ICU
房屋局常任秘書長辦公室
Office of the Permanent Secretary for Housing

表格 Form
ICUMW33

呈交小型工程的補充文件或資料
Submission of Supplementary Documents or Information of Minor Works

- 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》。
- Read the "Matters to Note", complete in BLOCK LETTERS and tick the appropriate boxes.

致獨立審查組 To Independent Checking Unit ("ICU")

獲委任人名稱(中文)*
Name of the Appointed Person (Chinese)*

獲委任人名稱(英文)* Name of the Appointed Person (English)*

必須填寫 MUST COMPLETE
小型工程呈交編號 Minor Works Submission Number
MWHD

獲委任人身份 Professional Capacity of the Appointed Person

- ☐ 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 Getotechnical Engineer+^
- ☐ 訂明註冊承建商 Prescribed Registered Contractor

本人/我們為上述呈交編號呈交文件內的已獲委任人，現就上述呈交編號內的小型工程呈交下述的補充文件或資料：

I am / We are the appointed person of the submission with the above mentioned submission number, submit herewith the following supplementary document(s) or information for the minor works detailed in the above mentioned submission number:

- ☐ 顯示工程處所在工程前實際狀況的照片 Photographs showing the physical condition of the premises before the commencement of works
- ☐ 顯示所有已完成工程的照片 Photographs showing all works as completed
- ☐ 經修訂的訂明圖則及詳圖 Revised prescribed plans and details
- ☐ 結構計算資料 Structural calculations
- ☐ 結構評估報告 Structural appraisal report
- ☐ 岩土評估報告 Geotechnical appraisal report
- ☐ 拆卸建議計劃書 Demolition proposal
- ☐ 臨時保護或鞏固工程 Temporary safety measures or support
- ☐ 資料目錄 Catalogue
- ☐ 物料發票、測試報告或證書 Material invoice, test certificate or report
- ☐ 監工計劃書 Supervision plan
- ☐ 其他: Others:

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.*

本人/我們已閱讀並同意於《注意事項》內所列之條款。
I/we have read and hereby agree the terms and conditions as stated in the "Matters to Note" section.

電郵地址 E-mail Address

獲委任人簽署（獲授權簽署人）*
Signature of the Appointed Person (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 ICUI 04

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. 獨立審查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) 方便獨立審查組與你聯絡。
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。獨立審查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，請與獨立審查組小型工程小組聯絡。

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。請附上所有補充文件或資料。
2. 所提供的資料如有不全或錯誤，獨立審查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，請與獨立審查組小型工程小組聯絡。

A. Personal Data

Purposes of Collection

1. The personal data provided by means of this form will be used by the Independent checking unit (ICU) 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 ICU 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 ICU 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 Minor Works Team of the ICU.

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 supplementary documents or information.
2. If incomplete or erroneous information is provided in the form, the ICU 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 Minor Works Team of the ICU.

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 樓獨立審查組。

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/icu/tc/FormsMWCS/index.html

丁. 聯絡資料

獨立審查組小型工程小組

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

C. Submission Methods

1. **By Post / In Person** - This form together with the relevant documents shall be posted to or submitted in person to ICU,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/icu/eng/FormsMWCS/index.html

D. Contact Details

Minor Works Team of the Independent Checking Unit

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

Tel No. 3162-0310 Fax No. 3162-3442