



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.

Independent Checking Unit

Office of the Permanent Secretary for Housing

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Date: 30 June 2026

To: All Prescribed Building Professionals
All Prescribed Building Contractors

Dear Sir / Madam,

**Minor Works Electronic Submission Module (MW e-Submission) under the
Public Housing Electronic Plan Submission System (Public Housing e-Plan)**

To facilitate the submission and processing of documents under the Minor Works Control System and the Signboard Control System, the Independent Checking Unit of Housing Bureau (HB's ICU) has enhanced the **Public Housing Electronic Plan Submission System (Public Housing e-Plan)**.

2. A new module, the **Minor Works Electronic Submission Module (MW e-Submission)** has been launched and integrated into the Public Housing e-Plan today. The enhanced system is now accessible via the HB's ICU website at <https://publichousingeplan.housingauthority.gov.hk>. For the list of specified forms and associated documents supported by the new module, please refer to **Annex**.

3. **MW e-Submission** provides the following main functions:

- (i) to allow online completion and submission of specified forms and associated documents;
- (ii) to support authentication and digital signing with the use of iAM Smart;
- (iii) to provide an inbox function for users to receive acknowledgement letters, relevant documents, etc.; and
- (iv) to view the application and submission status of all active submissions of a user.

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

Yours faithfully,

(Ms. HAROON Hamidah)
Head (Independent Checking Unit)

Form Title	BO Applicable Form No.	Non-BO Applicable Form No.**
Notice of Commencement of Class I Minor Works	MW01	ICUMW01
Certificate of Completion of Class I Minor Works	MW02	ICUMW02
Notice of Commencement of Class II Minor Works	MW03	ICUMW03
Certificate of Completion of Class II Minor Works	MW04	ICUMW04
Notice and Certificate of Completion of Class III Minor Works	MW05	ICUMW05
Notice of Inspection and Certification of Prescribed Building or Building Works and Certificate of Completion of the Associated Alteration or Strengthening Works involving Class I Minor Works (Minor Amenity Feature Validation Scheme)	MW06-1	ICUMW06-1
Notice of Inspection and Certification of Prescribed Building or Building Works and Certificate of Completion of the Associated Alteration or Strengthening Works involving Class II Minor Works (Minor Amenity Feature Validation Scheme)	MW06-2	ICUMW06-2
Notice of Inspection and Certification of Prescribed Building or Building Works and Certificate of Completion of the Associated Alteration or Strengthening Works involving Class III Minor Works (Household Minor Works Validation Scheme or Minor Amenity Feature Validation Scheme)	MW06-3	ICUMW06-3
Notice of Change in Appointment of Minor Works (Registered Structural Engineer, Registered Geotechnical Engineer or Prescribed Registered Contractor)	MW07	ICUMW07
Notice of Change in Appointment of Minor Works (Authorized Person or Registered Inspector)	MW08	ICUMW08
Notification of Nomination of Temporary Acting of the Prescribed Building Professional (Minor Works)	MW09	ICUMW09
Notice of Cessation of Prescribed Registered Contractor (Minor Works)	MW10	ICUMW10
Notice of Commencement of Additional Class I Minor Works	MW11	ICUMW11
Notice of Commencement of Additional Class II Minor Works	MW12	ICUMW12
Notice of Cessation of Appointment or Nomination of Prescribed Building Professional (Minor Works)	MW31	ICUMW31
Request for Submission Number for Class III Minor Works Relating to the Erection or Alteration of Signboard	MW32	ICUMW32
Submission of Supplementary Documents or Information of Minor Works	MW33	ICUMW33

****Note:** Authorized Person/Registered Inspector includes Housing Department (HD)'s Chief Professional, Registered Structural Engineer includes HD's Chief Structural Engineer, and Registered Geotechnical Engineer includes HD's Geotechnical Engineer for non-BO applicable submission.