

申請合資格人士「驗窗卡」  
Application for "QP Card" for Qualified Person (QP)

日期 Date: \_\_\_\_\_

註冊編號 : \_\_\_\_\_  
Registration no.

申請人姓名(中文): \_\_\_\_\_ (英文): \_\_\_\_\_  
Name in full (Chinese): \_\_\_\_\_ (English)

身份證號碼: \_\_\_\_\_ 電話: \_\_\_\_\_  
HKID No. \_\_\_\_\_ Tel. No.

請貼上申請人的  
彩色正面近照  
或以電腦光碟或經電郵<sup>(1)</sup>  
提交數碼相片  
Please affix your  
recent colour photo here  
or submit digital photo  
in form of CD or via e-mail<sup>(1)</sup>

請以「✓」號選擇你所屬的所有名冊：  
Please tick your register(s) :

名冊<sup>(2)</sup> Register<sup>(2)</sup>

- |  |                          |
|--|--------------------------|
| (i) 認可人士 Authorized Persons  | <input type="checkbox"/> |
| (ii) 註冊結構工程師 Registered Structural Engineers   | <input type="checkbox"/> |
| (iii) 註冊檢驗人員 Registered Inspectors   | <input type="checkbox"/> |
| (iv) 註冊一般建築承建商的獲授權簽署人<br>Authorized Signatory of Registered General Building Contractors         | <input type="checkbox"/> |
| (v) 註冊小型工程承建商(公司)的獲授權簽署人<br>Authorized Signatory of Registered Minor Works Contractors (Company) | <input type="checkbox"/> |
| (vi) 註冊小型工程承建商(個人) Registered Minor Works Contractors (Individual)                               | <input type="checkbox"/> |

聯絡地址(如與註冊紀錄不同): \_\_\_\_\_  
Correspondence Address (if different from registration record):

(如申請人將正本表格直接遞交或郵寄至屋宇署，驗窗卡將會以掛號形式郵寄至申請人的聯絡地址。)

呈交地址: 九龍油麻地海庭道 11 號西九龍政府合署北座屋宇署總部地下一般查詢及收件處

(QP Card will be sent by registered mail to the applicant's correspondence address if the application is submitted in original form to the Buildings Department.)

**Submission address: General Enquiry and Receipt Counter, G/F, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon**

申請人簽署  
Signature of the applicant

備註:  
Remarks:

- 相片的規格為一般證件相，規格要求請參閱"香港特別行政區旅行證件的相片規格"。如經電郵(enquiry@bd.gov.hk)申請，申請人須預約後親身前往九龍油麻地海庭道 11 號西九龍政府合署北座屋宇署總部 4 樓註冊小組領取驗窗卡。  
The photo shall have a similar format as a passport photo, please refer "Photo Requirements for Travel Document of HKSAR". For application sent via e-mail(enquiry@bd.gov.hk), the applicant has to collect the QP Card in person at **4/F, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon Registration Unit upon appointment.**
- 如申請人名列多於一個名冊，其中最後的屆滿日期將用作為驗窗卡的屆滿日期。  
If the applicant is included in more than 1 registers, the latest expiry date among them will be used on the QP Card.

收集個人資料須知

Notes on the collection of personal data

- (i) 所填報的資料，將用於關乎執行《建築物條例》及有關規例的用途上。  
The information provided will be used for the purposes in connection with the administration of the Buildings Ordinance and related Regulations.
- (ii) 屋宇署可為關乎執行《建築物條例》及有關規例事宜的目的，而把所填報的資料披露予其他政府部門或其他人士。  
The information provided may be disclosed to other government departments or other parties for the purposes in connection with the administration of matters related to the Buildings Ordinance and related Regulations.
- (iii) 在呈交資料後，如欲查閱或更正個人資料，請致函屋宇署的註冊小組。  
For access to or correction of any personal data after submission, please address to the Registration Unit of the Buildings Department in writing.