


- 本表格及所有證明文件最遲須在展開工程7天前呈交。
- 本表格亦可附加第 II 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) not less than 7 days before the commencement of works.**
- Submission may include Class II 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 獲委任人士的委任通知 Part A Notice of Appointment of the Appointed Persons

 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	A室

#### 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)


 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)
1.2	FORMATION OF SLAB OPENING (1.5M X 1.5M) BETWEEN FLAT ON 1/F. & FLAT A ON 2/F.	

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  張  
Additional  Pages

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

#### 3 獲委任人士的資料 Particulars of the Appointed Persons

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)\*

公司牌成建雙工程有限公司

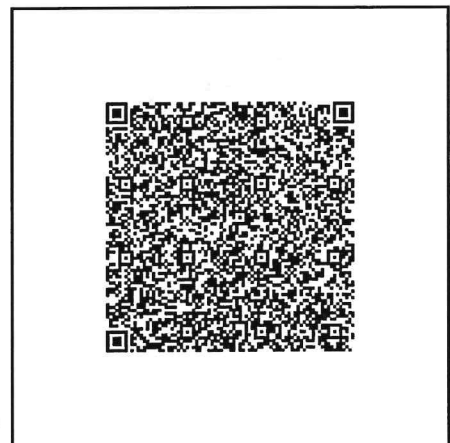
訂明註冊承建商名稱(英文)\* Name of Prescribed Registered Contractor (English)\*

GUNG SI PAI SING GIN SOENG ENGINEERING COMPANY  
LIMITED

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

M W C 4 5 6 7 / 2 0 1 0

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



**3 獲委任人士的資料 (續)****Particulars of the Appointed Persons (Cont'd)**

b. 根據《建築物 (小型工程) 規例》第 27 條的規定，本人/我們已就本部所述的第 I 級別小型工程委任下述的訂明建築專業人士。

In accordance with the provisions of section 27 of the Building (Minor Works) Regulation, I/we have appointed the prescribed building professionals as below in respect of the Class I minor works detailed in this Part.

<input checked="" type="checkbox"/> 認可人士 Authorized Person	中文姓名* Name in Chinese*	註冊證書編號* Certificate of Registration Number*
	認可仁	A P ( A ) 9 9 9 9 / 4 9
<input type="checkbox"/> 註冊檢驗人員 Registered Inspector	英文姓名* Name in English*	
	YING HO YAN	

<input checked="" type="checkbox"/> 註冊結構工程師 Registered Structural Engineer	中文姓名* Name in Chinese*	註冊證書編號* Certificate of Registration Number*
	恭晴司	RSE 8 8 8 8 / 8 8
	英文姓名* Name in English*	
	GUNG CHI SZE	

<input type="checkbox"/> 註冊岩土工程師 Registered Geotechnical Engineer	中文姓名* Name in Chinese*	註冊證書編號* Certificate of Registration Number*
		RGE
	英文姓名* Name in English*	

**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	① 姓氏先行 Surname first	通訊地址 Correspondence Address
請人造		<input type="checkbox"/> 與甲1部份地址相同 Same address as in Part A1 → <input checked="" type="checkbox"/> 不用填寫地址 Skip the address
英文名稱 Name in English	① 姓氏先行 Surname first	區域 Area
CHING YAN CHO		<input type="checkbox"/> 香港 Hong Kong <input checked="" type="checkbox"/> 九龍 Kowloon <input type="checkbox"/> 新界 New Territories
身份證明 (任擇其一) Identification (Choose one)		地區 District
<input checked="" type="checkbox"/> 香港身份證號碼: HKID No.: A 1 2 3 4 5 6 ( 3 )		觀塘
<input type="checkbox"/> 商業登記號碼: Business Registration No.:		街道/鄉 Street/Village
<input type="checkbox"/> 護照號碼: Passport No.:		觀塘道 街道號碼 Street No. 7890
簽發國家: Country of Issue:		大廈/屋苑 Building/Estate
<input type="checkbox"/> 其他 (請註明): Others (Please specify):		ABC 大廈
號碼: No.:		樓層 Floor
		11樓 單位/室 Flat/Room B室
		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

