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

小型工程更改委任通知書 (認可人士或註冊檢驗人員/房屋署總專業人士)

Notice of Change in Appointment of Minor Works (Authorized Person or Registered Inspector/Chief Professional in Housing Department)

表格 Form
ICUMW08

- **本表格須在新獲委任人士獲委任的日期後 7 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 within 7 days after the date of the appointment of the new appointed person.**
- Read the "Matters to Note", complete in BLOCK LETTERS and tick the appropriate boxes.

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

甲部 新獲委任認可人士或註冊檢驗人員的委任
Part A Notice of Appointment of the New Appointed Authorized Person or registered inspector

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

必須填寫 MUST COMPLETE

小型工程呈交編號 Minor Works Submission Number

MWHD | | | | | | | |

中文名稱 Name in Chinese　　姓氏先行 Surname first

英文名稱 Name in English　　姓氏先行 Surname first

本人/我們為上述呈交編號呈交文件內的安排進行小型工程的人。本人/我們現指明下述新獲委任人以取代原獲委任人的人。
I am / We are the person who arranged for the minor works to be carried out in the submission with the above mentioned submission number. I/we specify hereby the new appointed person detailed below as the person appointed in the place of the original appointed person.

新獲委任人 New Appointed Person

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

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

| | | | | | | | | | | | / | | |

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

新委任生效日期 New Appointment Effective Date

日 dd　月 mm　年 yyyy

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

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

*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

乙部　認可人士或註冊檢驗人員/房屋署總專業人士的委任確認書
Part B　Confirmation of Appointment by the Authorized Person or Registered Inspector/Chief Professional in Housing Department

由新獲委任的認可人士或註冊檢驗人員/房屋署總專業人士填寫
To be completed by the new appointed authorized person or registered inspector/ chief professional in Housing Department.

認可人士或註冊檢驗人員/房屋署總專業人士姓名(中文)*
Name of Authorized Person or Registered Inspector/Chief Professional in Housing Department (Chinese)*

認可人士或註冊檢驗人員/房屋署總專業人士姓名(英文)*
Name of Authorized Person or Registered Inspector/Chief Professional in Housing Department (English)*

本人，

1. 確認本人已獲委任為上述呈交編號呈交文件內的第 I 級別小型工程的認可人士或註冊檢驗人員/房屋署總專業人士（只在工程屬訂明修葺或任何相關的拆卸工程時適用），以取代原獲委任人的人；及
2. 當技術備忘錄要求有監工計劃書時，現呈交經修訂的監工計劃書。

I,

1. confirm that I have been appointed as the authorized person or registered inspector/Chief Professional in Housing Department (only applicable where the works are a prescribed repair or any associated demolition works) in the place of the original appointed person for the Class I minor works detailed in the submission with the above mentioned submission number; and
2. where supervision plan is required by the technical memorandum, submit herewith a revised supervision plan.

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

/

聯絡電話 Contact Tel. No.

傳真號碼* Fax No.*

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

日 dd　月 mm　年 yyyy

認可人士或註冊檢驗人員簽署*
Signature of the Authorized Person or Registered Inspector*

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

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。

3. 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》。

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. 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.

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. 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

4. 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. 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

4. 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。
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. 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. Please ensure that all relevant parts of the form are duly completed, and theform is signed.
2. If incomplete or erroneous information is provided in the form, the ICU may not be able to process the submission.
3. 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

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

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

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