



委任合資格人士及窗戶訂明檢驗 / 修葺的完工證明書(適用於由同一合資格人士進行檢驗及監督修葺)

Notification of Appointment of Qualified Person (QP) and Certificate of Prescribed Inspection / Repair of Windows (Applicable where the same QP is appointed for prescribed inspection and supervision of prescribed repair, if necessary)

《建築物(檢驗及修葺)規例》第11條及第14(1)/14(2)條及《建築物(小型工程)規例》第36條

Building (Inspection and Repair) Regulation Section 11 & Section 14(1)/14(2) and Building (Minor Works) Regulation Section 36

- 請以正確填寫，並在適當方格內加上「✓」號。填寫前，請細閱《注意事項》。
- Read the "Matters to Note", complete in BLOCK LETTERS and tick the appropriate boxes.
- 在訂明檢驗或修葺(如適用)完成日期後14天內呈交。
- Submit this Form within 14 days after the completion of prescribed inspection or repair as appropriate.

致建築事務監督 To the Building Authority (\* 不可使用可擦式原子筆書寫及簽名 Must not use the erasable pen for fill in and sign Forms)

甲部 合資格人士的委任通知  
Part A Notification of Appointment of QP

由他人代為進行訂明檢驗/監督/修葺的人填寫(例如業主、業主代表)  
To be completed by the person for whom the prescribed inspection / supervision / repair is / are to be carried out (e.g. owner, owner's representative)

1 已完成窗戶訂明檢驗/監督/修葺樓宇的詳情  
Details of the Building where Prescribed Inspection / Supervision / Repair has/have been completed

樓宇地址(參照法定通知所顯示,如適用) ☐ 並無接獲法定通知。  
Address (as shown in the statutory notice, if applicable) ☐ Statutory Notice not received.

區域 Area	<input type="checkbox"/> 香港 Hong Kong <input type="checkbox"/> 九龍 Kowloon <input checked="" type="checkbox"/> 新界 New Territories		
地區 District	KWAI FONG		
街道/鄉 Street/Village	HING FONG RD	街道號碼 Street No.	223
大廈/屋苑 Building/Estate	ABC MANSION	座 Block/Tower	1

本署檔號\* Our Reference No. +

MBI/1234/56/A07(MWIS18)

+ 如編號以“HD-”為首,請參閱《注意事項》丙部第4項。  
+ If the prefix is “HD-”, see “Matters to Note” item C4

如空位不敷應用,請把地址另寫在附加紙張上  
If space is insufficient, please write full address on attached sheet.

2 由他人代為進行訂明檢驗/監督/修葺的人的詳情  
Details of the Person for whom the Prescribed Inspection / Supervision / Repair is / are to be carried out

中文名稱 Name in Chinese ① 姓氏先行 Surname first

陳小明

英文名稱 Name in English ① 姓氏先行 Surname first

CHAN SIU MING

通訊地址 Correspondence Address

UNIT 4108, 41/F, TOWER 1, ABC MANSION,

223 HING FONG RD, KWAI FONG, N.T.

身份證明(任擇其一) Identification (Choose One)

☐ 法團編號: Owners' Corporation No.:

☒ 香港身份證號碼: HKID No.: A 2 3 4 \* \* \* ( 8 )

☐ 商業登記號碼: Business Registration No.:

☐ 其他(請註明): Other (Please specify):

聯絡電話 Contact Tel. No. 傳真號碼 Fax No.

