	1001	例如: 停車場、天台、外牆等 E.g. car park, roof, external wall, etc
大廈/屋苑 Building/Estate	QPR 大廈			
樓層 Floor	天台	單位/室 Flat/Room	A	

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)

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樣本 1

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附錄 V 表格樣本

2 經檢查的訂明建築物或建築工程的詳細資料 Details of the Prescribed Building or Building Works

下述工程項目應為《建築物(小型工程)規例》附表3第4部規定的訂明建築物或建築工程項目，並已在2020年9月1日前完成或進行。
The following works items should be the prescribed building or building works items as stipulated in Part 4 of Schedule 3 of the Building (Minor Works) Regulation and have been completed or carried out before 1 September 2020

在2020年9月1日前完成或進行的訂明建築物或建築工程 Prescribed building or building works completed or carried out before 1 September 2020		A 欄 已檢查而不須改動或鞏固的訂明 建築物或建築工程數目 Column A Number of inspected prescribed building or building works which do not require alteration or strengthening	B 欄 已檢查而須改動或鞏固的訂明建築 物或建築工程數目 [^] Column B Number of inspected prescribed building or building works which require alteration or strengthening [^]
項目編號 Item No.	描述 Description		
4(a)	自建築物外牆伸出用於支承空調機的支架 Supporting frame for an air-conditioning unit projecting from an external wall of a building		(2.49)
5(a)	自建築物外牆伸出用於支承照明裝置的支架 Supporting frame for a light fitting projecting from an external wall of a building		(2.49)
6	在地面上的實心圍牆 Solid fence wall on-grade		(2.6)
8	在地面上的室外網欄或金屬欄杆 (不論其靠地部分是否實心圍牆) External mesh fence or metal railing (with or without a solid fence wall as its lower part) on-grade		(2.7)
9(a)	在建築物屋頂上的網欄或金屬欄杆 (不論其靠地部分是否實心圍牆) Mesh fence or metal railing (with or without a solid fence wall as its lower part) on a roof of a building		(2.56)
11	在地面上的實心圍牆(不包括違例實心圍牆及符合指定豁免工程第5項所述的實心圍牆)頂部的網欄或金屬欄杆 Mesh fence or metal railing on top of a solid fence wall (other than an unauthorised solid fence wall and a fence wall under designated exempted works item 5) on-grade		(2.57)
12	在地面上的室外支柱 External pole on-grade		(2.53)
13(a)	在建築物屋頂上的支柱 Pole on a roof of a building	1	(2.54)
14(b)	圍牆的金屬閘 Metal gate at a fence wall		(2.16)
17	建築物外牆上的開口的可收合遮蓬 Retractable awning for an opening on an external wall of a building		(2.43)
18	地面花園內的花棚 Trellis in a garden on-grade		(2.44)
19(b)	在建築物屋頂上的花棚 Trellis on a roof of a building		(2.45)
20(a)	在地面或建築物屋頂上的室外金屬通風管道或與室外金屬通風管道相關的承托支架 External metal ventilation duct or supporting frame associated with an external metal ventilation duct on-grade or on a roof of a building		(2.47)

[^] 以下括號內數字為該改動或鞏固工程的相關小型工程項目，如工程屬指定豁免工程則除外。
The minor works item corresponding to the alteration or strengthening works is bracketed below, except that the works are designated exempted works



樣本 1

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附錄 V 表格樣本

3 安排進行檢查的人 (同時為安排進行改動或鞏固工程的人(如適用)) 的資料及聲明
Particulars and Declaration by the Person who Arranged for the Inspection
(Also the Person who Arranged for the Alteration or Strengthening Works to be Carried Out if applicable)

a. 在甲 2 部描述的訂明建築物或建築工程由本人 / 我們安排進行檢查。
 I/we am/are the person who arranged inspection to the prescribed building or building works stated in Part A2.

b. 本人 / 我們確認已根據《建築物條例》第39C條及《建築物(小型工程)規例》第62A條的規定委任乙或丙部所述的訂明建築專業人士 / 訂明註冊承建商就甲2部描述的訂明建築物或建築工程進行檢查。
 I/we confirm that the prescribed building professional/ prescribed registered contractor stated in Part B or C has been appointed to inspect the prescribed building or building works stated in Part A2 in accordance with section 39C of the Buildings Ordinance and section 62A of the Building (Minor Works) Regulation.

c. 本人 / 我們同時作為安排進行在甲部所述的改動或鞏固工程 (如有) 的人，根據《建築物 (小型工程) 規例》第 28 條的規定，本人 / 我們已委任丙部所述的訂明註冊承建商，作為該工程 (如有) 的訂明註冊承建商。
 I/we am/are also the person who arranged for the alteration or strengthening works stated in Part A (if any) to be carried out, in accordance with the provisions of section 28 of the Building (Minor Works) Regulation. I/we have appointed the prescribed registered contractor stated in Part C for the works (if any).

中文姓名 Name in Chinese	① 姓氏先行 Surname first, if any		通訊地址 Correspondence Address
請人炎			<input checked="" type="checkbox"/> 與甲 1 部份地址相同 Same address as in Part A1 → 不用填寫地址 Skip the address
英文姓名 Name in English	① 姓氏先行 Surname first, if any		<input type="checkbox"/> 香港 Hong Kong <input checked="" type="checkbox"/> 九龍 Kowloon <input type="checkbox"/> 新界 New Territories
CHING YAN YIM			地區 District 旺角 街道/鄉 Street/Village 砵蘭街 街道號碼 Street No. 1001 大廈/屋苑 Building/Estate QPR 大廈 樓層 Floor 天台 單位/室 Flat/Room A
身份證明(任擇其一) Identification (Choose one)			
<input checked="" type="checkbox"/> 香港身份證號碼: HKID No.	C 1 2 3 4 5 6 (9)		
<input type="checkbox"/> 商業登記號碼: Business Registration No.			
<input type="checkbox"/> 護照號碼: Passport No.			
簽發國家: Country of Issue:			
<input type="checkbox"/> 其他(請註明): Others (Please specify):			
號碼: No.:			

聯絡電話 Contact Tel. No.	傳真號碼 Fax No.	電郵地址 E-mail Address
21234567	21234568	21234567@EMAILADDRESS.HK

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.

安排進行檢查的人 (同時為安排進行改動或鞏固工程的人(如適用)) 簽署
 及(如適用)蓋上公司印鑑
 Signature of the person who arranged for the inspection (also the
 person who arranged for the alteration or strengthening works to be
 carried out if applicable) & (if applicable) affixed with company seal

CHING YAN YIM	CHING YAN YIM 2021.09.02 01:01:01 +08'00'
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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
 0 2 0 9 2 0 2 1
 日 dd 月 mm 年 yyyy



樣本 1

附錄 V 表格樣本

4 業主立案法團的資料 (如有)

Details of Owners' Corporations (if any)

① 如上述訂明建築物或建築工程並非位於大廈的公用部份，則不用填寫此部。

Skip this Part if the above prescribed building or building works was not erected at common parts of the building.

① 請細閱《注意事項》。
Read the "Matters to Note".

大廈已成立業主立案法團
Owners' Corporation formed

電郵地址 E-mail Address

登記地址 Registered Address

區域 Area	<input type="checkbox"/> 香港 Hong Kong	<input type="checkbox"/> 九龍 Kowloon	<input type="checkbox"/> 新界 New Territories
地區 District			
街道/鄉 Street/Village		街道號碼 Street No.	
大廈/屋苑 Building/Estate			
樓層 Floor		單位/室 Flat/Room	

乙部 認可人士、註冊結構工程師或註冊檢驗人員的證明書

Part B Certification by the Authorized Person, Registered Structural Engineer or Registered Inspector

 由已獲委任的認可人士、註冊結構工程師或註冊檢驗人員填寫
To be completed by the appointed authorized person, registered structural engineer or registered inspector

① 如委任訂明註冊承建商檢查有關訂明建築物或建築工程，則不用填寫此部。
Skip this Part if a prescribed registered contractor has been appointed for the inspection of the prescribed building or building works

根據《建築物條例》第 39C 條及《建築物 (小型工程) 規例》第 62A 條的規定。
In accordance with the provisions of section 39C of the Buildings Ordinance and section 62A of the Building (Minor Works) Regulation,

a. 本人確認已獲委任為檢查 甲2部 所訂明建築物或建築工程的獲委任人。
I confirm that I have been appointed for the inspection of the prescribed building or building works stated in Part A2.
b. 本人確認上述檢查亦已於下列日期進行。
I confirm that the above-mentioned inspection had been carried out on the date stated below.

檢查進行日期 Date of Inspection

日 dd 月 mm 年 yyyy

早前相關的檢核計劃呈交編號(如適用)
Previously Related Validation Scheme Submission Number (if any)

VS

① 只適用於早前已獲分配檢核計劃呈交編號的文件而不能繼續處理時
Only applicable where the previous submission with validation scheme submission number assigned but cannot be further process

本人核證，根據《建築物條例》第 39C 條及《建築物 (小型工程) 規例》第 62A 條的規定，本人認為甲2部 A欄 所述的訂明建築物或建築工程的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 certify that, in accordance with the provisions of section 39C of the Buildings Ordinance and section 62A of the Building (Minor Works) Regulation, the prescribed building or building works stated in Column A of Part A2 are structurally safe in my 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)].

就甲2部 B欄 所述的訂明建築物或建築工程而言，本人認為有需要根據《建築物條例》第39C(4)條進行小型工程，以改動、糾正或鞏固有關訂明建築物或建築工程。由於有關改動或鞏固工程已於丙2部所述的日期完成，本人核證：本人認甲2部 B欄 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。For the prescribed building or building works stated in Column B of Part A2, it is necessary, in my opinion, to carry out minor works to alter, rectify or strengthen the prescribed building or building works under section 39C(4) of the Buildings Ordinance. As the alteration or strengthening works had been completed on the date stated in Part C2, I certify that the prescribed building or building works stated in Column B of Part A2 are structurally safe in my 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)].

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

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

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

日 dd 月 mm 年 yyyy



樣本 1

MW06-2 (09/2021) - P.4/6

附錄 V 表格樣本

聯絡電話 Contact Tel. No.

傳真號碼 Fax No.

電郵地址 E-mail Address

認可人士、註冊結構工程師或註冊檢驗人員簽署 *

Signature of Authorized Person, Registered Structural Engineer 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

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日 dd 月 mm 年 yyyy

* 根據註冊紀錄

* In accordance with registered record.

內部 訂明註冊承建商的證明書

Part C Certification 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

1 在檢核計劃下的檢查證明書

Certification of inspection under validation scheme

根據根據《建築物條例》第39C條及《建築物(小型工程)規例》第62A條的規定。

In accordance with the provisions of section 39C of the Buildings Ordinance and section 62A of the Building (Minor Works) Regulation.

a. 我們確認已獲委任為檢查 甲2部 所述的訂明建築物或建築工程的獲委任人。

We confirm that I have been appointed for the inspection of the prescribed building or building works stated in Part A2.

b. 我們確認上述檢查亦已於下列日期進行。

We confirm that the above-mentioned inspection had been carried out on the date stated below.

檢查進行日期 Date of inspection

0	2	0	9	2	0	2	1
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日 dd 月 mm 年 yyyy

我們核證，根據《建築物條例》第39C條及《建築物(小型工程)規例》第62A條的規定，我們認為甲2部 A欄 所述的訂明建築物或建築工程的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。

We certify that, in accordance with the provisions of section 39C of the Buildings Ordinance and section 62A of the Building (Minor Works) Regulation, the prescribed building or building works stated in Column A of Part A2 are structurally safe in 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)].

就甲2部 B欄所述的訂明建築物或建築工程而言，我們認為有需要根據《建築物條例》第39C(4)條進行小型工程，以改動、糾正或鞏固有關訂明建築物或建築工程。由於有關改動或鞏固工程已於丙2部所述的日期完成，我們核證：我們認為甲2部 B欄 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。

For the prescribed building or building works stated in Column B of Part A2, it is necessary, in our opinion, to carry out minor works to alter, rectify or strengthen the prescribed building or building works under section 39C(4) of the Buildings Ordinance. As the alteration or strengthening works had been completed on the date stated in Part C2, we certify that the prescribed building or building works stated in Column B of Part A2 are structurally safe in 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)].

2 改動或鞏固工程的證明書

Certificate of Alteration or Strengthening Works

如不涉及改動或鞏固工程，則不用填寫此部

Skip this Part if no alteration or strengthening works involved

第II級別改動或鞏固工程完成日期 (如適用)

Date of Completion of Class II Alteration or Strengthening Works (if applicable)

--	--	--	--	--	--	--

日 dd 月 mm 年 yyyy

就甲部所述涉及第II級別小型工程的改動或鞏固工程，我們現根據《建築物(小型工程)規例》第34條及第37條的規定，

1. 現已呈交顯示已完成工程的經修訂的訂明圖則及詳圖(如有)，其修訂已經詳列於戊部；
2. 核證該工程，已按照《建築物條例》及已呈交的訂明圖則及詳圖進行，而該等訂明圖則均由我們製備和簽署(作為已簽署有關訂明圖則的人，我們同意就該等訂明圖則負起《建築物條例》訂明的所有責任)；
3. 確認該工程已於上述日期完成；及
4. 核證，我們認為該工程在結構上是安全的。



樣本 1

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附錄 V 表格樣本

For alteration or strengthening works involving Class II minor works stated in Part A, We, in accordance with the provisions of sections 34 and 37 of the Building (Minor Works) Regulation,

1. submit herewith the revised prescribed plans and details showing the works as completed (if any) in Part E;
2. certify that all the works have been carried out in accordance with the Buildings Ordinance and the submitted prescribed plans and details; and the said prescribed plans have been prepared and signed by us (as the person who has signed the prescribed plans, we agree to assume all responsibilities under the Buildings Ordinance regarding the prescribed plans);
3. confirm that the works were completed on the date stated above; and
4. certify that the works are structurally safe in our opinion.

承建商名稱(中文)* Name of Contractor (Chinese)* (i) 姓氏先行 Surname first

大牌成建雙建築有限公司

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

授權仁

承建商名稱(英文)* Name of Contractor (English)* (i) 姓氏先行 Surname first

TAI PAI SING GIN SOENG CONSTRUCTION

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

COMPANY LIMITED

AUTHORIZED SIGNATORY

聯絡電話 Contact Tel. No.

26661235

傳真號碼 Fax No.

26661234

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 2 2

日 dd 月 mm 年 yyyy

電郵地址 E-mail Address

TAIPAIISINGGINSOENG@EMAILADDRESS.HK

訂明承建商簽署 (獲授權簽署人) *

Signature of the Prescribed Contractor (Authorized Signatory)*

數位簽署者 :
AUTHORIZED
AUTHORIZED SIGNATORY
日期 : 2021.09.03
SIGNATORY 02:02:02 +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

0 3 0 9 2 0 2 1

日 dd 月 mm 年 yyyy

* 根據註冊紀錄

* In accordance with registered record.

丁部 已完成第II級別改動或鞏固工程的修訂

Part D Revisions of the Completed Class II Alteration or Strengthening Works

 由已獲委任的訂明註冊承建商填寫

To be completed by the prescribed registered contractor

(i) 如已完成的涉及第II級別小型工程的改動或鞏固工程與已呈交的訂明圖則及詳圖相同，則不用填寫此部
Skip this Part if the completed alteration or strengthening works involving Class II minor works are the same as those shown in the submitted prescribed plans and details

小型工程項目 Minor Works Item	第II級別改動或鞏固工程的描述 (包括性質、位置及數量) Description of Class II Alteration or Strengthening Works (Including the nature, location and quantity)	有關差別的描述 Description of the Differences

另加附加頁
Additional

張
Pages

「有關差別的描述」請參閱《註冊承建商作業備考》編號71。
Refer to Practice Note for Registered Contractors No.71 for the "Description of the differences".



