ICU
房屋局常任秘書長辦公室
Office of the Permanent Secretary for Housing

表格 Form
**ICUMW06-1**

# 檢查及核證訂明建築物或建築工程通知書及相關的第 I 級別小型工程改動/鞏固工程的完工證明書 (小型適意設施檢核計劃)

# Notice of Inspection & Certification of Prescribed Building or Building works and Certificate of Completion of the associated Alteration or Strengthening Works involving Class I Minor Works (Minor Amenity Feature Validation Scheme)

- 本表格及所有證明文件最遲須在完成訂明建築物或建築工程的檢查後 14 天內呈交。
- 如涉及改動或鞏固工程，亦須在該工程完成後 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 the inspection of the prescribed building or building works.**
- **If alternation or strengthening works are involved, submit this form and all supporting document(s) within 14 days after the completion of such works.**
- **Read the "Matters to Note", complete in BLOCK LETTERS and tick the appropriate boxes.**

| 僅供職員使用 For official use only | |
|---|---|
| 檢核計劃呈交編號<br>Validation Scheme Submission Number | |

**致獨立審查組 To Independent Checking Unit ("ICU")**

## 甲部 Part A 安排進行檢查的人 (同時為安排進行改動或鞏固工程的人（如適用））的通知 Notice of the Person who Arranged for the Inspection (Also the Person who Arranged for the Alteration or Strengthening Works to be Carried Out if applicable)

由安排進行檢查的人（同時為安排進行改動或鞏固工程的人（如適用）填寫
To be completed by the person who arranged for the inspection
(Also the the Person who Arranged for the Alteration or Strengthening Works to be Carried Out if applicable)

☐ 早前已就改動或鞏固工程呈交第一級別小型工程展開通知書 (表格 MW01)
Notice of Commencement of Class I Minor Works (Form MW01) has been previously submitted for alteration or strengthening works

小型工程文件呈交編號
Previous Submission Number
**MWHD** ☐☐☐☐☐☐☐☐

只適用於早前就第 I 級別改動或鞏固工程已獲分配呈交編號的文件
Only applicable where the previous submission with submission number assigned for Class I alteration or strengthening works

## 1 訂明建築物或建築工程的位置及所在地址 Location or Address of the Prescribed Building or Building Works

| | | | |
|---|---|---|---|
| 區域 Area | ☐ 香港 Hong Kong | ☐ 九龍 Kowloon | ☐ 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 | |

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)
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為方便確定工程位置或地址
For easy identification of location or address of works

* 根據屋宇署註冊記錄
(In accordance with the registration record in Buildings Department)
^ 刪去不適用者(Delete as appropriate)
# (如適用)(if applicable)
+ For explanatory note on signing capacity, refer to Appendix B of ICUI 04

## 2 經檢查的訂明建築物或建築工程的詳細資料
## Details of the Prescribed Building or Building Works

下述工程項目應為《建築物(小型工程)規例》附表 3 第 4 規定的訂明建築物或建築工程項目，並已在 2020 年 9 月 1 日 前已完成或進行。
The following works items should be the prescribed building or building works items as stipulated in Part 4 of Schedule 3 of the Building (Minor Works) Regulation and have been completed or carried out before **1 September 2020**.

| 2020 年 9 月 1 日前完成或進行的訂明建築物或建築工程項<br>Prescribed building or building works completed or carried out before 1 September 2020 | | **A 欄**<br>已檢查而不須改動或鞏固的訂明建築物或建築工程數目<br>**Column A**<br>Number of inspected prescribed building or building works which do not require alteration or strengthening | **B 欄**<br>已檢查而須改動或鞏固的訂明建築物或建築工程數目^<br>**Column B**<br>Number of inspected prescribed building or building works which require alteration or strengthening^ |
|---|---|---|---|
| 項目編號<br>Item No. | 描述<br>Description of Works | | |
| 1 | 在地面、簷篷（不包括懸臂式平板）或建築物屋頂（不包括懸臂式平板）上用於支承屋宇裝備裝置的構築物或該等裝置的金屬箱<br>Supporting structure or metal casing for a building services installation on-grade, on a canopy (other than a cantilevered slab) or on a roof (other than a cantilevered slab) of a building | | (1.50) |
| 3 | 在建築物屋頂上用於支承無線電通訊站的構築物，而該通訊站只用於電訊服務並採用機組櫃形式的<br>Supporting structure for a radio base station solely for telecommunications services in the form of an equipment cabinet on a roof of a building | | (1.14) |
| 10 | 在地面上的實心圍牆 (不包括違例實心圍牆)頂部的網欄或金屬欄杆<br>Mesh fence or metal railing on top of a solid fence wall (other than an unauthorised solid fence wall) on-grade | | (1.59) |
| 14(a) | 圍牆的金屬閘<br>Metal gate at a fence wall | | (1.16) |
| 15 | 建築物入口處上方自外牆伸出的簷篷<br>Canopy projecting from an external wall of a building over an entrance to the building | | (1.27) |
| 19(a) | 在建築物屋頂上的花棚<br>Trellis on a roof of a building | | (1.45) |

