



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

表格 Form

RR1

- 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> <b>月數 No. of Months</b> 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> <b>月數 No. of Months</b> 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	<b>工程的地點 Location of Project</b> 123 PO KONG VILLAGE ROAD, WONG TAI SIN, KOWLOON, N.K.I.L.456 <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 6/2018 - 2/2019 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	<b>工程的地點 Location of Project</b> 456 TAI PO TAI WO ROAD, TAI PO, NEW TERRITORIES, T.P.T.L. 789 <b>申請人的職位 Position of Applicant</b> PROJECT MANAGER <b>工作期 Duration</b> 月數 No. of Months 3/2019 - 12/2019 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.

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.

# 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	<b>工程的地點 Location of Project</b> 789 WONG CHU ROAD, TUEN MUN, NEW TERRITORIES, T.M.T.L. 123 <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 6/2018 - 5/2019 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	<b>工程的地點 Location of Project</b> 123 KING'S ROAD, TAI KOO, HONG KONG, H.K.I.L.456 <b>申請人的職位 Position of Applicant</b> PROJECT MANAGER <b>工作期 Duration</b> 月數 No. of Months 6/2019 - 11/2019 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

**工程 2 Work 2**

屋宇署/公共工程檔號 BD / Public Works Ref. No.

工程性質 Nature of Works

工程的詳細陳述 Detailed Description of Works

工程的地點 Location of Project

申請人的職位 Position of Applicant

工作期 Duration  月數 No. of Months

**工程 3 Work 3**

屋宇署/公共工程檔號 BD / Public Works Ref. No.

工程性質 Nature of Works

工程的詳細陳述 Detailed Description of Works

工程的地點 Location of Project

申請人的職位 Position of Applicant

工作期 Duration  月數 No. of Months

**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.

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 Site Formation Works category

Detailed Description of Works for **Site Formation Works**

**工程 2 Work 2**

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 月數 No. of Months  
6/2018 - 11/2018 6

**工程 3 Work 3**

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 月數 No. of Months  
12/2018 - 11/2019 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  
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**

屋宇署/公共工程檔號 BD / Public Works Ref. No.  
2-3/9638/89

工程性質 Nature of Works  
VENTILATION

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 月數 No. of Months  
2/2018 - 11/2018 10

**工程 3 Work 3**

屋宇署/公共工程檔號 BD / Public Works Ref. No.  
2-3/8527/90

工程性質 Nature of Works  
VENTILATION

工程的詳細陳述 Detailed Description of Works  
INSTALLATION OF 24NOS. FILTER AND PRECIPITATOR AT 11-STOREY INDUSTRIAL 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  
PROJECT MANAGER

工作期 Duration 月數 No. of Months  
1/2019 - 8/2019 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.

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)

(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

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-STORY BUILDING AT XXXXXX (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

① 姓氏先行 Surname first

本人姓名 (英文) My Name (English)

DONG Shi Jiang

① 姓氏先行 Surname first

本人簽署 My Signature

S J DONG

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).





**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 S 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 )

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 2 1  
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

《商業登記規例》  
BUSINESS REGISTRATION REGULATIONS

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

16/10/2019

屆滿日期  
Date of Expiry

15/10/2020

登記證號碼  
Certificate No.

76543212- 000 - 04 - 11 - 3

登記費及徵費  
Fee and Levy

\$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。

- Section 6(6) provides that the issue of a business registration certificate or a branch registration certificate shall not be deemed to imply that the requirements of any law in relation to such business or to the persons carrying on the same or employed therein have been complied with.
- Section 12 provides that valid business registration certificate or valid branch registration certificate shall be displayed at every address where business is carried on.

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

To: Building Authority

Buildings Department  
G/F, Buildings Department Headquarters, North Tower  
West Kowloon Government Offices  
11 Hoi Ting Road  
Yau Ma Tei, Kowloon

(Registration Unit)

**Letter of Undertaking  
for Resignation of the Role of  
\*Authorized Signatory (AS) and/or Technical Director (TD)/  
Other Officer (OO) of  
<Name of Company>/ (BD Registration No.: \_\_\_\_\_)**

I, <Full Name> (HKID No.: \_\_\_\_\_) hereby undertake that I shall resign from my role as the \*AS and/or TD / OO for <Name of Company> / (BD Registration No.: \_\_\_\_\_) once my application for approval of \*AS and /or TD/ OO for <Name of Company> is accepted.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

\*Please delete as appropriate.