樣本 1

MW06-2 (09/2021) - P.6/6

附錄 V 表格樣本



檢查及核證訂明建築物或建築工程的通知書及
相關的第II級別小型工程改動/鞏固工程的完工證明書
(小型適意設施檢核計劃)
Notice of Inspection & Certification of
Prescribed Building or Building Works and
Certificate of Completion of the associated
Alteration or Strengthening Works involving
Class II Minor Works
(Minor Amenity Feature Validation Scheme)

表格 Form

MW06-2

- 本表格及所有證明文件須在完成檢查訂明建築物或建築工程後 14 天內呈交。
- 如涉及改動或鞏固工程，亦須在工程完成後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》。
- Submit this form and all supporting document(s) within 14 days after the completion of the inspection of prescribed building or building works.
- If alteration or strengthening works are involved, submit this form and all supporting document(s) within 14 days after the completion of such 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

僅供職員使用 For official use only
檢核計劃呈交編號
Validation Scheme Submission
Number

甲部 安排進行檢查的人（同時為安排進行改動或鞏固工程的人(如適用)）的通知
Part A Notice of the Person who Arranged for the Inspection
(Also the Person who Arranged for the Alteration or Strengthening Works to be Carried Out if applicable)

由安排進行檢查的人（同時為安排進行改動或鞏固工程的人(如適用)）填寫
To be completed by the person who arranged for the inspection
(Also the person who arranged for the alteration or strengthening works to be carried out if applicable)

早前已就改動或鞏固工程呈交第II級別小型工程展開
通知書(表格MW03)
Notice of Commencement of Class II Minor Works
(Form MW03) has been previously submitted for
alteration or strengthening works

小型工程文件呈交編號
Previous Submission Number

V S 1 2 3 4 5 6 7 8 9

① 只適用於早前就第II級別改動或鞏固工程已獲分配呈交編號的文件
Only applicable where the previous submission with submission number
assigned for Class II alteration or strengthening works

1 訂明建築物或建築工程的位置及所在地址
Location and Address of the Prescribed Building or Building Works

區域 Area	<input type="checkbox"/> 香港 Hong Kong	<input checked="" type="checkbox"/> 九龍 Kowloon	<input type="checkbox"/> 新界 New Territories	詳細位置 Detailed Location
地區 District	旺角			
街道/鄉 Street/Village	砵蘭街	街道號碼 Street No.	1001	
大廈/屋苑 Building/Estate	QPR 大廈			
樓層 Floor	天台	單位/室 Flat/Room	A	① 例如: 停車場、天台、外牆等 E.g. car park, roof, external wall, etc

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)



樣本 2

MW06-2 (09/2021) - P.1/6

附錄 V 表格樣本

2 經檢查的訂明建築物或建築工程的詳細資料

2 Details of the Prescribed Building or Building Works

下述工程項目應為《建築物(小型工程)規例》附表3第4部規定的訂明建築物或建築工程項目，並已在2020年9月1日前完成或進行。
The following works items should be the prescribed building or building works items as stipulated in Part 4 of Schedule 3 of the Building (Minor Works) Regulation and have been completed or carried out before 1 September 2020

在2020年9月1日前完成或進行的訂明建築物或建築工程 Prescribed building or building works completed or carried out before 1 September 2020		A 欄 已檢查而不須改動或鞏固的訂明 建築物或建築工程數目 Column A Number of inspected prescribed building or building works which do not require alteration or strengthening	B 欄 已檢查而須改動或鞏固的訂明建築 物或建築工程數目^ Column B Number of inspected prescribed building or building works which require alteration or strengthening^
項目編號 Item No.	描述 Description		
4(a)	自建築物外牆伸出用於支承空調機的支架 Supporting frame for an air-conditioning unit projecting from an external wall of a building		(2.49)
5(a)	自建築物外牆伸出用於支承照明裝置的支架 Supporting frame for a light fitting projecting from an external wall of a building		(2.49)
6	在地面上的實心圍牆 Solid fence wall on-grade		(2.6)
8	在地面上的室外網欄或金屬欄杆 (不論其靠地部分是否實心圍牆) External mesh fence or metal railing (with or without a solid fence wall as its lower part) on-grade		(2.7)
9(a)	在建築物屋頂上的網欄或金屬欄杆 (不論其靠地部分是否實心圍牆) Mesh fence or metal railing (with or without a solid fence wall as its lower part) on a roof of a building		(2.56)
11	在地面上的實心圍牆(不包括違例實心圍牆及符合指定豁免工程第5項所述的實心圍牆)頂部的網欄或金屬欄杆 Mesh fence or metal railing on top of a solid fence wall (other than an unauthorised solid fence wall and a fence wall under designated exempted works item 5) on-grade		(2.57)
12	在地面上的室外支柱 External pole on-grade		(2.53)
13(a)	在建築物屋頂上的支柱 Pole on a roof of a building	1	1 (2.54)
14(b)	圍牆的金屬閘 Metal gate at a fence wall		(2.16)
17	建築物外牆上的開口的可收合遮蓬 Retractable awning for an opening on an external wall of a building		(2.43)
18	地面花園內的花棚 Trellis in a garden on-grade		(2.44)
19(b)	在建築物屋頂上的花棚 Trellis on a roof of a building		(2.45)
20(a)	在地面或建築物屋頂上的室外金屬通風管道或與室外金屬通風管道相關的承托支架 External metal ventilation duct or supporting frame associated with an external metal ventilation duct on-grade or on a roof of a building		(2.47)

^ 以下括號內數字為該改動或鞏固工程的相關小型工程項目，如工程屬指定豁免工程則除外。

The minor works item corresponding to the alteration or strengthening works is bracketed below, except that the works are designated exempted works



樣本 2

附錄 V 表格樣本

3 安排進行檢查的人 (同時為安排進行改動或鞏固工程的人(如適用)) 的資料及聲明
Particulars and Declaration by the Person who Arranged for the Inspection
(Also the Person who Arranged for the Alteration or Strengthening Works to be Carried Out if applicable)

a. 在甲 2 部描述的訂明建築物或建築工程由本人 / 我們安排進行檢查。
 I/we am/are the person who arranged inspection to the prescribed building or building works stated in Part A2.

b. 本人 / 我們確認已根據《建築物條例》第39C條及《建築物(小型工程)規例》第62A條的規定委任乙或丙部所述的訂明建築專業人士 / 訂明註冊承建商就甲2部描述的訂明建築物或建築工程進行檢查。
 I/we confirm that the prescribed building professional/ prescribed registered contractor stated in Part B or C has been appointed to inspect the prescribed building or building works stated in Part A2 in accordance with section 39C of the Buildings Ordinance and section 62A of the Building (Minor Works) Regulation.

c. 本人 / 我們同時作為安排進行在甲部所述的改動或鞏固工程 (如有) 的人，根據《建築物 (小型工程) 規例》第 28 條的規定，本人 / 我們已委任丙部所述的訂明註冊承建商，作為該工程 (如有) 的訂明註冊承建商。
 I/we am/are also the person who arranged for the alteration or strengthening works stated in Part A (if any) to be carried out, in accordance with the provisions of section 28 of the Building (Minor Works) Regulation. I/we have appointed the prescribed registered contractor stated in Part C for the works (if any).

中文姓名 Name in Chinese	① 姓氏先行 Surname first, if any	通訊地址 Correspondence Address
請人炎		<input checked="" type="checkbox"/> 與甲 1 部份地址相同 Same address as in Part A1 → <input type="checkbox"/> 不用填寫地址 Skip the address
英文姓名 Name in English	① 姓氏先行 Surname first, if any	區域 Area <input type="checkbox"/> 香港 Hong Kong <input checked="" type="checkbox"/> 九龍 Kowloon <input type="checkbox"/> 新界 New Territories
CHING YAN YIM		地區 District 旺角
		街道/鄉 Street/Village 砵蘭街 街道號碼 Street No. 1001
		大廈/屋苑 Building/Estate QPR 大廈
		樓層 Floor 天台 單位/室 Flat/Room A
聯絡電話 Contact Tel. No.	傳真號碼 Fax No.	電郵地址 E-mail Address
21234567	21234568	21234567@EMAILADDRESS.HK

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.

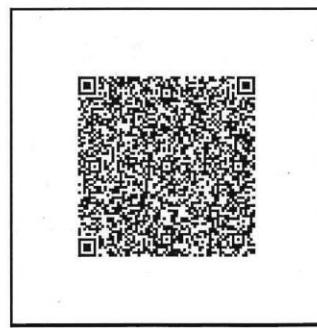
安排進行檢查的人 (同時為安排進行改動或鞏固工程的人(如適用)) 簽署
 及(如適用)蓋上公司印鑑

Signature of the person who arranged for the inspection (also the
 person who arranged for the alteration or strengthening works to be
 carried out if applicable) & (if applicable) affixed with company seal

CHING YAN YIM	CHING YAN YIM 2021.09.01 01:01:01 +08'00'
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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
 0 1 0 9 2 0 2 1
 日 dd 月 mm 年 yyyy



樣本 2

附錄 V 表格樣本

4 業主立案法團的資料 (如有)

Details of Owners' Corporations (if any)

① 如上述訂明建築物或建築工程並非位於大廈的公用部份，則不用填寫此部。
Skip this Part if the above prescribed building or building works was not erected at common parts of the building.

① 請細閱《注意事項》。
Read the "Matters to Note".

大廈已成立業主立案法團
Owners' Corporation formed

電郵地址 E-mail Address

--

登記地址 Registered Address

區域 Area	<input type="checkbox"/> 香港 Hong Kong	<input type="checkbox"/> 九龍 Kowloon	<input type="checkbox"/> 新界 New Territories
地區 District			
街道/鄉 Street/Village			街道號碼 Street No.
大廈/屋苑 Building/Estate			
樓層 Floor			單位/室 Flat/Room

乙部 認可人士、註冊結構工程師或註冊檢驗人員的證明書

Part B Certification by the Authorized Person, Registered Structural Engineer or Registered Inspector

 由已獲委任的認可人士、註冊結構工程師或註冊檢驗人員填寫

To be completed by the appointed authorized person, registered structural engineer or registered inspector

① 如委任訂明註冊承建商檢查有關訂明建築物或建築工程，則不用填寫此部。
Skip this Part if a prescribed registered contractor has been appointed for the inspection of the prescribed building or building works

根據《建築物條例》第 39C 條及《建築物 (小型工程) 規例》第 62A 條的規定，

In accordance with the provisions of section 39C of the Buildings Ordinance and section 62A of the Building (Minor Works) Regulation,

a. 本人確認已獲委任為檢查 甲2部 所訂明建築物或建築工程的獲委任人。

I confirm that I have been appointed for the inspection of the prescribed building or building works stated in Part A2.

b. 本人確認上述檢查亦已於下列日期進行。

I confirm that the above-mentioned inspection had been carried out on the date stated below.

檢查進行日期 Date of Inspection

0	7	0	9	2	0	2	1
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日 dd 月 mm 年 yyyy

本人核證，根據《建築物條例》第 39C 條及《建築物 (小型工程) 規例》第 62A 條的規定，本人認為甲2部 A欄 所述的訂明建築物或建築工程的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 certify that, in accordance with the provisions of section 39C of the Buildings Ordinance and section 62A of the Building (Minor Works) Regulation, the prescribed building or building works stated in Column A of Part A2 are structurally safe in my 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)].

就甲2部 B欄 所述的訂明建築物或建築工程而言，本人認為有需要根據《建築物條例》第39C(4)條進行小型工程，以改動、糾正或鞏固有關訂明建築物或建築工程，由於有關改動或鞏固工程已於丙2部所述的日期完成，本人核證：本人認甲2部 B欄 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。For the prescribed building or building works stated in Column B of Part A2, it is necessary, in my opinion, to carry out minor works to alter, rectify or strengthen the prescribed building or building works under section 39C(4) of the Buildings Ordinance. As the alteration or strengthening works had been completed on the date stated in Part C2, I certify that the prescribed building or building works stated in Column B of Part A2 are structurally safe in my 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)].

中文姓名* Name in Chinese*

① 姓氏先行 Surname first

認可仁

英文姓名* Name in English*

① 姓氏先行 Surname first

YING Ho Yan

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

A	P	(S)	9	9	9	9	/	9	9
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3	1	0	1	2	0	2	2
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日 dd 月 mm 年 yyyy

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



樣本 2

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附錄 V 表格樣本

聯絡電話 Contact Tel. No.

21234562

傳真號碼 Fax No.

21234563

電郵地址 E-mail Address

YINGHOYAN@EMAILADDRESS.ABC

認可人士、註冊結構工程師或註冊檢驗人員簽署 *

Signature of Authorized Person, Registered Structural Engineer or Registered Inspector*

YING HO
YAN

數位簽署者：
GIM CHA YAN
日期：2021.09.15
01:30:31 +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 5 0 9 2 0 2 1
日 dd 月 mm 年 yyyy

* 根據註冊紀錄

* In accordance with registered record.

丙部 訂明註冊承建商的證明書

Part C Certification 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

1 在檢核計劃下的檢查證明書

Certification of inspection under validation scheme

根據根據《建築物條例》第 39C 條及《建築物(小型工程)規例》第 62A 條的規定，

In accordance with the provisions of section 39C of the Buildings Ordinance and section 62A of the Building (Minor Works) Regulation,

a. 我們確認已獲委任為檢查 甲2部 所述的訂明建築物或建築工程的獲委任人。
We confirm that I have been appointed for the inspection of the prescribed building or building works stated in Part A2.

b. 我們確認上述檢查亦已於下列日期進行。
We confirm that the above-mentioned inspection had been carried out on the date stated below.

檢查進行日期 Date of inspection

日 dd 月 mm 年 yyyy

如沒有委任訂明註冊承建商進行進行檢查，則不用填寫此部
Skip this Part if no prescribed registered contractor appointed for the inspection

早前相關的檢核計劃呈交編號(如適用)
Previously Related Validation Scheme Submission Number (if any)

VS

只適用於早前已獲分配檢核計劃呈交編號的文件而不能繼續處理時
Only applicable where the previous submission with validation scheme submission number assigned but cannot be further process

我們核證，根據《建築物條例》第39C條及《建築物(小型工程)規例》第62A條的規定，我們認為甲2部 A欄 所述的訂明建築物或建築工程的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。

We certify that, in accordance with the provisions of section 39C of the Buildings Ordinance and section 62A of the Building (Minor Works) Regulation, the prescribed building or building works stated in Column A of Part A2 are structurally safe in 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)].

就甲2部 B欄所述的訂明建築物或建築工程而言，我們認為有需要根據《建築物條例》第39C(4)條進行小型工程，以改動、糾正或鞏固有關訂明建築物或建築工程。由於有關改動或鞏固工程已於丙2部所述的日期完成，我們核證：我們認為甲2部 B欄 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。

For the prescribed building or building works stated in Column B of Part A2, it is necessary, in our opinion, to carry out minor works to alter, rectify or strengthen the prescribed building or building works under section 39C(4) of the Buildings Ordinance. As the alteration or strengthening works had been completed on the date stated in Part C2, we certify that the prescribed building or building works stated in Column B of Part A2 are structurally safe in 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)].

2 改動或鞏固工程的證明書

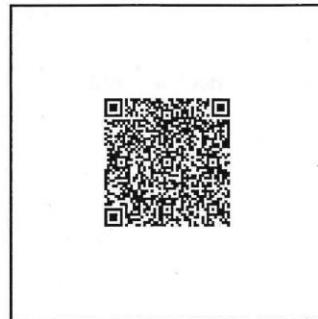
Certificate of Alteration or Strengthening Works

第II級別改動或鞏固工程完成日期 (如適用)

Date of Completion of Class II Alteration or Strengthening Works (if applicable)

0 7 0 9 2 0 2 1
日 dd 月 mm 年 yyyy

如不涉及改動或鞏固工程，則不用填寫此部
Skip this Part if no alteration or strengthening works involved



樣本 2

MW06-2 (09/2021) - P.5/6

附錄 V 表格樣本

For alteration or strengthening works involving Class II minor works stated in Part A, We, in accordance with the provisions of sections 34 and 37 of the Building (Minor Works) Regulation,

1. submit herewith the revised prescribed plans and details showing the works as completed (if any) in Part E;
2. certify that all the works have been carried out in accordance with the Buildings Ordinance and the submitted prescribed plans and details; and the said prescribed plans have been prepared and signed by us (as the person who has signed the prescribed plans, we agree to assume all responsibilities under the Buildings Ordinance regarding the prescribed plans);
3. confirm that the works were completed on the date stated above; and
4. certify that the works are structurally safe in our opinion.

