

樣本 (sample)

3.6.1

Job reference



註冊小型工程承建商(公司)續期，須提交一項小型工程/建築工程的工作證明，而該工程須與申請人現有註冊的小型工程類型及級別相關

工程完工證明的指
明表格(附有屋宇署
的收訖印章)

第 III 級別小型工程完工通知及證明書

Notice and Certificate of Completion of Class III Minor Works

表格 Form
MW05

- 本表格及所有證明文件最遲須在工程完成後14天內呈交。
- 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 and all supporting document(s) within 14 days after the completion of works.
- Read the "Matters to Note", complete in BLOCK LETTERS and tick the appropriate boxes.

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致建築事務監督 To the Building Authority

甲部 獲委任訂明註冊承建商的委任通知

Part A Notice of Appointment of the Appointed Prescribed Registered Contractor

由安排進行小型工程的人填寫

To be completed by the person who arranged for the minor works to be carried out

1 已完成小型工程的位置或地址

Location or Address of the Completed Minor Works

區域 Area	<input checked="" type="checkbox"/> 香港 Hong Kong	<input type="checkbox"/> 九龍 Kowloon	<input type="checkbox"/> 新界 New Territories
地區 District			
街道/鄉 Street/Village		街道號碼 Street No.	
大廈/屋苑 Building/Estate			
樓層 Floor		單位/室 Flat/Room	

僅供職員使用 For official use only

小型工程呈交編號
Minor Works Submission Number



小型工程呈交編號 Minor Works Submission Number

MW

小型工程
呈交編號

(i) 只在涉及招牌的工程，並已獲分配呈交編號時適用
Only applicable to works relating to signboard with
Works Submission Number

徵收差餉及/或地租通知書左上角的帳目編號 (可選擇提供)
The Account Number printed on the top left-hand corner of the Demand for Rates and/or Government Rent (Optional)

<input type="text"/>
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(i) 為方便確定工程位置或地址
For easy identification of location or address of works

2 已完成小型工程的詳情

Details of the Completed Minor Works

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)
3.6		

3 獲委任訂明註冊承建商的資料

Details of the Appointed Prescribed Registered Contractor

a. 根據《建築物（小型工程）規例》第28條的規定，本人/我們已就本部所述工程委任下述的訂明註冊承建商。

In accordance with the provisions of section 28 of the Building (Minor Works) Regulation, I/we have appointed the prescribed registered contractor as below.

訂明註冊承建商名稱(中文)* Name of Prescribed Registered Contractor (Chinese)*

<input type="text"/>

另加附加頁
Additional 張
Pages

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

訂明註冊承建商名稱(英文)* Name of Prescribed Registered Contractor (English)*

<input type="text"/>

註冊小型工程承建商
(公司)的名字

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

M	W	C	<input type="text"/>	<input type="text"/>	/	<input type="text"/>
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*根據註冊記錄

* In accordance with the registration record

註冊小型工程承建商
(公司)註冊編號

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4 安排進行小型工程的人的詳情

Particulars of the Person Who Arranged for the Minor Works to be Carried Out

中文名稱 Name in Chinese

(i) 姓氏先行 Surname first

英文名稱 Name in English

(i) 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.: [REDACTED] ([REDACTED])
- 商業登記號碼:
Business Registration No.: [REDACTED]
- 護照號碼:
Passport No.: [REDACTED]
- 簽發國家:
Country of Issue:
[REDACTED]
- 其他 (請註明):
Others (Please specify):
號碼:
No.: [REDACTED]

聯絡電話 Contact Tel. No.

傳真號碼 Fax No.

電郵地址 E-mail Address

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.

安排進行小型工程的人簽署及 (如適用) 蓋上公司印鑑

Signature of the person who arranged for the minor works to be carried out & (if applicable) affixed with company seal

通訊地址 Correspondence Address

<input type="checkbox"/> 與甲1部份地址相同 Same address as in Part A1	<input type="checkbox"/> 不用填寫地址 Skip the address		
區域 Area	<input type="checkbox"/> 香港 Hong Kong	<input checked="" type="checkbox"/> 九龍 Kowloon	<input type="checkbox"/> 新界 New Territories
地區 District	[REDACTED]		
街道/鄉 Street/Village	[REDACTED]		
大廈/屋苑 Building/Estate	[REDACTED]		
樓層 Floor	[REDACTED]	單位/室 Flat/Room	[REDACTED]
街道號碼 Street No. [REDACTED]			

