公營房屋樓宇管制組

Public Housing

Building Control Section

表格 Form

MW31(A)

小型工程的訂明建築專業人士不再獲委任或提名通知書

Notice of Cessation of Appointment or Nomination of Prescribed Building Professional (Minor Works)

- **本表格最遲須在不再獲委任或提名的日期後 7 天內。**
- 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 cessation or 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 不再獲委任或提名的訂明建築專業人士的通知書
Part A Notice of the Prescribed Building Professional on ceasing to be appointed or nominated

由已不再獲委任或提名的訂明建築專業人士填寫
To be completed by the prescribed building professional ceased to be appointed or nominated

必須填寫 MUST COMPLETE

小型工程呈交編號 Minor Works Submission Number

MWHD | | | | | | | |

中文姓名* Name in Chinese* ⓘ 姓氏先行 Surname first

英文姓名* Name in English* ⓘ 姓氏先行 Surname first

不再獲委任或提名日期
Date of Ceased to be Appointed or Nominated

日 dd 月 mm 年 yyyy

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

本人為上述呈交編號的已獲委任或提名的訂明建築專業人士，現述明我自上述日期起，不再獲委任或提名為上述小型工程編號呈交文件內小型工程的訂明建築專業人士；並確認上述呈交編號呈交文件內下述的小型工程已在本人的監督下按照建築物條例的技術要求及已呈交的訂明圖則及詳圖進行。

I, appointed or nominated in the above mentioned submission number, submit herewith this notice of the fact that, with effect from the above date, I have ceased to be appointed or nominated as the prescribed building professional of the minor works detailed in the submission with the above mentioned submission number; and confirm that the following minor works under the submission with the above mentioned submission number have been carried out in accordance with the technical requirements of Buildings Ordinance and the submitted prescribed plans and details under my supervision.

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)	☐ 另加附加頁 Additional ☐ 張 Pages

ⓘ 如空位不敷應用，請另加紙張填寫並在每頁加簽，註明日期及(如適用)蓋上公司印鑑。
If space is insufficient, please attach additional sheet(s) which must be signed, dated and affixed with company seal (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

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

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.

不再獲委任或提名的訂明建築專業人士簽署 *
Signature of the Prescribed Building Professional ceased to be appointed or nominated *

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。

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。

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**訂明圖則及詳圖、顯示工程處所在工程前實際狀況的照片及（ 如有）監工計劃書等**。
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. 如對本表格有任何疑問，請與**公營房屋樓宇管制組**聯絡。

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

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

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.

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.

B. Completion of Form

1. Please ensure that all relevant parts of the form are duly completed, and the form is signed. Please enclose all supporting documents, including **prescribed plans and details of the works, photographs showing the physical condition of the premises before the commencement of works and supervision plan (if any), 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. Enquiries regarding this form should be addressed to the Public Housing Building Control Section.

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

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

MW31(A) 已完成的小型工程的詳情的附加頁
Additional Page of Details of the Minor Works Completed for MW31(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)

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日期 Date

日 dd 月 mm 年 yyyy

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