承建商名稱(中文)* Name of Contractor (Chinese)* ① 姓氏先行 Surname first

大牌成建雙建築有限公司

承建商名稱(英文)* Name of Contractor (English)* ① 姓氏先行 Surname first

TAI PAI SING GIN SOENG CONSTRUCTION

COMPANY LIMITED

聯絡電話 Contact Tel. No.

26661235

傳真號碼 Fax No.

26661234

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

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 2 2

日 dd 月 mm 年 yyyy

電郵地址 E-mail Address

TAIPAIISINGGINSOENG@EMAILADDRESS.HK

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 5 0 9 2 0 2 1

日 dd 月 mm 年 yyyy

訂明承建商簽署 (獲授權簽署人) *
Signature of the Prescribed Contractor (Authorized Signatory)*

數位簽署者 :
AUTHORIZED
AUTHORIZED SIGNATORY
日期 : 2021.09.15
SIGNATORY 02:02:02 +08'00'

* 根據註冊紀錄

* In accordance with registered record.

丁部 已完成第II級別改動或鞏固工程的修訂

Part D Revisions of the Completed Class II Alteration or Strengthening Works

由已獲委任的訂明註冊承建商填寫

To be completed by the prescribed registered contractor

① 如已完成的涉及第II級別小型工程的改動或鞏固工程與已呈交的訂明圖則及詳圖相同，則不用填寫此部
Skip this Part if the completed alteration or strengthening works involving Class II minor works are the same as those shown in the submitted prescribed plans and details

小型工程項目 Minor Works Item	第II級別改動或鞏固工程的描述 (包括性質、位置及數量) Description of Class II Alteration or Strengthening Works (Including the nature, location and quantity)	有關差別的描述 Description of the Differences
2.54	鞏固在建築物屋頂上的支柱 (支柱二)	加設石屎基座

另加附加頁
Additional

張
Pages

「有關差別的描述」請參閱《註冊承建商作業備考》編號71。
Refer to Practice Note for Registered Contractors No.71 for the "Description of the differences".



樣本 2

MW06-2 (09/2021) - P.6/6

附錄 V 表格樣本



檢查及核證訂明建築物或建築工程的通知書及
 相關的第 III 級別小型工程改動 / 輯固工程的完工證明書
 (家居小型工程檢核計劃或小型適意設施檢核計劃)

Notice of Inspection & Certification of
 Prescribed Building or Building Works and
 Certificate of Completion of the associated
 Alteration or Strengthening Works involving
 Class III Minor Works
 (Household Minor Works Validation Scheme
 or Minor Amenity Feature Validation
 Scheme)

表格 Form
MW06-3

樣本 1

- 本表格及所有證明文件須在完成檢查訂明建築物或建築工程後 14 天內呈交。
- 如涉及改動及鞏固工程，亦須在工程完成後 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》。
- Submit this form and all supporting document(s) within 14 days after the completion of the inspection of prescribed building or building works.
- If alteration or strengthening works are involved, submit this form and all supporting document(s) within 14 days after the completion of such works.
- Read the "Matters to Note", complete in BLOCK LETTERS and tick the appropriate boxes.

僅供職員使用 For official use only

檢核計劃呈交編號
 Validation Scheme Submission
 Number

致建築事務監督 To the Building Authority

甲部 安排進行檢查的人 (同時為安排進行改動或鞏固工程的人(如適用)) 的通知

**Part A Notice of the Person who Arranged for the Inspection
 (Also the Person who Arranged for the Alteration or Strengthening Works to be Carried Out if applicable)**

由安排進行檢查的人 (同時為安排進行改動或鞏固工程的人(如適用)) 填寫

To be completed by the person who arranged for the inspection
 (Also the person who arranged for the alteration or strengthening works to be carried out if applicable)

1 訂明建築物或建築工程的位置及所在地址

Location and Address of the Prescribed Building or Building Works

區域 Area	<input type="checkbox"/> 香港 Hong Kong	<input checked="" type="checkbox"/> 九龍 Kowloon	<input type="checkbox"/> 新界 New Territories	詳細位置 Detailed Location
地區 District	旺角			大廈外牆 Building exterior wall
街道/鄉 Street/Village	砵蘭街 Pedder Street	街道號碼 Street No.	2211	例如: 停車場、天台、外牆等 E.g. car park, roof, external wall, etc.
大廈/屋苑 Building/Estate	RE中心			
樓層 Floor	18樓 18th floor	單位/室 Flat/Room	A	

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)

[Redacted]



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附錄 V 表格樣本

2 經檢查的訂明建築物或建築工程的詳細資料 Details of the Prescribed Building or Building Works

樣本 1

下述工程項目應為《建築物(小型工程)規例》附表 3 第 2 部規定的訂明建築物或建築工程項目，並已在 2010 年 12 月 31 日前完成或進行。
The following works items should be 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.

在 2010 年 12 月 31 日前完成或進行的訂明建築物或建築工程 Prescribed building or building works completed or carried out before 31 December 2010		A 檔 已檢查而不須改動或鞏固的訂明建築物或建築工程數目 Number of inspected prescribed building or building works which do not require alteration or strengthening	B 檔 已檢查而須改動或鞏固的訂明建築物或建築工程數目^ Number of inspected prescribed building or building works which require alteration or strengthening^
項目編號 Item No.	描述 Description	Column A	Column B
1	地面或平板 (不包括懸臂式平板) 上的，用於支承空調機、冷卻水塔或任何相關空氣管道的構築物 Supporting structure for an air-conditioning unit, water cooling tower or any associated air ducts located on-grade or on a slab (other than a cantilevered slab)		(3.34)
2	自建築物外牆伸出的，用於支承空調機或任何相關空氣管道的金屬支架 Metal supporting frame for an air-conditioning unit or any associated air ducts projecting from the external wall of a building		(3.35)
3	自建築物外牆伸出的晾衣架 Drying rack projecting from the external wall of a building		(3.36)
4	自建築物外牆伸出的簷篷 Canopy projecting from the external wall of a building		(3.37) (3.38)

^ 以下括號內數字為該改動或鞏固工程的相關小型工程項目，請於丙部提供其工程的描述。

The minor works item corresponding to the alteration or strengthening works is bracketed below, descriptions of works should be provided in Part C.



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附錄 V 表格樣本

下述工程項目應為《建築物(小型工程)規例》附表 3 第 4 部規定的訂明建築物或建築工程項目，並已在2020年9月1日前完成或進行。
 The following works items should be the prescribed building or building works items as stipulated in Part 4 of Schedule 3 of the Building (Minor Works) Regulation and have been completed or carried out before 1 September 2020.

在2020年9月1日前完成或進行的訂明建築物或建築工程 Prescribed building or building works completed or carried out before 1 September 2020		A 欄 已檢查而不須改動或鞏固的訂明建築物或建築工程數目 Number of inspected prescribed building or building works which do not require alteration or strengthening	B 欄 已檢查而須改動或鞏固的訂明建築物或建築工程數目 [^] Number of inspected prescribed building or building works which require alteration or strengthening [^]
項目編號 Item No.	描述 Description	Column A	Column B
2	在地面或建築物屋頂(不包括懸臂式平板及非開放屋頂)上用於屋宇裝備裝置的支承構築物或該等裝置的金屬箱 Supporting structure or metal casing for a building services installation on-grade or on a roof (other than a cantilevered slab and an inaccessible roof) of a building		(3.50)
4(b)	自建築物外牆伸出用於支承空調機的支架 Supporting frame for an air-conditioning unit projecting from an external wall of a building		(3.27)
5(b)	自建築物外牆伸出用於支承照明裝置的支架 Supporting frame for a light fitting projecting from an external wall of a building		(3.27)
7	在建築物屋頂上的實心圍牆 Solid fence wall on a roof of a building		(3.55)
9(b)	在建築物屋頂上的網欄或金屬欄杆(不論其靠地部分是否實心圍牆) Mesh fence or metal railing, (with or without a solid fence wall on its lower part) on a roof of a building		(3.56)
13(b)	在建築物屋頂上的支柱 Pole on the roof of a building		(3.54)
14(c)	圍牆的金屬閘 Metal gate at a fence wall		(3.13)
16	自建築物外牆伸出的簷篷 Canopy projecting from an external wall of a building	1	(3.25)
20(b)	在地面或建築物屋頂上的室外金屬通風管道或與室外金屬通風管道相關的承托支架 External metal ventilation duct or supporting frame associated with an external metal ventilation duct on-grade or on a roof of a building		(3.47)
21	室外金屬通風管道或與室外金屬通風管道相關的承托支架 External metal ventilation duct or supporting frame associated with an external metal ventilation duct		(3.48)

[^] 以下括號內數字為該改動或鞏固工程的相關小型工程項目，請於丙部提供其工程的描述。
 The minor works item corresponding to the alteration or strengthening works is bracketed below, descriptions of works should be provided in Part C.



樣本 1

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附錄 V 表格樣本

3 安排進行檢查的人 (同時為安排進行改動或鞏固工程的人(如適用)) 的資料及聲明
Particulars and Declaration by the Person who Arranged for the Inspection
(Also the Person who Arranged for the Alteration or Strengthening Works to be Carried Out if applicable)

樣本 1

a. 在甲 2 部描述的訂明建築物或建築工程由本人 / 我們安排進行檢查。
 I/we am/are the person who arranged inspection to the prescribed building or building works stated in Part A2.

b. 本人 / 我們已根據《建築物條例》第39C條及《建築物(小型工程)規例》第62條及第62A條 (如適用) 的規定委任乙或丙部所述的訂明建築專業人士 / 訂明註冊承建商就有關訂明建築物或建築工程進行檢查。
 I/we confirm that the prescribed building professional/prescribed registered contractor stated in Part B or C has been appointed to inspect the prescribed building or building works in accordance with section 39C of the Buildings Ordinance and sections 62 and 62A (as appropriate) of the Building (Minor Works) Regulation.

c. 本人 / 我們同時作為安排進行在丙2部所述的改動或鞏固工程 (如有) 的人，根據《建築物 (小型工程) 規例》第28條的規定，本人 / 我們已委任丙部所述的訂明註冊承建商，作為該工程 (如有) 的訂明註冊承建商。
 I/we am/are also the person who arranged for the alteration or strengthening works stated in Part C2 (if any) carried out, in accordance with the provisions of section 28 of the Building (Minor Works) Regulation. I/we have appointed the prescribed registered contractor stated in Part C for the works (if any).

中文名稱 Name in Chinese ① 姓氏先行 Surname first, if any

請人炎

英文名稱 Name in English ① 姓氏先行 Surname first, if any

CHING YAN YIM

通訊地址 Correspondence Address

<input checked="" type="checkbox"/> 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	<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	砵蘭街	街道號碼 Street No.	2211
大廈/屋苑 Building/Estate	RE中心		
樓層 Floor	18樓	單位/室 Flat/Room	A

聯絡電話 Contact Tel. No.

21234567

傳真號碼 Fax No.

21234568

電郵地址 E-mail Address

21234567@EMAILADDRESS.ABC

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

香港身份證號碼:
HKID No.

C 1 2 3 4 5 6 (9)

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.:

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.

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

CHING
YAN YIM

數位簽署者 :
 CHING YAN YIM
 日期 : 2021.09.01
 01:01:01 +08'00'

日期 Date

0 1 0 9 2 0 2 1

日 dd 月 mm 年 yyy

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. #

4 業主立案法團的資料 (如有)
Details of Owners' Corporations (if any)

① 如上述訂明建築物或建築工程並非位於大廈的公用部份，則不用填寫此部

① Skip this Part if the above prescribed building or building works was not erected at common parts of the building

登記地址 Registered 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	砵蘭街	街道號碼 Street No.	2211
大廈 / 屋苑 Building/Estate	RE中心		
樓層 Floor	地下	單位 / 室 Flat/Room	管理處

電郵地址 E-mail Address

大廈已成立業主立案法團
 Owners' Corporation formed



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附錄 V 表格樣本

乙部 認可人士、註冊結構工程師或註冊檢驗人員的證明書 Part B Certification by the Authorized Person, Registered Structural Engineer or Registered Inspector

由已獲委任的認可人士、註冊結構工程師或註冊檢驗人員填寫
To be completed by the appointed authorized person, registered structural engineer or registered inspector

樣本 1

① 如委任訂明註冊承建商檢查有關訂明建築物或建築工程，則不用填寫此部
① Skip this Part if a prescribed registered contractor has been appointed for the inspection of the prescribed building or building works

根據《建築物條例》第39C條及《建築物(小型工程)規例》第62條及第62A條(如適用)的規定，
In accordance with the provisions of section 39C of the Buildings Ordinance sections 62 and 62A (as appropriate) of the Building (Minor Works) Regulation,

a. 本人確認已獲委任為檢查甲2部所述訂明建築物或建築工程的獲委任人。
I confirm that I have been appointed for the inspection of the prescribed building or building works stated in Part A2.

b. 本人確認上述檢查亦已於下列日期進行。
I confirm that the above-mentioned inspection had been carried out on the date stated below.

檢查進行日期 Date of Inspection

--	--	--	--	--	--

日 dd 月 mm 年 yyyy

早前相關的檢核計劃呈交編號(如適用)
Previously Related Validation Scheme Submission Number (if any)

VS

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① 只適用於早前已獲分配檢核計劃呈交編號的文件而不能繼續處理時
Only applicable where the previous submission with validation scheme submission number assigned but cannot be further process

本人核證，根據《建築物條例》第39C條及《建築物(小型工程)規例》第62條及第62A條(如適用)的規定，本人認為甲2部 A欄所述的訂明建築物或建築工程的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 certify that, in accordance with the provisions of section 39C of the Buildings Ordinance and sections 62 and 62A (as appropriate) of the Building (Minor Works) Regulation, the prescribed building or building works stated in Column A of Part A2 are structurally safe in my 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)].

就甲2部 B欄所述的訂明建築物或建築工程而言，本人認為有需要根據《建築物條例》第39C(4)條進行小型工程，以改動、糾正或鞏固有關訂明建築物或建築工程。由於有關改動或鞏固工程已於丙2部所述的日期完成，本人核證：本人認為甲2部 B欄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。For the prescribed building or building works stated in Column B of Part A2, it is necessary, in my opinion, to carry out minor works to alter, rectify or strengthen the prescribed building or building works under section 39C(4) of the Buildings Ordinance. As the alteration or strengthening works had been completed on the dated stated in Part C2, I certify that the prescribed building or building works stated in Column B of Part A2 are structurally safe in my 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)].

中文姓名* Name in Chinese*

① 姓氏先行 Surname first

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

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英文姓名* Name in English*

① 姓氏先行 Surname first

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

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日 dd 月 mm 年 yyyy

聯絡電話 Contact Tel. No.

傳真號碼* Fax No.*

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認可人士、註冊結構工程師或註冊檢驗人員簽署 *

Signature of Authorized Person, Registered Structural Engineer or Registered Inspector *

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* 根據註冊紀錄
* In accordance with registered record.

任何失實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

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日 dd 月 mm 年 yyyy

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附錄 V 表格樣本

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

 由已獲委任的訂明註冊承建商填寫
To be completed by the appointed Prescribed Registered Contractor

樣本 1

1 在檢核計劃下的檢查證明書 Certification of inspection under validation schemes

根據建築物條例》第39C條及《建築物(小型工程)規例》第62條及第62A條
(如適用)的規定。

In accordance with the provisions of section 39C of the Buildings Ordinance and sections 62 and 62A (as appropriate) of the Building (Minor Works) Regulation.

a. 本人 / 我們確認已獲委任為甲2部檢查所述的訂明建築物或建築工程的獲委任人。

I/we confirm that I/we have been appointed for the inspection of the prescribed building or building works stated in Part A2.

b. 本人 / 我們確認上述檢查亦已於下列日期進行。

I/we confirm that the above-mentioned inspection had been carried out on the date stated below.

