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表格 Form

WI 2

委任合資格人士及窗戶 訂明 檢驗證明書(只適用於由不同的合資格人士作訂明
檢驗及監督訂明修葺)

Notification of Appointment of Qualified Person (QP) and Certificate
of Prescribed Inspection of Windows (Applicable where different QPs are
appointed for prescribed inspection and supervision of prescribed repair)

《建築物 (檢驗及修葺) 規例》第 11 條及第 14(4) 條 Building (Inspection and Repair) Regulation Section 11 & Section 14(4)

- 請以正楷填寫，並在適當方格內加上 F/1 號。填寫前，請細閱《注意事項》。
- 读 the "Matters to Note", complete in BLOCK LETTERS and tick the appropriate boxes.
- 請訂明檢驗完成日期後 7 天內呈交。
- Submit this Form within 7 days after the completion of prescribed inspection.

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的人填寫(例如業主、業主代表)

To be completed by the person for whom the prescribed inspection is to be carried out (e.g. owner, owner's representative)

1 已完成窗戶訂明檢驗樓宇的詳情

Details of the Building where Prescribed Inspection has 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. 本署檔號+ Our Reference No.+

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

MBI/1234/56/A07(MWIS18)

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

① 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的人的詳情

Details of the Person for whom the Prescribed Inspection is to be carried out

中文名稱 Name in Chinese

陳小明

① 姓氏先行 Surname first

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

法團編號 :
Owners' Corporation No.:

 * * * (8)

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，本人 / 我們 已 委任 乙部 所述的合資格人士對 丙部 所述樓宇 / 處所的窗戶進行訂明 檢驗 。

In accordance with section 30E(1)(a) of the Buildings Ordinance, I/We have appointed the QP in Part B to carry out the prescribed inspection to the windows of the building/premises detailed in Part C

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的人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 is to be carried out
and affixed with company seal (if applicable)(e.g. owner, owner's representative)

CHAN

數位簽署

者 : CHAN SIU

MING

日期 : 2018.04.09

14:56:06 +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)

委任合資格人士的人的資料
(該人可以是業主或獲業主授權代表)



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

合資格人士類別

 認可人士
AP

Type of QP

 註冊一般建築承建商
RGBC

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

123 ENGINEERING LTD.

 註冊結構工程師
RSE 註冊小型工程承建商
RMWC

聯絡電話 Contact Tel. No.

傳真號碼 Fax No.

55554444

55557777

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

M W C 1 1 1 / 2 0 1 8

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

123ENGLTD@AMAIL.COM

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 (Chinese)*

李大文

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

LEE DAI MAN

需附檢驗報告及 在乙部第2項加勾號

1. 按照《建築物(檢驗及修葺)規例》第11條，本人 / 我們確認已獲委任為合資格人士，並證明已按照《建築物(檢驗及修葺)規例》第14(4)(b)條及《建築物條例》的規定為丙部所述樓宇/處所窗戶完成訂明檢驗，及證明

In accordance with section 11 of the Building (Inspection and Repair) Regulation, I/we confirm that I/we have been appointed as the QP and certify that I have/Our representative has carried out prescribed inspection to the windows of the building/premises detailed in Part C in accordance with section 14(4)(b) of the Building (Inspection and Repair) Regulation and the Buildings Ordinance, and certify that

(a) 本人認為該窗戶已變得危險，或可變得危險，有需要進行訂明修葺，以令該窗戶變得安全。

in my 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.

2. 一份按《建築物(檢驗及修葺)規例》第14(4)(a)條所訂明的檢驗報告已擬備妥，並隨此表格附上。
An inspection report as prescribed in section 14(4)(a) of the Building (Inspection and Repair) Regulation is prepared and attached herewith.

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
日期：2018.04.09
14:46:00 +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 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 法定通知編號、位置及訂明檢驗的完成日期
 Part C Statutory Notice No., Location and Date of Completion of Prescribed Inspection

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. ⁺	位置 (如單位樓層及編號) Location (e.g. Floor and Flat No.) [如需要以中文表達唐樓，請於樓層數字前加上“唐”字。] 樓層 Floor 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.)	訂明檢驗的完成日期 Date of Completion of Prescribed Inspection 2 6 0 3 2 0 1 8 日 dd 月 mm 年 yyyy
U M W / M B 0 0 0 0 0 1 - 0 0 1 / 1 1 1 1 1 1	41 單位/室 Flat/Room 08 (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 日 dd 月 mm 年 yyyy
U M W / M B 0 0 0 0 0 1 - 0 0 1 / 2 2 2 2 2 2	35 單位/室 Flat/Room 01 (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 日 dd 月 mm 年 yyyy
U M W / M B 0 0 0 0 0 1 - 0 0 1 / 3 3 3 3 3 3	16 單位/室 Flat/Room 07 (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 日 dd 月 mm 年 yyyy
U M W / M B 0 0 0 0 0 1 - 0 0 1 / 4 4 4 4 4 4	13 單位/室 Flat/Room 05 (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 日 dd 月 mm 年 yyyy
U M W / M B 0 0 0 0 0 1 - 0 0 1 / 5 5 5 5 5 5	12 單位/室 Flat/Room 03 (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 日 dd 月 mm 年 yyyy

⁺如編號以“HD-”為首，A請參閱《注意事項》丙部第4項。

⁺ If the prefix is “HD-”, see “Matters to Note” item C4.

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
 日期：2018.04.09
 15:27:01 +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

另加附加頁 Additional 張 Pages



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；

- 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。
- 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。

甲. 個人資料

收集的目的

- 屋宇署會使用透過本表格所獲得的個人資料作下列用途：
 - 處理你在本表格中所呈交的文件的相關事務；
 - 處理有關上述法定通知的相關事務；及
 - 方便屋宇署與你聯絡。
- 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

- 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。
- 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。

索閱個人資料

- 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。
- 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。

乙. 填寫表格

- 請填妥表格載列所有有關的部分，並在表格上簽署。
- 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)。
- 如對本表格有任何疑問，請與屋宇署強制驗樓部聯絡。
- 根據《建築物(檢驗及修葺)條例》第 30(3)(b)(ii) 條，合資格人士需向由代為進行檢驗的人(例如：業主、業主代表)提交一份本表格及相關文件的副本。

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

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

- 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”.

A. Personal Data

Purposes of Collection

- The personal data provided by means of this form will be used by the Buildings Department for the following purposes:
 - activities relating to the processing of your submission in this form;
 - activities relating to the above statutory notice; and
 - facilitating communication between the Buildings Department and yourself.
- 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

- 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.
- 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.

Access to Personal Data

- 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.
- 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.

B. Completion of Form

- Please ensure that all relevant parts of the form are duly completed, and the form is signed.
- 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.
- Enquiries regarding this form should be addressed to Mandatory Building Inspection Division of the Buildings Department.
- QP is required under Section 30(3)(b)(ii) 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).

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

注意事項第2頁：
呈交方法及聯絡資料

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