98765432 23456789

電郵地址(作聯絡之用) E-mail Address (for contact purpose)

SIUMINGCHAN@AMAIL.COM

按照《建築物條例》第30E(1)(a)條及第30E(1)(b)條,本人/我們已委任乙部所述的合資格人士為丁部所述樓宇/處所的窗戶進行訂明檢驗及監督訂明修葺(如適用),按照《建築物(小型工程)規例》第28條,本人/我們已委任丙部所述的訂明註冊承建商為丁部所述樓宇/處所的窗戶進行修葺。  
In accordance with section 30E(1)(a) and section 30E(1)(b) of the Buildings Ordinance, I/We have appointed the QP detailed in Part B to carry out prescribed inspection and supervision of prescribed repair, if necessary, of windows in the building/premises detailed in Part D and if applicable, in accordance with section 28 of the Building (Minor Works) Regulation, I/We have appointed the prescribed registered contractor detailed in Part C to carry out the repair of windows in the building/premises detailed in Part D.

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.

由他人代為進行訂明檢驗/監督/修葺的人的簽署及蓋上公司印章(如適用)(例如業主、業主代表)

Signature of the person for whom the prescribed inspection / supervision / repair is to be carried out and affixed with company seal (if applicable) (e.g. owner, owner's representative)

數位簽署者: CHAN SIU MING  
日期: 2018.04.09  
12:00:02 +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 9 0 4 2 0 2 1

日 dd 月 mm 年 yyyy



檢驗樓宇名稱及地址  
個別單位資料請填寫丁部

委任合資格人士及訂明註冊承建商的人的資料  
該人可以是業主或獲業主授權代表

乙部 合資格人士的委任確認及完成窗戶檢驗/監督修葺  
Part B Confirmation of Appointment by the QP & Certificate of Completion of Window Inspection / Supervision of Repair

由已獲委任的合資格人士填寫  
To be completed by the appointed QP

姓名或公司名稱(中文)\* Name or Company Name (Chinese)\*

123工程有限公司

姓名或公司名稱(英文)\* Name or Company Name (English)\*

123 ENGINEERING LTD.

聯絡電話 Contact Tel. No.

55554444

傳真號碼 Fax No.

55557777

電郵地址(作聯絡之用) E-mail Address (for contact purpose)

123ENGLTD@AMAIL.COM

合資格人士類別

☐ 認可人士  
AP

☐ 註冊結構工程師  
RSE

☐ 註冊檢驗人員  
RI

Type of QP

☐ 註冊一般建築承建商  
RGBC

☒ 註冊小型工程承建商  
RMWC

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

M W C 1 1 1 / 2 0 1 8

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

3 1 1 2 2 0 1 8

日 dd 月 mm 年 yyyy

如合資格人士為公司  
If QP is a company

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

李大文

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

LEE DAI MAN

如呈交同一表格內多於一個處所:

a. 如所有處所窗戶經檢驗後需修葺 –  
只需在乙部1(a)(ii)加☑號

1. 按照《建築物(檢驗及修葺)規例》第11, 14(1)及(2)條, 本人 / 我們確認已獲委任為合資格人士並根據《建築物條例》的規定為丁部所述樓宇/處所窗戶進行訂明檢驗及/或監督修葺, 及證明

In accordance with section 11, 14(1) and 14(2) of the Building (Inspection and Repair) Regulation, I/we confirm that I/we have been appointed as the QP and certify that I/Our representative have carried out prescribed inspection and/or supervised the prescribed repair to the windows of the building/premises detailed in Part D in accordance with the Buildings Ordinance, and certify that

- (a) ☐ (i) 本人 / 我們認為該些窗戶屬安全, 無需進行訂明修葺。  
in my/our opinion, the window(s) is/are safe and no prescribed repair is required.
- ☒ (ii) 本人 / 我們認為該些窗戶已變得危險, 或可變得危險, 有需要進行訂明修葺, 以令該窗戶變得安全;  
該項修葺已按照《建築物條例》進行; 及  
本人 / 我們認為在該項修葺完成後, 該些窗戶已變得安全。  
in my/our opinion, the window(s) has/have been rendered dangerous, or is/are liable to become dangerous; and a prescribed repair is required to be carried out to render the window(s) safe;  
the prescribed repair has been carried out in accordance with the Buildings Ordinance; and  
in my/our opinion, the window(s) has/have been rendered safe after completion of the prescribed repair.