檢查進行日期 Date of Inspection

0	1	0	9	2	0	2	1
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日 dd 月 mm 年 yyyy

① 如沒有委任訂明註冊承建商進行檢查，則不用填寫此部
Skip this Part if no prescribed registered contractor appointed for the inspection

• 早前相關的檢核計劃呈交編號(如適用)
Previously Related Validation Scheme Submission Number (if any)

VS

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① 只適用於早前已獲分配檢核計劃呈交編號的文件而不能繼續處理時
Only applicable where the previous submission with validation scheme submission number assigned but cannot be further process

本人 / 我們核證，根據《建築物條例》第39C條及《建築物(小型工程)規例》第62條及第62A條(如適用)的規定，本人 / 我們認為甲2部 A欄所述的訂明建築物或建築工程的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 certify that, in accordance with the provisions of section 39C of the Buildings Ordinance and sections 62 and 62A (as appropriate) of the Building (Minor Works) Regulation, the prescribed building or building works stated in Column A of Part A2 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)].

就甲2部 B欄所述的訂明建築物或建築工程而言，本人 / 我們認為有需要根據《建築物條例》第39C(4)條進行小型工程，以改動、糾正或鞏固有關訂明建築物或建築工程，由於有關改動或鞏固工程已於丙2部所述的日期完成，本人 / 我們核證：本人 / 我們認為核證甲2部 B欄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。

For the prescribed building or building works stated in Column B of Part A2, it is necessary, in my/our opinion, to carry out minor works to alter, rectify or strengthen the prescribed building or building works under section 39C(4) of the Buildings Ordinance. As the alteration or strengthening works had been completed on the date stated in Part C2, I/we certify that the prescribed building or building works stated in Column B of Part A2 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)].

2 改動或鞏固工程的證明書 Certificate of Alteration or Strengthening Works

如不涉及改動或鞏固工程，則不用填寫此部
Skip this Part if no alteration or strengthening works involved

第 III 級別改動或鞏固工程展開日期(如適用)
Date of Commencement of Class III Alteration or Strengthening Works (if applicable)

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日 dd 月 mm 年 yyyy

第 III 級別改動或鞏固工程完成日期(如適用)
Date of Completion of Class III Alteration or Strengthening Works (if applicable)

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日 dd 月 mm 年 yyyy

小型工程項目 Minor Works Item	工程的描述(包括性質、位置及數量)* Description of Class II Alteration or Strengthening Works (Including the nature, location and quantity)*



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附錄 V 表格樣本

就上述涉及第III級別小型工程的改動或鞏固工程，本人 / 我們現根據《建築物（小型工程）規例》第36條及第37條的規定，

樣本 1

- 確認本人 / 我們已獲委任為該工程的訂明註冊承建商；
- 確認該工程已分別於上述日期展開並完成；
- 現呈交顯示有關的處所在緊接該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；
- 核證該工程，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）；
- 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，核證甲部所述工程已由本人親自進行。

For the above-mentioned alteration or strengthening works involving Class III minor works, I/we, in accordance with the provisions of sections 36 and 37 of the Building (Minor Works) Regulation,

- certify that I/we have been appointed as the prescribed registered contractor of the works;
- certify that the works had been commenced and completed on the above dates respectively;
- submit herewith the photographs showing the physical condition of the premises immediately before the commencement and after the completion of the works, and the plans or description of works showing the works as completed;
- certify that all the works, 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
- 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.

承建商名稱(中文)* Name of Contractor (Chinese)* ① 姓氏先行 Surname first

檢茶仁

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

承建商名稱(英文)* Name of Contractor (English)* ① 姓氏先行 Surname first

GIM CHA YAN

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

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

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

電郵地址 E-mail Address

GIMCHAYAN@EMAILADDRESS.ABC

聯絡電話 Contact Tel. No.

21234565

傳真號碼* Fax No.*

21234566

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

0 4 0 1 2 0 2 2

日 dd 月 mm 年 yyyy

註冊承建商簽署 (獲授權簽署人) *

Signature of the Registered Contractor (Authorized Signatory)*

GIM CHA 數位簽署者：
YAN GIM CHA YAN
日期：2021.09.01
02:02:02 +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

0 1 0 9 2 0 2 1

日 dd 月 mm 年 yyyy

* 根據註冊紀錄

* In accordance with registered record.



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附錄 V 表格樣本



檢查及核證訂明建築物或建築工程的通知書及 相關的第 III 級別小型工程改動 / 肇固工程的完工證明書 (家居小型工程檢核計劃或小型適意設施檢核計劃)

Notice of Inspection & Certification of
Prescribed Building or Building Works and
Certificate of Completion of the associated
Alteration or Strengthening Works involving
Class III Minor Works
(Household Minor Works Validation Scheme
or Minor Amenity Feature Validation
Scheme)

表格 Form
MW06-3

樣本 2

- 本表格及所有證明文件須在完成檢查訂明建築物或建築工程後 14 天內呈交。
- 如涉及改動及肇固工程，亦須在工程完成後 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》。
- Submit this form and all supporting document(s) within 14 days after the completion of the inspection of prescribed building or building works.
- If alteration or strengthening works are involved, submit this form and all supporting document(s) within 14 days after the completion of such works.
- Read the "Matters to Note", complete in BLOCK LETTERS and tick the appropriate boxes.

僅供職員使用 For official use only

檢核計劃呈交編號
Validation Scheme Submission
Number

致建築事務監督 To the Building Authority

甲部 安排進行檢查的人 (同時為安排進行改動或肇固工程的人(如適用)) 的通知

Part A Notice of the Person who Arranged for the Inspection

(Also the Person who Arranged for the Alteration or Strengthening Works to be Carried Out if applicable)

由安排進行檢查的人 (同時為安排進行改動或肇固工程的人(如適用)) 填寫

To be completed by the person who arranged for the inspection

(Also the person who arranged for the alteration or strengthening works to be carried out if applicable)

1 訂明建築物或建築工程的位置及所在地址

Location and Address of the Prescribed Building or Building Works

區域 Area	<input type="checkbox"/> 香港 Hong Kong	<input checked="" type="checkbox"/> 九龍 Kowloon	<input type="checkbox"/> 新界 New Territories	詳細位置 Detailed Location
地區 District	旺角			大廈外牆
街道/鄉 Street/Village	砵蘭街	街道號碼 Street No.	2211	
大廈/屋苑 Building/Estate	RE中心			例如: 停車場、天台、外牆等 (i) E.g. car park, roof, external wall, etc.
樓層 Floor	18樓	單位/室 Flat/Room	A	

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)

[Redacted]



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附錄 V 表格樣本

2 經檢查的訂明建築物或建築工程的詳細資料 Details of the Prescribed Building or Building Works

樣本 2

下述工程項目應為《建築物(小型工程)規例》附表 3 第 2 部規定的訂明建築物或建築工程項目，並已在 2010 年 12 月 31 日前完成或進行。

The following works items should be 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.

在 2010 年 12 月 31 日前完成或進行的訂明建築物或建築工程 Prescribed building or building works completed or carried out before 31 December 2010		A 欄 已檢查而不須改動或鞏固的訂明建築物或建築工程數目 Column A Number of inspected prescribed building or building works which do not require alteration or strengthening	B 欄 已檢查而須改動或鞏固的訂明建築物或建築工程數目 [^] Column B Number of inspected prescribed building or building works which require alteration or strengthening [^]
項目編號 Item No.	描述 Description		
1	地面或平板 (不包括懸臂式平板) 上的，用於支承空調機、冷卻水塔或任何相關空氣管道的構築物 Supporting structure for an air-conditioning unit, water cooling tower or any associated air ducts located on-grade or on a slab (other than a cantilevered slab)		(3.34)
2	自建築物外牆伸出的，用於支承空調機或任何相關空氣管道的金屬支架 Metal supporting frame for an air-conditioning unit or any associated air ducts projecting from the external wall of a building		(3.35)
3	自建築物外牆伸出的晾衣架 Drying rack projecting from the external wall of a building	1	(3.36)
4	自建築物外牆伸出的簷篷 Canopy projecting from the external wall of a building		(3.37) (3.38)

[^] 以下括號內數字為該改動或鞏固工程的相關小型工程項目，請於丙部提供其工程的描述。

The minor works item corresponding to the alteration or strengthening works is bracketed below, descriptions of works should be provided in Part C.



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附錄 V 表格樣本

下述工程項目應為《建築物(小型工程)規例》附表 3 第 4 部規定的訂明建築物或建築工程項目，並已在2020年9月1日前完成或進行。
 The following works items should be the prescribed building or building works items as stipulated in Part 4 of Schedule 3 of the Building (Minor Works) Regulation and have been completed or carried out before 1 September 2020.

樣本 2

在2020年9月1日前完成或進行的訂明建築物或建築工程 Prescribed building or building works completed or carried out before 1 September 2020		A 欄 已檢查而不須改動或鞏固的訂明建築物或建築工程數目	B 欄 已檢查而須改動或鞏固的訂明建築物或建築工程數目^
項目編號 Item No.	描述 Description	Column A Number of inspected prescribed building or building works which do not require alteration or strengthening	Column B Number of inspected prescribed building or building works which require alteration or strengthening^
2	在地面或建築物屋頂 (不包括懸臂式平板及非開放屋頂) 上用於屋宇裝備裝置的支承構架物或該等裝置的金屬箱 Supporting structure or metal casing for a building services installation on-grade or on a roof (other than a cantilevered slab and an inaccessible roof) of a building		(3.50)
4(b)	自建築物外牆伸出用於支承空調機的支架 Supporting frame for an air-conditioning unit projecting from an external wall of a building		(3.27)
5(b)	自建築物外牆伸出用於支承照明裝置的支架 Supporting frame for a light fitting projecting from an external wall of a building		(3.27)
7	在建築物屋頂上的實心圍牆 Solid fence wall on a roof of a building		(3.55)
9(b)	在建築物屋頂上的網欄或金屬欄杆 (不論其靠地部分是否實心圍牆) Mesh fence or metal railing, (with or without a solid fence wall on its lower part) on a roof of a building		(3.56)
13(b)	在建築物屋頂上的支柱 Pole on the roof of a building		(3.54)
14(c)	圍牆的金屬閘 Metal gate at a fence wall		(3.13)
16	自建築物外牆伸出的簷篷 Canopy projecting from an external wall of a building	1	(3.25)
20(b)	在地面或建築物屋頂上的室外金屬通風管道或與室外金屬通風管道相關的承托支架 External metal ventilation duct or supporting frame associated with an external metal ventilation duct on-grade or on a roof of a building		(3.47)
21	室外金屬通風管道或與室外金屬通風管道相關的承托支架 External metal ventilation duct or supporting frame associated with an external metal ventilation duct		(3.48)

^ 以下括號內數字為該改動或鞏固工程的相關小型工程項目，請於丙部提供其工程的描述。

The minor works item corresponding to the alteration or strengthening works is bracketed below, descriptions of works should be provided in Part C.



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附錄 V 表格樣本

3 安排進行檢查的人 (同時為安排進行改動或鞏固工程的人(如適用)) 的資料及聲明
Particulars and Declaration by the Person who Arranged for the Inspection
(Also the Person who Arranged for the Alteration or Strengthening Works to be Carried Out if applicable)

樣本 2

a. 在甲 2 部描述的訂明建築物或建築工程由本人 / 我們安排進行檢查。
 I/we am/are the person who arranged inspection to the prescribed building or building works stated in Part A2.

b. 本人 / 我們已根據《建築物條例》第39C條及《建築物(小型工程)規例》第62條及第62A條 (如適用) 的規定委任乙或丙部所述的訂明建築專業人士 / 訂明註冊承建商有關訂明建築物或建築工程進行檢查。
 I/we confirm that the prescribed building professional/prescribed registered contractor stated in Part B or C has been appointed to inspect the prescribed building or building works in accordance with section 39C of the Buildings Ordinance and sections 62 and 62A (as appropriate) of the Building (Minor Works) Regulation.

c. 本人 / 我們同時作為安排進行在丙2部所述的改動或鞏固工程 (如有) 的人，根據《建築物 (小型工程) 規例》第28條的規定，本人 / 我們已委任丙部所述的訂明註冊承建商，作為該工程 (如有) 的訂明註冊承建商。
 I/we am/are also the person who arranged for the alteration or strengthening works stated in Part C2 (if any) carried out, in accordance with the provisions of section 28 of the Building (Minor Works) Regulation. I/we have appointed the prescribed registered contractor stated in Part C for the works (if any).

中文名稱 Name in Chinese ① 姓氏先行 Surname first, if any

請人炎

英文名稱 Name in English ① 姓氏先行 Surname first, if any

CHING YAN YIM

通訊地址 Correspondence Address

<input checked="" type="checkbox"/> 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	<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	砵蘭街	街道號碼 Street No.	1001
大廈/屋苑 Building/Estate	QPR 大廈		
樓層 Floor	18/F	單位/室 Flat/Room	A

聯絡電話 Contact Tel. No. 傳真號碼 Fax No.

21234567

21234568

電郵地址 E-mail Address

21234567@EMAILADDRESS.ABC

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

<input checked="" type="checkbox"/> 香港身份證號碼: HKID No.	<input type="checkbox"/> (9)
<input type="checkbox"/> 商業登記號碼: Business Registration No.	
<input type="checkbox"/> 護照號碼: Passport No.:	
簽發國家: Country of Issue:	
<input type="checkbox"/> 其他(請註明): Others (Please specify):	
號碼: No.:	

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.

安排進行檢查的人(包括安排進行改動及鞏固工程的人(如適用))
 簽署及(如適用)蓋上公司印鑑

Signature of the person who arranged for the inspection
 (Also the person who arranged for the alteration or
 strengthening works to be carried out if applicable) &
 (if applicable) affixed with company seal

CHING 數位簽署者 :
 YAN YIM CHING YAN YIM
 日期 : 2021.09.11
 11:01:01 +08'00'

日期 Date

1 1 0 9 2 0 2 1
 日 dd 月 mm 年 yy

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**

4 業主立案法團的資料 (如有)
Details of Owners' Corporations (if any)

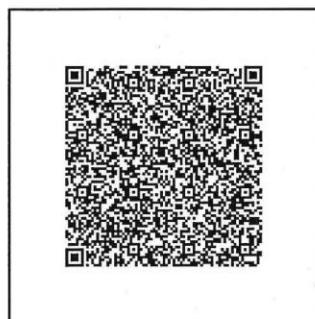
① 如上述訂明建築物或建築工程並非位於大廈的公用部份，則不用填寫此部
 Skip this Part if the above prescribed building or building works was not erected at common parts of the building

登記地址 Registered 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	砵蘭街	街道號碼 Street No.	1001
大廈 / 屋苑 Building/Estate	QPR 大廈		
樓層 Floor	2樓	單位 / 室 Flat/Room	管理處

電郵地址 E-mail Address

大廈已成立業主立案法團
 Owners' Corporation formed



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附錄 V 表格樣本

乙部 認可人士、註冊結構工程師或註冊檢驗人員的證明書 Part B Certification by the Authorized Person, Registered Structural Engineer or Registered Inspector

由已獲委任的認可人士、註冊結構工程師或註冊檢驗人員填寫
To be completed by the appointed authorized person, registered structural engineer or registered inspector

樣本 2

① 如委任訂明註冊承建商檢查有關訂明建築物或建築工程，則不用填寫此部
Skip this Part if a prescribed registered contractor has been appointed for the inspection of the prescribed building or building works

根據《建築物條例》第39C條及《建築物(小型工程)規例》第62條及第62A條(如適用)的規定。
In accordance with the provisions of section 39C of the Buildings Ordinance sections 62 and 62A (as appropriate) of the Building (Minor Works) Regulation.

a. 本人確認已獲委任為檢查甲2部所述訂明建築物或建築工程的獲委任人。
I confirm that I have been appointed for the inspection of the prescribed building or building works stated in Part A2.

b. 本人確認上述檢查亦已於下列日期進行。
I confirm that the above-mentioned inspection had been carried out on the date stated below.

檢查進行日期 Date of Inspection

1	1	0	9	2	0	2	1
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日 dd 月 mm 年 yyyy

早前相關的檢核計劃呈交編號(如適用)
Previously Related Validation Scheme Submission Number (if any)

VS

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① 只適用於早前已獲分配檢核計劃呈交編號的文件而不能繼續處理時
Only applicable where the previous submission with validation scheme submission number assigned but cannot be further process

本人核證，根據《建築物條例》第39C條及《建築物(小型工程)規例》第62條及第62A條(如適用)的規定，本人認為甲2部 A欄所述的訂明建築物或建築工程的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 certify that, in accordance with the provisions of section 39C of the Buildings Ordinance and sections 62 and 62A (as appropriate) of the Building (Minor Works) Regulation, the prescribed building or building works stated in Column A of Part A2 are structurally safe in my 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)].

