屋宇署 BUILDINGS DEPARTMENT

小型工程更改委任通知書
(註冊結構工程師、註冊岩土工程師或訂明註冊承建商)
Notice of Change in Appointment of Minor Works (Registered Structural Engineer, Registered Geotechnical Engineer or Prescribed Registered Contractor)

表格 Form **MW07**

- **本表格須在新獲委任人士獲委任的日期後 7 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 within 7 days after the date of the appointment of the new appointed person(s).**
- 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

必須填寫 MUST COMPLETE

小型工程呈交編號 Minor Works Submission Number

MW 1 6 0 3 0 6 7 8 9

甲部 新獲委任人士的委任通知
Part A Notice of Appointment of the New 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

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

請仁造

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

CHING YAN CHO

本人/我們為上述呈交編號呈交文件內的安排進行小型工程的人。本人/我們現指明下述新獲委任人為根據《建築物（小型工程）規例》第 27 條及/或第 28 條委任以取代原獲委任的人。

I am / We are the person who arranged for the minor works to be carried out under the submission with the above mentioned submission number. I/We specify hereby the new appointed person detailed below as the person appointed under section 27 and/or 28 of the Building (Minor Works) Regulation in the place of the original appointed person.

☐ 註冊結構工程師 Registered Structural Engineer

中文姓名* Name in Chinese*

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

RSE ☐☐☐☐ / ☐☐

英文姓名* Name in English*

☐ 註冊岩土工程師 Registered Geotechnical Engineer

中文姓名* Name in Chinese*

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

RGE ☐☐☐☐ / ☐☐

英文姓名* Name in English*

☑ 訂明註冊承建商 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

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

G B C ☐ 1 2 3 ☐ ☐ ☐ ☐ / 2 0 0 9

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

新委任生效日期 New Appointment Effective Date

0	5	0	5	2	0	1	6

日 dd 月 mm 年 yyyy

聯絡電話 Contact Tel. No.

26661235

傳真電話 Fax No.

26661234

電郵地址 E-mail Address

本人/我們已閱讀並同意於《注意事項》內所列之條款。
I/we have read and hereby agree the terms and conditions as stated in the "Matters to Note" section.

安排進行小型工程的人簽署及 (如適用) 蓋上公司印鑑
Signature of the person who arranged for the minor works to be carried out & (if applicable) affixed with company seal

CHING Yan Cho

數位簽署者：Ching Yan Cho
DN：c=HK, o=Hongkong Post e-Cert (Orgainisational), ou=001234567, ou=00000000000000000000000CYC,ou=Ching Yan Cho, ou=CYC, email=cengjanzou@email.com,cn=CHING Yan Cho
日期：2016.05.05 10:00:00 + 08'00'

任何失實核證或聲明可引致法律行動。##
Any false certification or declaration may be subject to legal action.##

日期 Date

0	5	0	5	2	0	1	6

日 dd 月 mm 年 yyyy

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

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

註冊結構工程師姓名(中文)*
Name of Registered Structural Engineer (Chinese)*

註冊結構工程師姓名(英文)*
Name of Registered Structural Engineer (English)*

本人根據《建築物（小型工程）規例》第 48(2) 條的規定，確認本人已獲委任為上述呈交編號呈交文件內**第 I 級別**小型工程的結構元素的註冊結構工程師，以取代原獲委任的註冊結構工程師。

I, in accordance with the provisions of section 48(2) of the Building (Minor Works) Regulat ion, confirm that I have been appointed as the registered structural engineer, in the place of the original registered structural engineer appointed for the structural elements of the **Class I** minor works detailed in the submission with the above mentioned submission number.

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

RSE ☐☐☐☐ / ☐☐

聯絡電話 Contact Tel. No.

傳真號碼* Fax No.*

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

日 dd 月 mm 年 yyyy

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

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

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

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

註冊岩土工程師姓名(中文)*
Name of Registered Geotechnical Engineer (Chinese)*

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 48(2) 條的規定，確認本人已獲委任為上述呈交編號呈交文件內**第 I 級別**小型工程的岩土元素的註冊岩土工程師，以取代原獲委任的註冊岩土工程師。

I, in accordance with the provisions of section 48(2) of the Building (Minor Works) Regulat ion, confirm that I have been appointed as the registered geotechnical engineer, in the place of the original registered geotechnical engineer appointed for the geotechnical elements of the **Class I** minor works detailed in the submission with the above mentioned submission number.

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.

傳真號碼* Fax No.*

註冊岩土工程師簽署* Signature of the Registered Geotechnical Engineer *

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

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

由新獲委任的訂明註冊承建商填寫
To be completed by the new 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*
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

我們根據《建築物（小型工程）規例》第 48(2) 條及第 48(4) 條的規定，確認本人已獲委任為上述呈交編號呈交文件內的訂明註冊承建商，以取代原獲委任的訂明註冊承建商。

We, in accordance with the provisions of section 48(2) and section 48(4) of the Building (Minor Works) Regulation, confirm that I have been appointed as the prescribed registered contractor, in the place of the original prescribed registered contractor appointed for the minor works detailed in the submission with the above mentioned submission number.