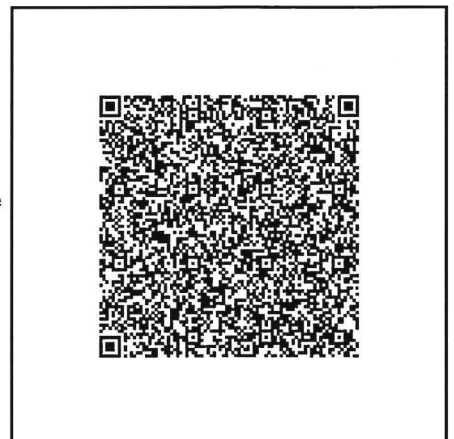
Signature of the person who arranged for the minor works to be carried out & (if applicable) affixed with company seal

CHING YAN CHO	數位簽署者: CHING YAN YIM 日期: 2021.09.07 10:26:49 +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	7	0	9	2	0	2	1
日 dd		月 mm		年 yyyy			



\* 根據註冊記錄

\* In accordance with the registration record

乙部 認可人士或註冊檢驗人員的委任確認書

Part B Confirmation of Appointment by the Authorized Person or Registered Inspector

由已獲委任的認可人士或註冊檢驗人員填寫  
To be completed by the appointed authorized person or registered inspector

認可人士或註冊檢驗人員名稱

Name of Authorized Person or Registered Inspector

中文姓名\* Name in Chinese\*

Ⓜ 姓氏先行 Surname first

認可仁

英文姓名\* Name in English\*

Ⓜ 姓氏先行 Surname first

YING HO YAN

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

本人，根據《建築物 (小型工程) 規例》第 30 條及第 37 條的規定：

1. 確認本人已獲委任為甲部所述的第 I 級別小型工程的認可人士或註冊檢驗人員 (如該工程屬訂明修葺或任何相關的拆卸工程)；
2. 確認甲部所述的第 I 級別小型工程將於上述日期展開；
3. 現呈交顯示在甲部所述的第 I 級別小型工程的訂明圖則及詳圖，和處所實際狀況的照片；
4. 確認在本部呈交的訂明圖則及詳圖，均由本人製備和簽署 (作為已簽署有關圖則的人，本人同意為該等圖則負起《建築物條例》下的所有責任)；
5. 當甲部所述的第 I 級別小型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，本人認為該建築物有能力承受因第 I 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；
6. 當甲部所述的第 I 級別小型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已部提供建築事務監督所要求的詳情；及
7. 當技術備忘錄要求有監工計劃書時，現呈交監工計劃書。

I. in accordance with the provisions of sections 30 and 37 of the Building (Minor Works) Regulation,

1. confirm that I have been appointed as the authorized person or registered inspector (if the works are a prescribed repair or any associated demolition works) for the Class I minor works detailed in Part A;
2. confirm that the Class I minor works detailed in Part A are to be commenced on the above date;
3. submit herewith the prescribed plans and details of the Class I minor works detailed in Part A, and the photographs showing the physical condition of the premises where the Class I minor works detailed in Part A are to be carried out;
4. confirm that the prescribed plans and details submitted under this Part, have been prepared and signed by me (as the person who has signed the plans, I agree to assume all responsibilities under the Buildings Ordinance regarding the plans);
5. where the Class I minor works detailed in Part A comprise repairs, alterations or additions to any building, certify that, after inspecting the building, I am 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 I minor works;
6. where the Class I minor 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 F; and
7. where supervision plan is required by the technical memorandum, submit herewith a supervision plan.

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

A P ( A ) 9 9 9 9 / 4 9

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

3 1 0 7 2 0 2 2

日 dd 月 mm 年 yyyy

聯絡電話 Contact Tel. No.

21234567

傳真號碼\* Fax No.\*

23234566

電郵地址 E-mail Address

YINGHOYAN@EMAIL.COM

認可人士或註冊檢驗人員簽署\*

Signature of the Authorized Person or Registered Inspector\*

數位簽署者：  
YING HO YAN  
日期：  
2021.09.10  
14:14:06 +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

丙部 註冊結構工程師的委任確認書  
Part C Confirmation of Appointment by the Registered Structural Engineer

由已獲委任的註冊結構工程師填寫  
To be completed by the appointed registered structural engineer

註冊結構工程師姓名(中文)\*

Name of Registered Structural Engineer (Chinese)\*

恭晴司

電郵地址 E-mail Address

GUNGCHISZE@EMAIL.COM

註冊結構工程師姓名(英文)\*

Name of Registered Structural Engineer (English)\*

GUNG CHI SZE

本人，根據《建築物(小型工程)規例》第30條及第37條的規定，

1. 確認本人已獲委任為甲部所述的第 I 級別小型工程的結構部份的註冊結構工程師；
2. 確認在乙部呈交的訂明圖則包括地基圖則、結構詳圖或計算資料，均由本人製備和簽署（作為已簽署有關圖則的人，本人同意為該等圖則負起《建築物條例》下的所有責任）；及
3. 當甲部所述的第 I 級別小型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，本人認為該建築物有能力承受因第 I 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。

