



承建商註冊事宜  
負責監督工作經驗的批註  
Contractors Registration  
Endorsement of Experience in Supervisory Role



- 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》。
- Read the "Matters to Note", complete in BLOCK LETTERS and tick the appropriate boxes.

GO GREEN  
Please submit  
double-sided

## 致建築事務監督 To the Building Authority

擬委聘的授權簽署人姓名  
Name of the Proposed Authorized Signatory

中文姓名 Name in Chinese

① 姓氏先行 Surname first

董士蔣

英文姓名 Name in English

① 姓氏先行 Surname first

DONG SHI JIANG

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

 香港身份證號碼:  
HKID No.:

A A 1 2 3 4 5 6 ( 7 )

 護照號碼:  
Passport No.:

按照《註冊承建商作業備考》38 所示，本人特此證明擬委聘的上述獲授權簽署人曾在下列建築/建造/通風系統工程中擔任監督職責，並令本人滿意：  
With reference to Practice Note for Registered Contractors (PNRC) 38, I HEREBY CERTIFY that the above proposed Authorized Signatory (AS) has taken a supervisory role in the following building/construction/ventilation system project(s) to my satisfaction:

## 工程 1 Work 1

屋宇署/公共工程檔號 BD / Public Works Ref. No.

3/1234/56

工程性質 Nature of Works

(例如現場土地勘測、基礎、樁帽、上層結構、地盤平整、拆卸、通風系統、改動及加建等工程)  
(e.g. GIFW, foundation, pile cap, superstructure, site formation, demolition, ventilation systems, A&A, etc.)

SUPERSTRUCTURE

工程的詳細陳述 Detailed Description of Works

(例如 x 支工字樁、x 層屬鋼筋混凝土結構的住宅樓宇、擋土牆、x 口泥釘、拆卸 x 層屬鋼筋混凝土結構的樓宇、預鑽、鑽井、挖掘等)  
(e.g. x nos. of H-piles, x-storey RC frame residential building, retaining wall, x nos. soil nails, demolition of x-storey RC frame building, pre-drilling, bore-well, excavation, etc.)

CONSTRUCTION OF 21-STOREY COMMERCIAL BUILDING

工程的地點 Location of Project

123 KING'S ROAD, TAI KOO, HONG KONG, H.K.I.L.456

申請人的職位 Position of Applicant

(例如項目經理、地盤代理人等)  
(e.g. project manager, site agent, etc.)

PROJECT MANAGER

工作期 Duration

(例如 02年8月至03年3月)  
(e.g. 8/02-3/03)

1/2017 - 6/2018

月數 No. of Months

18

Please specify the Nature of Works with respect to the applied category

Please specify the street no., street name, district, lot no. as appropriate.

# Sample for GBC category

## Detailed Description of Works for GBC

<b>工程 2 Work 2</b> 屋宇署/公共工程檔號 BD / Public Works Ref. No. 3/2345/67 工程性質 Nature of Works SUPERSTRUCTURE (A&A) 工程的詳細陳述 Detailed Description of Works REMOVAL OF 7 NOS OF STAIRCASE AT G/F TO 3/F AND REINSTATEMENT OF FLOOR SLAB	<b>工程的地點 Location of Project</b> 456 HENNESSY ROAD, CAUSEWAY BAY, HONG KONG, I.L.789 <b>申請人的職位 Position of Applicant</b> ASSISTANT PROJECT MANAGER <b>工作期 Duration</b> 月數 No. of Months 7/2018 - 9/2018 3
<b>工程 3 Work 3</b> 屋宇署/公共工程檔號 BD / Public Works Ref. No. 3/3456/78 工程性質 Nature of Works SUPERSTRUCTURE 工程的詳細陳述 Detailed Description of Works CONSTRUCTION OF 31-STOREY RESIDENTIAL BUILDING	<b>工程的地點 Location of Project</b> 789 NATHAN ROAD, MONG KOK, KOWLOON, N.K.I.L.123 <b>申請人的職位 Position of Applicant</b> PROJECT MANAGER <b>工作期 Duration</b> 月數 No. of Months 10/2018 - 9/2019 12

**i** 如有需要，可另頁填寫。每張新頁須由證明上述經驗記錄的人士批註。  
Use additional sheets if necessary. Each additional sheet should be endorsed by the person certifying the experience records

**總工作月數 Total No. of Months**

30

### 證明上述經驗記錄人士的身份 Capacity of the Person Certifying the above Experience Records

- (a) 本人根據《建築物條例》的規定  
Under the Buildings Ordinance (BO), I  曾擔任： /  現正擔任：  
acted as / am acting as:
- (i) 上述工程的認可人士  
Authorized person (AP) of the above project(s)  上述工程的註冊結構工程師  
Registered structural engineer (RSE) of the above project(s)
- (ii) 上述工程的註冊岩土工程師；(只供現場土地勘測工程及地盤平整工程之用)  
the registered geotechnical engineer (RGE) of the above project(s); (for ground investigation field works or site formation works only)
- (iii) 上述工程的註冊承建商的獲授權簽署人；  
the AS of the registered contractor of the above project(s);  
承建商類別：  
Type of contractor:  
 註冊一般建築承建商  
General building contractor (RGBC)  
 專門承建商，工程類別：  
Specialist Contractor, works category:
- (iv) 根據舊註冊制度進行上述工程的註冊承建商的獲授權簽署人。  
the AS of the registered contractor (RC) of the above project(s) under the previous registration system.

Total no. of months of all works  
Aggregation of the duration of experience  
under different projects of the same period is  
not permitted.

Please select from the  
checkboxes (i), (iii) or (iv)

# Sample for Demolition Works category

## Detailed Description of Works for Demolition

<b>工程 2 Work 2</b> 屋宇署/公共工程檔號 BD / Public Works Ref. No. 3/4567/89 工程性質 Nature of Works DEMOLITION 工程的詳細陳述 Detailed Description of Works DEMOLITION OF 3.1M-HIGH RETAINING WALL	工程的地點 Location of Project 123 PO KONG VILLAGE ROAD, WONG TAI SIN, KOWLOON, N.K.I.L.456 申請人的職位 Position of Applicant ASSISTANT PROJECT MANAGER 工作期 Duration 6/2018 - 2/2019 月數 No. of Months 8
<b>工程 3 Work 3</b> 屋宇署/公共工程檔號 BD / Public Works Ref. No. 3/5678/90 工程性質 Nature of Works DEMOLITION 工程的詳細陳述 Detailed Description of Works DEMOLITION OF 3 NOS. OF 8-STOREY INDUSTRIAL BUILDINGS	工程的地點 Location of Project 456 TAI PO TAI WO ROAD, TAI PO, NEW TERRITORIES, T.P.T.L. 789 申請人的職位 Position of Applicant PROJECT MANAGER 工作期 Duration 3/2019 - 12/2019 月數 No. of Months 10