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 1 2 3 / 2 0 0 9

註冊屆滿日期* Date of Expiry of Registration*
1 3 0 1 2 0 1 8
日 dd　月 mm　年 yyyy

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

聯絡電話 Contact Tel. No.
26661235

傳真號碼* Fax No.*
26661234

訂明註冊承建商簽署（獲授權簽署人）*
Signature of the Prescribed Registered Contractor (Authorized Signatory)*

AUTHORIZED Signatory

數位簽署者：AUTHORIZED Signatory
DN：c=HK, o=Hongkong Post e-Cert (Orgainisational), ou=008621316, ou=00000000000000000000000AS ,ou=Tai Pai Sing Gin Soeng Construction Company, ou=AS, email=as@TP.com.hk,cn=AUTHORIZED Signatory
日期：2016.05.05 11:35:00 + 08'00'

任何失實核證或聲明可引致法律行動。##
Any false certification or declaration may be subject to legal action.##

日期 Date
0 5 0 5 2 0 1 6
日 dd　月 mm　年 yyyy

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

戊部　呈交經修訂的監工計劃書
Part E　Submission of the Revised Supervision Plan

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

只在技術備忘錄要求有監工計劃書時適用
Only applicable when supervision plan is required by the technical memorandum

中文姓名* Name in Chinese*　姓氏先行 Surname first

英文姓名* Name in English*　姓氏先行 Surname first

本人為上述呈交編號呈交文件內的已獲委任的認可人士或註冊檢驗人員，根據《建築物（小型工程）規例》第 48(2) 條的規定，現呈交經修訂的監工計劃書。

I am the authorized person or registered inspector appointed in the submission with the above mentioned submission number, in accordance with the provisions of section 48(2) of the Building (Minor Works) Regulation, submit herewith a revised supervision plan.

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

/

聯絡電話 Contact Tel. No.

傳真號碼* Fax No.*

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

日 dd　月 mm　年 yyyy

認可人士或註冊檢驗人員簽署*
Signature of the Authorized Person 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

日 dd　月 mm　年 yyyy

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

注意事項

任何人如作出虛假聲明或就重要事項作出失實陳述即屬觸犯刑事罪行，可能會被檢控。

1. 若有關小型工程涉及在樓宇公用地方進行建築工程，訂明註冊承建商應留意有關樓宇公契中的相關條文，並於展開工程前通知有關樓宇的物業管理公司或業主立案法團。

2. 訂明註冊承建商應採取合適的措施，以確保妥善處置有關的建築廢料。

3. 為減少招牌燈光引至的光污染及減低其能源消耗，認可人士及申請人須參考由環境局、環境保護署及機電工程署聯合發出的《戶外燈光裝置業界良好作業指引》，並可在環境局的網址下載：
http://www.enb.gov.hk/entxt/resources_publications/guidelines/files/guidelines_ex_lighting_install_eng.pdf

Matters to Note

Any person making a false declaration or misrepresenting a material fact shall be guilty of a criminal offence and subject to prosecution.

1. If the minor works involve building works in the common parts of a building, the prescribed registered contractor is advised to pay attention to the relevant conditions in the Deed of Mutual Covenant of the subject building and notify the property management company or the owners' corporation concerned before commencement of the works.

2. Prescribed registered contractor shall take appropriate measures to ensure construction wastes are disposed of properly.

3. To minimise light pollution and reduce energy consumption arising from the lighting of the signboards, the AP and the applicant are advised to make reference to the Guidelines on Industry Best Practices for External Lighting Installations jointly issued by the Environment Bureau (ENB), Environmental Protection Department and Electrical and Mechanical Services Department, which can be downloaded from the ENB's website:
http://www.enb.gov.hk/entxt/resources_publications/guidelines/files/guidelines_ex_lighting_install_eng.pdf

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的相關事務；
   (b) 處理有關上述小型工程的相關事務；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. 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

4. 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. 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

4. 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。

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. 如對本表格有任何疑問，請與屋宇署小型工程小組聯絡。

B. Completion of Form

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

2. If incomplete or erroneous information is provided in the form, the Buildings Department may not be able to process the submission.

3. Enquiries regarding this form should be addressed to the Minor Works Unit of the Buildings Department.

丙. 呈交方法

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

C. Submission Methods

1. **By Post / In Person** - This form together with the relevant documents shall be posted to or submitted in person to Minor Works Unit of the Buildings Department.
2. **Through Email** - Email this form together with the relevant documents, all with identity authenticated by a digital certificate issued by the Postmaster General or other certification authorities recognized under the Electronic Transactions Ordinance to the e-Counter of the Buildings Department at receipt@bd.gov.hk.
3. **Through e-Submission** - Click the Submit button to electronically submit this form together with attachment of the relevant documents, all with identity authenticated by your digital certificates. You may attach all authenticated documents using Acrobat Reader's "Attachments" function.

丁. 聯絡資料

屋宇署小型工程小組
地址：香港九龍觀塘巧明街100號 Landmark East 友邦九龍大樓
11樓1102-6室
電話：2626 1616 (由 "1823" 接聽)
傳真：3162 0006
電郵：enquiry@bd.gov.hk

D. Contact Details

Minor Works Unit of the Buildings Department
Address: Room 1102-6, 11/F., AIA Kowloon Tower, Landmark East,
100 How Ming Street, Kwun Tong, Kowloon, Hong Kong
Tel No.: 2626 1616 (handled by "1823")
Fax No.: 3162 0006
Email: enquiry@bd.gov.hk