

4 安排進行小型工程人士的詳情
Particulars of the Person Who Arranged for the Minor Works to be Carried Out

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

(i)

身份証明 (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.:

聯絡電話 Contact Tel. No.

傳真號碼 Fax No.

電郵地址 E-mail Address

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.

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

通訊地址 Correspondence Address

與甲 1 部份地址相同
 Same address as in Part A1 → 不用填寫地址
 Skip the 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

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

<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>
日 dd	月 mm	年 yyyy					

丙部 有關招牌是為某人而豎設的人士(即招牌擁有人)的詳情

Part C Particulars 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

如工程不涉及豎設招牌，則不用填寫
Skip this Part if the works do not involve erection of a signboard

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

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

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

<input type="checkbox"/> 香港身份證號碼: HKID No.:	<table border="1" style="width:100%"><tr><td style="width:20px; height:20px;"></td><td style="width:20px; height:20px;"></td><td style="width:20px; height:20px;"></td><td style="width:20px; height:20px;"></td><td style="width:20px; height:20px;"></td><td style="width:20px; height:20px;"></td><td style="width:20px; height:20px;"></td><td style="width:20px; height:20px;"></td><td style="width:20px; height:20px;"></td><td style="width:20px; height:20px;"></td></tr></table> (<input type="checkbox"/>)										
<input type="checkbox"/> 商業登記號碼: Business Registration No.:	<table border="1" style="width:100%"><tr><td style="height:20px;"></td></tr></table>										
<input type="checkbox"/> 護照號碼: Passport No.:	<table border="1" style="width:100%"><tr><td style="height:20px;"></td></tr></table>										
簽發國家: Country of Issue:	<table border="1" style="width:100%"><tr><td style="height:20px;"></td></tr></table>										
<input type="checkbox"/> 其他 (請註明): Others (Please specify):	<table border="1" style="width:100%"><tr><td style="height:20px;"></td></tr></table>										
號碼: No.:	<table border="1" style="width:100%"><tr><td style="height:20px;"></td></tr></table>										

聯絡電話 Contact Tel. No.	傳真號碼 Fax No.

電郵地址 E-mail Address

通訊地址 Correspondence Address

<input type="checkbox"/> 與甲 1 部份地址相同 Same address as in Part A1		<input type="checkbox"/> 不用填寫地址 Skip the address			
區域 Area	<input type="checkbox"/> 香港 Hong Kong	<input type="checkbox"/> 九龍 Kowloon	<input type="checkbox"/> 新界 New Territories		
地區 District	<table border="1" style="width:100%"><tr><td style="height:20px;"></td></tr></table>				
街道/鄉 Street/Village	<table border="1" style="width:100%"><tr><td style="width:80%; height:20px;"></td></tr></table>			街道號碼 Street No.	
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樓層 Floor	<table border="1" style="width:100%"><tr><td style="width:60%; height:20px;"></td></tr></table>		單位/室 Flat/Room	<table border="1" style="width:100%"><tr><td style="width:40%; height:20px;"></td></tr></table>	

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

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日期 Date								
<table border="1" style="width:100%"><tr><td style="width:15%; height:20px;"></td><td style="width:15%; height:20px;"></td><td style="width:15%; height:20px;"></td><td style="width:15%; height:20px;"></td><td style="width:15%; height:20px;"></td><td style="width:15%; height:20px;"></td><td style="width:15%; height:20px;"></td><td style="width:15%; height:20px;"></td></tr></table>								
日 dd 月 mm 年 yyyy								

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.##

丁部 當進行的工程可能涉及公用地方時，相關物業管理公司的詳情

Part D Particulars of the Corresponding Property Management Company where the Works to be Carried Out May Involve Common Parts

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

如工程不涉及公用地方，則不用填寫
Skip this Part if works do not involve common parts

物業管理公司名稱 Name of Property Management Company

聯絡電話 Contact Tel. No.	傳真號碼 Fax No.

通訊地址 Correspondence Address

區域 Area	<input type="checkbox"/> 香港 Hong Kong	<input type="checkbox"/> 九龍 Kowloon	<input type="checkbox"/> 新界 New Territories		
地區 District	<table border="1" style="width:100%"><tr><td style="height:20px;"></td></tr></table>				
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電郵地址 E-mail Address

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》，並可在環境局的網址下載：
http://www.enb.gov.hk/entxt/resources_publications/guidelines/files/guidelines_ex_lighting_install_eng.pdf
4. 你須確保政府在使用或倘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。

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之相關事務；
 - (b) 處理有關上述小型工程之相關事務；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。

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, which can be downloaded from the ENB's website:
http://www.enb.gov.hk/entxt/resources_publications/guidelines/files/guidelines_ex_lighting_install_eng.pdf
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.

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 Unit of the ICU.

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及顯示工程處所在工程前實際狀況的照片等。
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。

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, and photographs showing the physical condition of the premises before the commencement of works, etc.**
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 Unit 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。

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.

丁. 聯絡資料

運輸及房屋局常任秘書長(房屋)辦公室獨立審查組小型工程(ICU)

地址：香港九龍黃大仙龍翔道 138 號龍翔辦公大樓 8 樓
獨立審查組

電話：3162-0310

傳真：3162-0069

D. Contact Details

Office of the Permanent Secretary for Transport and Housing (Housing)
Independent Checking Unit (ICU)

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

Tel No. 3162-0310

Fax No. 3162-0069