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



註冊小型工程承建商
(公司)的名字

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乙部 訂明註冊承建商的委任確認書、完工通知及證明書

Part B Confirmation of Appointment, Notice and Certificate of Completion by the Prescribed Registered Contractor

由已獲委任的訂明註冊承建商填寫

To be completed by the appointed prescribed registered contractor

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

中文名稱* Name in Chinese*

有限公司

英文名稱* Name in English*

Co., LTD

小型工程
呈交編號

早前相關的小型工程呈交編號 (如適用)
Previously Related Minor Works Submission Number (if any)

MW [REDACTED]

只適用於早前已獲分配相關呈交編號的文件而不能繼續處理時
Only applicable where the previous submission with Minor Works Submission Number assigned but cannot be further processed

工程展開日期

Date of Commencement of the Works

工程完成日期

Date of Completion of the Works

本人/我們，根據《建築物(小型工程)規例》第36條及第37條的規定。

- 確認本人/我們已獲委任為甲部所述工程的訂明註冊承建商；
- 確認甲部所述工程已分別於上述日期展開並完成；
- 現呈交顯示有關的處所在緊接甲部所述的工程展開前及完工後的實際狀況的照片，及顯示已完成工程的圖則或工程描述；
- 核證所有甲部所述的工程，已按照《建築物條例》及於本部所呈交的圖則或工程描述進行，(如適用)而該些圖則均由本人/我們製備和簽署(作為已簽署有關圖則的人，本人/我們同意為該等圖則負起《建築物條例》下的所有責任)；
- 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，核證甲部所述工程已由本人親自進行；
- 當甲部所述的工程涉及豎設招牌時，確認有關招牌是為某人而豎設的人士已在內部提供建築事務監督所要求的詳情。

I/We, in accordance with the provisions of sections 36 and 37 of the Building (Minor Works) Regulation,

- confirm that I/we have been appointed as the prescribed registered contractor of the works detailed in Part A;
- confirm that the works detailed in Part A had been commenced and completed on the above dates respectively;
- submit herewith the photographs showing the physical condition of the premises immediately before the commencement and after the completion of the works detailed in Part A, and the plans or description of works showing the works as completed;
- certify that all the works detailed in Part A, have been carried out in accordance with the Buildings Ordinance and the plans or description of works submitted in this Part; and the said plans have been prepared and signed by me/us (as the person who has signed the plans, I/we agree to assume all responsibilities under the Buildings Ordinance regarding the plans) (if applicable);
- 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 A; and
- where the works detailed in Part A involve the erection of a signboard, confirm that the person for whom the signboard is to be erected has provided the particulars of the person as required by the Building Authority in Part C.

獲授權簽署人姓名(中文)* Name of the Authorized Signatory (Chinese)* 註冊證明書編號* Certificate of Registration Number*

[REDACTED] MWC [REDACTED] / [REDACTED]

獲授權簽署人姓名(英文)* Name of the Authorized Signatory (English)* 註冊屆滿日期* Date of Expiry of Registration

[REDACTED] [REDACTED] dd mm yyyy

聯絡電話 Contact Tel. No.

傳真號碼* Fax No.*

[REDACTED] [REDACTED]

訂明註冊承建商簽署(獲授權簽署人，如適用)*

Signature of the Prescribed Registered Contractor (Authorized Signatory, if applicable)*

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

[REDACTED] dd mm yyyy



* 根據註冊記錄

* In accordance with the registration record

表格應由獲授權簽署人正式簽署，並
且與本署簽名樣式相符。

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呈交圖(第III級別小型工程)

KEY PLAN

通知編號:
屋宇署檔案號:



附夾有關工程的照片、圖則、結構計算、監工計劃書（第 I 級別小型工程）、安全檢查報告及/或其他相關文件等都**不**需呈交屋宇署註冊小組作續牌之用。

02

A1
A2
A3

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B1
B2

B1

B2

獲授權簽署人的英文姓名

註冊承建商：屋宇署

只須提交申請人向屋宇署呈交有關工程完工證明的指明表格（附有屋宇署的收訖印章）；或由屋宇署發出予申請人就有關完工證明書的認收信副本