就甲2部 B欄所述的訂明建築物或建築工程而言，本人認為有需要根據《建築物條例》第39C(4)條進行小型工程，以改動、糾正或鞏固有關訂明建築物或建築工程。由於有關改動或鞏固工程已於丙2部所述的日期完成，本人核證：本人認為甲2部 B欄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。
For the prescribed building or building works stated in Column B of Part A2, it is necessary, in my opinion, to carry out minor works to alter, rectify or strengthen the prescribed building or building works under section 39C(4) of the Buildings Ordinance. As the alteration or strengthening works had been completed on the dated stated in Part C2, I certify that the prescribed building or building works stated in Column B of Part A2 are structurally safe in my 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)].

中文姓名* Name in Chinese*

① 姓氏先行 Surname first

認可仁

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

A	P	(S)	9	9	9	9	/	9	9
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英文姓名* Name in English*

① 姓氏先行 Surname first

YING Ho Yan

聯絡電話 Contact Tel. No.

傳真號碼* Fax No.*

21234562

21234563

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

3	1	0	1	2	0	2	2
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日 dd 月 mm 年 yyyy

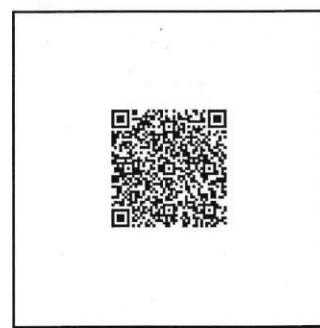
電郵地址 E-mail Address

YINGHOYAN@EMAILADDRESS.ABC

認可人士、註冊結構工程師或註冊檢驗人員簽署 *

Signature of Authorized Person, Registered Structural Engineer or Registered Inspector *

YING HO 數位簽署者：
GIM CHA YAN
YAN 日期：2021.09.12
01:30:31 +08'00'



* 根據註冊紀錄

* In accordance with registered record.

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	2	0	9	2	0	2	1
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日 dd 月 mm 年 yyyy

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附錄 V 表格樣本

內部 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

由已獲委任的訂明註冊承建商填寫
To be completed by the appointed Prescribed Registered Contractor

樣本 2

1 在檢核計劃下的檢查證明書 Certification of inspection under validation schemes

① 如沒有委任訂明註冊承建商進行進行檢查，則不用填寫此部
Skip this Part if no prescribed registered contractor appointed
for the inspection

根據建築物條例》第39C條及《建築物(小型工程)規例》第62條及第62A條
(如適用)的規定。

In accordance with the provisions of section 39C of the Buildings Ordinance and sections 62 and 62A (as appropriate) of the Building (Minor Works) Regulation,

a. 本人 / 我們確認已獲委任為甲2部檢查所述的訂明建築物或建築工程的獲委任人。

I/we confirm that I/we have been appointed for the inspection of the
prescribed building or building works stated in Part A2.

b. 本人 / 我們確認上述檢查亦已於下列日期進行。

I/we confirm that the above-mentioned inspection had been carried out
on the date stated below.

檢查進行日期 Date of Inspection

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日 dd 月 mm 年 yyyy

早前相關的檢核計劃呈交編號 (如適用)
Previously Related Validation Scheme Submission Number (if any)

VS

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① 只適用於早前已獲分配檢核計劃呈交編號的文件而不能繼續處理時
Only applicable where the previous submission with validation
scheme submission number assigned but cannot be further
process

本人 / 我們核證，根據《建築物條例》第39C條及《建築物(小型工程)規例》第62條及第62A條 (如適用)的規定，本人 / 我們認為甲2部 A欄所述的訂明建築物或建築工程的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 certify that, in accordance with the provisions of section 39C of the Buildings Ordinance and sections 62 and 62A (as appropriate) of the Building (Minor Works) Regulation, the prescribed building or building works stated in Column A of Part A2 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)].

就甲2部 B欄所述的訂明建築物或建築工程而言，本人 / 我們認為有需要根據《建築物條例》第39C(4)條進行小型工程，以改動、糾正或鞏固有關訂明建築物或建築工程。由於有關改動或鞏固工程已於丙2部所述的日期完成，本人 / 我們核證：本人 / 我們認為核證甲2部 B欄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。

For the prescribed building or building works stated in Column B of Part A2, it is necessary, in my/our opinion, to carry out minor works to alter, rectify or strengthen the prescribed building or building works under section 39C(4) of the Buildings Ordinance. As the alteration or strengthening works had been completed on the date stated in Part C2, I/we certify that the prescribed building or building works stated in Column B of Part A2 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)].

2 改動或鞏固工程的證明書 Certificate of Alteration or Strengthening Works

如不涉及改動或鞏固工程，則不用填寫此部
① Skip this Part if no alteration or strengthening works involved

第 III 級別改動或鞏固工程展開日期 (如適用)
Date of Commencement of Class III Alteration or
Strengthening Works (if applicable)

1 0 0 9 2 0 2 1
日 dd 月 mm 年 yyyy

第 III 級別改動或鞏固工程完成日期 (如適用)
Date of Completion of Class III Alteration or
Strengthening Works (if applicable)

1 1 0 9 2 0 2 1
日 dd 月 mm 年 yyyy

小型工程項目 Minor Works Item	工程的描述 (包括性質、位置及數量)* Description of Class III Alteration or Strengthening Works (Including the nature, location and quantity)*
3.36	鞏固自建築物外牆伸出的違例晾衣架

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附錄 V 表格樣本

樣本 2

就上述涉及第III級別小型工程的改動或鞏固工程，本人 / 我們現根據《建築物（小型工程）規例》第36條及第37條的規定，

- 確認本人 / 我們已獲委任為該工程的訂明註冊承建商；
- 確認該工程已分別於上述日期展開並完成；
- 現呈交顯示有關的處所在緊接該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；
- 核證該工程，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）；
- 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，核證甲部所述工程已由本人親自進行。

For the above-mentioned alteration or strengthening works involving Class III minor works, I/we, in accordance with the provisions of sections 36 and 37 of the Building (Minor Works) Regulation,

- confirm that I/we have been appointed as the prescribed registered contractor of the works;
- confirm that the works had been commenced and completed on the above dates respectively;
- submit herewith the photographs showing the physical condition of the premises immediately before the commencement and after the completion of the works, and the plans or description of works showing the works as completed;
- certify that all the works, 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
- 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.

承建商名稱(中文)* Name of Contractor (Chinese)* ① 姓氏先行 Surname first

檢茶仁

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

承建商名稱(英文)* Name of Contractor (English)* ① 姓氏先行 Surname first

GIM CHA YAN

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

聯絡電話 Contact Tel. No.

21234565

傳真號碼* Fax No.*

21234566

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

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

電郵地址 E-mail Address

GIMCHAYAN@EMAILADDRESS.ABC

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

0 4 0 1 2 0 2 2

日 dd 月 mm 年 yyyy

註冊承建商簽署 (獲授權簽署人) *

Signature of the Registered Contractor (Authorized Signatory)*

GIM CHA 數位簽署者：
YAN GIM CHA YAN
日期：2021.09.12
02:02:02 +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 2 0 9 2 0 2 1

日 dd 月 mm 年 yyyy

* 根據註冊紀錄

* In accordance with registered record.



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附錄 V 表格樣本



檢查及核證違例招牌及展開改動/鞏固工程的通知書

- 第 II 級別小型工程

Notice of Inspection & Certification of Unauthorised Signboard and Commencement of Alteration/Strengthening Works - Class II Minor Works

表格 Form

SC02

- 本表格及所有證明文件須在完成檢查違例招牌後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 inspection of 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 有關招牌是為某人而豎設的人士 (即招牌擁有人) 的通知
Part A Notice of the Person for whom the Signboard was Erected
(i.e. Signboard Owner)

僅供職員使用 For official use only

檢核計劃呈交文件編號
Validation Scheme Submission Number

由招牌擁有人填寫
To be completed by the signboard owner

檢查進行日期
Date of Inspection

1	5	0	3	2	0	1	9
日 dd	月 mm	年 yyyy					

改動/鞏固工程展開日期 (如適用)
Date of Commencement of Alteration/strengthening Works (if applicable)

3	1	0	3	2	0	1	9
日 dd	月 mm	年 yyyy					

① 須於7日前通知 At least 7 days notice

1 違例招牌的位置及所在地址

Location and Address of the Unauthorised Signboard

區域 Area	<input type="checkbox"/> 香港 Hong Kong	<input checked="" type="checkbox"/> 九龍 Kowloon	<input type="checkbox"/> 新界 New Territories	詳細位置 Detailed Location
地區 District	旺角			面向富有街304號一樓的外牆
街道/鄉 Street/Village	富有街	街道號碼 Street No.	304	例如: 停車場、天台、外牆等 E.g. car park, roof, external wall, etc.
大廈/屋苑 Building/Estate	富有中心			
樓層 Floor	一樓	單位/室 Flat/Room		

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)

曾呈交之相關檢核計劃呈交文件編號 (如有)
Previous Related Validation Scheme Submission No. (if any)

SC

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附錄 V 表格樣本

2 (i) 經檢查的違例招牌的詳細資料 Details of the Inspected Unauthorised Signboard

下述工程項目應為《建築物(小型工程)規例》附表 3 第 3 部規定的訂明建築物或建築工程項目，並已在 2013 年 9 月 2 日前完成或進行。
The following works items should be the prescribed building or building works items as stipulated in Part 3 of Schedule 3 of the Building (Minor Works) Regulation and have been completed or carried out before 2 September 2013.

工程項目編號 Works Item No.	數量 Quantity	描述 Description	相關的小型工程項目 Corresponding Minor Works Item
<input checked="" type="checkbox"/> 1(b)		違例的伸出式招牌 Unauthorised projecting signboard	2.18
<input type="checkbox"/> 1(c)			3.16
<input type="checkbox"/> 2(b)		違例的靠牆招牌 (包括鋪面招牌) Unauthorised wall signboard (including shopfront signboard)	2.19
<input type="checkbox"/> 2(c)			3.17
<input type="checkbox"/> 4(b)		固定於地面上的戶外違例招牌 (不包括擴展基腳的建造) Unauthorised outdoor signboard fixed on-grade (other than construction of the spread footing)	2.21
<input type="checkbox"/> 5		戶外的違例招牌連同擴展基腳 Unauthorised outdoor signboard with a spread footing	2.22
<input type="checkbox"/> 6		位於不屬於懸臂式平板的露台或簷篷上或懸掛在其底下的違例招牌 Unauthorised signboard on or hung underneath the soffit of a balcony or canopy (other than a cantilevered slab)	2.20

(ii) 將會進行改動/鞏固工程 Alteration/strengthening works will be carried out

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)
2.18	修補鋼架焊接位及在鋼材表面加鬆防銹漆兩層

3 招牌擁有人的資料 Details of the Signboard Owner

本人現代表下述公司就豎設於甲 1 部分所述位置的違例招牌呈報資料以作檢核，並在甲 6 部作出責任聲明。

I hereby submit the validation of the unauthorised signboard erected at the location described in Part A1 on behalf of the company. I also declare my responsibility in Part A6.

a. 業務/分行名稱(中文)* Business/Branch Name (Chinese)*

守法百貨店

f. 聯絡電話 Contact Tel. No.

23456788

g. 傳真號碼 Fax No.

23456789

b. 業務/分行名稱(英文)* Business/Branch Name (English)*

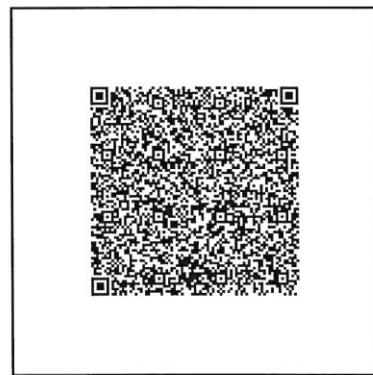
SOUTHORN STORE

h. 電郵地址^ E-mail Address^

XX@XX.COM

c. 商業登記號碼* Business Registration Number*

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



d. 業務所用名稱(中文)* Name of Business (Chinese)*

XX投資有限公司

e. 業務所用名稱(英文)* Name of Business (English)*

XX INVESTMENT COMPANY LIMITED

^ 作認收電郵之用 (電子呈交適用) ^ For acknowledgement email (e-submission)
+ 依照商業登記資料 + In accordance with the Business Registration information

附錄 V 表格樣本

i. 違例招牌所在的營業店舖的登記地址 +

Registered Address of the Operating Business of Unauthorised Signboard+

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	富有街	街道號碼 Street No.	304
大廈/屋苑 Building/Estate	富有中心		
樓層 Floor	地下	單位/室 Flat/Room	

+ 依照商業登記資料

+ In accordance with the Business Registration information

j. 通訊地址

Correspondence Address

<input type="checkbox"/> 與上述營業店舖的登記地址相同 Same as registered address of above operating business		<input type="checkbox"/> 不用填寫此地址 Skip this 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	旺財道	街道號碼 Street No.	123
大廈/屋苑 Building/Estate	旺財大廈		
樓層 Floor	十樓	單位/室 Flat/Room	

就此呈報資料提交的證明 Proof Submitted for This Submission

如由建築物擁有人呈報，該人須提交土地登記冊記錄，以資證明。

If submitted by a building owner, the person should provide a copy of the Land Register record as proof.

已連同此表格提交的文件： Documents submitted with this form:

商業登記副本
Copy of Business Registration 土地登記冊紀錄
Record of Land Register 其他，請註明：
Others, please specify: _____

4 業主立案法團的資料 (如有)

Details of Owners' Corporations (if any)

大廈已成立業主立案法團
Owners' Corporation formed

登記地址 Registered 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	富有街	街道號碼 Street No.	304
大廈/屋苑 Building/Estate	富有中心		
樓層 Floor	地下	單位/室 Flat/Room	

檢核的違例招牌如鑿設於大廈外牆的公用部份或樓宇的其他公用部份，招牌擁有人應先與共同業主/業主立案法團、物業管理公司或有關業主商討使用公用部份的權利，特別是在展開鞏固工程(如涉及)前，並遵守大廈公契所訂定的責任。這責任包括(但不限於)第三者責任保險的安排。在未有得到共同業主/業主立案法團/物業管理公司/有關業主同意的情況下於大廈外牆的公用部分或樓宇的其他公用部分安裝招牌，則有可能違反公契，並有可能會遭受民事起訴及須負上民事法律責任。

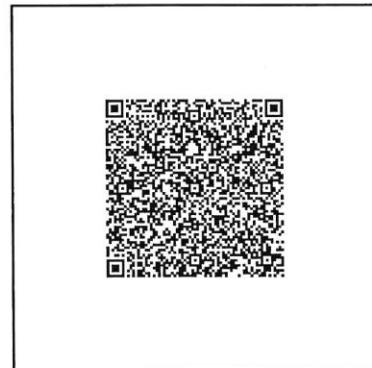
If the validation involves unauthorised signboard erected at the exterior or other common parts of the building, the signboard owner should liaise with the co-owners of the building/owners' corporation, the management company and/or the owners concerned regarding the right of use of these common parts, especially before the commencement of strengthening works (if any), and to observe all obligations as stipulated in the deed of mutual covenant of the building. The obligations include but are not limited to the arrangement of third-party liability insurance. Without obtaining the consent of the co-owners of the building/owners' corporation, the management company and/or the owners concerned for erection of any signboard at the exterior or other common parts of the building, the signboard owner may be in breach of the deed of mutual covenant of the building and liable to civil proceedings and bearing of civil liabilities.

5 獲委任人士的資料

Details of the Appointed Persons

根據《建築物(小型工程)規例》第62A(3)條的規定，本人/我們已委任乙部所述人士就本部所述的違例招牌進行檢查及核證。

In accordance with the provision of section 62A(3) of the Building (Minor Works) Regulation, I / we have appointed the person detailed in Part B in respect of the inspection and certification of the unauthorised signboard detailed in this Part.