^ 以下括號內數字為該改動或鞏固工程的相關小型工程項目。
The minor works item corresponding to the alteration or strengthening works is bracketed below.

## 3 安排進行檢查的人（同時為安排進行改動成鞏固工程的(如適用)）的資料及聲明
## Particulars and Declaration by the Person who Arranged for the Inspection (Also the Person who Arranged for the Alteration or Strengthening Works to be Carried Out if applicable)

a. 在**甲 2** 部描述的訂明建築物或建築工程由本人 / 我們安排進行檢查。
I/we am/are the person who arranged for inspection to the prescribed building or building works stated in **Part A2**.

b. 本人 / 我們委任**乙部及丙部**（如適用）所述的建築專業人士就**甲2**部描述的訂明建築物或建築工程進行檢查。
I/we confirm that the building professionals stated in **Part B and Part C** (if applicable) have been appointed to inspect the prescribed building or building works stated in **Part A2**.

c. 本人 / 我們同時作為安排進行在**甲部**所述的改動或鞏固工程（如有）的人，本人 / 我們已委任**乙部及丙部**（如適用）所述的人士，作為該工程（如有）的訂明建築專業人士 。
I/we am/are also the person who arranged for the alteration or strengthening works stated in **Part A** (if any. I/we have appointed the prescribed building professionals stated in **Parts B and C** (if applicable) for the works (if any).

中文名稱 Name in Chinese　ⓘ 如有，姓氏先行 Surname first, if any

英文名稱 Name in English　ⓘ 如有，姓氏先行 Surname first, if any

身份証明 (任擇其一) Identification (Choose one)

☐ 香港身份證號碼: HKID No.: ☐☐☐☐☐☐☐☐ (☐)

☐ 商業登記號碼: Business Registration No.:

☐ 護照號碼: Passport No.:
簽發國家: Country of Issue:

☐ 其他（請註明）: Others (Please specify):
號碼: No.:

通訊地址 Correspondence Address

☐ 與甲 1 部份地址相同 Same address as in Part A1 → 不用填寫地址 Skip the address

| | | | |
|---|---|---|---|
| 區域 Area | ☐ 香港 Hong Kong | ☐ 九龍 Kowloon | ☐ 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 | |

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.

安排進行檢查的人（同的為安排進行改動及鞏固工程的人(如適用)）簽署及 (如適用) 蓋上公司印鑑
Signature of the person who arranged for the inspection (also the person who arranged for the alteration and strengthening works to be carried out if applicable) & (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
日 dd　月 mm　年 yyyy

## 4 安業主立案法團的資料（如有）
## Details of Owners' Corporations (if any)

ⓘ 如上述訂明建築物或建築工程並非位於大廈的公用部，則不用填寫此部。
Skip this Part if the above prescribed building or building works was not erected at common parts of the building.

ⓘ 請細閱《注意事項》。
Read the "Matters to Note".

☐ 大廈已成立業主立案法團
Owners' Corporation formed

電郵地址 E-mail Address

| |
|---|
| |

通訊地址 Correspondence Address

☐ 與甲 1 部份地址相同 Same address as in Part A1 ➔ 不用填寫地址 Skip the address

| | | | | |
|---|---|---|---|---|
| 區域 Area | ☐ 香港 Hong Kong | ☐ 九龍 Kowloon | ☐ 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 | | |

# 乙部 認可人士 / 房屋署總專業人士的證明書
# Part B Certification by the Authorized Person / Chief Professional in Housing Department

由已獲委任的認可人士或房屋署總專業人士填寫
To be completed by the appointed authorized person or Chief Professional in Housing Department

## 1 在檢核計劃下的檢查證明書
## Certification of inspection under validation scheme

a. 本人確認已獲委任為檢查 甲2部 所述的訂明建築物或建築工程的獲委任人。
I confirm that I have been appointed for the inspection of the prescribed building or building works stated in **Part A2**.

b. 本人確認上述檢查亦已於下列日期進行 。
I confirm that the above-mentioned inspection had been carried out on the date stated below.

