



ICU

運輸及房屋局
常任秘書長
(房屋)辦公室

表格 Form

ICU MW09

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)

Office of the Permanent Secretary
for Transport and Housing (Housing)

- 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.

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

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)

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

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

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	期間 Period
<input type="checkbox"/> 患病 Illness <input type="checkbox"/> 暫時離開香港 from Hong Kong Temporary absence	由 From <input type="text"/> 至 to <input type="text"/> 或 <input type="checkbox"/> 直至另行通知 Until further notice <small>日 dd 月 mm 年 yyyy</small>

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

聯絡電話 Contact Tel. No.

傳真號碼 Fax No.

電郵地址 E-mail Address

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

日 dd 月 mm 年 yyyy

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 ICU1 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。

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. 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。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。
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. 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。

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。

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

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.

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. 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 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

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 ICU may not be able to process the submission.
3. Enquiries regarding this form should be addressed to the Minor Works Unit of the ICU

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.

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