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

表格 Form
ICUMW32

有關豎設或改動第 III 級別小型工程的招牌的呈交編號申請書
Request for Submission Number for Class III Minor Works Relating to the Erection or Alteration of Signboard

- 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.

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

甲部 Part A 豎設或改動招牌工程的初步資料 Preliminary Information of the Erection or Alteration Works of Signboard

由已獲委任的訂明註冊承建商填寫
To be completed by the appointed prescribed registered contractor

僅供職員使用 For official use only	
小型工程呈交編號 Minor Works Submission Number	

1 擬進行小型工程的位置或地址 Location or Address of the Proposed Minor Works to be Carried Out

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)

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

2 擬進行的招牌工程的詳情 Details of the Proposed Signboard Works to be Carried Out

只限於《建築物（小型工程）規例》附表 1 第 3 部小型工程一覽表內項目 3.16 及 3.17 內所述的豎設及改動招牌工程
Restricted to the erection and alteration works of signboard described under items 3.16 and 3.17 of the List of Minor Works in Part 3 of Schedule 1 of the Building (Minor Works) Regulation

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.)

預計工程展開日期
Expected Date of Commencement
日 dd 月 mm 年 yyyy

預計工程完成日期
Expected Date of Completion
日 dd 月 mm 年 yyyy

工程涉及豎設的招牌數量
Number of Signboard to be Erected

工程涉及改動的招牌數量
Number of Signboard to be Altered

*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

3 **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　ⓘ 姓氏先行 Surname first

英文名稱 Name in English　ⓘ 姓氏先行 Surname first

4 **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)

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

乙部　訂明註冊承建商的申請書
Part B　Request of the Prescribed Registered Contractor

中文名稱* Name in Chinese*

英文名稱* Name in English*

本人/我們為甲部所述工程的已獲委任的訂明註冊承建商，

1. 就**甲部**所述工程，呈交**甲部**所述的初步資料，以申請一個呈交編號，以展示在豎設或被改動的招牌上；
2. 明白及了解：
   - 本申請書並非簡化規定下的呈交，獲得呈交編號並不代表已符合《建築物（小型工程）規例》第 6 部內簡化規定的要求；
   - ICUMW05 表格最遲須在**甲部**所述工程完成後的 14 天內再另行呈交；
   - 獲得的呈交編號只能用於展示在甲部所述位置或地址內豎設或被改動的招牌上；及
   - 在招牌上展示的小型工程呈交編號，應參照《註冊承建商作業備考》編號 71 內的標準及指引。

I am / We are the prescribed registered contractor appointed for the works detailed in Part A,

1. submit the preliminary information detailed in **Part A** to request for a submission number for the works detailed in **Part A**;
2. understand and realize that:
   - this request is not a submission under the simplified requirements, obtaining the submission number is not equivalent to compliance in accordance with provisions of the simplified requirements in Part 6 of the Building (Minor Works) Regulation;
   - a notification in Form ICUMW05 should be submitted separately within 14 days after the completion of the works detailed in **Part A;**
   - the minor works submission number obtained can only be used for displaying on the signboards to be erected or altered at the location or address detailed in **Part A**; and
   - the displaying of the minor works submission number on the signboard should follow the standards and guideline in the Practice Note for Registered Contractors No.71.

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

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.

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

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。

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.

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。

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.

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

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

ICUMW32 擬進行的招牌工程的詳情的附加頁
Additional Page of Details of the Proposed Signboard Works to be Carried Out for ICUMW32

附加頁 Additional Page No. ☐

只限於《建築物（小型工程）規例》附表 1 第 3 部小型工程一覽表內項目 3.16 及 3.17 內所述的豎設及改動招牌工程
Restricted to the erection and alteration works of signboard described under items 3.16 and 3.17 of the List of Minor Works in Part 3 of Schedule 1 of the Building (Minor Works) Regulation

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