檢查進行日期 Date of Inspection

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

日 dd 月 mm 年 yyyy

早前相關的檢核計劃呈交編號（如適用）
Previously Related Validation Scheme Submission Number (if any)

VS

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

ⓘ 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

☐ 本人核證：本人認為甲2部 **A欄** 所述訂明建築物或建築工程的結構上是安全的及符合《建築物條例》的規定。
I certify that the prescribed building or building works stated in **Column A** of Part A2 are structurally safe in my opinion and comply with the Buildings Ordinance.

☐ 就甲2部 B欄 所述訂明建築物或建築工程而言，本人認為有需要根據《建築物條例》進行小型工程，以改動、糾正或鞏固有關訂明建築物或建築工程。由於有關改動或鞏固工程已於乙2部所述的日期完成，本人核證：本人認為甲2部 **B欄** 所述訂明建築物或建築工程在結構上是安全的，及符合《建築物條例》的規定 。
For the prescribed building or building works stated in **Column B** of Part A2, it is necessary, in my opinion, to carry out minor works to alter, rectify or strengthen the prescribed building or building works under the Buildings Ordinance. As the alteration or strengthening works had been completed on the date stated in Part B2, I certify that the prescribed building or building works stated in Column B of Part A2 are structurally safe in my opinion and comply with the Buildings Ordinance (Cap. 123).

## 2 改動或鞏固工程的證明書
## Certificate of Alteration or Strengthening Works

ⓘ 如不涉及改動或鞏固工程，則不用填寫此部
Skip this Part if no alteration or strengthening works involved

第 I 級別改動或鞏固工程完成日期（如適用）
Date of Completion of Class I Alteration or Strengthening Works (if applicable)

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

日 dd 月 mm 年 yyyy

就早前根據簡化規定展開涉及第 I 級別小型工程的改動或鞏固工程，即甲部所述的小型工程而言，本人：

1. 現已呈交顯示已完成工程的經修訂的訂明圖則及詳圖（如有），其修訂已經詳列於戊部；
2. 核證該工程，已按照《建築物條例》及已呈交的訂明圖則及詳圖進行，而該等訂明圖則均由本人製備和簽署（作為已簽署有關訂明圖則的人，本人同意就該等訂明圖則負起《建築物條例》 訂明的所有責任）；
3. 確認該工程已於上述日期完成；及
4. 核證，本人認為該工程在結構上是安全的。

For alteration or strengthening works involving Class I minor works commenced under simplified requirements, i.e. the minor works stated in Part A, I :

1. submit herewith the revised prescribed plans and details showing the works as completed (if any) in Part E;
2. certify that all the works have been carried out in accordance with the Buildings Ordinance and the submitted prescribed plans and details; and the said prescribed plans have been prepared and signed by me (as the person who has signed the prescribed plans, I agree to assume all responsibilities under the Buildings Ordinance regarding the prescribed plans);
3. confirm that the works were completed on the date stated above; and
4. certify that the works are structurally safe in my opinion.

中文姓名* Name in Chinese ⓘ 姓氏先行 Surname first, if any

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

/

英文姓名* Name in English* ⓘ 姓氏先行 Surname first, if any

註冊屆滿日期* Date of Expiry of Registration*

日 dd 月 mm 年 yyyy

聯絡電話 Contact Tel. No.

傳真號碼* Fax No.*

電郵地址 E-mail Address

認可人士 / 房屋署總專業人士+^簽署*
Signature of the Appointed Person / Chief Professional in Housing Department +^*

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

## 丙部 註冊結構工程師 / 房屋署總結構工程師的證明書
## Part C Certification by the Registered Structural Engineer / Chief Structural Engineer in Housing Department

由已獲委任的註冊結構工程師 / 房屋署總結構工程師填寫
To be completed by the appointed registered structural engineer / chief structural engineer in Housing Department

ⓘ 如上述訂明建築物或建築工程屬於《建築物（小型工程）條例》第 37(4) 條下的指明建築結構，則不用填寫此部
Skip this Part if the above prescribed building or building works is a specified construction under section 37(4) of the Building (Minor Works) Regulation

本人確認，本人已獲委任為甲2部所所述訂明建築物或建築工程進行檢查，該檢查亦已於下列日期進行。
I have been appointed for the inspection of the prescribed building or building works stated in Part A2, the inspection had been carried out on the date stated below.

