



中華人民共和國香港特別行政區政府

房屋局

Housing Bureau

The Government of the Hong Kong Special Administrative Region
of the People's Republic of China

房屋局常任秘書長辦公室
獨立審查組

本組檔號 Our Ref. HD 524-005-040-005-005-P001

來函檔號 Your Ref.

To: All Authorized Persons, Registered Structural Engineers, Registered Geotechnical Engineers, Registered Inspectors, Registered General Building Contractors, Registered Specialist Contractors and Registered Minor Works Contractors

Independent Checking Unit

Office of the Permanent Secretary for Housing

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Date: 17 September 2026

Dear Sir / Madam,

**Minor Works Electronic Submission Module under the
Public Housing Electronic Plan Submission System
(User Manual and Introductory Videos)**

With reference to our letter dated 30 June 2026 announcing the launch of the Minor Works Electronic Submission Module (MW e-Submission), we have now uploaded the **User Manual and Introductory Videos** to the "Download Area" of the Public Housing Electronic Plan Submission System (Public Housing e-Plan) to facilitate a better understanding of the functions of the MW e-Submission Module. The User Manual offers detailed information on the system features, functions, and operational procedures for users' reference, while the videos cover the demonstrations of the following key features:

- (i) Creating specified forms;
- (ii) Procedures for completing and submitting specified forms and associated documents;
- (iii) Authentication and digital signing using iAM Smart; and
- (iv) Checking valid applications and submission statuses.

2. You are encouraged to adopt MW e-Submission as an alternative to conventional paper submission to promote efficiency and a green environment.

3. For technical issues, please contact the Public Housing e-Plan Support at 2813 0378 or IT Service Desk of Housing Authority at 2624 6626. For other enquiries concerning Minor Works Control System, please contact the Minor Works Team at 3162 0310.

Yours faithfully,

(Ms. HO Mei-ling)

Chief Structural Engineer/ICU

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