To: Building Authority

Buildings Department  
G/F, Buildings Department Headquarters, North Tower  
West Kowloon Government Offices  
11 Hoi Ting Road  
Yau Ma Tei, Kowloon

(Registration Unit)

**Letter of Undertaking  
for De-registration as a  
Registered Minor Works Contractor (Individual)**

I,           <Full Name>           (HKID No.:           ), hereby undertake that I shall be de-registered as a Registered Minor Works Contractor (Individual) (BD Registration No.:           <MWC(W) No.>          ) once my application for approval of \*authorized signatory (AS) and/or technical director (TD)/other officer (OO) for           <Name of Company>           is accepted.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

\*Please delete as appropriate.





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)**

**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  
(私人公司/公眾公司/擔保有限公司)

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

請勿填寫本欄 For Official Use



22300750000  
AR1L  
19/05/2016      1234567

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>

備號 Reference.



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)

18

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

19

住址 Residential Address

XXXX. XXXXXX, XXXXXX.

20

電郵地址 Email Address

國家/地區 Country/Region

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 -

**Name of Contractor**

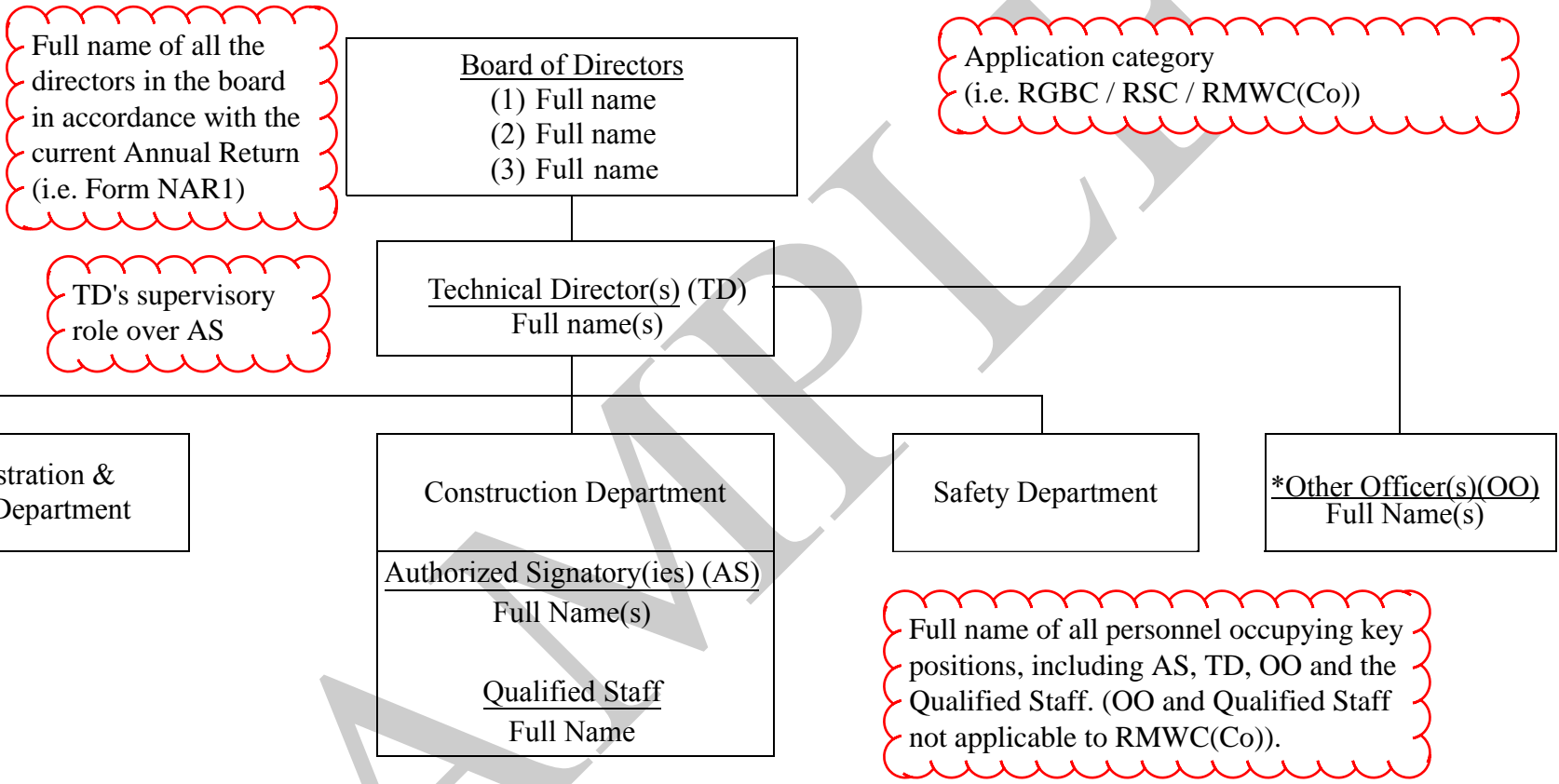
**Organisation Chart**

**SAMPLE** (Jun 2023)

**Organisation Chart**

\*Registered General Building Contractor / \*Registered Specialist Contractor in the \_\_\_\_\_ Works Category /

\*Registered Minor Works Contractor (Company) to carry out Type \_\_\_\_\_ in Class \_\_\_\_\_ Minor Works under the Buildings Ordinance



\_\_\_\_\_(number)\_\_\_\_ director(s) shall constitute a quorum

Endorsed by the Board of Director(s): \_\_\_\_\_ (Full Name) \_\_\_\_\_ (signature)

\_\_\_\_\_ (Full Name) \_\_\_\_\_ (signature)

\_\_\_\_\_ (Full Name) \_\_\_\_\_ (signature)

Endorsement by the minimum quorum of directors with effective date of the organisation chart

Effective Date : \_\_\_\_\_

**Remark**

***This organisation chart is for reference only, the applicant shall provide detailed arrangement of his own management structure and decision making mechanism for technical and financial matters***

\* Delete whichever is inapplicable

**Full Name of Contractor**

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS OF THE COMPANY  
