**公營房屋樓宇管制組**

Public Housing

Building Control Section

表格 Form

**MW09**(A)

# 小型工程提名暫代訂明建築專業人士通知書

## Notification of Nomination of Temporary Acting of the Prescribed Building Professional (Minor Works)

- **本表格須在有關提名的日期後 7 天內呈交。**
- 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 within 7 days after the date of the nomination.**
- 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　提名人的提名通知及確認書**
**Part A　Notice of Nomination and Confirmation by the Nominator**

由提名人（即提名另一人代為行事的已獲委任的訂明建築專業人士）填寫
To be completed by the nominator (the appointed prescribed building professional who nominates another person to act in his place)

提名人姓名(中文)* Name of Nominator (Chinese)*　ⓘ 姓氏先行 Surname first

提名人姓名(英文)* Name of Nominator (English)*　ⓘ 姓氏先行 Surname first

**必須填寫 MUST COMPLETE**

小型工程呈交編號 Minor Works Submission Number

**MWHD** ☐☐☐☐☐☐☐

ⓘ 如多於一個小型工程呈交編號，請填寫於**丙部**內。
If there is more than 1 minor works submission number, please fill in **Part C.**

訂明建築專業人士身份 Capacity of Prescribed Building Professional

☐ 認可人士/房屋署總專業人士+^
Authorized Person/Chief Professional in Housing Department+^

☐ 註冊檢驗人員
Registered Inspector

☐ 註冊結構工程師/房屋署總結構工程師+^
Registered Structural Engineer/Chief Structural Engineer in Housing Department+^

☐ 註冊岩土工程師/房屋署總岩土工程師+^
Registered Geotechnical Engineer/Chief Geotechnical Engineer in Housing Department+^

本人為上述及丙部內所有呈交編號呈交文件內的已獲委任的訂明建築專業人士，確認提名下述的訂明建築專業人士在本人因下述原因，於下述期間，就上述及丙部內所有呈交編號呈交文件內的小型工程代 本人行事。

I am the prescribed building professional appointed in the submission with the above mentioned submission number and all submission numbers listed in Part C. I hereby notify and confirm that I have nominated the prescribed building professional as below to act in my place for the following period due to the following reason in respect of the minor works detailed in the submission with the above mentioned submission number and all submission numbers listed in Part C.

原因 Reason

☐ 患病 Illness　☐ 暫時離開香港 Temporary absence from Hong Kong

期間 Period

由 From ☐☐☐☐☐☐☐☐ 至 to ☐☐☐☐☐☐☐☐ 或 or ☐ 直至另行通知 Until further notice

日 dd 月 mm 年 yyyy　　日 dd 月 mm 年 yyyy

註冊證明書編號*# Certificate of Registration Number*#

☐☐☐☐☐☐☐☐☐☐☐ / ☐☐

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

本人已閱讀並同意於《注意事項》內所列之條款。

I have read and hereby agree the terms and conditions as stated in the "Matters to Note" section.

提名人簽署* Signature of the Nominator*

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

## 乙部　被提名人的確認書
## Part B　Confirmation of Appointment by the Nominee

由被提名的訂明建築專業人士填寫
To be completed by the nominated prescribed building professional

被提名人姓名(中文)*
Name of Nominee (Chinese)*　姓氏先行 Surname first

被提名人姓名(英文)*
Name of Nominee (English)*　姓氏先行 Surname first

本人現確認接受甲部所述的提名，就上述及丙部內所有呈交編號呈交文件內的小型工程在甲部所述期 間代甲部所述的提名人行事。

I, confirm my acceptance of the nomination detailed in Part A and that I will act in the place of the nominator for the period detailed in Part A in respect of the minor works detailed in the submission with the above mentioned submission number and all submission numbers listed in Part C.

註冊證明書編號*# Certificate of Registration Number*#

/

聯絡電話 Contact Tel. No.

傳真號碼* Fax No.*

註冊屆滿日期*# Date of Expiry of Registration*#

日 dd　月 mm　年 yyyy

被提名人簽署* Signature of the Nominee*

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

## 丙部　小型工程呈交編號
## Part C　Minor Works Submission Numbers

由提名人填寫 (如多於一個小型工程呈交編號)
To be completed by the nominator (If there is more than 1 minor works submission number)

| | | | |
|---|---|---|---|
| MWHD | MWHD | MWHD | MWHD |
| MWHD | MWHD | MWHD | MWHD |
| MWHD | MWHD | MWHD | MWHD |
| MWHD | MWHD | MWHD | MWHD |

如空位不敷應用，請另加紙張填寫，附於本通知書內，並在每頁加簽及註明日期。
If space is insufficient, please attach additional sheet(s) which must be signed and dated.

## 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。

## 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.

## 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. 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**

4. 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. 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**

4. 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。
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. 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 the form is signed.
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. 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