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.

合資格人士簽署 (或註冊承建商的獲授權簽署人簽署及蓋上公司印章(如適用))\*

Signature of QP (or Authorized Signatory of Registered Contractor and affixed with company seal if applicable)\*

數位簽署者: 李大文  
李大文  
日期: 2018.04.09  
14:12:46 +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 9 0 4 2 0 2 1

日 dd 月 mm 年 yyyy



\*根據註冊記錄

\*In accordance with the registration record

**丙部 Part C 訂明註冊承建商的委任確認書及第 III 級別小型工程(項目 3.6)完工通知證明書**  
**Confirmation of Appointment and Certificate of Completion of Class III Minor Works (Item 3.6) by the Prescribed Registered Contractor (PRC)**

☐ 所有處所均不需訂明修葺  
 Prescribed Repair not required for all premises

⇒ 請填寫丁部  
 Please fill in Part D

☐ 如訂明註冊承建商(個人)或註冊承建商(公司)的獲授權簽署人與乙部合資格人士均為同一人  
 If PRC(individual) or AS of the PRC(company) is the same as the QP in Part B

⇒ 只須在下面丙 2 部上簽署  
 Please only sign on the Part C2 below

由已獲委任的訂明註冊承建商填寫  
 To be completed by the prescribed registered contractor appointed

**C1 訂明註冊承建商名稱 Name of Prescribed Registered Contractor**

姓名或公司名稱(中文)\* Name or Company Name (Chinese)\*

甲乙丙工程有限公司

姓名或公司名稱(英文)\* Name or Company Name (English)\*

甲乙丙ENGINEERING LTD.

聯絡電話 Contact Tel. No.

99995555

傳真號碼 Fax No.

88885555

電郵地址(作聯絡之用) E-mail Address (for contact purpose)

LSMENGINEERING@AMAIL.COM

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

M W C 3 3 3 / 2 0 1 8

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

3 1 1 2 2 0 1 8

日 dd 月 mm 年 yyyy

如訂明註冊承建商為公司  
 If PRC is a company

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

李小明

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

LEE SIU MING

本人/我們，根據《建築物(小型工程)規例》第 36 條的規定，

I/we, in accordance with the provisions of section 36 of the Building (Minor Works) Regulation,

1. 確認本人/我們已獲委任為丁部所述工程的訂明註冊承建商；

2. 本人/我們確認丁部所述工程已於丁部所述日期展開及完成；

3. 核證所有丁部所述的工程已按照《建築物條例》及丁部所述的工程描述進行；

4. 當本人屬於根據《建築物(小型工程)規例》第 11 條註冊的小型工程承建商【亦即註冊小型工程承建商(個人)】時，核證丁部所述工程已由本人親自進行。

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

2. confirm that the works detailed in Part D had been commenced and completed on the date specified in Part D;

3. certify that all the works detailed in Part D have been carried out in accordance with the Buildings Ordinance and description of works as specified in Part D;

4. where I am a contractor registered under section 11 of the Building (Minor Works) Regulation [also known as Registered Minor Works Contractor (Individual)], certify that I have personally carried out the works detailed in Part D.

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.

**C2 訂明註冊承建商簽署(或獲授權簽署人及蓋上公司印章(如適用))\***

Signature of the PRC (or Authorized Signatory and affixed with company seal if applicable)\*

LEE SIU

數位簽署者：LEE  
 SIU MING

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.\*\*

- 如所有處所窗戶修葺均不屬小型工程項目3.6項，**不用**在任何方格加上☑號，**不用**填寫Part C(丙部)及簽署，可直接填寫Part D(丁部)；
- 如有處所窗戶修葺屬小型工程項目3.6項，合資格人士及承建商均為**同一人**，請於Part C(丙部)**第二格**加上☑號，然後須於**C2部分**填寫日期及簽署
- 如有處所窗戶修葺屬小型工程項目3.6項，合資格人士及承建商**不是同一人**，**不用**在任何方格加上☑號，承建商請填寫**Part C(丙部)**並簽署