I, in accordance with the provisions of sections 30 and 37 of the Building (Minor Works) Regulation,

1. confirm that I have been appointed as the registered structural engineer for the structural elements of the Class I minor works detailed in Part A;
2. confirm that the foundation plans, structural details or calculations submitted under the prescribed plans and details in Part B have been prepared and signed by me (as the person who has signed the plans, I agree to assume all responsibilities under the Buildings Ordinance regarding the plans); and
3. where the Class I minor works detailed in Part A comprise repairs, alterations or additions to any building, certified that, after inspecting the building, I am 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 I minor works.

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

RSE 8 8 8 8 , 8 8

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

3 1 0 8 2 0 2 2

日 dd 月 mm 年 yyyy

聯絡電話 Contact Tel. No.

21234564

註冊結構工程師簽署\* Signature of the Registered Structural Engineer\*

GUNG CHI  
SZE

數位簽署者: GUNG  
CHI SZE

日期: 2021.09.11  
09:22:40 +08'00'

日期 Date

1 1 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 註冊岩土工程師的委任確認書  
Part D Confirmation of Appointment by the Registered Geotechnical Engineer

由已獲委任的註冊岩土工程師填寫  
To be completed by the appointed registered geotechnical engineer

註冊岩土工程師姓名(中文)\*

Name of Registered Geotechnical Engineer (Chinese)\*

電郵地址 E-mail Address

註冊岩土工程師姓名(英文)\*

Name of Registered Geotechnical Engineer (English)\*

本人，根據《建築物(小型工程)規例》第30條及第37條的規定，

1. 確認本人已獲委任為甲部所述的第 I 級別小型工程的岩土元素的註冊岩土工程師；及
2. 確認在乙部呈交的訂明圖則包括岩土圖則、岩土評估、岩土詳圖或計算資料及岩土報告，均由本人製備和簽署（作為已簽署有關圖則的人，本人同意為該等圖則負起《建築物條例》下的所有責任）。

I, in accordance with the provisions of sections 30 and 37 of the Building (Minor Works) Regulation,

1. confirm that I have been appointed as the registered geotechnical engineer for the geotechnical elements of the Class I minor works detailed in Part A; and
2. confirm that the geotechnical plans, geotechnical assessment, geotechnical details or calculations and geotechnical reports submitted under the prescribed plans and details in Part B have been prepared and signed by me (as the person who has signed the plans, I agree to assume all responsibilities under the Buildings Ordinance regarding the plans).

註冊證明書編號\*

Certificate of Registration Number\*

RGE

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

日 dd 月 mm 年 yyyy

聯絡電話 Contact Tel. No.

註冊岩土工程師簽署\*

Signature of the Registered Geotechnical Engineer\*

日期 Date

日 dd 月 mm 年 yyyy



\* 根據註冊記錄

\* In accordance with the registration 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.\*\*

戊部 訂明註冊承建商的委任確認書  
Part E 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 Prescribed Registered Contractor

中文名稱\* Name in Chinese\*

公司牌成建雙工程有限公司

英文名稱\* Name in English\*

GONG SI PAI SING GIN SOENG ENGINEERING

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 2 1 9 9 9 9 9 9 9

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

我們，根據《建築物 (小型工程) 規例》第 30 條、第 33 條及第 37 條 (當涉及第 II 級別小型工程時) 的規定，

1. 確認我們已獲委任為甲部所述工程的訂明註冊承建商；

當甲部所述工程涉及第 II 級別小型工程時，

2. 確認甲部所述的第 II 級別小型工程將於乙部第 2 段所述同日展開；
3. 現呈交顯示甲部所述的第 II 級別小型工程的訂明圖則及詳圖，和處所實際狀況的照片；
4. 確認在本部呈交的訂明圖則及詳圖，均由我們製備和簽署 (作為已簽署有關圖則的人，我們同意為該等圖則負起《建築物條例》下的所有責任)；
5. 當甲部所述的第 II 級別小型工程包括對任何建築物進行修葺、改動或加建時，已核證以下事宜：在檢查該建築物後，我們認為該建築物有能力承受因第 II 級別小型工程而可能有所增加或在任何方面有所改動的荷載及應力；及
6. 當甲部所述的第 II 級別小型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已部提供建築事務監督所要求的詳情。