**i** 如有需要，可另頁填寫。每張新頁須由證明上述經驗記錄的人士批註。  
 Use additional sheets if necessary. Each additional sheet should be endorsed by the person certifying the experience records

總工作月數 Total No. of Months

18

### 證明上述經驗記錄人士的身份 Capacity of the Person Certifying the above Experience Records

- (a) 本人根據《建築物條例》的規定  
 Under the Buildings Ordinance (BO), I  曾擔任： /  現正擔任：  
 acted as / am acting as:
- (i) 上述工程的認可人士  
 Authorized person (AP) of the above project(s)  上述工程的註冊結構工程師  
 Registered structural engineer (RSE) of the above project(s)
- (ii) 上述工程的註冊岩土工程師；(只供現場土地勘測工程及地盤平整工程之用)  
 the registered geotechnical engineer (RGE) of the above project(s); (for ground investigation field works or site formation works only)
- (iii) 上述工程的註冊承建商的獲授權簽署人；  
 the AS of the registered contractor of the above project(s);  
 承建商類別：  
 Type of contractor:
- 註冊一般建築承建商  
 General building contractor (RGBC)
- 專門承建商，工程類別：  
 Specialist Contractor, works category:
- (iv) 根據舊註冊制度進行上述工程的註冊承建商的獲授權簽署人。  
 the AS of the registered contractor (RC) of the above project(s) under the previous registration system.

Total no. of months of all works  
 Aggregation of the duration of experience  
 under different projects of the same period is  
 not permitted.

Please select from the  
 checkboxes (i), (iii) or (iv)

# Sample for Foundation Works category

## Detailed Description of Works for Foundation

<b>工程 2 Work 2</b> 屋宇署/公共工程檔號 BD / Public Works Ref. No. 3/7890/23 工程性質 Nature of Works FOUNDATION 工程的詳細陳述 Detailed Description of Works CONSTRUCTION OF 10 NOS. LARGE DIAMETER BORED PILES	工程的地點 Location of Project 789 WONG CHU ROAD, TUEN MUN, NEW TERRITORIES, T.M.T.L. 123 申請人的職位 Position of Applicant ASSISTANT PROJECT MANAGER 工作期 Duration 6/2018 - 5/2019 月數 No. of Months 12
<b>工程 3 Work 3</b> 屋宇署/公共工程檔號 BD / Public Works Ref. No. 3/8901/34 工程性質 Nature of Works FOUNDATION 工程的詳細陳述 Detailed Description of Works CONSTRUCTION OF A SPREAD FOOTING WITH 3.5M DEPTH	工程的地點 Location of Project 123 KING'S ROAD, TAI KOO, HONG KONG, H.K.I.L.456 申請人的職位 Position of Applicant PROJECT MANAGER 工作期 Duration 6/2019 - 11/2019 月數 No. of Months 6

**i** 如有需要，可另頁填寫。每張新頁須由證明上述經驗記錄的人士批註。  
 Use additional sheets if necessary. Each additional sheet should be endorsed by the person certifying the experience records

總工作月數 Total No. of Months

18

### 證明上述經驗記錄人士的身份 Capacity of the Person Certifying the above Experience Records

- (a) 本人根據《建築物條例》的規定  
 Under the Buildings Ordinance (BO), I  曾擔任： /  現正擔任：  
 acted as / am acting as:
- (i) 上述工程的認可人士  
 Authorized person (AP) of the above project(s)  上述工程的註冊結構工程師  
 Registered structural engineer (RSE) of the above project(s)
- (ii) 上述工程的註冊岩土工程師；(只供現場土地勘測工程及地盤平整工程之用)  
 the registered geotechnical engineer (RGE) of the above project(s); (for ground investigation field works or site formation works only)
- (iii) 上述工程的註冊承建商的獲授權簽署人；  
 the AS of the registered contractor of the above project(s);  
 承建商類別：  
 Type of contractor:
- 註冊一般建築承建商  
 General building contractor (RGBC)
- 專門承建商，工程類別：  
 Specialist Contractor, works category:
- (iv) 根據舊註冊制度進行上述工程的註冊承建商的獲授權簽署人。  
 the AS of the registered contractor (RC) of the above project(s) under the previous registration system.

Total no. of months of all works  
 Aggregation of the duration of experience  
 under different projects of the same period is  
 not permitted.

Please select from the  
 checkboxes (i), (iii) or (iv)

# Sample for Ground Investigation Field Works category

## Detailed Description of Works for Ground Investigation Field Works

<b>工程 2 Work 2</b> 屋宇署/公共工程檔號 BD / Public Works Ref. No. <input type="text" value="3/1245/67"/> 工程性質 Nature of Works <input type="text" value="GROUND INVESTIGATION"/> 工程的詳細陳述 Detailed Description of Works <input type="text" value="PREDRILLING WORKS WITH 11 NOS. BORED HOLE FOR LARGE DIAMETER BORED PILES"/>	工程的地點 Location of Project <input type="text" value="456 HENNESSY ROAD, CAUSEWAY BAY, HONG KONG, I.L.789"/> 申請人的職位 Position of Applicant <input type="text" value="ASSISTANT PROJECT MANAGER"/> 工作期 Duration <input type="text" value="6/2018 - 2/2019"/> 月數 No. of Months <input type="text" value="9"/>
<b>工程 3 Work 3</b> 屋宇署/公共工程檔號 BD / Public Works Ref. No. <input type="text" value="3/2456/78"/> 工程性質 Nature of Works <input type="text" value="GROUND INVESTIGATION"/> 工程的詳細陳述 Detailed Description of Works <input type="text" value="PROOF-DRILLING WORKS WITH 11 NOS. BORED HOLE FOR SOCKETTED STEEL H-PILES"/>	工程的地點 Location of Project <input type="text" value="789 NATHAN ROAD, MONG KOK, KOWLOON, N.K.I.L.123"/> 申請人的職位 Position of Applicant <input type="text" value="PROJECT MANAGER"/> 工作期 Duration <input type="text" value="3/2019 - 11/2019"/> 月數 No. of Months <input type="text" value="9"/>

**i** 如有需要，可另頁填寫。每張新頁須由證明上述經驗記錄的人士批註。  
 Use additional sheets if necessary. Each additional sheet should be endorsed by the person certifying the experience records

總工作月數 Total No. of Months

### 證明上述經驗記錄人士的身份 Capacity of the Person Certifying the above Experience Records

(a) 本人根據《建築物條例》的規定  
 Under the Buildings Ordinance (BO), I  曾擔任： /  現正擔任：  
 acted as / am acting as:

(i) 上述工程的認可人士  
 Authorized person (AP) of the above project(s)  上述工程的註冊結構工程師  
 Registered structural engineer (RSE) of the above project(s)

(ii) 上述工程的註冊岩土工程師；(只供現場土地勘測工程及地盤平整工程之用)  
 the registered geotechnical engineer (RGE) of the above project(s); (for ground investigation field works or site formation works only)

(iii) 上述工程的註冊承建商的獲授權簽署人；  
 the AS of the registered contractor of the above project(s);  
 承建商類別：  
 Type of contractor:

註冊一般建築承建商  
 General building contractor (RGBC)

專門承建商，工程類別：  
 Specialist Contractor, works category:

(iv) 根據舊註冊制度進行上述工程的註冊承建商的獲授權簽署人。  
 the AS of the registered contractor (RC) of the above project(s) under the previous registration system.

