公營房屋樓宇管制組

Public Housing

Building Control Section

表格 Form

MW04(A)

第 II 級別小型工程完工證明書

Certificate of Completion of Class II Minor Works

- **本表格及所有證明文件最遲須在工程完成後 14 天內呈交。**
- 本表格亦可附加第 III 級別小型工程項目(如有)。
- 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 14 days after the completion of works.**
- Submission may include Class II and Class III minor works items (if any).
- Read the "Matters to Note", complete in BLOCK LETTERS and tick the appropriate boxes.

- **致公營房屋樓宇管制組 To Public Housing Building Control Section**

甲部 訂明註冊承建商的工程完工證明書
Part A Certificate of Completion of Works by the Prescribed Registered Contractor

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

中文名稱* Name in Chinese*

英文名稱* Name in English*

必須填寫 MUST COMPLETE

小型工程呈交編號 Minor Works Submission Number

MWHD | | | | | | | |

工程完成日期 Date of Completion of the Works

日 dd 月 mm 年 yyyy

我們，當涉及第 III 級別小型工程圖則時的規定，

1. 當已完成的**第 II 級別**小型工程有別於已呈交的訂明圖則及詳圖時，通知其工程是有別於在上述呈交編號內已提供的訂明圖則及詳圖；在此呈交其經修訂的訂明圖則及詳圖，並詳列於**乙部**；確認在本部呈交的訂明圖則及詳圖，均由我們製備和簽署（作為已簽署有關圖則的人，我們同意為該等圖則符合《建築物條例》及規例要求）；
2. 確認所有**第 II 級別**小型工程已於上述日期完成；
3. 現呈交顯示所有已完成的**第 II 級別**小型工程的照片；
4. 當已完成的**第 II 級別**小型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；
5. 當已完成的**第 II 級別**小型工程屬拆卸工程時，核證我們認為所有受其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；

當已完成的工程涉及第 III 級別小型工程時

6. 確認我們已獲委任為**丙部**所述工程的訂明註冊承建商；
7. 確認**丙部**所述工程的展開日期與同一呈交編號呈交文件內的其他工程相同，並已於上述日期完成；
8. 現呈交顯示有關的處所在緊接**丙部**所述的工程展開前及完工後的實際狀況的照片，及顯示已完成工程的圖則或工程描述；
9. 確認在本部呈交的圖則或工程描述，均由我們製備和簽署（作為已簽署有關圖則的人，我們同意為該等圖則符合《建築物條例》及規例要求）；
10. 當**丙部**所述的**第 III 級別**小型工程涉及豎設招牌時，確認有關招牌是為某人而豎設的人士已在**丁部**提供**公營房屋樓宇管制組**所要求的詳情；及
11. 核證所有在上述呈交編號呈交文件內的所有小型工程，已按照《建築物條例》的技術要求及已呈交的訂明圖則及詳圖、及（如適用）圖則或工程描述進行。

We, Where plans of Class III minor works are involved

1. where the completed **Class II** minor works are different from those shown in the submitted prescribed plans and details, notify which are different from the prescribed plans and details submitted under the mentioned submission number; submit herewith the revised prescribed plans and details in **Part B**; confirm that the prescribed plans and details submitted under this part, have been prepared and signed by us (as the person who has signed the plans, we agree to comply with the requirements of the Buildings Ordinance and regulations regarding the plans);
2. confirmed that all the **Class II** minor works were completed on the above date;
3. submit herewith photographs showing all the **Class II** minor works as completed;
4. where the completed **Class II** minor works are other than demolition works, certify that, in our opinion, all the completed works are structurally safe;
5. where the completed **Class II** minor 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;

Where Class III minor works are involved in the completed works

6. confirm that we have been appointed as the prescribed registered contractor of the works detailed in **Part C**;
7. confirm that the works detailed in **Part C** had been commenced on the same date together with other works under the submission with the same minor works submission number and were completed on the above date;
8. submit herewith the photographs showing the physical condition of the premises immediately before the commencement and after the completion of the works detailed in **Part C**, and the plans or description of works showing the works as completed;
9. confirm that the plans or description of work submitted under this part, have been prepared and signed by us (as the person who has signed the plans, we agree to comply with the requirements of the Buildings Ordinance and regulations regarding the plans);
10. where the **Class III** minor works detailed in **Part C** involve the erection of a signboard, confirm that the person for whom the signboard is to be erected has provided the particulars of the person as required by the Public Housing Building Control Section in **Part D**; and
11. certify that all the minor works under the submission with the above mentioned submission number have been carried out in accordance with the technical requirements of the Buildings Ordinance, the submitted prescribed plans and details, and plans or description of works (if applicable).

* 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 Instruction 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 已完成第 II 級別小型工程的修訂
Part B Revisions of the Completed Class II Minor Work

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

如已完成的第 II 級別小型工程與已呈交的訂明圖則及詳圖相同，則不用填寫
Skip this Part if the completed Class II minor works are the same as those shown in the submitted prescribed plans and details

小型工程項目 Minor Works Item	第 II 級別小型工程的描述 Description of Class II Minor Works (包括性質、位置和數量 Including the nature, location and quantity)	有關差別的描述 Description of the Differences

如空位不敷應用，請另加紙張填寫
If space is insufficient, please attach additional sheet(s).

☐ 另加附加頁 Additional ☐ 張 Pages

「有關差別的描述」請參閱《註冊承建商作業備考》編號 71。
Refer to the Practice Note for Registered Contractors No.71 for the "Descriptions of the differences".