附錄 V 表格樣本

6 招牌擁有人的聲明

Declaration of the Signboard Owner

本人/我們擬就豎設於甲1部所述位置的違例招牌作出檢核及展開改動/鞏固工程，並給予甲1至甲5部的通告。

上述的招牌是為本人豎設的，本人/我們承諾會保養該招牌，使其在任何時間內保持結構安全。本人承諾在本人結束該地址的業務時，移除該違例招牌並通知屋宇署。

I/We intend to carry out inspection and certification of unauthorised signboard and commencement of alteration/strengthening works at the location stated in Part A1, and give you the notice in Part A1 to A5.

As the person for whom the aforesaid signboard was erected, I undertake to maintain the signboard in a structurally safe condition at all time. I also undertake to remove the unauthorised signboard if I cease to operate the business at this location and notify the Buildings Department.

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.

招牌擁有人簽署/公司印鑑 (如適用)

Signature / Company Seal (if applicable) of Signboard Owner

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	9
日 dd	月 mm	年 yyyy					

7 安排工程人士的聲明

Declaration by the Person who Arranged the Works

由安排工程的人士填寫

To be completed by the person who arranged the works

a. 在甲2部(i)及(ii)項描述的工程由本人安排進行。

I am the person who arranged the works described in Part A2(i) & (ii).

b. 本人確認此表格已填妥並已根據《建築物條例》(第123章)及其規例委任下述訂明建築專業人士/訂明註冊承建商進行必要的工程。

I confirm that this form is duly completed and the following prescribed building professional/prescribed registered contractor has been appointed to carry out the works as necessary in accordance with Cap. 123 and its regulations.

訂明建築專業人士

Prescribed building professional

訂明註冊承建商

Prescribed registered contractor

c. 就此次呈交檢核資料，本人同時以下述身分參與：

I am also the person involved in this validation submission as below:

招牌擁有人

Signboard owner

認可人士

Authorized person

註冊結構工程師

Registered structural engineer

註冊檢驗人員

Registered inspector

註冊一般建築承建商

Registered general building contractor

C類型小型工程(招牌)的註冊小型工程承建商

Registered minor works contractor registered for Type C minor works (signboard)

安排工程人士姓名

Name of the Person who Arranged the Works ① 姓氏先行

陳大文

安排工程人士簽署

Signature of the Person who Arranged the Works

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	9
日 dd	月 mm	年 yyyy					



附錄 V 表格樣本

乙部 獲委任人的委任確認書及檢查及核證通知書 Part B Confirmation of Appointment by the Appointed Person and Notice of Inspection and Certification

由已獲委任的人士分別填寫
To be completed by the respective appointed persons

1 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

1. 本人/我們確認已獲委任為檢查甲2部(i)項所述的違例招牌的獲委任人，而檢查亦已於甲部所述日期進行；
2. 本人/我們依據違例招牌檢核計劃之技術指引及《認可人士、註冊結構工程師及註冊岩土工程師作業備考》APP-155，現呈交受檢驗的招牌的實際情況報告、安全檢查報告、圖則、照片及描述等，以顯示甲2部(i)項所述的違例招牌在檢查之時的實際狀況；以及

- I/We confirm that I/we have been appointed as the appointed person for the inspection of unauthorised signboard as detailed in Part A2(i), and the inspection had been carried out on the respective date stated in Part A.
- I/We in accordance with Technical Guidelines on Validation Scheme for Unauthorised Signboards and PNAP APP-155, submit herewith report on physical conditions of the signboard as inspected, safety inspection report, plans, photographs and description showing the physical condition of the unauthorised signboard detailed in Part A2(i) as inspected; and
- 本人/我們核證，就甲2部(i)項所述的違例招牌，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】。核證已經完成，並無進行改動/鞏固工程。
I/We certify that the unauthorised signboard detailed in Part A2(i) 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)]. Certification has been completed without alteration/strengthening works.

或或

本人/我們確認甲2部(ii)項所述的改動/鞏固工程，本人/我們確認該工程適宜進行，以及由本人/我們負責工程設計、製備訂明圖則及詳圖或計算資料。在進行有關工程時，我們已考慮招牌的結構狀況，並已統籌及監督該工程。本人/我們會在改動/鞏固工程完成後呈交表格SC02C。本人/我們確認甲2部(ii)項所述工程將於甲部所述日期展開。

I/We confirm that the unauthorised signboard detailed in Part A2(ii) will involve alteration/strengthening works detailed in Part A2(ii). I/We confirm that it is suitable to carry out the alteration/strengthening works and I am / we are responsible for the design of the works and preparation of prescribed plans and details or calculations. In carrying out the works, we have considered the structural conditions of the signboard, and we have taken up the coordination and supervision of the works. I/We will submit SC02C upon completion of the alteration/strengthening works. I/We confirm that the works detailed in Part A2(ii) are to be commenced on the respective date stated in Part A.

獲委任人的專業身份 Professional Capacity of Appointed Person

認可人士 註冊結構工程師 註冊一般建築承建商
Authorized person Registered structural engineer Registered general building contractor
 註冊檢驗人員 C類型小型工程(招牌)的註冊小型工程承建商 Registered inspector Registered minor works contractor registered for Type C minor works (signboard)

獲委任人姓名(中文)*

Name of Appointed Person (Chinese)*

① 姓氏先行 Surname first

陳氏承造有限公司

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

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

獲委任人姓名(英文)*

Name of Appointed Person (English)*

① 姓氏先行 Surname first

CHAN X CONTRACTOR COMPANY LIMITED

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

1 5 0 7 2 0 2 0

日 dd 月 mm 年 yyyy

獲委任人簽署* Signature of Appointed Person*

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 9
日 dd 月 mm 年 yyyy

* 根據註冊記錄

* In accordance with the registration record

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附錄 V 表格樣本

2 訂明註冊承建商的委任確認書

Confirmation of Appointment by the Prescribed Registered Contractor

不涉及改動 / 鋼固工程

Alteration/strengthening works are NOT involved → 不用填寫本部份
Not required to fill in this Part

1. 本人/我們確認已獲委任為甲2部(ii)項所述違例招牌的改動/鞏固工程的訂明註冊承建商。

I/we confirm that I / we have been appointed as the prescribed registered contractor for the alteration/strengthening works of the unauthorised signboard in Part A2(ii).

2. 本人/我們確認甲2部(i)項所述的違例招牌將涉及甲2部(ii)項所述的改動/鞏固工程。本人/我們確認甲部所填寫的改動/鞏固工程展開日期。本人/我們會在改動/鞏固工程完成後呈交表格 SC02C。

I/We confirm that unauthorised signboard detailed in Part A2(i) will involve alteration/strengthening works detailed in Part A2(ii). I/We confirm the date of commencement of alteration/strengthening works as stated in Part A. I/We will submit Form SC02C upon completion of alteration/strengthening works.

承建商名稱(中文)* Name of Contractor (Chinese)* ① 姓氏先行 Surname first

陳氏承造有限公司

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

陳大文

承建商名稱(英文)* Name of Contractor (English)* ① 姓氏先行 Surname first

CHAN X CONTRACTOR COMPANY LIMITED

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

CHAN TAI MAN

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

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

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

1 5 0 7 2 0 2 0

日 dd 月 mm 年 yyyy

訂明註冊承建商類別
Type of Prescribed Registered Contractor

註冊一般建築承建商

Registered general building contractor

C類型小型工程 (招牌) 的註冊小型工程承建商

Registered minor works contractor registered for Type C minor works (signboard)

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

1 7 0 3 2 0 1 9

日 dd 月 mm 年 yyyy

* 根據註冊記錄

* In accordance with the registration record



SC02 (03/2019) - P.6/6

附錄 V 表格樣本



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

表格 Form

SC02C

- 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 9
日 dd 月 mm 年 yyyy

工程完成日期

Date of Completion of Works

1 7 0 3 2 0 1 9
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

跳至乙部

The completed works are the same as those shown in previously submitted Form SC02 → 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)



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附錄 V 表格樣本

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：

- 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；
- 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；
- 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
- 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,

- 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.
- 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;
- 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
- 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 2 0

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)*

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 9
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

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附錄 V 表格樣本

2 獲委任人的完工確認書

Certificate of Completion of Works by the Appointed Person

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
The appointed person is the prescribed registered contractor → 不用填寫本部份
Not required to fill in this Part

本人/我們確認在甲部所述的工程已由訂明註冊承建商依照設計完成。
I/We confirm that the works mentioned in Part A are completed by prescribed registered contractor in accordance with design.

認可人士
Authorized person

註冊結構工程師
Registered structural engineer

註冊檢驗人員
Registered inspector

獲委任人姓名*

Name of Appointed Person *

(i) 姓氏先行 Surname first

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

 /

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

日 dd 月 mm 年 yyyy

獲委任人簽署* Signature of Appointed Person*

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



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附錄 V 表格樣本



檢查及核證違例招牌及完成改動/鞏固工程的通知書 - 第 III 級別小型工程

Notice of Inspection & Certification of Unauthorised Signboard and Completion of
Alteration/Strengthening Works - Class III Minor Works

表格 Form
SC03

- 本表格及所有證明文件須在完成檢查違例招牌後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》。
- Submit this form and all supporting document(s) within 14 days after the completion of the inspection of unauthorised signboard.
- 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 有關招牌是為某人而豎設的人士 (即招牌擁有人) 的通知
Part A Notice of the Person for whom the Signboard was Erected
(i.e. Signboard Owner)

由招牌擁有人填寫
To be completed by the signboard owner

僅供職員使用 For official use only

檢核計劃呈交文件編號
Validation Scheme Submission Number

檢查進行日期
Date of Inspection

1	5	0	3	2	0	1	9
日 dd	月 mm	年 yyyy					

工程展開日期 (如適用)
Date of Commencement of Works (if applicable)

1	6	0	3	2	0	1	9
日 dd	月 mm	年 yyyy					

工程完成日期 (如適用)
Date of Completion of Works (if applicable)

1	7	0	3	2	0	1	9
日 dd	月 mm	年 yyyy					

1 違例招牌的位置及所在地址

Location and Address of the Unauthorised Signboard

區域 Area	<input type="checkbox"/> 香港 Hong Kong	<input checked="" type="checkbox"/> 九龍 Kowloon	<input type="checkbox"/> 新界 New Territories	詳細位置 Detailed Location
地區 District				面向XX街ZZ中心地下A舖的外牆
街道/鄉 Street/Village	XX街	街道號碼 Street No.	209A-209B	
大廈/屋苑 Building/Estate	ZZ中心			
樓層 Floor	地下	單位/室 Flat/Room	A	
① 例如: 停車場、天台、外牆等等 E.g. car park, roof, external wall, etc.				

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)

曾呈交之相關檢核計劃呈交文件編號 (如有)
Previous Related Validation Scheme Submission No. (if any)

SC

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2 (i) 經檢查的違例招牌的詳細資料

Details of the Inspected Unauthorised Signboard

下述工程項目應為《建築物(小型工程)規例》附表 3 第 3 部規定的訂明建築物或建築工程項目，
並已在 2013 年 9 月 2 日前完成或進行。

The following works items should be the prescribed building or building works items as stipulated in Part 3 of Schedule 3 of the Building (Minor Works) Regulation and have been completed or carried out before 2 September 2013.

工程項目編號 Works Item No.	數量 Quantity	描述 Description	相關的小型工程項目 Corresponding Minor Works Item
<input checked="" type="checkbox"/> 1(c)		違例的伸出式招牌 Unauthorised projecting signboard	3.16
<input type="checkbox"/> 2(c)		違例的靠牆招牌 (包括舖面招牌) Unauthorised wall signboard (including shopfront signboard)	3.17



附錄 V 表格樣本

(ii) 下列改動/鞏固工程已完成
The following alteration/strengthening works had been completed

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) Regulation)
3.16	更換招牌的展示面

3 招牌擁有人的資料 **Details of the Signboard Owner**

本人現代表下述公司就豎設於甲1部所述位置的違例招牌呈報資料以作檢核，並在甲6部作出責任聲明。
I hereby submit the validation of the unauthorised signboard erected at the location described in Part A1 on behalf of the company. I also declare my responsibility in Part A6.

a. 業務/分行名稱(中文)* Business/Branch Name (Chinese)*

N/A

b. 業務/分行名稱(英文)* Business/Branch Name (English)*

N/A

c. 商業登記號碼* Business Registration Number*

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

d. 業務所用名稱(中文)* Name of Business (Chinese)*

YY士多

e. 業務所用名稱(英文)* Name of Business (English)*

YY STORE

f. 聯絡電話 Contact Tel. No.

23456788

g. 傳真號碼 Fax No.

23456789

h. 電郵地址^ E-mail Address^

XX@XX.COM

^ 作認收電郵之用 (電子呈交適用)

+ 依照商業登記資料

^ For acknowledgement email (e-submission)

+ In accordance with the Business Registration information

i. 違例招牌所在的營業店舖的登記地址*

Registered Address of the Operating Business of Unauthorised Signboard *

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			
街道/鄉 Street/Village	XX街	街道號碼 Street No.	209A -209B
大廈/屋苑 Building/Estate	ZZ中心		
樓層 Floor	地下	單位/室 Flat/Room	

j. 通訊地址 Correspondence Address

<input type="checkbox"/> 與上述營業店舖的登記地址相同 Same as registered address of above operating business	→ 不用填寫此地址 Skip this address		
<input type="checkbox"/> 香港 Hong Kong	<input checked="" type="checkbox"/> 九龍 Kowloon	<input type="checkbox"/> 新界 New Territories	
區域 Area			
地區 District			
街道/鄉 Street/Village	AA街	街道號碼 Street No.	109A -109B
大廈/屋苑 Building/Estate	BB中心		
樓層 Floor	地下	單位/室 Flat/Room	

就此呈報資料提交的證明

Proof Submitted for This Submission

(!) 如由建築物擁有人呈報，該人須提交土地登記冊記錄，以資證明。
If submitted by a building owner, the person should provide a copy of the Land Register record as proof.

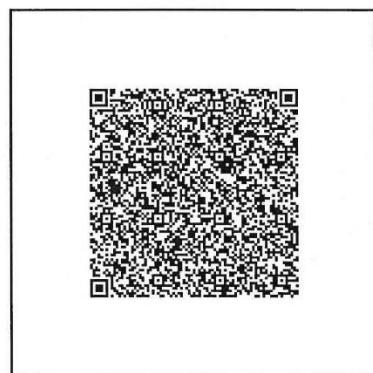
已連同此表格提交的文件：

Documents submitted with this form:

商業登記副本
Copy of Business Registration

土地登記冊紀錄
Record of Land Register

其他，請註明：
Others, please specify:



附錄 V 表格樣本

4 業主立案法團的資料 (如有) Details of Owners' Corporations (if any)

大廈已成立業主立案法團
Owners' Corporation formed

登記地址 Registered 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			
街道/鄉 Street/Village	XX街	街道號碼 Street No.	209A -209B
大廈/屋苑 Building/Estate	ZZ中心		
樓層 Floor	地下	單位/室 Flat/Room	管理處

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，招牌擁有人應先與共同業主/業主立案法團、物業管理公司或有關業主商討使用公用部份的權利，特別是在展開鞏固工程(如涉及)前，並遵守大廈公契所訂定的責任。這責任包括(但不限於)第三者責任保險的安排，在未有得到共同業主/業主立案法團/物業管理公司/有關業主同意的情況下於大廈外牆的公用部分或樓宇的其他公用部分安裝招牌，則有可能違反公契，並有可能會遭受民事起訴及須負上民事法律責任。

If the validation involves unauthorised signboard erected at the exterior or other common parts of the building, the signboard owner should liaise with the co-owners of the building/owners' corporation, the management company and/or the owners concerned regarding the right of use of these common parts, especially before the commencement of strengthening works (if any), and to observe all obligations as stipulated in the deed of mutual covenant of the building. The obligations include but are not limited to the arrangement of third-party liability insurance. Without obtaining the consent of the co-owners of the building/owners' corporation, the management company and/or the owners concerned for erection of any signboard at the exterior or other common parts of the building, the signboard owner may be in breach of the deed of mutual covenant of the building and liable to civil proceedings and bearing of civil liabilities.