We, in accordance with the provisions of sections 30, sections 33 and 37 (where Class II minor works are involved) of the Building (Minor Works) Regulation,

1. confirm that we have been appointed as the prescribed registered contractor of the works detailed in Part A;

where Class II minor works are involved in the works detailed in Part A,

2. confirm that the Class II minor works detailed in Part A are to be commenced on the same date as stated in paragraph 2 of Part B;
3. submit herewith the prescribed plans and details of the Class II minor works detailed in Part A, and the photographs showing the physical condition of the premises where the Class II minor works detailed in Part A are to be carried out;
4. confirm that the prescribed plans and details submitted under this Part, have been prepared and signed by us (as the person who has signed the plans, we agree to assume all responsibilities under the Buildings Ordinance regarding the plans);
5. where the Class II minor works detailed in Part A comprise repairs, alterations or additions to any building, certify that, after inspecting the building, we are of the opinion that the building is capable of bearing the loads and stresses which may be increased or altered in any way as a result of the Class II minor works; and
6. where the Class II minor 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 F.

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

籤柱人

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

M W C 4 5 6 7 , 2 0 1 0

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

CIM CYU YAN

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

0 4 0 7 2 0 2 3

日 dd 月 mm 年 yyyy

聯絡電話 Contact Tel. No.

21234562

傳真號碼\* Fax No.\*

21234563

電郵地址 E-mail Address

CIMCYUYAN@EMAIL.COM

訂明註冊承建商簽署 (獲授權簽署人) \*

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

CIM  
CYU  
YAN

數位簽署者：

CIM CYU YAN

日期：

2021.09.14

10:48:42 +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 4 0 9 2 0 2 1


日 dd 月 mm 年 yyyy




\* 根據註冊記錄

\* In accordance with the registration record

**己部 有關招牌是為某人而豎設的人士(即招牌擁有人)的詳情**  
**Part F 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

擁有人

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

SIGNSBOARD OWNER

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.: 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.  傳真號碼 Fax No.

電郵地址 E-mail Address

通訊地址 Correspondence Address

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

區域 Area  香港 Hong Kong  九龍 Kowloon  新界 New Territories

地區 District 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 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


數位簽署者:  
 SIGNBOARD OWNER  
 日期: 2021.09.08  
 12:12:43 +08'00'

日期 Date  
         
 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.##

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

 由已獲委任的認可人士或註冊檢驗人員填寫  
 To be completed by the appointed authorized person or registered inspector

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

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  香港 Hong Kong  九龍 Kowloon  新界 New Territories

地區 District 旺角

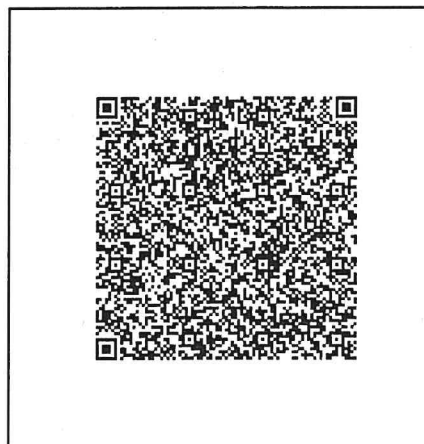
街道/鄉 Street/Village 豉油街 街道號碼 Street No. 456

大廈/屋苑 Building/Estate XYZ 大廈

樓層 Floor 地下 單位/室 Flat/Room

聯絡電話 Contact Tel. No.  傳真號碼 Fax No.