丙部　第 III 級別小型工程的訂明註冊承建商委任通知
Part C　Notice of Appointment of the Prescribed Registered Contractor for Class III Minor Works

由安排進行小型工程的人填寫
To be completed by the person who arranged for the minor works to be carried out

如非涉及第 III 級別小型工程，則不用填寫
Skip this Part if Class III minor works are not involved

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

本人 / 我們為上述呈交編號呈交文件內安排進行小型工程的人，本人/我們已委任上述呈交編號呈交文件內已獲委任的訂明註 冊承建商，作為本部所述工程的訂明註冊承建商。

I am / We are the person who arranged for the minor works to be carried out detailed in the submission with the above mentioned submission number, I/we have appointed the prescribed registered contractor appointed under the submission with the above mentioned submission number, as prescribed registered contractor in respect of the works detailed in this part.

在上述呈交編號呈交文件內相同位置或地址已完成的第 III 級別小型工程的詳情

Details of the Class III Minor Works Completed at the Same Location or Address of the Submission with the above Submission Number

小型工程項目 Minor Works Item	第 III 級別小型工程的描述 Description of Class III Minor 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
If space is insufficient, please attach additional sheet(s).

安排進行小型工程的人簽署及 (如適用) 蓋上公司印鑑
Signature of the person who arranged for the minor works to be carried out & (if applicable) affixed with company seal

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

丁部　有關招牌是為某人而豎設的人士（即招牌擁有人）的資料
Part D　Details of the Person for whom the Signboard is to be Erected (i.e. Signboard Owner)

由有關招牌擁有人填寫
To be completed by the signboard owner

如已完成的第 III 級別小型工程並不涉及豎設招牌，則不用填寫
Skip this Part if the completed Class III minor works do not involve erection of a signboard

1 招牌擁有人名稱 Name of the Signboard Owner

中文名稱 Name in Chinese　(i) 姓氏先行 Surname first

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

2 招牌擁有人的詳情 Particulars of the Signboard Owner

☐ 詳情已於相關呈交編號的 MW03(A) 表格內提供
Particulars had been provided in the Form MW03(A) under the corresponding submission number

本人 / 我們為上述呈交編號呈交文件內有關招牌是為某人而豎設的人士，確認本人/我們亦同時是**丙部**所述工程的 有關招牌是為某人而豎設的人士，而本人的詳情已在上述呈交編號呈交文件內提供。

I am / We are the person for whom the signboard is to be erected detailed in the submission with the above mentioned submission number, hereby confirm that I am/we are also the person for whom the signboard is to be erected detailed in **Part C**, and my particulars had been provided in the submission with the above mentioned submission number.

⇨ **請於本部份第 3 項提供簽署**
Please provide signature at Item 3 of this Part

☐ 詳情**並沒有**於相關的 MW03(A) 表格內提供
Particulars **had NOT** been provided in the corresponding Form MW03(A)　➡ 請填寫本部份 Please complete this Part

身份證明 (任擇其一) Identification (Choose one)

☐ 香港身份證號碼: HKID No.: (　)

☐ 商業登記號碼: Business Registration No.:

☐ 護照號碼: Passport No.:
簽發國家: Country of Issue:

☐ 其他（請註明）: Others (Please specify):
號碼: No.:

通訊地址 Correspondence Address

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

聯絡電話 Contact Tel. No.　傳真號碼 Fax No.

電郵地址 E-mail Address

3 簽署 Signature

有關招牌擁有人簽署及 (如適用) 蓋上公司印鑑
Signature of the signboard owner & (if applicable) affixed with company seal

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. **公營房屋樓宇管制組**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**公營房屋樓宇管制組**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。**公營房屋樓宇管制組**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，請與公營房屋樓宇管制組聯絡。**

A. Personal Data

Purposes of Collection

1. The personal data provided by means of this form will be used by the Public Housing Building Control Section 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 Public Housing Building Control Section 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 Public Housing Building Control Section 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 Public Housing Building Control Section.

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**（如有）經修訂的訂明圖則及詳圖及顯示已完成工程的照片等。**
2. 所提供的資料如有不全或錯誤，**公營房屋樓宇管制組**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**公營房屋樓宇管制組**聯絡。

B. Completion of Form

1. Please ensure that all relevant parts of the form are duly completed, and theform is signed. Please enclose all supporting documents, including **revised prescribed plans and details of the works (if any), and photographs showing all the works as completed etc.**
2. If incomplete or erroneous information is provided in the form, the Public Housing Building Control Section 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 Public Housing Building Control Section.

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**公營房屋樓宇管制組**。

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/phbcs/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 Public Housing Building Control Section, 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/phbcs/eng/FormsMWCS/index.html

丁. 聯絡資料

公營房屋樓宇管制組

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

電郵：team8@hd.gov.hk

D. Contact Details

Public Housing Building Control Section

Address：8/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon.

Tel No. 3162-0310　　Fax No. 3162-3442

Email: team8@hd.gov.hk

MW04(A)已完成第II級別小型工程的修訂的附加頁
Additional Page of revisions of the completed Class II minor works for MW04(A)

附加頁
Additional Page No. ☐

小型工程項目 **Minor Works Item**	**第 II 級別小型工程的描述** **Description of Class II Minor Works** (包括性質、位置和數量 Including the nature, location and quantity)	**有關差別的描述** **Description of the Differences**

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

* 根據註冊記錄
* In accordance with the registration record

MW04(A) 在上述呈交編號內相同位置或地址已完成的第 III 級別小型工程的詳情的附加頁
Additional Page of Details of the Class III Minor Works Completed at the Same Location or Address of the Above Mentioned Submission Number for MW04(A)

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)

安排進行小型工程的人簽署及 (如適用) 蓋上公司印鑑
Signature of the person who arranged for the minor works to be carried out & (if applicable) affixed with company seal

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