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

表格 Form
ICUMW10

小型工程的訂明註冊承建商不再獲委任通知書
Notice of Cessation of Prescribed Registered Contractor (Minor Works)

- **本表格及所有證明文件最遲須在不再獲委任的日期後 7 天內 呈交 (如涉及第 I 級別小型工程，亦須在認可人士接獲交付 他的通知當日後的 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 and all supporting document(s) within 7 days after the date of the cessation (if Class I minor works are involved, within 7 days after the date of receipt of the notice by the authorized 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 不再獲委任的訂明註冊承建商的通知書
Part A Notice of the Prescribed Registered Contractor on ceasing to be appointed

由已不再獲委任的訂明註冊承建商填寫
To be completed by the prescribed registered contractor ceased to be appointed

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*

英文名稱* Name in English*

不再獲委任日期 Date of Ceased to be Appointed

日 dd 月 mm 年 yyyy

我們為上述呈交編號呈交文件內的已獲委任的訂明註冊承建商，呈交此通知述明我們自上述日期起，不再 獲委任為上述小型工程編號的訂明註冊承建商；並核證所有在上述呈交編號呈交文件內的下述小型工程，已按照獨立審查組的要求及已呈交的訂明圖則及詳圖進行；

We are the prescribed registered contractor appointed under the submission with the above mentioned submission number, submit herewith this notice of the fact that, with effect from the above date, we have ceased to be appointed as the prescribed registered contractor of the minor works detailed in the submission with the above mentioned submission number; and certify that all the following minor works under the above mentioned submission number have been carried out in accordance with the requirements of the Independent Checking Unit and the submitted prescribed plans and details;

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)	☐ 另加附加頁 **Additional** ☐ 張 **Pages**

如空位不敷應用，請另加紙張填寫並在每頁加簽、註明日期及(如適用) 蓋上公司印鑑。
If space is insufficient, please attach additional sheet(s) which must be signed, dated and affixed with company seal (if applicable).

1.現呈交顯示所有已完成的小型工程的圖則及照片；

2.當已完成的工程不屬拆卸工程時，核證我們認為所有已完成的工程在結構上是安全的；

3.當已完成的工程屬拆卸工程時，核證我們認為所有受上述工程影響的任何土地或街道有足夠安全 度，且在有關的處所尚餘的任何構築物在結構上是安全的；及

4.當已完成的工程涉及**第 I 級別**小型工程時，在不再獲委任當日後的 7 天內，現將本通知書交付予獲委任或提名的認可人士或註冊檢驗人員/房屋署總專業人士^

1. submit herewith plans and photographs showing all the minor works as completed;
2. where the completed works are other than demolition works, certify that, in our opinion, all the completed works are structurally safe;
3. where the completed works are demolition works, certify that, in our opinion, any land or street affected by the said works has an adequate margin of safety and any structure remaining on the premises is structurally safe; and
4. where the completed works involve **Class I** minor works, deliver herewith to the authorized person or registered inspector/chief professional in Housing Department^ appointed or nominated this notice within 7 days after the date of cessation.

*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

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

我們已閱讀並同意於《注意事項》內所列之條款。
We have read and hereby agree the terms and conditions as stated in the "Matters to Note" section.

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

乙部 認可人士或註冊檢驗人員/房屋署總專業人士的呈交
Part B Submission by the Authorized Person or Registered Inspector or Chief Professional in Housing Department

由已獲委任的認可人士或註冊檢驗人員或房屋署總專業人士填寫
To be completed by the appointed authorized person or registered inspector or Chief Professional in Housing Department

認可人士或註冊檢驗人員姓名
Name of Authorized Person or Registered Inspector

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

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

交付通知書日期 Date of Delivery of Notice

日 dd 月 mm 年 yyyy

本人為上述小型工程編號呈交文件內的第 I 級別小型工程獲提名的認可人士或註冊檢驗人員/房屋署總專業人士^，本人現呈交由訂明註冊承建商於上述日期交付予本人於甲部所述的通知書。

I am the authorized person or registered inspector / Chief Professional in Housing Department^ appointed or nominated for the Class I minor works detailed in the submission with the above mentioned minor works submission number. I submit herewith the notice detailed in Part A which was delivered to me on the above date by the prescribed registered contractor.

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》。

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。

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.

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.

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。請附上所有證明文件，包括**顯示所有已完成的小型工程的圖則及照片等**。
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

1. Please ensure that all relevant parts of the form are duly completed, and the form is signed. Please enclose all supporting documents, including **plans and photographs showing all the minor works as completed, etc**.
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

ICUMW10 已完成的小型工程的詳情的附加頁
Additional Page of Details of the Minor Works Completed for ICUMW10

附加頁
Additional Page 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)

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

*根據屋宇署註冊記錄
* In accordance with the registration record in Buildings Department