檢查進行日期 Date of Inspection

日 dd 月 mm 年 yyyy

☐ 本人核證：本人認為甲2部 A欄 所述訂明建築物或建築工程的結構上是安全的及符合《建築物條例》（第123章）的規定。
I certify that the prescribed building or building works stated in Column A of Part A2 are structurally safe in my opinion and comply with the Buildings Ordinance (Cap. 123).

☐ 就甲2部 B欄 所述的訂明建築物或建築工程而言，本人認為有需要根據《建築物條例》條進行小型工程，以改動、糾正或鞏固有關訂明建築物或建築工程。就早前根據簡化規定展開涉及第I級別小型工程的改動或鞏固工程，即甲部所述的小型工程而言，本人現，

1. 呈交顯示已完成工程的經修訂的訂明圖則及詳圖（如有），其修訂已經詳列於戊部；
2. 核證該工程，已按照《建築物條例》及已呈交的訂明圖則及詳圖進行，而該等訂明圖則均由本人製備和簽署（作為已簽署有關訂明圖則的人，本人同意就該等訂明圖則負起《建築物條例》 訂明的所有責任）；及
3. 核證，本人認為該工程在結構上是安全的。

由於有關改動或鞏固工程已經完成，本人核證：本人認為甲2部 B欄 所述的訂明建築物或建築工程在結構上是安全的，及符合《建築物條例》（第 123 章）的規定 。

For the prescribed building or building works stated in Column B of Part A2, it is necessary, in my opinion, to carry out minor works to alter, rectify or strengthen the prescribed building or building works under the Buildings Ordinance. For alteration or strengthening works involving Class I minor works commenced under simplified requirements, i.e. the minor works stated in Part A, I,

1. submit herewith the revised prescribed plans and details showing the works as completed (if any) in Part E;
2. certify that all the works as stated in Part A have been carried out in accordance with the Buildings Ordinance and the submitted prescribed plans and details; and the said prescribed plans have been prepared and signed by me (as the person who has signed the prescribed plans, I agree to assume all responsibilities under the Buildings Ordinance regarding the prescribed plans); and
3. certify that the works as stated in Part A are structurally safe in my opinion.

As the alteration or strengthening works had been completed, I certify that the prescribed building or building works stated in Column B of Part A2 are structurally safe in my opinion and comply with the Buildings Ordinance (Cap. 123).

中文姓名* Name in Chinese ⓘ 姓氏先行 Surname first, if any

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

/

英文姓名* Name in English* ⓘ 姓氏先行 Surname first, if any

註冊屆滿日期* Date of Expiry of Registration*

日 dd 月 mm 年 yyyy

聯絡電話 Contact Tel. No.

傳真號碼* Fax No.*

電郵地址 E-mail Address

註冊結構工程師 / 房屋署總結構工程師+^簽署*
Signature of the appointed registered structural engineer / chief structural engineer in Housing Department*

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

## 丁部 訂明註冊承建商的證明書
## Part D Certification 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

ⓘ 如沒有進行改動或鞏固工程，則不用填寫此部
Skip this Part if no alteration or strengthening works has been carried out

我們核證上述呈交編號的文件內的所有改動或鞏固工程，已按照《建築物條例》，及已按呈交的圖則及詳圖進行。
We certify that all the alteration or strengthening works under the submission with the above stated submission number have been carried out in accordance with the Buildings Ordinance and the submitted plans and details.

承建商名稱 (中文)* Name of Contractor (Chinese)* ⓘ 姓氏先行 Surname first, if any

承建商名稱(英文)* Name of Contractor (English)* ⓘ 姓氏先行 Surname first, if any

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*

/

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*

日 dd 月 mm 年 yyyy

聯絡電話 Contact Tel. No.