電郵地址 E-mail Address



## 注意事項

- ## 任何人如作出虛假聲明或就重要事項作出失實陳述即屬觸犯刑事罪行，可能會被檢控。
1. 若有關小型工程涉及在樓宇公用地方進行建築工程，訂明註冊承建商應留意有關樓宇公契中的相關條文，並於展開工程前通知有關樓宇的物業管理公司或業主立案法團。
  2. 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。
  3. 在檢核計劃下，進行檢查、改動或鞏固工程前，安排進行該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。
  4. 訂明註冊承建商應採取合適的措施，以確保妥善處置有關的建築廢料。
  5. 為減少招牌燈光引至的光污染及減低其能源消耗，認可人士及申請人須參考由環境局、環境保護署及機電工程署聯合發出的《戶外燈光裝置業良好作業指引》，並可在環境局的網址下載：  
[http://www.enb.gov.hk/entxt/resources\\_publications/guidelines/files/guidelines\\_ex\\_lighting\\_install\\_eng.pdf](http://www.enb.gov.hk/entxt/resources_publications/guidelines/files/guidelines_ex_lighting_install_eng.pdf)
  6. 你須確保政府在使用或管有你所呈交的文件時不會侵犯任何人的知識產權；如有關文件包含屬於第三者的知識產權資料，你須確保已獲得所有必須的許可證。如侵犯任何第三者的知識產權，你須承擔政府可能蒙受的任何損失或損害。就版權事宜的細則，你可參考《版權條例》的條文。
  7. 就涉及窗戶的小型工程，請確保該窗戶在開工前已按照強制驗窗計劃相關的作業守則進行訂明檢驗，並在完工後使該窗戶變得安全。

## Matters to Note

- ## Any person making a false declaration or misrepresenting a material fact shall be guilty of a criminal offence and subject to prosecution.
1. If the minor works involve building works in the common parts of a building, the prescribed registered contractor is advised to pay attention to the relevant conditions in the Deed of Mutual Covenant of the subject building and notify the property management company or the owners' corporation concerned before commencement of the works.
  2. As far as practicable, the prescribed registered contractor is advised to post a notice at a conspicuous place at or near the location of the proposed works in order to notify other owners and the potentially affected occupants the works in advance.
  3. Under the validation schemes, the person who arranged for inspection, alteration or strengthening works to be carried out is advised to seek necessary agreement from the owner(s) of the unauthorised structure or the owner(s) concerned before the inspection or works to be carried out.
  4. Prescribed registered contractor shall take appropriate measures to ensure construction wastes are disposed of properly.
  5. To minimise light pollution and reduce energy consumption arising from the lighting of the signboards, the AP and the applicant are advised to make reference to the Guidelines on Industry Best Practices for External Lighting Installations jointly issued by the Environment Bureau (ENB), Environmental Protection Department and Electrical and Mechanical Services Department, which can be downloaded from the ENB's website: [http://www.enb.gov.hk/entxt/resources\\_publications/guidelines/files/guidelines\\_ex\\_lighting\\_install\\_eng.pdf](http://www.enb.gov.hk/entxt/resources_publications/guidelines/files/guidelines_ex_lighting_install_eng.pdf)
  6. You are required to ensure that the Government's use or possession of your submitted documents will not infringe the intellectual property rights of any person and that where the documents contain materials of which the intellectual property rights belong to a third party, all the necessary licences have been obtained. You are also liable for any loss or damage that the Government may suffer in case of any infringement of the intellectual property rights of any third party. For details of copyright issues, you can make reference to the provisions of the Copyright Ordinance.
  7. For window-related minor works, please ensure that prescribed inspection has been carried out to such window(s) in accordance with the relevant code of practice on Mandatory Window Inspection Scheme before the commencement of the works and the window(s) have been rendered safe after the works.

## 甲. 個人資料

### 收集的目的

1. 屋宇署會使用透過本表格所獲得的個人資料作下列用途：
  - (a) 處理你在本表格中所呈交的文件之相關事務；
  - (b) 處理有關上述小型工程之相關事務；及
  - (c) 方便屋宇署與你聯絡。
2. 你必須提供本表格所要求的個人資料。假如你未能提供所需資料，可能導致處理你所呈交的文件時出現延誤，或甚至導致無法處理你的申請。

### 獲轉交資料的部門/人士

3. 為保障個人資料，請確保所呈交的文件並不包含任何與《建築物條例》所述的事宜無關的個人資料。就私隱事宜的細則，你可參考《個人資料(私隱)條例》的條文。
4. 本署可能會向其他政府部門、決策局、機構或任何人士披露你透過本表格所提供的個人資料，以作上述第1段所列的用途。

### 索閱個人資料

5. 根據《個人資料(私隱)條例》，你有權查閱及改正你所提交的個人資料。屋宇署有權就有關資料索閱的要求收取合理費用。如要求查閱及改正你的個人資料，請與屋宇署小型工程小組聯絡。

## A. Personal Data

### Purposes of Collection

1. The personal data provided by means of this form will be used by the Buildings Department for the following purposes:
  - (a) activities relating to the processing of your submission in this form;
  - (b) activities relating to the above minor works; and
  - (c) facilitating communication between the Buildings Department and yourself.
2. It is obligatory for you to provide the information as required in the form. If you fail to provide the required data, delay may be caused in processing of your submission or even result in rejection of the application.

