

# 表格 Form ICUMW05

# 第 Ⅲ 級別小型工程完工通知及證明書

for Housing	Notice and Certificate	e of Completion of Cla	ass III Minor Works	
	■ <b>須在工程完成後 14 天內呈交</b> ・ 第方格內加上『√』號。填寫前 ·			
Submit this form and all 14 days after the completer Read the "Matters to Not LETTERS and tick the a	te", complete in BLOCK			
致獨立審查組 To Indepe	ndent Checking Unit ("ICU")			
甲部 獲委任訂明註	────────────────────────────────────	僅供職員使	用 For official use only	
Registered C		小型工程呈	交編號 s Submission Number	
由安排進行小型工程 To be completed by the	的人項舄 e person who arranged for the minor works			
TERMINE TERMINE	置或地址 ss of the Completed Minor Works		交編號 Minor Works Submission Numb	ər
區域	大龍 大龍 Kowloon New Terri	tories i Only app	推 <b>招牌</b> 的工程・並已獲分配呈交編號時適用 blicable to works relating to <b>signboard</b> with Minor ubmission Number	
街道/鄉 Street/Village	街道號碼 Street No	The Accou	及/或地租通知書左上角的帳目編號 回選擇 unt Number printed on the top left-hand he Demand for Rates and/or Governmer	
大廈/屋苑 Building/Estate		Rent (Option	onal)	$\top$
樓層	單位/室 Flat/Room			
End Provide of the Community of the Com	 情		確定工程位置或地址 sy identification of location or address of wo	ırks
小型工程項目 Minor Works Item	pleted Minor Works  工程描述  Description of N  (包括性質、位置和數量 Including the		另加附加頁 張 Additional Pages	
a. 本人/我們已就本部所述	··商的資料 vinted Prescribed Registered Contract :工程 委任下述的訂明註冊承建商。 e prescribed registered contractor as b		① 如空位不歌應用,請另加紙張填寫 在每頁加簽,莊明日期及(如適用) 上公司印鑑。 If space is insufficient, please atta additional sheet(s) which must be	ch
	* Name of Prescribed Registered Contra		signed, dated and affixed with company seal (if applicable.)	
			, , , , , , , , , , , , , , , , , , , ,	
訂明註冊承建商名稱(英文	)* Name of Prescribed Registered Contra	actor (English)*	*根據屋宇署註冊記錄 (In accordance with the registration in Buildings Department)  ^ 刪去不適用者(Delete as appropria # (如適用)(if applicable) + For explanatory note on signing of refer to Appendix B of ICLI 104	ite)
註冊證明書編號* Certifica	te of RegistrationNumber*		refer to Appendix B of ICUI 04	

# **──** 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	① 姓氏先行 Surname first	通訊地址 Corre	spondence Address		
			份地址相同 dress as in Part A1 ➡	不用填寫地 Skip the ad	
英文名稱 Name in English	①姓氏先行 Surname first	區域 Area 地區 District	香港 Hong Kong	九龍 Kowloon	新界 New Territories
身份証明 (任擇其一) Identification	n (Choose one)	街道/鄉 Street/Village			街道號碼 Street No.
香港身份證號碼: HKID No.: 商業登記號碼: Business Registration No.: 護照號碼:		大廈/屋苑 Building/Estate 樓層 Floor		單位/室 Flat/Room	
Passport No.: 簽發國家: Country of Issue: 其他(請註明): Others (Please specify): 號碼: No.:					
聯絡電話 Contact Tel. No. 電郵地址 E-mail Address	傳真號碼 Fax No.				
本人/我們已閱讀並同意於《注意 I/we have read and hereby agree 安排進行小型工程的人簽署及 (如	the terms and conditions as stated in t	the "Matters to No	te" section.		
Signature of the person who arra carried out & (if applicable) affixe	nged for the minor works to be				
			明可引致法律行動。## tion or declaration legal action.##		
		日期 Date	年 yyyy		

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	E
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由已獲委任的訂明註冊承建商填寫