傳真號碼* Fax No.*

電郵地址 E-mail Address

訂明註冊承建商簽署（獲授權簽署人）*
Signature of the Prescribed Registered Contractor (Authorized Signatory)*

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

## 戊部 已完成第 I 級別改動或鞏固工程的修訂
## Part E Revisions of the Completed Class I Alteration or Strengthening Works

由已獲委任的認可人士或房屋署總專業人士填寫
To be completed by the appointed authorized person or Chief Professional in Housing Department

如已完成的涉及第 I 級別小型工程的改動或鞏固工程與已呈交的訂明圖則及詳圖相同，則不用填寫此部
Skip this Part if the completed alteration or strengthening works involving Class I minor works commenced under simplified requirements are the same as those shown in the submitted prescribed plans and details

| 小型工程項目<br>**Minor Works Item** | 第 I 級別改動或鞏固工程的描述（包括性質、位置及數量）<br>**Description of Class I Alteration or Strengthening Works (Including the nature, location and quantity)** | 有關差別的描述<br>**Description of the Differences** |
|---|---|---|
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| | | |

「有關差別的描述」請參閱《認可人士、註冊結構工程師及註冊岩土工程師作業備考》APP-147。
Refer to Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers No. APP-147 for the "Descriptions of the differences".

☐ 另加附加頁 **Additional** ☐ 張 **Pages**

## 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. 在可行的情況下，訂明註冊承建商應在工程所處地點或其附近的顯眼位置張貼通告，以便其他可能受影響的佔用人能及早知悉有關工程。

3. 於進行檢查、改動或鞏固工程(如適用)前，安排進行該檢查或該工程的人應先取得該違例構築物的擁有人或有關物業管理處的同意。

4. 被檢核的訂明建築物或建築工程如位於大廈的公用部份，安排進行檢查的人應先與物業管理處商討使用公用部份的權利，特別是在展開鞏固工程(如涉及)前，並遵守樓宇租約所訂定的責任。這責任包括（但不限於）第三者責任保險的安排。在未有得到物業管理處同意的情況下於大廈的公用部分進行工程，則有可能違反樓宇租約，並有可能會遭受民事起訴及須負上民事法律責任。

5. 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。

6. 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。

## 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.

1. 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.

2. As far as practicable, the prescribed registered contractor is advised to post a notice at a conspicuous place at or near the location of the proposed works in order to notify other potentially affected occupants the works in advance.

3. The person who arranged for inspection, alteration or strengthening works to be carried out is advised to seek necessary agreement from the owner(s) of the unauthorised structure or the property management office concerned before the inspection or works to be carried out (if any).

4. If the validation involves prescribed building or building works erected at common parts of the building, the person who arranged for the inspection should liaise with the property management office regarding the right of use of these common parts, especially before the commencement of strengthening works (if any), and to observe all obligations as stipulated in the Tenancy Agreement of the building. The obligations include but are not limited to the arrangement of third-party liability insurance. Without obtaining the consent of the property management office for carrying out of works at common parts of the building, the person who arranged for the inspection may be in breach of the Tenancy Agreement of the building and liable to civil proceedings and bearing of civil liabilities.

5. Prescribed registered contractor shall take appropriate measures to ensure construction wastes are disposed of properly.

6. 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.

## 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**

3. 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。

## 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。請附上如以下戊項所列的證明文件。

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

1. Relevant parts of the form should be duly completed, and the form should be signed. Supporting documents as listed in Section E below, should be submitted

2. 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 ICU.

## 丙. 呈交方法

1. **郵寄/親身呈交** - 本表格連同有關文件應郵寄或親身呈交至九龍黃大仙龍翔道 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

## C. Submission Methods

1. **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.

2. **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

## 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

電話：3162-0310　　傳真：3162-3442

## 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

## 戊. 證明文件

安全檢查報告包括顯示該訂明建築物或建築工程的實體狀況的照片及描述。如隨表格夾附的安全檢查報告已提供顯示有關改動或鞏固工程完成後的照片（如適用），則無需另行夾附該改動或鞏固工程的完工照片。

## E. Supporting Documents

Safety Inspection Report includes photos and description showing the physical condition of the prescribed building or building works. If photos showing site conditions after the completion of the relevant alteration or strengthening works (if any) were provided on the inspection report accompanied with the form, it is not necessary to provide the showing the works as completed.

**ICUMW06-1 已完成第 I 級別改動或鞏固工程的修訂的附加頁**
**Additional Page of Revisions of the Completed Class I Alteration or Strengthening Works for ICUMW06-1**

附加頁
**Additional Page No.**

| 小型工程項目<br>**Minor Works Item** | 第 I 級別改動或鞏固工程的描述（包括性質、位置及數量）<br>**Description of Class I Alteration or Strengthening Works (Including the nature, location and quantity)** | 有關差別的描述<br>**Description of the Differences** |
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安排進行檢查、改動及鞏固工程的人簽署及（如適用）蓋上公司印鑑
Signature of the person who arranged for the inspection, alteration and strengthening works to be carried out and (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

日 dd 月 mm 年 yyyy