丁部 法定通知編號、位置、訂明檢驗、監督 訂明修葺及完成小型工程詳情(如適用)  
Part D Statutory Notice No., Location, Prescribed Inspection, Supervision of Prescribed Repair and Details of Minor Works Completed (if applicable)

以下列表可涵蓋同一樓宇的多份法定通知

The following table may cover a number of statutory notices for the same building

法定通知編號+ Statutory Notice No.+ +如編號以“HD-”為首 ，請參閱《注意事項》 丙部第4項。 + If the prefix is “HD-” see “Matters to Note” item C4.	位置(如單位樓層及編號) Location (e. g. Floor and Flat No.)  [如需要以中文表達樓層，請於樓層數字前 加上“唐”字。]	訂明檢驗的完成日期 Date of Completion of Prescribed Inspection  日dd月mm年yyyy	小型工程/監督修葺的展 開及完成日期(如適用) Date of Commencement & Completion of Minor Works/ Supervision of Repair (if applicable) 日dd月mm年yyyy	呈交小型工程項目的描述 (如適用) Description of Minor Works Submission (if applicable)
MW/MB0000001 或詳細位置 or detailed location -001/111111 例如：停車場、天台、店舖、公用部分等 e.g. car park, roof, shop, common parts, etc.	樓層 Floor 41 單位/室 Flat/Room 08 或詳細位置 or detailed location 例如：停車場、天台、店舖、公用部分等 e.g. car park, roof, shop, common parts, etc.	2 6 0 3 2 0 1 8 <input type="checkbox"/> 不需要訂明修葺 Prescribed Repair is not required	展開日期 Date of commencement 2 7 0 3 2 0 1 8 完成小型工程/監督修葺日期 Date of completion of MW/Supervision of Repair 0 3 0 4 2 0 1 8	<input checked="" type="checkbox"/> 項目3.6 Item No. 3.6 <input type="checkbox"/> 其他 Others 工程描述Description of works 更換廚房窗鉸 小型工程呈交編號(項目3.6除外)^ Minor Works Submission No. (For items other than 3.6)^ MW
MW/MB0000001 或詳細位置 or detailed location -001/222222 例如：停車場、天台、店舖、公用部分等 e.g. car park, roof, shop, common parts, etc.	樓層 Floor 35 單位/室 Flat/Room 01 或詳細位置 or detailed location 例如：停車場、天台、店舖、公用部分等 e.g. car park, roof, shop, common parts, etc.	2 6 0 3 2 0 1 8 <input type="checkbox"/> 不需要訂明修葺 Prescribed Repair is not required	展開日期 Date of commencement 2 7 0 3 2 0 1 8 完成小型工程/監督修葺日期 Date of completion of MW/Supervision of Repair 0 3 0 4 2 0 1 8	<input type="checkbox"/> 項目3.6 Item No. 3.6 <input checked="" type="checkbox"/> 其他 Others 工程描述Description of works 更換主人房窗框 小型工程呈交編號(項目3.6除外)^ Minor Works Submission No. (For items other than 3.6)^ MW 1 2 3 4 5 6 7 8 9
MW/MB0000001 或詳細位置 or detailed location -001/333333 例如：停車場、天台、店舖、公用部分等 e.g. car park, roof, shop, common parts, etc.	樓層 Floor 16 單位/室 Flat/Room 07 或詳細位置 or detailed location 例如：停車場、天台、店舖、公用部分等 e.g. car park, roof, shop, common parts, etc.	2 6 0 3 2 0 1 8 <input type="checkbox"/> 不需要訂明修葺 Prescribed Repair is not required	展開日期 Date of commencement 2 8 0 3 2 0 1 8 完成小型工程/監督修葺日期 Date of completion of MW/Supervision of Repair 0 6 0 4 2 0 1 8	<input checked="" type="checkbox"/> 項目3.6 Item No. 3.6 <input type="checkbox"/> 其他 Others 工程描述Description of works 更換客廳窗鉸及拉釘 小型工程呈交編號(項目3.6除外)^ Minor Works Submission No. (For items other than 3.6)^ MW