Please select from the checkboxes (i), (ii), (iii) or (iv)

Total no. of months of all works  
 Aggregation of the duration of experience under different projects of the same period is not permitted.

# Sample for Site Formation Works category

## Detailed Description of Works for Site Formation Works

<b>工程 2 Work 2</b> 屋宇署/公共工程檔號 BD / Public Works Ref. No. 6/1234/56 工程性質 Nature of Works SITE FORMATION 工程的詳細陳述 Detailed Description of Works SITE FORMATION WORKS WITH 11M-HIGH RETAINING STRUCTURES	工程的地點 Location of Project 123 PO KONG VILLAGE ROAD, WONG TAI SIN, KOWLOON, N.K.I.L.456 申請人的職位 Position of Applicant ASSISTANT PROJECT MANAGER 工作期 Duration 6/2018 - 11/2018 月數 No. of Months 6
<b>工程 3 Work 3</b> 屋宇署/公共工程檔號 BD / Public Works Ref. No. 6/2345/67 工程性質 Nature of Works SITE FORMATION 工程的詳細陳述 Detailed Description of Works SLOPE UPGRADING WORKS WITH 17 NOS. SOIL NAIL ON FILLED SLOPE	工程的地點 Location of Project 456 TAI PO TAI WO ROAD, TAI PO, NEW TERRITORIES, T.P.T.L. 789 申請人的職位 Position of Applicant PROJECT MANAGER 工作期 Duration 12/2018 - 11/2019 月數 No. of Months 12

**i** 如有需要，可另頁填寫。每張新頁須由證明上述經驗記錄的人士批註。  
 Use additional sheets if necessary. Each additional sheet should be endorsed by the person certifying the experience records

總工作月數 Total No. of Months

18

### 證明上述經驗記錄人士的身份 Capacity of the Person Certifying the above Experience Records

- (a) 本人根據《建築物條例》的規定  
 Under the Buildings Ordinance (BO), I  曾擔任： /  現正擔任：  
 acted as / am acting as:
- (i) 上述工程的認可人士  
 Authorized person (AP) of the above project(s)  上述工程的註冊結構工程師  
 Registered structural engineer (RSE) of the above project(s)
- (ii) 上述工程的註冊岩土工程師；(只供現場土地勘測工程及地盤平整工程之用)  
 the registered geotechnical engineer (RGE) of the above project(s); (for ground investigation field works or site formation works only)
- (iii) 上述工程的註冊承建商的獲授權簽署人；  
 the AS of the registered contractor of the above project(s);  
 承建商類別：  
 Type of contractor:
- 註冊一般建築承建商  
 General building contractor (RGBC)
- 專門承建商，工程類別：  
 Specialist Contractor, works category:
- (iv) 根據舊註冊制度進行上述工程的註冊承建商的獲授權簽署人。  
 the AS of the registered contractor (RC) of the above project(s) under the previous registration system.

Total no. of months of all works  
 Aggregation of the duration of experience  
 under different projects of the same period is  
 not permitted.

Please select from the  
 checkboxes (i), (ii), (iii) or (iv)

# Sample for Ventilation Works category

## Detailed Description of Works for Ventilation Works

工程 2 Work 2	工程的地點 Location of Project
屋宇署/公共工程檔號 BD / Public Works Ref. No. 2-3/9638/89	789 WONG CHU ROAD, TUEN MUN, NEW TERRITORIES, T.M.T.L. 123
工程性質 Nature of Works VENTILATION	申請人的職位 Position of Applicant ASSISTANT PROJECT MANAGER
工程的詳細陳述 Detailed Description of Works INSTALLATION OF 11NOS. FIRE DAMPERS AT NEW SHOPS FOR 24-STOREY COMMERCIAL BUILDING	工作期 Duration 2/2018 - 11/2018
	月數 No. of Months 10

工程 3 Work 3	工程的地點 Location of Project
屋宇署/公共工程檔號 BD / Public Works Ref. No. 2-3/8527/90	123 KING'S ROAD, TAI KOO, HONG KONG, H.K.I.L.456
工程性質 Nature of Works VENTILATION	申請人的職位 Position of Applicant PROJECT MANAGER
工程的詳細陳述 Detailed Description of Works INSTALLATION OF 24NOS. FILTER AND PRECIPITATOR AT 11-STOREY INDUSTRIAL BUILDING	工作期 Duration 1/2019 - 8/2019
	月數 No. of Months 8

**i** 如有需要，可另頁填寫。每張新頁須由證明上述經驗記錄的人士批註。  
Use additional sheets if necessary. Each additional sheet should be endorsed by the person certifying the experience records

總工作月數 Total No. of Months

18

### 證明上述經驗記錄人士的身份 Capacity of the Person Certifying the above Experience Records

- (a) 本人根據《建築物條例》的規定  
Under the Buildings Ordinance (BO), I  曾擔任： /  現正擔任：  
acted as / am acting as:
- (i) 上述工程的認可人士  
Authorized person (AP) of the above project(s)  上述工程的註冊結構工程師  
Registered structural engineer (RSE) of the above project(s)
- (ii) 上述工程的註冊岩土工程師；(只供現場土地勘測工程及地盤平整工程之用)  
the registered geotechnical engineer (RGE) of the above project(s); (for ground investigation field works or site formation works only)
- (iii) 上述工程的註冊承建商的獲授權簽署人；  
the AS of the registered contractor of the above project(s);  
承建商類別：  
Type of contractor:
- 註冊一般建築承建商  
General building contractor (RGBC)
- 專門承建商，工程類別：  
Specialist Contractor, works category:
- (iv) 根據舊註冊制度進行上述工程的註冊承建商的獲授權簽署人。  
the AS of the registered contractor (RC) of the above project(s) under the previous registration system.

Please select from the checkboxes (i), (iii) or (iv)

Total no. of months of all works  
Aggregation of the duration of experience  
under different projects of the same period is  
not permitted.

(b) 本人  曾為  現為 上述工程的以下人士。  
I was am the following person of the above project(s).