HELD AT           (address)           ON           (date)           AT           (time)           .

Present :           Full name                     (signature)            
          Full name                     (signature)            
          Full name                     (signature)          

1. (Full name of director) was elected Chairman of the meeting.
2. Pursuant to Article (number) of the Memorandum and Articles of Association of the Company, (number) director(s) shall constitute a quorum. The chairman then declared that the directors present constituted a quorum.
3. In respect of the application of the Company to register as a \*Registered General Building Contractor / \*Registered Minor Works Contractor (Company) / \*Registered Specialist Contractor in the \*Demolition/ \*Foundation /\*Ground Investigation Field / \*Site Formation /\*Ventilation Works Category under the Buildings Ordinance (BO), the following resolutions in appointing the key personnel to act for the Company to perform the required duty under the BO were adopted :

a. Appointment of Authorized Signatory

IT WAS RESOLVED that (Full name) be appointed as the 'Authorized Signatory' (AS) to act for the Company for the purposes of the BO #\*He/\*She also assists (Full Name) , the Technical Director, to manage the carrying out of building works and street works under the BO.

b. Appointment of Technical Director

IT WAS RESOLVED that (Full name), a director of the Company, be appointed as the 'Technical Director' of the Company. \*He/\*She is authorised to:

- (i) have access to plant and resources;
- (ii) provide technical and financial support for the execution of building works and street works; and
- (iii) make decisions for the company and supervise the AS and other personnel for the purpose of ensuring that the works are carried out in accordance with the BO.

#\*c. Appointment of Other Officer to assist the Technical Director

IT WAS RESOLVED that (Full name) be appointed as the Other Officer to assist (Full name) , the Technical Director, to manage the carrying out of building works and street works under the BO.

4. There being no further business, the Chairman declared the Meeting closed.

(signature)

Chairman

\* Delete whichever is inapplicable

# If the TD does not possess the required qualification. (Not applicable for registered minor works contractors (company)).

Please refer to alternative requirement 2 and 3 of Appendix A to F of Practice Notes for Registered Contractors 38.