合資格人士簽署。

訂明註冊承建商，請在此簽署。

合資格人士簽署(或註冊承建商的獲授權簽署人簽署  
及蓋上公司印章(如適用))\*  
Signature of QP (or Authorized Signatory of  
Registered Contractor and affixed with company seal  
if applicable)\*

李大文

數位簽署者：李  
大文  
日期  
：2018.04.09  
14:39:20 +08'00'

日期Date 0 9 0 4 2 0 2 1  
日 dd 月 mm 年 yyyy

訂明註冊承建商簽署(或獲授權簽署人及蓋上公司印章(如適用))\*  
Signature of the PRC (or Authorized Signatory of PRC and  
affixed with company seal if applicable)\*

LEE SIU  
MING

數位簽署者：LEE  
SIU MING  
日期  
：2018.04.09  
14:39:50 +08'00'

日期Date 0 9 0 4 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.\*\*\*



- 如合資格人士及訂明註冊承建商是同一人，上面兩格均須由該人士簽署
- 如合資格人士及訂明註冊承建商不是同一人，上面兩格須分別由相關人士簽署

以下列表可涵蓋同一樓宇的多份法定通知

如處所窗戶經檢驗後需進行小型工程3.6項修葺工程，需填寫工程展開及完成日期，在“項目3.6”加上☑號及提供“工程描述”如“更換廚房、客廳窗鉸及拉釘”

樓層 Floor	單位/室 Flat/Room	或詳細位置 or detailed location	例如：停車場、天台、店舖、公用部分等 e.g. car park, roof, shop, common parts, etc.	不需要訂明修葺 Prescribed Repair is not required	展開日期 Date of commencement	完成小型工程/監督修葺日期 Date of completion of MW/Supervision of Repair	呈交小型工程項目的描述 (如適用) Description of Minor Works Submission (if applicable)
41	08	UMW/MB0000001		<input type="checkbox"/>	26032018	27032018	<input checked="" type="checkbox"/> 項目3.6 Item No. 3.6 工程描述Description of works 更換廚房窗鉸 
35	01	UMW/MB0000001		<input type="checkbox"/>	26032018	27032018	<input type="checkbox"/> 項目3.6 Item No. 3.6 工程描述Description of works 更換主人房窗框 
16	07	UMW/MB0000001		<input type="checkbox"/>	26032018	28032018	<input checked="" type="checkbox"/> 項目3.6 Item No. 3.6 工程描述Description of works 更換客廳窗鉸及拉釘 

如處所窗戶經檢驗後需進行修葺，而修葺涉及其它小型工程項目(如II級小型工程)，需填寫工程展開及完成日期，並在“其他”加上☑號、提供該小型工程項目提交編號\*及“工程描述”如“更換主人房窗框”

數位簽署者：李大文  
日期：2018.04.09 14:39:20 +08'00'

日期Date 09042021  
日 dd 月 mm 年 yyyy

數位簽署者：LEE SIU MING  
日期：2018.04.09 14:39:50 +08'00'

日期Date 09042021  
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.



\*如涉及其它小型工程項目而沒有填寫小型工程項目提交編號有機會導致發還表格

# 注意事項第1頁：提醒合資格人士須根據作業守則進行訂明檢驗及訂明修葺；

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1. <sup>##</sup>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。
2. 請注意，合資格人士及訂明註冊承建商須根據“強制驗樓計劃及強制驗窗計劃作業守則”內所規定的技術標準為處所 / 樓宇窗戶進行訂明檢驗、監督修葺及修葺。

1. <sup>##</sup>Any person making a false declaration or misrepresenting a material fact shall be guilty of a criminal offence and subject to prosecution.
2. QP and PRC should carry out the prescribed inspection, supervision of prescribed repair and repair to windows of the premises/building in accordance with the technical standards as stipulated in the "Code of Practice for Mandatory Building Inspection Scheme and Mandatory Window Inspection Scheme".