5 獲委任人士的資料 Details of the Appointed Persons

根據《建築物(小型工程)規例》第 62A(3) 條的規定，本人 / 我們已委任乙部及丙部所述人士就本部所述的違例招牌進行檢查及核證。

In accordance with the provision of section 62A(3) of the Building (Minor Works) Regulation, I / we have appointed the person detailed in Part B & C in respect of the inspection and certification of the unauthorised signboard detailed in this Part.

6 招牌擁人的聲明 Declaration of the Signboard Owner

本人/我們擬就豎設於甲1部份所述位置的違例招牌作出檢核及展開改動/鞏固工程，並給予甲1至甲5部份的通告。

上述的招牌是為本人豎設的，本人/我們承諾會保養該招牌，使其在任何時間內保持結構安全。本人承諾在本人結束該地址的業務時，移除該違例招牌並通知屋宇署。

I/We intend to carry out inspection and certification of unauthorised signboard and commencement of alteration/strengthening works at the location stated in Part A1, and give you the notice in Part A1 to A5.

As the person for whom the aforesaid signboard was erected, I undertake to maintain the signboard in a structurally safe condition at all time. I also undertake to remove the unauthorised signboard if I cease to operate the business at this location and notify the Buildings Department.

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.

招牌擁有人簽署/公司印鑑 (如適用)

Signature / Company Seal (if applicable) of Signboard Owner

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 9
日 dd 月 mm 年 yyyy



附錄 V 表格樣本

7 安排工程人士的聲明

Declaration by the Person who Arranged the Works

 由安排工程的人士填寫

To be completed by the person who arranged the works

a. 在甲2部(i)及(ii)項描述的工程由本人安排進行。
I am the person who arranged the works described in Part A2(i) & (ii).

b. 本人確認此表格已填妥並已根據《建築物條例》(第123章)及其規例委任下述訂明建築專業人士 / 訂明註冊承建商進行必要的工程。
I confirm that this form is duly completed and the following prescribed building professional/prescribed registered contractor has been appointed to carry out the works as necessary in accordance with Cap. 123 and its regulations.

訂明建築專業人士
Prescribed building professional 訂明註冊承建商
Prescribed registered contractor

c. 就此次呈交檢核資料，本人同時以下述身分參與：
I am also the person involved in this validation submission as below :

招牌擁有人
Signboard owner 註冊結構工程師
Registered structural engineer 註冊一般建築承建商
Registered general building contractor

認可人士
Authorized person 註冊檢驗人員
Registered inspector 註冊小型工程承建商(個人)
Registered minor works contractor (Individual)

C類型小型工程(招牌)的註冊小型工程承建商
Registered minor works contractor registered for Type C minor works (signboard)

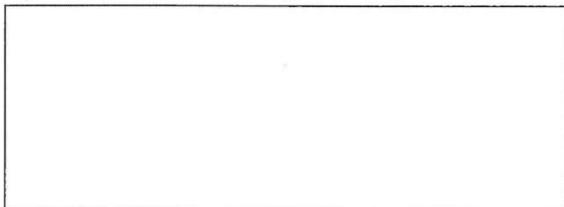
安排工程人士姓名

Name of the Person who Arranged the Works ① 姓氏先行 Surname first

陳大文

安排工程人士簽署

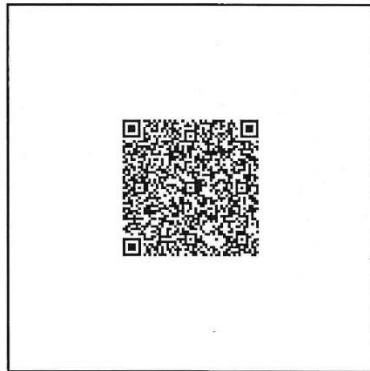
Signature of the Person who Arranged the Works



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 9
日 dd 月 mm 年 yyyy



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附錄 V 表格樣本

乙部 獲委任人的委任確認書及檢查及核證通知書

Part B Confirmation of Appointment by the Appointed Person and Notice of Inspection and Certification

由已獲委任的人士分別填寫

To be completed by the respective appointed persons

1 獲委任人的委任確認書

Confirmation of Appointment by the Appointed Person

- 本人/我們確認已獲委任為檢查甲2部(i)項所述的違例招牌的獲委任人，而檢查亦已於甲部所述日期進行；
- 本人/我們依據違例招牌檢核計劃之技術指引及《認可人士、註冊結構工程師及註冊岩土工程師作業備考》APP-155，現呈交受檢驗的招牌的實際情況報告、安全檢查報告、圖則、照片及描述等，以顯示甲2部(i)項所述的違例招牌在檢查之時的實際狀況；以及
- I/We confirm that I/we have been appointed as the appointed person for the inspection of unauthorised signboard as detailed in Part A2(i), and the inspection had been carried out on the respective date stated in Part A.
- I/We in accordance with Technical Guidelines on Validation Scheme for Unauthorised Signboards and PNAP APP-155, submit herewith report on physical conditions of the signboard as inspected, safety inspection report, plans, photographs and description showing the physical condition of the unauthorised signboard detailed in Part A2(i) as inspected; and
- 本人/我們核證，就甲2部(i)項所述的違例招牌，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】。核證已經完成，並無進行改動/鞏固工程。
I/We certify that the unauthorised signboard detailed in Part A2(i) 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)]. Certification has been completed without alteration/strengthening works.

或 or

本人/我們確認甲2部(i)項所述的違例招牌將涉及甲2部(ii)項所述的改動/鞏固工程。本人/我們確認該工程適宜進行，以及由本人/我們負責工程設計、製備訂明圖則及詳圖或計算資料。在進行有關工程時，我們已考慮招牌的結構狀況，並已統籌及監督該工程。

I/We confirm that the unauthorised signboard detailed in Part A2(i) will involve alteration/strengthening works detailed in Part A2(ii). I/We confirm that it is suitable to carry out the alteration/strengthening works and I am / we are responsible for the design of the works and preparation of prescribed plans and details or calculations. In carrying out the works, we have considered the structural conditions of the signboard, and we have taken up the coordination and supervision of the works.

獲委任人的專業身份 Professional Capacity of Appointed Person

認可人士

Authorised person

註冊結構工程師

Registered structural engineer

註冊檢驗人員

Registered inspector

註冊小型工程承建商(個人)

Registered minor works contractor (Individual)

註冊一般建築承建商

Registered general building contractor

C類型小型工程(招牌)的註冊小型工程承建商

Registered minor works contractor registered for Type C minor works (signboard)

獲委任人姓名(中文)*

Name of Appointed Person (Chinese)*

(i) 姓氏先行 Surname first

陳氏承造有限公司

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

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

獲委任人姓名(英文)*

Name of Appointed Person (English)*

(i) 姓氏先行 Surname first

CHAN X CONTRACTOR COMPANY LIMITED

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

1 5 0 7 2 0 2 0

日 dd 月 mm 年 yyyy

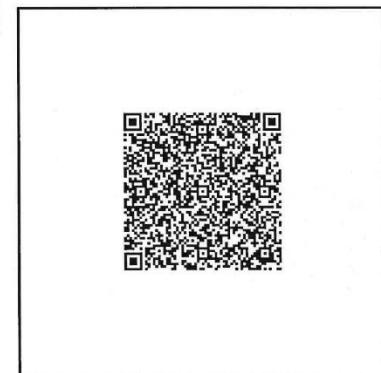
獲委任人簽署* Signature of Appointed Person*

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 9

日 dd 月 mm 年 yyyy



* 根據註冊記錄

* In accordance with the registration record

附錄 V 表格樣本

內部 訂明註冊承建商的委任確認書及完工通知書及獲委任人完工通知書 Part C Confirmation of Appointment and Notice of Completion of Works by Prescribed Registered Contractor and Notice of Completion of Works by Appointed Person

不涉及改動/鞏固工程
Alteration/strengthening works are not involved → 不用填寫本部份
Not required to fill in this Part

1 訂明註冊承建商的委任確認書及完工通知書 Confirmation of Appointment and Notice 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* 姓氏先行 Surname first
陳氏承造有限公司

英文名稱* Name in English* 姓氏先行 Surname first
CHAN X CONTRACTOR COMPANY LIMITED

根據《建築物(小型工程)規例》第 36 條及第 37 條的規定：

- 本人/我們確認已獲委任為甲 2 部(ii)項所述違例招牌的改動/鞏固工程的訂明註冊承建商，
- 本人/我們為所述工程的訂明註冊承建商，現確認甲 2 部(ii)項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；
- 本人/我們現呈交顯示有關的違例招牌在緊接甲 2 部(ii)項所述的改動/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照片或工程描述；
- 本人/我們核證所有甲 2 部(ii)項所述違例招牌的所有改動/鞏固工程已按《建築物條例》及於本部所呈交的圖則或工程描述進行，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
- 由於改動/鞏固工程已經完成，本人/我們核證，就甲 2 部(i)項所述的違例招牌，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 36 and 37 of the Building (Minor Works) Regulation,

- I/we confirm that I/we have been appointed as the prescribed registered contractor for the alteration/strengthening works of the unauthorised signboard in Part A2(ii),
- As the prescribed registered contractor of the works, I/we confirm that the alteration/strengthening works of the day unauthorised signboard detailed in Part A2(ii) had been commenced and completed on the respective dates stated in Part A.
- 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 detailed in Part A2(ii), and the photographs or description of works showing the works as completed;
- I/We certify that all the alteration/strengthening works of the unauthorised signboard detailed in Part A2(ii), have been carried out and completed 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
- As alteration or strengthening works had been completed, I / We certify that the unauthorised signboard detailed in Part A2(i) 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*

陳大文

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 2 0

日 dd 月 mm 年 yyyy

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

1 7 0 3 2 0 1 9
日 dd 月 mm 年 yyyy



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

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附錄 V 表格樣本

2 獲委任人的完工通知書 Notice of Completion of Works by the Appointed Person

 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

本人/我們確認在甲 2 部(ii) 項填寫的工程已由訂明註冊承建商依照設計完成。
I/We confirm that the works submitted in Part A2(ii) are completed by prescribed registered contractor in accordance with design.

認可人士
Authorised person

註冊結構工程師
Registered structural engineer

註冊檢驗人員
Registered inspector

獲委任人姓名(中文)*

Name of Appointed Person (Chinese)*

① 姓氏先行 Surname first

獲委任人姓名(英文)*

Name of Appointed Person (English)*

① 姓氏先行 Surname first

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

/

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

/

日 dd 月 mm 年 yyyy

獲委任人簽署* Signature of Appointed Person*

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

/

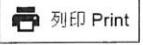
日 dd 月 mm 年 yyyy



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

SC03 (03/2019) - P.7/7

附錄 V 表格樣本

 <p>屋宇署 BUILDINGS DEPARTMENT</p> <p>家居小型工程檢核計劃及 小型適意設施檢核計劃安全檢查報告</p>	 列印 Print  重設 Reset  儲存 Save	<p>表格 VSR</p>					
<p>註：</p> <ul style="list-style-type: none">• 填寫前，請細閱《注意事項》。• 請以正楷填寫，並在適當方格內加上『√』號。• 將不適用的刪去。• 本安全檢查報告可供多於一個訂明建築物或建築工程（“訂明建築物”）使用。如在同一項目下有多於一個不同描述的訂明建築物，則須為該等不同的訂明建築物提交個別的安全檢查報告。	<p>僅供職員使用</p> <table border="1"><tr><td>檢核計劃呈交編號</td><td></td></tr></table>		檢核計劃呈交編號				
檢核計劃呈交編號							
<p>致建築事務監督</p> <p>經檢查的建築物或建築工程的詳細資料</p>							
<p>建築物或建築工程的位置</p> <p>九龍旺角豉油街456號XYZ大廈6樓</p>							
<p>地段編號</p> <p>早前相關的檢核計劃呈交編號(如適用)</p> <p>VS <input type="text"/> <input type="text"/></p> <p>只適用於早前已獲分配檢核計劃呈交編號的文件而不能繼續處理時</p>							
<p>第1部 – 符合訂明建築物或建築工程的準則</p>							
<p>家居小型工程檢核計劃</p>							
<p>(1) 2010年12月31日前已完成或進行的訂明建築物</p>							
<table border="1"><tr><td>違例構築物的類型</td></tr><tr><td><input type="checkbox"/> 位於地面或平板上用於支承空調機、冷卻水塔或相關空氣管道的構築物</td></tr><tr><td><input type="checkbox"/> 自外牆伸出用於支承空調機或相關空氣管道的金屬支架</td></tr><tr><td><input type="checkbox"/> 睽衣架</td></tr><tr><td><input type="checkbox"/> 蒼蓬</td></tr></table>			違例構築物的類型	<input type="checkbox"/> 位於地面或平板上用於支承空調機、冷卻水塔或相關空氣管道的構築物	<input type="checkbox"/> 自外牆伸出用於支承空調機或相關空氣管道的金屬支架	<input type="checkbox"/> 睽衣架	<input type="checkbox"/> 蒼蓬
違例構築物的類型							
<input type="checkbox"/> 位於地面或平板上用於支承空調機、冷卻水塔或相關空氣管道的構築物							
<input type="checkbox"/> 自外牆伸出用於支承空調機或相關空氣管道的金屬支架							
<input type="checkbox"/> 睽衣架							
<input type="checkbox"/> 蒼蓬							
<p>VSR (04/2022)</p>							

附錄 V 表格樣本

小型適意設施檢核計劃

(2) 2020年9月1日前已完成或進行的訂明建築物

違例構築物的類型
<input type="checkbox"/> 屋宇裝備裝置 ¹ (“裝置”) 的支承構築物或金屬箱
<input checked="" type="checkbox"/> 自建築物外牆伸出的空調機 / 照明裝置的金屬承托支架
<input type="checkbox"/> 實心圍牆
<input type="checkbox"/> 室外網欄或金屬欄杆
<input type="checkbox"/> 支柱
<input type="checkbox"/> 金屬閘
<input type="checkbox"/> 篱篷 / 可收合遮篷
<input type="checkbox"/> 花棚 ²
<input type="checkbox"/> 室外金屬通風管道或任何相關的承托支架

¹ 《建築物（小型工程）規例》附表1第1部描述的屋宇裝備裝置

(a) 包括 — (i) 太陽能熱水系統、光伏系統、天線、收發器、空調機、冷卻水塔、照明裝置及泵裝置(裝置)；及(ii)與任何該等裝置相關的管道；及
(b) 不包括水箱、升降機、樓梯升降機、升降平台、通風管道及無線電通訊站；

² 《建築物（小型工程）規例》附表1第1部描述的花棚。

附錄 V 表格樣本

第1部 – 符合訂明建築物或建築工程的準則

小型適意設施檢核計劃

項目編號 ⁴	相對應的小型工程 項目	違例構築物的描述
自建築物外牆伸出的空調機 / 照明裝置的金屬承托支架		
<input checked="" type="checkbox"/> 4	2.49	<p>自建築物外牆伸出的空調機承托支架</p> <p><input type="checkbox"/> 不會對任何懸臂式平板造成額外荷載；</p> <p><input type="checkbox"/> 伸出≤600毫米；</p> <p><input type="checkbox"/> 該空調機>100公斤但≤150公斤；及</p> <p><input type="checkbox"/> 該支架的最高點與毗鄰地面或屋頂的距離>3米。</p> <p>上述構築物的數量: _____</p>
	3.27	<p>自建築物外牆伸出的空調機承托支架</p> <p><input checked="" type="checkbox"/> 不會對任何懸臂式平板造成額外荷載；</p> <p><input checked="" type="checkbox"/> 自建築物外牆伸出≤600毫米；</p> <p><input checked="" type="checkbox"/> 該空調機≤100公斤；及</p> <p><input checked="" type="checkbox"/> 該支架的最高點與毗鄰地面或屋頂的距離>3米。</p> <p>上述構築物的數量: 4 _____</p>
<input type="checkbox"/> 5	2.49	<p>自建築物外牆伸出的照明裝置承托支架</p> <p><input type="checkbox"/> 不會對任何懸臂式平板造成額外荷載；</p> <p><input type="checkbox"/> 伸出≤600毫米；</p> <p><input type="checkbox"/> 該照明裝置>100公斤但≤150公斤；及</p> <p><input type="checkbox"/> 該支架的最高點與毗鄰地面或屋頂的距離>3米。</p> <p>上述構築物的數量: _____</p>
	3.27	<p>自建築物外牆伸出的照明裝置承托支架</p> <p><input type="checkbox"/> 不會對任何懸臂式平板造成額外荷載；</p> <p><input type="checkbox"/> 伸出≤600毫米；</p> <p><input type="checkbox"/> 該照明裝置≤100公斤；及</p> <p><input type="checkbox"/> 該支架的最高點與毗鄰地面或屋頂的距離>3米。</p> <p>上述構築物的數量: _____</p>