政府建築師  政府工程師  政府測量師 職位：  
Government architect Government engineer Government surveyor Post Title:

(c) 本人  曾為  現為 受聘於政府部門，擔任上述工程的顧問建築師/工程師/測量師。  
I was am employed by the Government Department as the consultant architect/engineer/surveyor of the above project(s).

認可人士  註冊結構工程師 政府部門：  
AP RSE Government Department:

(d) 只供現場土地勘測工程及地盤平整工程之用：  
For ground investigation field works or site formation works only:

本人  曾為  現為 受聘於下述政府部門的註冊岩土工程師，擔任上述工程的顧問工程師。  
I was am the RGE employed by the following Government Department as the consultant engineer of the above project(s).

政府部門：  
Government Department:

(e) 只供通風系統工程之用：  
For ventilation works only:

本人為下述專業人士。  
I am the following building professional.

認可人士  註冊專業工程師  
AP Registered Professional Engineer (RPE)

界別：  
Discipline(s):

註冊專業工程師註冊編號：  
RPE registration no.:

姓名 Name (i) 姓氏先行 Surname first

根據《建築物條例》註冊的編號(如適用)  
Registration No. under BO (if applicable)

承建商/政府部門名稱 Name of Contractor / Government Department

認可人士/註冊結構工程師/註冊岩土工程師/註冊專業工程師/承建商/  
政府部門地址：  
Address of AP/RSE/RGE/RPE/Contractor/Government Department

承建商/政府部門蓋章 Chop of Contractor / Government Department

電話號碼 Tel. No:

簽署 Signature

*Auth. Sign*

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

日 dd 月 mm 年 yyyy

Please chop if the person certifying the  
above experience record is from  
Contractor or Government Department



承建商註冊事宜

獲授權簽署人 / 技術董事 / 其他高級人員就  
定罪/紀律處分/禁止競投公共工程的記錄所作的聲明

Contractors Registration

Declaration of Conviction/Disciplinary/Suspension Records by

Authorized Signatory (AS) / Technical Director (TD) / Other Officer (OO)

列印 Print

SAMPLE (Jun 2023)

Form RR3

表格 Form

RR3

- 本聲明須由各獲授權簽署人 / 技術董事 / 其他高級人員各自填寫。
- 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》。
- **This declaration should be completed by EACH of the AS/TD/OO.**
- 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

承建商名稱 (中文) Name of Contractor (Chinese)

發仁屯体有限公司

承建商名稱 (英文) Name of Contractor (English)

FAREN CORPORATION COMPANY LIMITED

註冊編號(如適用) Registration No. (if applicable)

GBC [ ][ ][ ][ ][ ] / [ ][ ][ ][ ][ ]

SC( [ ][ ] ) [ ][ ][ ][ ][ ] / [ ][ ][ ][ ][ ]

商業登記號碼 Business Registration No.

X 0 1 2 3 4 5 6

1 上述承建商已向建築事務監督提交以下申請：  
The above contractor has submitted the following application to Building Authority:

- (a) 註冊申請 (表格BA2)  
Application for registration (Form BA2)
- (b) 註冊續期申請 (表格BA2A)  
Application for renewal of registration (Form BA2A)
- (c) 重新名列名冊申請 (表格BA2B)  
Application for restoration of name to the register (Form BA2B)
- (d) 增聘獲授權簽署人 / 技術董事 / 其他高級人員申請 (表格BA2C)  
Addition of AS / TD / OO (Form BA2C)

Please select appropriate application item.

2 本人姓名 My Name

DONG Shi Jiang

GO GREEN  
Please submit  
double-sided

本人獲上述承建商擬委聘擔任  
I am proposed by the above contractor to act as the  AS  TD  其他高級人員 OO

本人，經查核本人、上述承建商、本人之前曾受僱的承建商及其他有關資料來源處（例如有關人士及政府部門）所保存的記錄，特此聲明：  
I have checked from the records kept by myself, the above Contractor, the contractor(s) that I previously worked for and other relevant sources such as related persons and government departments, HEREBY DECLARE that:

- (a) 本人、本人曾監督的工程及本人曾參與的工程，均無涉及於第3頁的註釋 2 所指方面的定罪 / 紀律處分 / 禁止競投公共工程的記錄。  
I myself, the projects under my supervision and the projects in which I have been involved **HAVE NO** conviction/disciplinary/suspension record in respect of the aspects as indicated in NOTE 2 on Page 3.
- (b) 本人 / 本人曾監督的工程 / 本人曾參與的工程有涉及於第3頁的註釋 2 所指方面的定罪 / 紀律處分 / 禁止競投公共工程的記錄，有關的真確及全部記錄現詳列如下：  
I myself/ the projects under my supervision/ the projects in which I have been involved **HAVE** conviction/disciplinary/suspension records in respect of the aspects as indicated in NOTE 2 on Page 3 and the true and exhaustive records are as follows:

Dates should be in chronological order. Conviction/disciplinary/suspension records of AS/TD/OO under both previous and current employment within 3 years should be declared. (refer to paras. 3 & 4 of the Appendix M of PNRC 38)

觸犯罪行及判決日期 Dates of Offence and Judgement (日 dd 月 mm 年 yyyy)	提出起訴的機構 Initiating Authority	承建商姓名、本人所擔當的職務及參與程度 Name of Contractor, My Role and Involvement	有關事件/罪行及工程、傷亡記錄及禁止投標公共工程的原因等的詳情 Description of the Incident/Offence and Project, Fatal/Injury Record, Reason of Suspension, etc.	工程類別 Category of Works	刑罰 Penalty
觸犯罪行 Offence: 0 3 0 5 2 0 1 7 判決 Judgment: 0 5 1 0 2 0 1 7	FOOD AND ENVIRONMENTAL HYGIENE DEPARTMENT	ABC CONSTRUCTION COMPANY LIMITED AUTHORIZED SIGNATORY	PROPOSED RESIDENTIAL DEVELOPMENT AT XXX (Summons No. ESS XXXXX/2017) MOSQUITO LARVAE FOUND ON SITE	BUILDING	HK \$1,700
觸犯罪行 Offence: 0 5 0 2 2 0 1 7 判決 Judgment: 0 5 1 2 2 0 1 7	LABOUR DEPARTMENT	ABC CONSTRUCTION COMPANY LIMITED AUTHORIZED SIGNATORY	PROPOSED RESIDENTIAL DEVELOPMENT AT XXX (Summons No. ESS XXXXX/2017) FAILED TO TAKE ADEQUATE STEPS TO PREVENT A PERSON ON THE SITE FROM FALLING FROM A HEIGHT OF 2 METRES OR MORE.	BUILDING	HK \$12,000
觸犯罪行 Offence:  判決 Judgment: 1 8 0 2 2 0 1 8	HONG KONG HOUSING AUTHORITY	ABC CONSTRUCTION COMPANY LIMITED AUTHORIZED SIGNATORY	PROPOSED PUBLIC HOUSING ESTATE DEVELOPMENT AT XXXXX SUSPENDED FROM TENDERING FOR NEW BUILDING WORKS CONTRACT FROM 18.2.2018 FOR AT LEAST 3 MONTHS DUE TO POOR PERFORMANCE RELATED TO BUILDING/STREET WORKS. THE SUSPENSION WAS UPLIFTED WITH EFFECT FROM 27.11.2018.	BUILDING	SUSPENSION FROM TENDER
觸犯罪行 Offence: 0 8 0 1 2 0 1 8 判決 Judgment: 0 9 1 2 2 0 1 8	BUILDINGS DEPARTMENT	ABC CONSTRUCTION COMPANY LIMITED AUTHORIZED SIGNATORY	DEMOLITION OF A 22-STOREY BUILDING AT XXXXXXX (Summons No. ESS XXXXX/2018) CARRIED OUT SUCH DEMOLITION WORKS OR AUTHORIZED OR PERMITTED SUCH DEMOLITION WORKS TO BE CARRIED OUT IN A MANNER THAT CAUSED DAMAGE TO THE PROPERTY	DEMOLITION	HK \$10,000