## 甲. 個人資料

## A. Personal Data

### 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) 處理有關上述法定通知的相關事務；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。

### 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 statutory notice; 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.

### 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。
4. 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。就私穩事宜的細則，你可參考《個人資料(私隱)條例》的條文。

### 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.
4. 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.

### 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，請與屋宇署強制驗樓部聯絡。
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。

### Access to Personal Data

5. You have a right of access and correction with respect to 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 Mandatory Building Inspection Division of the Buildings Department.
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.

## 乙. 填寫表格

## B. Completion of Form

1. 請填妥表格載列所有有關的部分，並在表格上簽署。
2. 如需進行修葺工程，請確保有關工程需按照「小型工程監管制度」的簡化手續而進行，並填妥有關表格及連同相關交文件，呈交到屋宇署；或有關工程需先取得建築事務監督的批准及同意才可進行(如適用)。
3. 如對本表格有任何疑問，請與屋宇署強制驗樓部聯絡。
4. 根據《建築物(檢驗及修葺)條例》第 30(3)(5)條，合資格人士需向由他人代為進行檢驗的人(例如：業主、業主代表)提交一份本表格及相關文件的副本。

1. Please ensure that all relevant parts of the form are duly completed, and the form is signed.
2. When repair works are required, please ensure that the works should be carried out in accordance with the simplified procedures under the Minor Works Control System and the specified forms are duly completed together with the relevant documents and submitted to the Buildings Department; or the works should not be carried out until the approval and consent have been obtained from the Building Authority, if applicable.
3. Enquiries regarding this form should be addressed to Mandatory Building Inspection Division of the Buildings Department.
4. QP is required under section 30(3)(5) of the Building (Inspection & Repair) Regulation to deliver a copy of this form and associated report(s) to the person for whom the prescribed inspection is carried out (e.g. Owner, Owner's representative).

注意事項第1頁：提醒合資格人士須提交表格副本給業主/業主代表



### 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強制驗樓部。
2. 電子郵件傳送 – 透過電子郵件傳送本表格及有關文件(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。
4. 如樓宇或處所位於居者有其屋計劃屋苑、租者置其屋計劃屋邨或公共屋邨範圍內,請將已填妥的指明表格連同有關文件以郵寄或親身遞交運輸及房屋局常任秘書長(房屋)辦公室的獨立審查組辦理。

如欲查詢哪些屋苑/屋邨是受建築物條例監管,可瀏覽下網址以參閱建築物條例適用之屋邨/屋苑/設施名單。

<http://www.housingauthority.gov.hk/tc/business-partnerships/resources/index.html>

### 丁. 聯絡資料

屋宇署強制驗樓部

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:3582 4227

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 the Mandatory Building Inspection Division 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.
4. Where buildings / premises fall within the boundary of Home Ownership Scheme (HOS) courts, Tenants Purchase Scheme (TPS) estates or Public Rental Housing estates, please submit the specified forms together with the relevant document(s) to The Independent Checking Unit of Office of the Permanent Secretary for Transport and Housing (Housing) by post or in person for processing.  
Please visit the following web-address to check which Estate / Court in the List of Housing Estates / Courts / Facilities are subject to the control of the Buildings Ordinance.

<http://www.housingauthority.gov.hk/en/business-partnerships/resources/index.html>

### D. Contact Details

Mandatory Building Inspection Division, 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.: 3582 4227

Email: enquiry@bd.gov.hk

注意事項第2頁：  
呈交方法及聯絡資料