



小型工程的訂明建築專業人士不再獲委任或提名通知書

Notice of Cessation of Appointment or Nomination of Prescribed Building Professional (Minor Works)

表格 Form

MW31

- 本表格最遲須在不再獲委任或提名的日期後7天內。
- 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 cessation or 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 不再獲委任或提名的訂明建築專業人士的通知書

Part A Notice of the Prescribed Building Professional on ceasing to be appointed or nominated

由已不再獲委任或提名的訂明建築專業人士填寫
To be completed by the prescribed building professional ceased to be appointed or nominated

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

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

本人為上述呈交編號的已獲委任或提名的訂明建築專業人士，按照《建築物（小型工程）規例》第 50 條的規定，呈交此通知，申明我自上述日期起，不再獲委任或提名為上述小型工程編號呈交文件內小型工程的訂明建築專業人士；並確認上述呈交編號呈交文件內下述的小型工程已在本人的監督下，按照《建築物條例》及已呈交的訂明圖則及詳圖進行。

I, appointed or nominated in the above mentioned submission number, in accordance with the provisions of section 50 of the Building (Minor Works) Regulation, submit herewith this notice of the fact that, with effect from the above date, I have ceased to be appointed or nominated as the prescribed building professional of the minor works detailed in the submission with the above mentioned submission number; and confirm that the following minor works under the submission with the above mentioned submission number have been carried out in accordance with the Buildings Ordinance and the submitted prescribed plans and details under my supervision.

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)
1.17	修葺1樓鋼筋混凝土懸臂式簷篷。	

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

☐ 另加附加頁 Additional ☐ 張 Pages



註冊證書編號* Certificate of Registration Number*

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

0	4	0	7	2	0	2	0
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日 dd 月 mm 年 yyyy

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.

不再獲委任或提名的訂明建築專業人士簽署 *

Signature of the the Prescribed Building Professional ceased to be appointed or nominated *

YING Ho Yan	數位簽署者：YING Ho Yan
	DN：c=HK, o=Hongkong Post e-Cert
	(Organisational),
	ou=003281364,
	ou=000000000000000000000000YHY,ou=Ying
	Ho Yan, ou=YHY,
	email=yhy@yhy.com.hk,cn=YING Ho Yan
	日期：2017.02.16 16:25:23 + 08'00'

聯絡電話 Contact Tel. No.

21234565

傳真號碼* Fax No.*

21234566

電郵地址 E-mail Address

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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

1	6	0	2	2	0	1	7
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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. 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。
2. 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. 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.
2. 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.

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. Enquiries regarding this form 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. 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

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

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)

Signature of the the Prescribed Building Professional ceased to be appointed or nominated *

[illegible]

日期 Date

日 dd 月 mm 年 yyyy

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