 訂明註冊承建商名稱 Name of the F	Prescribed Registered Contractor	早前相關的小型工程呈交編號(如適用)
中文名稱* Name in Chinese*	. 300. ISSA Registered Contractor	Previously Related Minor Works Submission Number (if any)
Tame in crimece		
		MW
英文名稱* Name in English*		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
<b>在展開日期</b>	工程完成日期	
ate of Commencement of ne Works	Date of Completion of the Works	
日 dd  月 mm   年 yyyy <b>本人/我們</b> .	日 dd 月 mm 年 yyyy	
1. 確認本人/我們已獲委任為甲部所發	The state of the s	
2. 確認甲部所述工程已分別於上述日3. 租品交额示有關的處所在緊接用部		的照片·及顯示已完成工程的圖則或工程描述;
		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
	本人/我們同意為該等圖則負起《建築物條 研入物學/	
<ol> <li>富本人屬於根據《建築物(小型工 自進行;</li> </ol>	程)規例》第 11 條註冊的小型工程承疑	建商【亦即註冊小型工程承建商(個人)】時・核證 <b>甲部</b> 所述工程已由本人
	· 確認有關招牌是為某人而豎設的人士	已在 <b>丙部</b> 提供獨立審查組所要求的詳情。
I/We, 1. confirm that I/we have been appo	inted as the prescribed registered contr	ractor of the works detailed in <b>Part A</b> :
2. confirm that the works detailed in	Part A had been commenced and com	npleted on the above dates respectively;
	showing the physical condition of the pro the plans or description of works showing	remises immediately before the commencement and after the completion of
		rdance with technical requirements of the Buildings Ordinance and the
		ave been prepared and signed by me/us (as the person who has signed the
		nance regarding the plans) (if applicable); or Works) Regulation [also known as Registered Minor Works Contractor
	rsonally carried out the works detailed in	
	<b>A</b> involve the erection of a signboard, co rson as required by the Independent Ch	onfirm that the person for whom the signboard is to be erected has necking Unit in <b>Part C</b> .
長授權僉者人姓名(中乂)* Name of ────	the Authorized Signatory (Chinese)*	註冊證明書編號* Certificate of Registration Number*
手授權簽署人姓名(英文)* Name of t	he Authorized Signatory (English)*	註冊屆滿日期* Date of Expiry of Registration*
		The state of the s
		日dd 月mm 年vvvv
		日 dd 月 mm 年 yyyy
游絡電話 Contact Tel. No.	傳真號碼* Fax No.*	
丁明註冊承建商簽署(獲授權簽署 <i>人</i>		
Signature* of the Prescribed Registe	ered Contractor (Authorized Signatory	y, if applicable)*
	 	證或聲明可引致法律行動。##
	Any false o	certification or declaration
	may be sul	bject to legal action.##
	日期 Date	
	□ ₩ Date	;

#### 有關招牌是為某人而豎設的人士(即招牌擁有人)的詳情 Particulars of the Person for whom the Signboard is to be Erected (i.e. Signboard Owner) Part C 如工程不涉及豎設招牌,則不用填寫 ◆ 由有關招牌擁有人填寫 Skip this Part if the works do not involve erection of a signboard To be completed by the signboard owner ①姓氏先行 Surname first 通訊地址 Correspondence Address 中文名稱 Name in Chinese 與甲1部份地址相同 不用填寫地址 Same address as in Part A1 Skip the address ①姓氏先行 Surname first 英文名稱 Name in English 區域 香港 九龍 新界 Hong Kong Kowloon **New Territories** Area 地區 District 街道號碼 街道/鄉 身份証明 (任擇其一) Identification (Choose one) Street/Village Street No. 香港身份證號碼: 大廈/屋苑 HKID No.: Building/Estate 商業登記號碼: 樓層 單位/室 Business Registration No.: Flat/Room Floor 護照號碼: Passport No.: 簽發國家: Country of Issue: 其他(請註明): Others (Please specify): 號碼: No.: 聯絡電話 Contact Tel. No. 傳真號碼 Fax No. 電郵地址 E-mail Address 有關招牌擁有人簽署及(如適用)蓋上公司印鑑 Signature of the signboard owner & (if applicable) affixed with company seal 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

月mm

□ dd

年 уууу

#### 注意事項

- ## 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。
- 1. 若有關小型工程涉及在樓宇公用地方進行建築工程,訂明註冊承建商應留意有關樓宇租約中的相關條文,並於展開工程前通知有關樓宇的物業管理處。
- 2. 訂明註冊承建商應採取合適的措施,以確保妥善處置有關的建築廢料。
- 為減少招牌燈光引至的光污染及減低其能源消耗,認可人士及申請人須參考由環境局、環境保護署及機電工程署聯合發出的《戶外燈光裝置業界良好作業指引》。
- 4. 你須確保政府在使用或徜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。如有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。
- 5. 就涉及窗戶的小型工程,請確保該窗戶在開工前已按照強制驗窗計劃相關的作業守則進行訂明檢驗,並在完工後使該窗戶變得安全。

#### 甲. 個人資料

#### 收集的目的

- 1. 獨立審查組會使用透過本表格所獲得的個人資料作下列用途:
  - (a) 處理你在本表格中所呈交的文件的相關事務;
  - (b) 處理有關上述小型工程的相關事務;及
  - (c) 方便獨立審查組與你聯絡。
- 2. 你必須提供本表格所要求的個人資料。假如你未能提供所需資料,可能 導致處理你所呈交的文件時出現延誤,或甚至導致無法處理你的申請。

#### 獲轉交資料的部門/人士

- 為保障個人資料,請確保所呈交的文件並不包含任何與《建築物條例》 所述的事宜無關的個人資料。就私穩事宜的細則,你可參考《個人資料 (私穩)條例》的條文。
- 4. 本組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。