⁴ 項目編號應為《建築物（小型工程）規例》附表3第4部的訂明建築物或建築工程項目註明編號。

在適用的方格內加上“√”號

* 將不適用的刪去

附錄 V 表格樣本

名稱/姓名*

檢茶仁

訂明註冊承建商 (獲授權簽署人) / 訂明建築專業人士簽署*

數位簽署
GIM CHA 者 : GIM CHA
YAN 日期 : 2022.04.06
18:47:19 +08'00'

任何失實核證或聲明可引致法律行動。##

日期

0	6	0	4	2	0	2	2
日	月	年					

* 根據註冊記錄

VSR (04/2022)

附錄 V 表格樣本

第2部 – 違例構築物的資料

甲部 檢驗清單

本部分可用於多於一個在同一項目下具有相同描述、施工細節和物料的訂明建築物或建築工程 ("訂明建築物")。就不同項目的訂明建築物，應提交個別的檢驗清單。

如需另加"第2部"，請在方格內
加上"√"號 數量

清單	資料詳情
1. 項目編號	<p>* <u>家居小型工程檢核計劃 /</u> <u>小型適意設施檢核計劃</u></p> <p>項目編號: 4 _____</p> <p>訂明建築物的數量: 4 _____</p>
2. 構築物的建築物料及細節	<p><u>(A) 物料:</u></p> <p><input checked="" type="checkbox"/> 銅 / 金屬 <input type="checkbox"/> 鋼筋混凝土 <input type="checkbox"/> 磚牆 <input type="checkbox"/> 其他 (請註明: _____)</p> <p><u>(B) 裝配細節:</u></p> <p><input checked="" type="checkbox"/> 錨栓 <input checked="" type="checkbox"/> 螺栓及螺母 <input checked="" type="checkbox"/> 焊縫 <input type="checkbox"/> 其他 (請註明: _____)</p> <p><u>(C) 嵌固於主體建築物的嵌固件:</u></p> <p><input checked="" type="checkbox"/> 錨栓 <input type="checkbox"/> 焊縫 <input type="checkbox"/> 其他 (請註明: _____)</p> <p><u>(D) 如構築物或金屬箱固定於護牆:</u> <small>(只適用於家居小型工程檢核計劃第1項或小型意設施檢核計劃第1、2及3項)</small></p> <p><input type="checkbox"/> 護牆厚度≥125毫米 <input type="checkbox"/> 護牆以鋼筋混凝土建造 <input type="checkbox"/> 其他 (請註明: _____)</p>
3. 構築物的整體情況	<p><u>(A) 銅 / 金屬構性</u></p> <p><input checked="" type="checkbox"/> 沒有銹蝕情況 <input checked="" type="checkbox"/> 沒有破損跡象，例如 (i) 失修及破損； (ii) 嵌固件鬆脫 / 欠妥；或 (iii) 變形或移位 <input type="checkbox"/> 不適用</p> <p><u>(B) 鋼筋混凝土</u></p> <p><input checked="" type="checkbox"/> 沒有破損跡象，例如 (i) 鋼筋出現銹漬或銹蝕； (ii) 出現裂縫或結構損壞跡象； (iii) 剥落；</p>

在適用的方格內加上"√"號

* 將不適用的刪去

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附錄 V 表格樣本

清單	資料詳情																
	<p>(iv) 脫層剝落； (v) 鋼筋外露； (vi) 空洞 / 呈蜂窩狀；或 (vii) 變形或移位</p> <p><input type="checkbox"/> 不適用</p> <p><u>(C) 磚牆</u></p> <p><input type="checkbox"/> 沒有破損跡象，例如 (i) 出現裂縫或結構損壞跡象； (ii) 傾斜；或 (iii) 變形或移位</p> <p><input checked="" type="checkbox"/> 不適用</p> <p><u>(D) 其他構件</u></p> <p>請註明：_____</p> <p><input type="checkbox"/> 沒有欠妥跡象 <input checked="" type="checkbox"/> 不適用</p>																
4. 結構穩定性	<p><input checked="" type="checkbox"/> 沒有結構不穩的跡象</p> <p><input checked="" type="checkbox"/> 用作支承訂明建築物的主體建築物結構構件沒有破損跡象或明顯變形</p>																
5. 對主體建築物的影響	<table> <thead> <tr> <th>影響</th> <th>不適用</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> 並非由僭建物支承</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input checked="" type="checkbox"/> 不會對懸臂式平板造成額外荷載</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input checked="" type="checkbox"/> 不阻礙提供天然照明與通風的窗</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> 不破壞屋頂的防水層</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> 如樓層或屋頂被指定為庇護層，有關庇護層的設計沒有受影響</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> 沒有阻塞或阻礙逃生路徑</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> 不影響屋頂的排水系統</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	影響	不適用	<input checked="" type="checkbox"/> 並非由僭建物支承	<input type="checkbox"/>	<input checked="" type="checkbox"/> 不會對懸臂式平板造成額外荷載	<input type="checkbox"/>	<input checked="" type="checkbox"/> 不阻礙提供天然照明與通風的窗	<input type="checkbox"/>	<input type="checkbox"/> 不破壞屋頂的防水層	<input checked="" type="checkbox"/>	<input type="checkbox"/> 如樓層或屋頂被指定為庇護層，有關庇護層的設計沒有受影響	<input checked="" type="checkbox"/>	<input type="checkbox"/> 沒有阻塞或阻礙逃生路徑	<input checked="" type="checkbox"/>	<input type="checkbox"/> 不影響屋頂的排水系統	<input checked="" type="checkbox"/>
影響	不適用																
<input checked="" type="checkbox"/> 並非由僭建物支承	<input type="checkbox"/>																
<input checked="" type="checkbox"/> 不會對懸臂式平板造成額外荷載	<input type="checkbox"/>																
<input checked="" type="checkbox"/> 不阻礙提供天然照明與通風的窗	<input type="checkbox"/>																
<input type="checkbox"/> 不破壞屋頂的防水層	<input checked="" type="checkbox"/>																
<input type="checkbox"/> 如樓層或屋頂被指定為庇護層，有關庇護層的設計沒有受影響	<input checked="" type="checkbox"/>																
<input type="checkbox"/> 沒有阻塞或阻礙逃生路徑	<input checked="" type="checkbox"/>																
<input type="checkbox"/> 不影響屋頂的排水系統	<input checked="" type="checkbox"/>																

在適用的方格內加上“✓”號

* 將不適用的刪去

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附錄 V 表格樣本

乙部 訂明建築物的照片



照片編號
1
照片描述
顯示全貌及正面的照片：



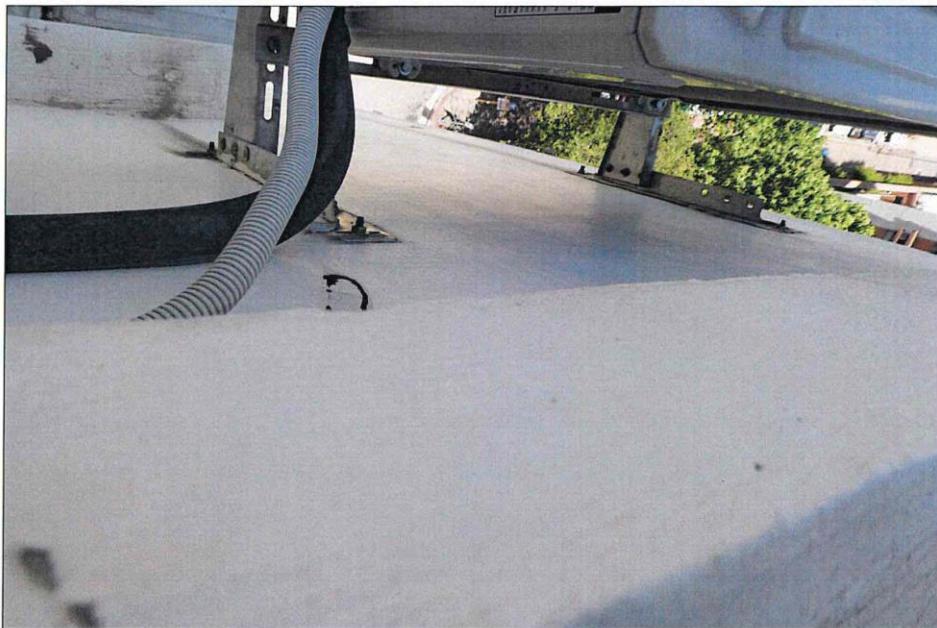
照片編號
2
照片描述
顯示側面的照片：

附錄 V 表格樣本

乙部 訂明建築物的照片(續)



照片編號
3
照片描述
顯示裝配細節的照片：



照片編號
4
照片描述
顯示主體建築物嵌固件細節的照片：

附錄 V 表格樣本

乙部 訂明建築物的照片(續)

	照片編號
	照片描述
	顯示訂明建築物於工程 展開前實際狀況的照片 (只適用於屬第III級別小 型工程的改動 / 鞏固工 程) :
<input type="button" value="附上圖片 (JPG格式檔案)"/>	

註:

- 每張照片須配以照片編號。
- 夾附圖則於表格編號PR2或PR3以顯示訂明建築物及照片拍攝的位置。
- 標示訂明建築物的尺寸於照片或上述第2項所述的圖則上。
- 如有需要，可提供其他相關照片於表格編號PR1。

名稱/姓名*

檢茶仁

訂明註冊承建商 (獲授權簽署人) / 訂明建築專業人士簽署*

數位簽署	
GIM CHA	者 : GIM CHA
YAN	YAN
日期 : 2022.04.06	
18:48:30 +08'00'	

任何失實核證或聲明可引致法律行動。##

日期

0	6	0	4	2	0	2	2
日	月						年

* 根據註冊記錄

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附錄 V 表格樣本

第3部 – 獲委任人的證明書

 由已獲委任的人士填寫

1. 認可人士

中文姓名*	① 姓氏先行	註冊證明書編號*
<input type="text"/>		<input type="text"/> / <input type="text"/>
英文姓名*	① 姓氏先行	註冊屆滿日期*
<input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 年
認可人士簽署*		
<input type="text"/>		

任何失實核證或聲明可引致法律行動。##

日期

<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	日	月	年
---	---	---	---

2. 註冊結構工程師的證明書

<input type="checkbox"/> 如有關違例構築物屬指明建築結構，則不須委任註冊結構工程師(根據《建築物(小型工程)規例》第62A(3)(a)(i)條)。		
中文姓名*	① 姓氏先行	註冊證明書編號*
<input type="text"/>		<input type="text"/> / <input type="text"/>
英文姓名*	① 姓氏先行	註冊屆滿日期*
<input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 年
註冊結構工程師簽署*		
<input type="text"/>		

任何失實核證或聲明可引致法律行動。##

日期

<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	日	月	年
---	---	---	---

3. 訂明註冊承建商的證明書

承建商名稱(中文)*	① 姓氏先行	獲授權簽署人姓名(中文)*
<input type="text"/>		<input type="text"/>
承建商名稱(英文)*	① 姓氏先行	獲授權簽署人姓名(英文)*
<input type="text"/>		<input type="text"/>
訂明註冊承建商的類型		
<input type="checkbox"/> 註冊一般建築承建商 <input checked="" type="checkbox"/> 註冊小型工程承建商		
註冊證明書編號*		
<input type="text"/> <input type="text"/> <input type="text"/> (<input type="text"/> <input type="text"/>) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
註冊屆滿日期*		
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 年		
訂明註冊承建商簽署 (獲授權簽署人)*		
GIM CHA YAN 數位簽署者 : GIM CHA YAN 日期 : 2022.04.06 18:49:11 +08'00'		
任何失實核證或聲明可引致法律行動。##		
日期		
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 年		

* 根據註冊記錄

VSR (04/2022)

* 相機計測記錄

VSB (04/2022)

附錄 V 表格樣本

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。

- 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。
- 在可行的情況下，訂明註冊承建商應在工程所處地點或其附近的顯眼位置張貼通告，以便其他業主及可能受影響的佔用人能及早知悉有關工程。
- 於進行檢查、改動或鞏固工程（如適用）前，安排進行檢查或該工程的人應先取得該違例構築物的擁有人或有關業主的同意。
- 被檢核的訂明建築物或建築工程如位於大廈的公用部份，安排進行檢查的人應先與共同業主/業主立案法團及/或物業管理公司商討使用公用部份的權利，特別是在展開鞏固工程（如涉及）前，並遵守大廈公契所訂定的責任，這責任包括（但不限於）第三者責任保險的安排。在未有得到共同業主/業主立案法團及/或物業管理公司同意的情況下於大廈的公用部分進行工程，則有可能違反公契，並有可能會遭受民事起訴及須負上民事法律責任。
- 訂明註冊承建商應採用合適的措施，以確保妥善處置有關的建築廢料。
- 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

- 屋宇署會使用透過本表格所獲得的個人資料作下列用途：
 - 處理你在本表格中所呈交的文件的相關事務；
 - 處理有關上述小型工程的相關事務；及
 - 方便屋宇署與你聯絡。
- 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

- 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。
- 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

- 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

- 請填妥表格所有有關的部份，並在表格上簽署。
- 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。
- 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》及其規例和呈交的證明文件進行。
- 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

- 郵寄/親身呈交 - 本表格連同有關文件應郵寄或親身呈交至：
九龍油麻地海庭道11號西九龍政府合署北座屋宇署總部地下一般查詢及收件處。
- 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）到屋宇署的電子郵件地址為 receipt@bd.gov.hk。
- 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：九龍油麻地海庭道11號西九龍政府合署北座屋宇署總部
電話：2626 1616 (由 "1823" 接聽)
傳真：3162 0006
電郵：enquiry@bd.gov.hk

附錄 V 表格樣本

附夾圖則 (A3尺寸)
For Attachment of Plan (A3 Sized)

工程的位址
Location Address
九龍旺角豉油街456號XYZ大廈6樓

工程描述
Description of Works
外牆上的4組空調機支架

列印 Print | 重設 Reset | 儲存 Save

頁面 Page No. 1 PR2

提交申請 Submission No.

圖則編號 Drawing No. P1 | 線稿版本 Revision

圖則名稱 Drawing Title

照片拍攝位置圖

備註 Notes

1 NO. OF A/C AT UPPER
1 NO. OF A/C AT LOWER

1 2 3 4

附上圖則 (JPG格式檔案)
Attach plan (.jpg file)

檢茶仁
* 檢據註冊記錄
* In accordance with the registration record
簽署* Signature*
GIM CHA YAN
日期
1 2022.04.06
18:54:42 +08'00'
日期 Date
0 6 0 4 2 0 2 2
日 月 年 mm yy
QR Code

任何失實供報或聲明可引致法律行動 - Any false certification or declaration may be subject to legal action.
PR2 (9/2020)

附夾圖則 (A3尺寸)
For Attachment of Plan (A3 Sized)

工程的位址
Location Address
九龍旺角豉油街456號XYZ大廈6樓

工程描述
Description of Works
外牆上的4組空調機支架

頁面 Page No. 2 PR2

提交申請 Submission No.

圖則編號 Drawing No. P2 | 線稿版本 Revision

圖則名稱 Drawing Title

洋圖
備註 Notes

EXTERNAL WALL

760 471

A/C

470

M10 ANCHOR
附上圖則 (JPG格式檔案)
Attach plan (.jpg file)

STAINLESS STEEL
A/C FRAME

FRONT ELEVATION (TYPICAL) 1:15

1 2 SIDE ELEVATION

任何失實供報或聲明可引致法律行動 - Any false certification or declaration may be subject to legal action.
PR2 (9/2020)