

小型工程提名暫代訂明建築專業人士通知書

Notification of Nomination of Temporary Acting of the Prescribed Building Professional (Minor Works)

表格 Form

MW09

- 本表格須在有關提名的日期後 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 nomination.**
- 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 提名人的提名通知及確認書

Part A Notice of Nomination and Confirmation by the Nominator

由提名人（即提名另一人代為行事的已獲委任的訂明建築專業人士）填寫
To be completed by the nominator (the appointed prescribed building professional who nominates another person to act in his place)

提名人性名(中文)* Name of Nominator (Chinese)* ⓘ 姓氏先行 Surname first

提名入

提名人性名(英文)* Name of Nominator (English)* ⓘ 姓氏先行 Surname first

NOMINATOR

訂明建築專業人士身份 Capacity of Prescribed Building Professional

- ☒ 認可人士 Authorized Person ☐ 註冊檢驗人員 Registered Inspector ☐ 註冊結構工程師 Registered Structural Engineer ☐ 註冊岩土工程師 Registered Geotechnical Engineer

本人為上述及丙部內所有呈交編號呈交文件內的已獲委任的訂明建築專業人士，現按照《建築物（小型工程）規例》第 49 條的規定作出通知，確認已根據《建築物條例》第 4A(5) 條的規定，提名下述的訂明建築專業人士在本人因下述原因，於下述期間，就上述及丙部內所有呈交編號呈交文件內的小型工程代本人行事。

I am the prescribed building professional appointed in the submission with the above mentioned submission number and all submission numbers listed in Part C. In accordance with the provisions of section 49 of the Building (Minor Works) Regulation, I hereby notify and confirm that I have nominated under section 4A(5) of the Buildings Ordinance the prescribed building professional as below to act in my place for the following period due to the following reason in respect of the minor works detailed in the submission with the above mentioned submission number and all submission numbers listed in Part C.

原因 Reason	期間 Period
☐ 患病 Illness ☒ 暫時離開香港 Temporary absence from Hong Kong	由 From 05 05 20 16 至 to 20 05 20 16 或 ☐ 直至另行通知 Until further notice 日 dd 月 mm 年 yyyy

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

A P (A) 8 8 8 8 , 8 8

聯絡電話 Contact Tel. No.

傳真號碼 Fax No.

21234561

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

0 3 0 2 2 0 1 7
日 dd 月 mm 年 yyyy

電郵地址 E-mail Address

本人已閱讀並同意於《注意事項》內所列之條款。

I have read and hereby agree the terms and conditions as stated in the "Matters to Note" section.

提名人簽署* Signature of the Nominator*

數位簽署者：NOMINATOR
DN : c=HK, o=Hongkong Post e-Cert (Organisational), ou=004531611, ou=000000000000000000000000000000N, ou=Nominator, ou=no email=nominator@nom.com.hk ,cn=NOMINATOR
日期：2016.05.04 10:05:00 + 08'00'

NOMINATOR

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 4 0 5 2 0 1 6
日 dd 月 mm 年 yyyy



* 根據註冊記錄

* In accordance with the registration record

乙部 被提名人的確認書
Part B Confirmation of Appointment by the Nominee

由被提名的訂明建築專業人士填寫
To be completed by the nominated prescribed building professional

被提名人姓名(中文)*

Name of Nominee (Chinese)*

① 姓氏先行 Surname first

認可仁

被提名人姓名(英文)*

Name of Nominee (English)*

① 姓氏先行 Surname first

YING HO YAN

本人現根據《建築物(小型工程)規例》第49條的規定，確認接受甲部所述的提名，就上述及丙部內所有呈交編號呈交文件內的小型工程在甲部所述期間代甲部所述的提名人行事。

I, in accordance with the provisions of section 49 of the Building (Minor Works) Regulation, confirm my acceptance of the nomination detailed in Part A and that I will act in the place of the nominator for the period detailed in Part A in respect of the minor works detailed in the submission with the above mentioned submission number and all submission numbers listed in Part C.

註冊證書編號* Certificate of Registration Number*

A P (A) 9 9 9 9 , 9 9

聯絡電話 Contact Tel. No.

傳真號碼* Fax No.*

21234566

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

0 4 0 7 2 0 2 0

日 dd 月 mm 年 yyyy

被提名人簽署* Signature of the Nominee*

YING
Ho
Yan

數位簽署者: YING Ho Yan
DN: c=HK, o=Hongkong Post e-Cert
(Organisational),
ou=003281364,
ou=00000000000000000000YHY, ou=Yin
g Ho Yan, ou=YHY,
email=yhy@yhy.com.hk, cn=YING Ho Yan
日期: 2016.05.04 10:30:00 + 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 4 0 5 2 0 1 6

日 dd 月 mm 年 yyyy

丙部 小型工程呈交編號
Part C Minor Works Submission Numbers

由提名人填寫(如多於一個小型工程呈交編號)
To be completed by the nominator (If there is more than 1 minor works submission number)

MW		MW		MW		MW	
MW		MW		MW		MW	
MW		MW		MW		MW	
MW		MW		MW		MW	

① 如空位不敷應用，請另加紙張填寫，附於本通知書內，並在每頁加簽及註明日期。
If space is insufficient, please attach additional sheet(s) which must be signed and dated.



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。

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. 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。

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。

丙. 呈交方法

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

丁. 聯絡資料

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

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.

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.

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.

C. Submission Methods

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

D. Contact Details

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