如空位不敷應用，請額外填寫表格RR3的第2頁，並隨相關表格一併呈交。每張附加頁須由獲授權簽署人/技術董事/其他高級人員簽署。  
If space is insufficient, please fill in another Page 2 of Form RR3, and submit together with the corresponding form. Each additional page should be signed by the AS/TD/OO.

3 本人謹鄭重作此嚴正聲明，並確信此聲明真確無誤。  
I make this solemn declaration and conscientiously believe that the declaration is true.

本人姓名 (中文) My Name (Chinese)

董士蔣

本人姓名 (英文) My Name (English)

DONG Shi Jiang

本人簽署 My Signature

S J DONG

① 姓氏先行 Surname first

① 姓氏先行 Surname first

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

香港身份證號碼:  
HKID No.:

E 8 9 3 X X X ( X )

護照號碼:  
Passport No.:

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

2 7 0 3 2 0 1 8  
日 dd 月 mm 年 yyyy

Please specify the category of works related to the incident e.g. demolition, site formation, foundation or alterations & additions etc.

Please fill in the date which the court made the judgement but NOT the fine payment date.

Please provide the summons number.

Please specify the reason, duration period and date of uplifting of the suspension and submit copy of related documents (e.g. notification letters of suspension of tender and uplifting of suspension of tender from the relevant Government bureaus / departments etc.).

For incident causing injury or death, please submit copy of relevant form of Labour Department (e.g. Form 2 under the Employees' Compensation Ordinance).



承建商註冊事宜

擬委聘的獲授權簽署人/技術董事/其他高級人員  
就過往的面試/評審記錄所作的聲明

Contractors Registration

Declaration of Past Interview/Assessment Records by

Proposed Authorized Signatory (AS)/Technical Director (TD)/Other Officer (OO)

列印 Print

SAMPLE (Jun 2023)

Form RR4

表格 Form

RR4

- 本表格須連同表格 BA2 或 BA2C 一併遞交，並由各擬委聘獲授權簽署人/技術董事/其他高級人員填寫。
- 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》。
- **This form should be submitted with Form BA2 or BA2C and completed by EACH of the proposed AS/TD/OO.**
- 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

承建商名稱 (中文) Name of Contractor (Chinese)

發仁屯体有限公司

承建商名稱 (英文) Name of Contractor (English)

FAREN CORPORATION COMPANY LIMITED

註冊編號(如適用) Registration No. (if applicable)

GBC [ ][ ][ ][ ][ ] / [ ][ ][ ][ ][ ]

SC( [ ][ ][ ] ) [ ][ ][ ][ ][ ]

商業登記號碼 Business Registration

X 0 1 2 3 4 5 6

Please use a separate sheet for each account of AS/TD/OO if the date of interview/assessment are different under the same part below.

Please fill in the most recent record for either part (a), (b), (c) or (d) only for each account of AS/TD/OO that are applied for.

1 委任 Appointment

本人獲上述承建商擬委聘擔任

I am proposed by the above Contractor to act as the

(a) 獲授權簽署人 AS  (b) 技術董事 TD  (c) 其他高級人員 OO

2 過往的面試/評審記錄 Previous Records of Interview/Assessment

(a)  本人曾參加承建商註冊事務委員會所進行的面試  
I attended the interview conducted by the Contractors Registration Committee (CRC)

本人曾接受承建商註冊事務委員會的評審  
I was assessed by the Contractors Registration Committee (CRC)

面試/評審日期 Date of Interview/Assessment 面試/評審編號 Interview/Assessment No.

1 1 1 2 2 0 0 1  
日 dd 月 mm 年 yyyy

[ ][ ][ ][ ][ ][ ][ ][ ][ ]

Part (a) - Accepted as AS/TD/OO

Please fill in the record of most recent Interview/Assessment for application of New Inclusion, Additional Key Personnel or Renewal / Restoration

並獲建築事務監督接納為下述承建商的  獲授權簽署人  技術董事  其他高級人員  
and I was accepted as the AS TD OO

of the following contractor

獲接納日期 Date of Acceptance

0 9 0 2 2 0 0 1  
日 dd 月 mm 年 yyyy

本人現正擔任上述職務。  
I am currently taking up the said role.

Please refer to BD's result letter

承建商名稱 Name of Contractor

Ⓜ 姓氏先行 Surname first

PREVIOUS CORPORATION COMPANY LIMITED

註冊編號(如適用) Registration No. (if applicable)

GBC [ ][ ][ ] 1 2 / 2 0 0 0

SC( [ ][ ][ ] ) [ ][ ][ ][ ][ ] / [ ][ ][ ][ ][ ]

Undertaking letter to resign the post of AS/TD/OO is required to be submitted

(b)  本人曾參加承建商註冊事務委員會所進行的面試  
I attended the interview conducted by the Contractors Registration Committee (CRC)

本人曾接受承建商註冊事務委員會的評審  
I was assessed by the Contractors Registration Committee (CRC)

面試/評審日期 Date of Interview/Assessment 面試/評審編號 Interview/Assessment No.

1	8	0	3	2	0	2	0
日 dd	月 mm	年 yyyy					

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並獲建築事務監督原則上接納為下述承建商的  
and I was accepted in-principle as the  獲授權簽署人 AS  技術董事 TD  其他高級人員 OO

of the following contractor

獲接納日期 Date of Acceptance

2	2	0	5	2	0	2	0
日 dd	月 mm	年 yyyy					

而有關承建商仍未註冊。  
but the contractor has not been registered.

