

**Notice of Appointment of
Chief Professional and/or Chief Structural Engineer and/or
Chief Geotechnical Engineer**

To : Independent Checking Unit

*I / We, (name in full) _____

(Chinese) _____, of (address) _____

Telephone No. _____, Fax No. _____, intend to carry out the

building works and/or street works as detailed below.

*I / We give you notice that:

(a) *I / We have appointed (full name of the Chief Professional⁺) _____

_____ (Chinese) _____

(Post) _____ of (address) _____

Telephone No. _____, Fax No. _____, as Chief Professional⁺

to be the coordinator in respect of the said building works and/or street works; and/or

(b) *I / We have appointed (full name of the Chief Structural Engineer⁺) _____

_____ (Chinese) _____

(Post) _____ of (address) _____

Telephone No. _____, Fax No. _____, as Chief Structural

Engineer⁺ for the structural elements of the said building works and/or street works; and/or

(c) *I / We have appointed (full name of the Chief Geotechnical Engineer⁺) _____

_____ (Chinese) _____

(Post) _____ of (address) _____

Telephone No. _____, Fax No. _____, as Chief Geotechnical

Engineer⁺ for the geotechnical elements of the said building works and/or street works.

2. Particulars of the building works and/or street works that *I / we intend to carry out are as follows:

(a) Brief description of the proposed works _____

(b) Address of site / project title _____

(c) PHCP (Phase) STT VO LOT No. _____

(d) Name and address of the owner⁺ _____

(e) Name and address of duly authorized agent of the owner, if any _____

Date : _____ / _____ / 20____
(dd/mm/yyyy)

Signature of the Owner⁺

(Name & Capacity of the Owner⁺)

Confirmation of Appointment

(A) *Chief Professional

I (name in full) _____ (Chinese) _____

(Post) _____ confirm that I have been appointed as the Chief Professional to be the coordinator in respect of the above works.

Date : _____ / _____ / 20
(dd/mm/yyyy)

Signature of Chief Professional⁺

Certificate of BD Registration No.: _____

Date of Expiry of BD Registration (dd/mm/yyyy): _____ / _____ / 20

} *To be completed if incumbent is not a HD's in-house staff*

(B) *Chief Structural Engineer

I (name in full) _____ (Chinese) _____

(Post) _____ confirm that I have been appointed as the Chief Structural Engineer for the structural elements of the above works.

Date : _____ / _____ / 20
(dd/mm/yyyy)

Signature of Chief Structural Engineer⁺

Certificate of BD Registration No.: _____

Date of Expiry of BD Registration (dd/mm/yyyy): _____ / _____ / 20

} *To be completed if incumbent is not a HD's in-house staff*

(C) *Chief Geotechnical Engineer

I (name in full) _____ (Chinese) _____

(Post) _____ confirm that I have been appointed as the Chief Geotechnical Engineer for the geotechnical elements of the above works.

Date : _____ / _____ / 20
(dd/mm/yyyy)

Signature of Chief Geotechnical Engineer⁺

Certificate of BD Registration No.: _____

Date of Expiry of BD Registration (dd/mm/yyyy): _____ / _____ / 20

} *To be completed if incumbent is not a HD's in-house staff*

+ For explanatory notes on signing capacity, please refer to Appendix B of ICUI 04.

* Please delete whichever is inapplicable.

Please check as appropriate

For AP/RSE/RGE appointed for Housing Authority's new development works adopting Design-and-Build approach or alteration and addition works commissioned by the Housing Department/other external parties, please also complete the Declaration in Annex A.

Declaration #**(A) Chief Professional**

I (name in full) _____ (Certificate of Registration Number: _____), being appointed as the Chief Professional of the above works, understand that I shall assume my roles and responsibilities equivalent as an Authorized Person (AP) under the Buildings Ordinance (BO), and in case of negligence or misconduct or poor performance in matters pertaining to the BO related to the above works, referral may be made to the Buildings Department for consideration of disciplinary action for matters within the scope of section 7 of the BO, where such referral mechanism has been stipulated under the Memorandum of Understanding between Housing Authority/Housing Department and Buildings Department.

Date : _____
(dd/mm/yyyy)

Signature of Chief Professional⁺

(B) Chief Structural Engineer

I (name in full) _____ (Certificate of Registration Number: _____), being appointed as the Chief Structural Engineer of the above works, understand that I shall assume my roles and responsibilities equivalent as a Registered Structural Engineer (RSE) under the Buildings Ordinance (BO), and in case of negligence or misconduct or poor performance in matters pertaining to the BO related to the above works, referral may be made to the Buildings Department for consideration of disciplinary action for matters within the scope of section 7 of the BO, where such referral mechanism has been stipulated under the Memorandum of Understanding between Housing Authority/Housing Department and Buildings Department.

Date : _____
(dd/mm/yyyy)

Signature of Chief Structural Engineer⁺

(C) Chief Geotechnical Engineer

I (name in full) _____ (Certificate of Registration Number: _____),
being appointed as the Chief Geotechnical Engineer of the above works, understand that I shall assume my
roles and responsibilities equivalent as a Registered Geotechnical Engineer (RGE) under the Buildings
Ordinance (BO), and in case of negligence or misconduct or poor performance in matters pertaining to the BO
related to the above works, referral may be made to the Buildings Department for consideration of disciplinary
action for matters within the scope of section 7 of the BO, where such referral mechanism has been stipulated
under the Memorandum of Understanding between Housing Authority/Housing Department and Buildings
Department.

Date : _____ / _____ / 20 _____
(dd/mm/yyyy)

Signature of Chief Geotechnical Engineer[†]

For AP/RSE/RGE appointed for Housing Authority's new development works adopting Design-and-Build approach or alteration and addition works commissioned by the Housing Department/other external parties.