#### 索閱個人資料

5. 根據《個人資料(私隱)條例》·你有權查閱及改正你所提交的個人資料。獨立審查組有權就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·請與獨立審查組小型工程小組聯絡。

#### **Matters to Note**

- ## Any person making a false declaration or misrepresenting a material fact shall be guilty of a criminal offence and subject to prosecution.
- If the minor works involve building works in the common parts of a building, the prescribed registered contractor is advised to pay attention to the relevant conditions in the Tenancy Agreement of the subject building and notify the property management office before commencement of the works.
- Prescribed registered contractor shall take appropriate measures to ensure construction wastes are disposed of properly.
- 3. To minimise light pollution and reduce energy consumption arising from the lighting of the signboards, the AP and the applicant are advised to make reference to the Guidelines on Industry Best Practices for External Lighting Installations jointly issued by the Environment Bureau (ENB), Environmental Protection Department and Electrical and Mechanical Services Department.
- 4. 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 issue, you can make reference to the provisions of the Copyright Ordinance.
- 5. For window-related minor works, please ensure that prescribed inspection has been carried out to such window(s) in accordance with the relevant code of practice on Mandatory Window Inspection Scheme before the commencement of the works and the window(s) have been rendered safe after the works.

#### A. Personal Data

#### **Purposes of Collection**

- 1. The personal data provided by means of this form will be used by the Independent checking unit (ICU) for the following purposes:
  - (a) activities relating to the processing of your submission in this form;
  - (b) activities relating to the above minor works; and
- (c) facilitating communication between the ICU and yourself.
- 2. It is obligatory for you to provide the information as required in the form. If you fail to provide the required data, delay may be caused in processing of your submission or even result in rejection of the application.

#### Classes of Transferees

- 3. 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 issue, you can make reference to the provisions of the Personal Data (Privacy) Ordinance.
- 4. 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.

#### Access to Personal Data

5. You have the right of access and correction with respect to the personal data as provided under the Personal Data (Privacy) Ordinance. The ICU 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 Minor Works Team of the ICU.

#### 乙. 填寫表格

- 1. 請填妥表格載列所有有關的部分·並在表格上簽署。請附上所有證明文件·包括訂明圖則及詳圖、顯示工程處所在工程前實際狀況的照片及 (如有)監工計劃書等。
- 2. 所提供的資料如有不全或錯誤、獨立審查組將不能處理呈交的文件。
- 3. 所有根據簡化規定呈交的文件‧都會隨機抽取進行審核‧以確保該工程 已按照《建築物條例》及其規例和呈交的訂明圖則及詳圖進行。
- 4. 如對本表格有任何疑問,請與獨立審查組小型工程小組聯絡。

#### **B.** Completion of Form

- Please ensure that all relevant parts of the form are duly completed, and the form is signed. Please enclose all supporting documents, including prescribed plans and details of the works, photographs showing the physical condition of the premises before the commencement of works and supervision plan (if any), etc.
- If incomplete or erroneous information is provided in the form, the ICU may not be able to process the submission.
- 3. All documents submitted under the simplified requirements will be randomly selected for audit check, with a view to ensuring that the works have been carried out in accordance with the Buildings Ordinance and regulations and the submitted prescribed plans and details.
- 4. Enquiries regarding this form should be addressed to the Minor Works
  Team of the ICIJ

#### 丙. 呈交方法

- 郵寄/親身呈交 本表格連同有關文件應郵寄或親身呈交至九龍黃大 仙龍翔道 138 號龍翔辦公大樓 8 樓獨立審查組。
- 2. **電子呈交** 網上表格可經由以下網址填寫及呈交。有關申請全部必須附上數碼證書認證
  - https://www.hb.gov.hk/icu/tc/FormsMWCS/index.html

#### 丁. 聯絡資料

獨立審查組小型工程小組

地址:香港九龍黃大仙龍翔道 138 號龍翔辦公大樓 8 樓

#### C. Submission Methods

- By Post / In Person This form together with the relevant documents shall be posted to or submitted in person to ICU,8/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon.
- Through e-Submission This form can be submitted electronically by filling the e-form from the following website, all with identity authenticated by your digital certificates.
  - https://www.hb.gov.hk/icu/eng/FormsMWCS/index.html

#### **D. Contact Details**

Minor Works Team of the Independent Checking Unit

Address: 8/F, Lung Cheung Office Block, 138 Lung Cheung Road,

Wong Tai Sin, Kowloon.

Tel No. 3162-0310 Fax No. 3162-3442

## ICUMW05 已完成的小型工程的詳情的附加頁 Additional Page of Details of the Proposed Minor Works to be Carried Out for ICUMW05

阿加馬 Additional Page No.

附加頁	
ige No.	

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)	
安排進行小型工程的		
Signature of the pers (if applicable) affixed	on who arranged for the minor works to be carried out & with company seal	
	(丁) 一大	
	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	