承建商名稱 Name of Contractor

① 姓氏先行 Surname first

ANOTHER ENGINEERING COMPANY LIMITED

註冊編號(如適用) Registration No. (if applicable)

GBC 

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(c)  本人曾參加承建商註冊事務委員會所進行的面試  
I attended the interview conducted by the Contractors Registration Committee (CRC)

本人曾接受承建商註冊事務委員會的評審  
I was assessed by the Contractors Registration Committee (CRC)

面試/評審日期 Date of Interview/Assessment 面試/評審編號 Interview/Assessment No.

日 dd	月 mm	年 yyyy					

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並遭建築事務監督拒絕/押後接納為下述承建商的  
and I was refused/deferred by the BA to act as the  獲授權簽署人 AS  技術董事 TD  其他高級人員 OO

of the following contractor

遭拒絕/押後接納日期 Date of Being Refused/Deferred

遭拒絕 Refused  遭押後接納 Deferred 

日 dd	月 mm	年 yyyy					

承建商名稱 Name of Contractor

① 姓氏先行 Surname first

註冊編號(如適用) Registration No. (if applicable)

GBC 

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(d)  本人從未參加過承建商註冊事務委員會所進行的面試  
I have not attended any interview conducted by the Contractors Registration Committee (CRC)

本人從未接受過承建商註冊事務委員會的評審  
I have not been assessed by the Contractors Registration Committee (CRC)

並從未獲建築事務監督接納為代表任何根據《建築物條例》註冊的承建商的  
and I have not been accepted by the BA to act as the

獲授權簽署人 AS  技術董事 TD  其他高級人員 OO for any contractor registered under the Buildings Ordinance.

### Part (b) Acceptance in-principle

Please fill in the record of the most recent Interview/Assessment for application of New Inclusion, if part (a) is not applicable.

### Part (c) - Application Refused/Deferred

Please fill in the record of the most recent Interview/Assessment for application of New Inclusion, Additional Key Personnel or Renewal / Restoration, if part (a) & (b) is not applicable

Please complete part (d) if part (a), (b) or (c) is not applicable

## 3 經驗 Experience

現根據《註冊承建商作業備考》38 的規定，將本人由上次參加/接受上文第 2(a)/2(b)/2(c) 所述的面試/評審之日起計所獲取的經驗撮錄於隨附的紙張上，並提交有關的證明文件。

The experience I have gained since the date of my last interview/assessment as mentioned in paragraph 2(a)/2(b)/2(c) above is summarized in the attached sheet(s) with documentary justifications in accordance with PNR 38.

**4 聲明**  
**Declaration**

本人已查核本人、有關承建商及其他有關資料來源處（如有關人士及政府部門）所保存的記錄，特此聲明上文所述及隨附的資料均為真確無誤。  
I have checked from the records kept by myself, the Contractor and other relevant sources such as related persons and government departments and  
HEREBY DECLARE that the information above and attached is true.

擬委聘獲授權簽署人/技術董事/其他高級人員的姓名  
Name of the Proposed AS/TD/OO

中文姓名 Name in Chinese ① 姓氏先行 Surname first

董士蔣

英文姓名 Name in English ① 姓氏先行 Surname first

DONG Shi Jiang


擬委聘獲授權簽署人/技術董事/其他高級人員的簽署  
Signature of the Proposed AS/TD/OO

*S J DONG*

The form should be duly signed by  
the proposed AS/TD/OO

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

香港身份證號碼:  
HKID No.: 

A	1	2	3	4	5	6	(	7	)
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護照號碼:  
Passport No.: 

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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

2	7	0	3	2	0	2	1
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日 dd 月 mm 年 yyyy

正 本  
ORIGINAL

表格 2 FORM 2  
《商業登記條例》(第 310 章)  
BUSINESS REGISTRATION ORDINANCE (Chapter 310)

XXXXXX  
XXXXXX  
XXXXXX

商業 / 分行登記證 Business / Branch Registration Certificate



業務 / 法團所用名稱  
Name of Business/  
Corporation

發仁屯体有限公司  
FAREN CORPORATION COMPANY LIMITED

業務 / 分行名稱  
Business/  
Branch Name

\* 不能以分行身份  
申請註冊.

本署只接受下列3種法律地位的公司申請:  
"INDIVIDUAL" 是獨資經營的個人公司;  
"PARTNERSHIP" 是合夥公司;  
"BODY CORPORATE" 是法人團體(即有限公司).

地 址  
Address

Room 8810, Block 20 Hill Valley  
Road Estate Homantin, Kowloon

此樣本顯示"法人團體",  
英文版本顯示"BODY CORPORATE".

業務性質  
Nature of Business

CIVIL ENGINEERING CONSTRUCTION WORKS

法律地位  
Status

法人團體(BODY CORPORATE)

生效日期 Date of Commencement	屆滿日期 Date of Expiry	登記證號碼 Certificate No.	登記費及徵費 Fee and Levy
16/10/2019	15/10/2020	76543212- 000 - 04-11-3	\$250 (登記費 FEE = \$0) (徵費 LEVY = \$250)

請注意下列《商業登記條例》的規定：

Please note the following requirements of the Business Registration Ordinance:

- 第 6(6)條規定任何業務獲發商業登記證或分行登記證，並不表示該業務或經營該業務的人或受僱於該業務的僱員已遵從有關的任何法律規定。
- 第 12 條規定各業務須將其有效的商業登記證或有效的分行登記證於每一營業地點展示。

BRC必須於審批申請期間仍然有效. 如有需要, 申請人將獲通知後補最新的BRC.

呈交的商业登記證副本必須為  
-000-  
(即不能以分行身份申請註冊).

機印所示登記費及徵費收訖。 RECEIVED FEE AND LEVY HERE STATED IN PRINTED FIGURES.

20201 01/10/2019 12345678 888888 CHQ \$250.00 S  
IRDB101A (12/2010)

必須有收款記錄. 如遺失收付款記錄, 可前往灣仔告士打道5號稅務大樓4字樓商業登記署或經GovHK香港政府一站通(<http://www.gov.hk>)補領印有付款記錄的商業登記證複本.