### Classes of Transferees

3. For the reason of personal data protection, please ensure that your submitted documents do not contain any personal data not required under the Buildings Ordinance. For details of privacy issues, you can make reference to the provisions of the Personal Data (Privacy) Ordinance.
4. The personal data you provided by means of this form may be disclosed to other government departments, bureaux, organisations or any persons for the purposes mentioned in paragraph 1 above.

### Access to Personal Data

5. You have the right of access and correction with respect to the personal data as provided under the Personal Data (Privacy) Ordinance. The Buildings Department has the right to charge a reasonable fee for the processing of any data access request. Request for personal data access and correction should be addressed to the Minor Works Unit of the Buildings Department.

## 乙. 填寫表格

1. 請填妥表格載列所有有關的部分，並在表格上簽署。請附上所有證明文件，包括訂明圖則及詳圖、顯示工程處所在工程前實際狀況的照片及（如有）監工計劃書等。
2. 所提供的資料如有不全或錯誤，屋宇署將不能處理呈交的文件。
3. 所有根據簡化規定呈交的文件，都會隨機抽取進行審核，以確保該工程已按照《建築物條例》及其規例和呈交的訂明圖則及詳圖進行。
4. 如對本表格有任何疑問，請與屋宇署小型工程小組聯絡。

## 丙. 呈交方法

1. **郵寄/親身呈交** - 本表格連同有關文件應郵寄或親身呈交至：  
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。
2. **電子郵件傳送** - 透過電子郵件傳送本表格及附上有關文件（全部必須獲香港郵政署長發出的數碼證書認證，或根據《電子交易條例》認可的其他核證機關所發出的數碼證書認證）到屋宇署的電子收件處，電郵地址為 receipt@bd.gov.hk。
3. **電子呈交** - 按本表格上的「提交」傳送本表格及有關文件（全部必須附上數碼證書認證）。請使用 Acrobat Reader 中的「附加檔案」功能，附上已數碼認證的文件。

## 丁. 聯絡資料

屋宇署小型工程小組  
地址：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

## B. Completion of Form

1. Please ensure that all relevant parts of the form are duly completed, and the form is signed. Please enclose all supporting documents, including prescribed plans and details of the works, photographs showing the physical condition of the premises before the commencement of works and supervision plan (if any), etc.
2. If incomplete or erroneous information is provided in the form, the Buildings Department may not be able to process the submission.
3. All documents submitted under the simplified requirements will be randomly selected for audit check, with a view to ensuring that the works have been carried out in accordance with the Buildings Ordinance and regulations and the submitted prescribed plans and details.
4. Enquiries regarding this form should be addressed to the Minor Works Unit of the Buildings Department.

## C. Submission Methods

1. **By Post / In Person** - This form together with the relevant documents shall be posted to or submitted in person to:  
General Enquiry and Receipt Counter, G/F, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon.
2. **Through Email** - Email this form together with the relevant documents, all with identity authenticated by a digital certificate issued by the Postmaster General or other certification authorities recognized under the Electronic Transactions Ordinance to the e-Counter of the Buildings Department at receipt@bd.gov.hk.
3. **Through e-Submission** - Click the Submit button to electronically submit this form together with attachment of the relevant documents, all with identity authenticated by your digital certificates. You may attach all authenticated documents using Acrobat Reader's "Attachments" function.

## D. Contact Details

Minor Works Unit of the Buildings Department  
Address: Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon  
Tel No.: 2626 1616 (handled by "1823")  
Fax No.: 3162 0006  
Email: enquiry@bd.gov.hk



小型工程項目 Minor Works Item	工程描述 Description of Works (包括性質、位置和數量 Including the nature, location and quantity)	相關命令 / 指示 / 通知 / 屋宇署檔案編號 (如有) Relevant Order / Direction / Notice / BD Reference No. (if any)
1.1	在1樓A室豎設並非用作逃生用途或消防和救援進出途徑的室內樓梯至2樓A室	
2.18	在1樓A室及2樓A室面向豉油街的外牆上豎設展示面積10平方米而又不包含石材的伸出式招牌	

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 YIM 日期：2021.09.07 10:36:02 +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	7	0	9	2	0	2	1
日 dd		月 mm		年 yyyy			