Hong Kong Institute of Vocational Education  
香港專業教育學院

茲證明

**董士蔣**

Refer to PNR 38 Appendix A to F and Appendix H for the requirement of the academic or professional qualification of the proposed key personnels

修讀課程期滿 成績及格 職業訓練局 依章授予  
**建築學高級證書**

This is to certify that  
**DONG SHI JIANG**

having completed a course of study and passed the  
requisite examinations and satisfied all other requirements  
is hereby awarded

**Higher Certificate in Building Studies**

by the Vocational Training Council

職業訓練局香港專業教育學院  
青衣分校院長  
Principal (Tsing Yi Campus)  
for the Vocational Training Council

職業訓練局  
執行幹事  
Executive Director  
Vocational Training Council  
二零二一年七月二十三日  
23 July 2021



**ABC ENGINEERING COMPANY LIMITED**

UNITA, 12/F, TOWER 1, NO. 234 CONSTRUCTION STREET, KOWLOON, HONG KONG

TO WHOM IT MAY CONCERN

This is to certify that Mr DONG Shi Jiang, holder of Hong Kong Identify Card Number AA123456(7) was employed by ABC Engineering Company Limited, and was involved in the following projects:

**Position:** Project Manager (January 2017 to June 2018)

**Project Description:** New Building at 123 King's Road, Tai Koo, Hong Kong

Supervised the construction of a 21-storey r.c commercial building. The works also include construction of underground drainage, basement excavation and associated lateral support works, foundation and E&M installations.

**Position:** Assistant Project Manager (July 2018 to September 2018)

**Project Description:** A&A works at 456 Hennessy Road, Causeway Bay Hong Kong

Removal of 7 nos r.c staircases at G/F to 3/F, and reinstatement of floor slab.

**Position:** Project Manager (October 2018 to September 2019)

**Project Description:** New Building at 789 Nathan Road, Mong Kok, Kowloon

Supervised the construction of a 31-storey r.c residential building. The works also include construction of a 20m span structural steel roof over a carpark and associated footing support, waterproofing, and E&M installations.

Endorsed by:



Mr YAN Sze Po  
Human Resources Manager  
ABC Engineering Company Limited  
1 December 2019

Experience in building industry should be substantiated by project details and endorsed by the employers concerned or the AP/RSE/Registered Contractors (RC)/ government architects, engineers or surveyors of the projects.

為簡化申請手續，註冊小型工程承建商(公司)的申請人可不必在現階段呈交此文件。然而，申請人須提交承諾書(表格UL1)，承諾在本署要求時能呈交有關文件。

申請樣本 (2023年6月)

技術董事(TD)工程文件

發仁屯体有限公司

**FAREN CORPORATION COMPANY LIMITED**

九龍何文田山谷道邨20座8810室 Rm. 8810, Block 20, Hill Valley Road Estate, Homantin, Kowloon

Tel: (852) 4567 8905

Fax: (852) 4567 8904

工程合同 Contract No. WTL-05-138

恆恆置業有限公司 (項目經理 張大文先生)

九龍旺角XX街12號2樓

此工程證明樣本僅供參考。  
申請人可提供其他能證明獲提名的技術董事(TD)有參與有關工程的工程文件以供考慮。

工程範圍 work descriptions	金額 amount
於九龍旺角XX街34號5樓天台	
- 拆除2個天台搭建物	\$ 12,000
- 修補破損石屎外牆 (連工包料包清泥頭)	\$ 5,000
	共銀\$ <u>17,000.00</u>
附註: - 包第3保及勞保 - 工期7工作天, 開工前通知7工作天 - 保養期為完工後3個月	

此樣本為技術董事(TD)於2018年參與工程的證明文件;必須同時提供2018年的NAR1或IRBR152顯示TD當時為公司董事或合夥人或獨資經營者,方可證明TD於2018年具備管理建築承建商公司的經驗。TD必須根據所選的資格及經驗,提供所須年份的有關工程文件及公司文件。

恆恆置業有限公司

發仁屯体有限公司

董士蔣

授權代表簽署及公司印章

授權代表簽署



日期: \_\_\_\_\_

日期: 2018 -3-14

致：建築事務監督

屋宇署  
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

(註冊小組)

### 承諾書

辭任 < 公司名稱 > / ( 屋宇署註冊編號： ) 的  
\*獲授權簽署人及 / 或技術董事 / 其他高級人員

本人 < 全名 > ( 香港身份證號碼： )

現申請成為 < 公司名稱 > 的 \*獲授權簽署人

及 / 或技術董事 / 其他高級人員，並承諾如申請獲接

納，本人會即時辭任現時 < 公司名稱 >

( 屋宇署註冊編號： ) 的 \*獲授權簽署人及 /

或技術董事 / 其他高級人員的職位。

簽名： \_\_\_\_\_

姓名： \_\_\_\_\_

日期： \_\_\_\_\_

\*請刪去不適用者





公司註冊處  
Companies Registry

# 周年申報表 Annual Return

申請樣本 (2023年6月)

周年申報表 (表格NAR1)

表格  
Form **NAR1**

公司編號 Company Number

1234567

此樣本只顯示部份NAR1. 申請人必須提交全份NAR1.

註 Note

**1 公司名稱 Company Name**

FAREN CORPORATION COMPANY LIMITED  
發仁屯体有限公司

**2 商業名稱(如有的話) Business Name (If any)**

[Empty field for Business Name]

**3 公司類別 Type of Company**

請在適用的空格內加上 ✓ 號 Please tick the relevant box

私人公司 Private company     公眾公司 Public company     擔保有限公司 Company limited by guarantee

必須為最新的NAR1.

**4 本申報表的結算日期  
Date to which this Return is Made Up**

16	3	2020
日 DD	月 MM	年 YYYY

(如屬私人公司，本申報表應列載截至公司成立為法團的周年日期的資料。  
如屬公眾公司，申報表的結算日期應為該公司的會計參照期結束後的 6 個月屆滿之日。  
如屬擔保有限公司，申報表的結算日期應為該公司的會計參照期結束後的 9 個月屆滿之日。  
For a private company, the information in this return should be made up to the anniversary of the date of its incorporation.  
For a public company, the return should be made up to the date that is 6 months after the end of its accounting reference period.  
For a company limited by guarantee, the return should be made up to the date that is 9 months after the end of its accounting reference period.)

**5 隨本表格交付的財務報表所涵蓋的會計期**

Period covered by the financial statements submitted with this Form (for private companies only)

如遺失收付款記錄，可於GovHK香港政府一站通 (<http://www.gov.hk>) 申領：  
印有付款記錄條碼的NAR1副本  
或  
以公司資料查閱董事索引的副本

提交的NAR1必須有公司註冊處的收款記錄。

**6 註冊地址 Registered Address**  
九龍何文田山谷道邨20座8810室

Your Receipt  
Companies Registry  
H.K.

19/05/2020 15:07:00

Submission No.: 88888888/3  
CR NO.: 1234567  
Sb. Form.: NAR1L

Revenue Code	Amount(HKD)
07	\$ 105.00
Receipt No. Method	Amount(HKD)
320020670001 Cash	\$ 105.00
<b>Total Paid</b>	<b>\$ 105.00</b>

請勿填寫本欄 For Official Use

22300750000  
AR1L 1234567  
19/05/2016

備號 Reference.

1234567

獲提名的技術董事(TD)必須是一位自然人董事(即不能是法人團體董事).

**12 董事 Directors**

**A. 董事 (自然人) Director (Natural Person)**

(如超過一名董事屬自然人，請用續頁B填報 Use Continuation Sheet B if more than 1 director is a natural person)

請在適用的空格內加上 ✓ 號 Please tick the relevant box(es)

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身分 Capacity

董事 Director       候補董事 Alternate Director

代替 Alternate to

中文姓名 Name in Chinese

董士蔣

英文姓名 Name in English

姓氏 Surname

DONG

名字 Other Names

Shi Jiang

前用姓名 Previous Names

中文 Chinese

英文 English

別名 Alias

中文 Chinese

英文 English

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住址 Residential Address

XXXX. XXXXXX, XXXXXX.

國家/地區 Country/Region

20

電郵地址 Email Address

21

身分證明 Identification

(a) 香港身分證號碼 Hong Kong Identity Card Number

E	E	9	8	7	6	5	4	(8)
---	---	---	---	---	---	---	---	-----

(b) 護照 Passport

簽發國家 Issuing Country

號碼 Number



董事索引報告 (以公司資料查閱)  
Directors Index Report (Company-based)

你的查詢 Your Search: 公司編號 CR No. = 1234567

公司編號 CR No.: 1234567  
法團名稱 發仁屯体有限公司  
Corporate Name: FAREN CORPORATION COMPANY LIMITED  
其他法團名稱  
Other Corporate Name(s):

董事  
Director

編號 No.	英文姓名 / 名稱 Name in English	中文姓名 / 名稱 Name in Chinese	香港身份證號碼 / 公司編號 HKID No./ CR No.	海外護照號碼 Overseas Passport No.	護照簽發國家 Passport Issuing Country	董事類別 Director Type
1	DONG SHI JIANG	董士蔣	EE987654(8)	-		自然人 Natural Person
2	DONG MI SHU	董庇書	EE987653(2)	-		自然人 Natural Person
3	DONG LING DAO	董领导	MM987652(1)	-		自然人 Natural Person

必須為顯示所有現任董事的  
最新董事索引報告,  
並且查冊的日期不超過1年.

註Note 1:  
所有日期的排列方式為日-月-年。  
All dates are presented in Date-Month-Year.  
註Note 2:  
請參看隨附的注意事項及收集個人資料聲明。  
Please see the attached Notes and Personal Information Collection Statements.

完  
- END OF REPORT -

## 承建商名稱

## 公司組織圖

申請樣本 (2023年6月)

公司組織圖

根據《建築物條例》作為 \*註冊一般建築承建商 /  
\*註冊專門承建商(\*拆卸工程 / \*現場土地勘測工程 / \*基礎工程 / \*地盤平整工程 / \*通風系統工程 類別)  
\*註冊小型工程承建商(公司) 進行 \_\_\_\_\_ 級別 及 \_\_\_\_\_ 類型的小型工程項目

董事局全體董事的姓名 (與表格NAR1所載相符)

### 董事局成員

1. (董事姓名)
2. (董事姓名)
3. (董事姓名)

申請類別(即: 註冊一般建築承建商 / 註冊專門承建商(類別) / 註冊小型工程承建商(公司))

技術董事在監督獲授權簽署人方面的角色

### 技術董事 (TD)

(所有技術董事姓名)

行政及財政部門

工程部門

安全部門

\*其他高級人員(OO)  
(其他高級人員姓名)

### 獲授權簽署人 (AS)

(所有獲授權簽署人姓名)

### 合資格人員

(合資格人員姓名)

所有擔任關鍵職位人員的姓名, 包括獲授權簽署人、技術董事、其他高級人員及合資格人員(其他高級人員及合資格人員不適用於註冊小型工程承建商(公司))

(人數)名董事可組成公司董事局會議的最少法定人數

### 備註

本公司組織圖只供參考。

申請人須按其公司架構提供詳細的公司組織圖。

董事局成員簽署: \_\_\_\_\_ (董事姓名) \_\_\_\_\_ (簽署)

\_\_\_\_\_ (董事姓名) \_\_\_\_\_ (簽署)

\_\_\_\_\_ (董事姓名) \_\_\_\_\_ (簽署)

不少於最低法定人數的董事所作的批註及生效日期

生效日期: \_\_\_\_\_

\* 請刪去不適用者

(   承建商名稱   - 只適用於屬法人團體的申請人 )  
有關委任\*獲授權簽署人/\*技術董事/\*其他高級人員的決議  
公司董事局會議記錄

日期： \_\_\_\_\_

時間： \_\_\_\_\_

地點： \_\_\_\_\_

出席者： \_\_\_\_\_ (董事姓名) \_\_\_\_\_ (簽署)  
           \_\_\_\_\_ (董事姓名) \_\_\_\_\_ (簽署)  
           \_\_\_\_\_ (董事姓名) \_\_\_\_\_ (簽署)

1.   (董事姓名)   獲選為會議主席。
2. 根據公司組織章程大綱及章程細則第 \_\_\_\_\_ (細則條號) 條，會議的法定人數為 \_\_\_\_\_ (人數) 名董事。主席隨即宣布出席的董事人數已組成會議的法定人數。
3. 就本公司根據《建築物條例》提出註冊為\*註冊一般建築承建商/\*註冊小型工程承建商(公司)/\*註冊專門承建商(\*拆卸工程/\*現場土地勘測工程/\*基礎工程/\*地盤平整工程/\*通風系統工程 類別)的申請，會議通過關於委任關鍵人士代本公司執行《建築物條例》所規定職責的下列決議：
  - a. **委任獲授權簽署人**  
 議決委任   (獲授權簽署人姓名)   為獲授權簽署人，就《建築物條例》的目的代本公司行事。#他/\*她亦須協助   (技術董事姓名)  ，本公司的技術董事，根據《建築物條例》管理所進行的建築工程及街道工程。
  - b. **委任技術董事**  
 議決委任本公司董事   (技術董事姓名)   為本公司的技術董事。該名董事獲授權：
    - (i) 取用工業裝置及資源
    - (ii) 提供進行有關小型工程所需的技術和財務支援
    - (iii) 為公司決策，並督導獲授權簽署人和其他員工；
 以確保有關工程將按照《建築物條例》的規定進行。
  - # c. **委任其他高級人員**  
 議決委任   (其他高級人員姓名)   為其他高級人員，以協助   (技術董事姓名)  ，本公司的技術董事，根據《建築物條例》管理所進行的建築工程及街道工程。
4. 會議沒有其他商討事項，主席宣布會議結束。

\_\_\_\_\_ (簽署)

主席

\* 請刪去不適用者

# 如委任的技術董事不具備所需的資格。請參閱註冊承建商作業備考38附錄A至F可供選擇的規定2及3。(不適用於註冊小型工程承建商(公司))