



委任合資格人士作窗戶訂明檢驗及／或訂明修葺的通知  
**NOTIFICATION OF APPOINTMENT OF QUALIFIED PERSON (QP) FOR  
PRESCRIBED INSPECTION AND / OR PRESCRIBED REPAIR OF  
WINDOWS**

《建築物（檢驗及修葺）規例》第 10 條及第 11 條  
BUILDING (INSPECTION AND REPAIR) REGULATION Section 10 and Section 11

**表格 MWI 1**  
**Form**

本表格須於在獲委任日之後 7 日內呈交  
This form must be submitted within 7 days after the date of appointment  
[請以正楷填寫表格，並在適當方格內加上『✓』號。]  
[Please complete in BLOCK LETTERS and tick in the appropriate box(es)]

致建築事務監督  
To the Building Authority

法定通知編號：  
Statutory Notice No. : \_\_\_\_\_

\*樓宇／\*處所的地址(如法定通知所顯示)  
Address of \*building / \*premises (as shown in the statutory notice) \_\_\_\_\_

甲部 合資格人士的委任通知(由他人代為進行訂明檢驗及／或訂明修葺的人填寫)

**Part A Notification of Appointment of QP**

(To be completed by the person for whom the prescribed inspection and/or prescribed repair is/are to be carried out)

**1. 由他人代為進行訂明檢驗及／或訂明修葺的人的詳情**

**Particulars of the person for whom the prescribed inspection and/or prescribed repair is/are to be carried out**

英文名稱(姓氏先行·如有)  
Name in English (Surname first, if any)

中文名稱(如有)  
Name in Chinese (if any)

法團編號  
Owners' Corporation No.

商業登記號碼  
Business Registration No.

香港身份證號碼  
HKID No.

通訊地址 Correspondence Address : \_\_\_\_\_

聯絡電話號碼 Contact Telephone Number: \_\_\_\_\_ 傳真號碼 Fax Number : \_\_\_\_\_

電郵地址 E-mail Address: \_\_\_\_\_

**2. 由下列簽署人根據《建築物條例》第 30E(1)(a)及／或(b)條委任對上述樓宇窗戶進行訂明檢驗及／或監督訂明修葺的合資格人士的詳情**

**Particulars of the QP appointed under section 30E(1)(a) and/or (b) of the Buildings Ordinance by the undersigned to carry out the prescribed inspection and/or supervise the prescribed repair to the windows of the above building**

合資格人士(如適用，註冊承建商公司名稱)的英文名稱  
Name of QP (Company Name of Registered Contractor,  
if applicable) in English

合資格人士(如適用，註冊承建商公司名稱)的中文名稱  
Name of QP (Company Name of Registered Contractor,  
if applicable) in Chinese

註冊編號  
Registration Number

由他人代為進行訂明檢驗及／或訂明修葺的人簽署及  
蓋上公司印章(如適用)  
Signature of the person for whom the prescribed inspection  
and/or prescribed repair is/are to be carried out and affixed  
with company seal (if applicable)

日期  
Date

**乙部 合資格人士的委任確認**(已獲委任的合資格人士填寫)

**Part B Confirmation of Appointment by the QP** (To be completed by the appointed QP)

按照《建築物(檢驗及修葺)規例》第11條。

In accordance with section 11 of the Building (Inspection and Repair) Regulation,

本人/我們，

I/We,

\_\_\_\_\_  
英文名稱(如適用，註冊承建商公司名稱)(根據註冊記錄)  
Name in English (Company Name of Registered Contractor, if applicable) (In accordance with the registration record)

\_\_\_\_\_  
中文名稱(如適用，註冊承建商公司名稱)(根據註冊記錄)  
Name in Chinese (Company Name of Registered Contractor, if applicable) (In accordance with the registration record)

為\*認可人士/\*註冊結構工程師/\*註冊檢驗人員/\*註冊一般建築承建商/\*註冊小型工程承建商，我/我們的  
being \*AP/\*RSE/\*RI/\*RGBC/\*RMWC

註冊編號為 \_\_\_\_\_ 註冊屆滿日期為 \_\_\_\_\_  
of registration no. \_\_\_\_\_ with my/ our registration expiring on \_\_\_\_\_

聯絡電話號碼為 \_\_\_\_\_ 及傳真號碼為 \_\_\_\_\_  
at contact telephone number \_\_\_\_\_ and fax number \_\_\_\_\_

確認已獲委任為甲部第二項所述的合資格人士；及本人/我們會按照《建築物條例》及相關規例就上述樓宇窗戶進行訂明檢驗及/或監督訂明修葺，以履行建築事務監督所發出的法定通知。

confirm that I/we have been appointed as the QP detailed in item 2 of **Part A**; and I/we will carry out the prescribed inspection and/or supervise the prescribed repair to the windows of the above building in compliance with the above statutory notice issued by the Building Authority in accordance with the Buildings Ordinance and the related Regulations.

\_\_\_\_\_  
合資格人士簽署  
(如適用，或註冊承建商的獲授權簽署人簽署及提供全名及蓋上公司印章)  
Signature of QP (or Authorized Signatory of Registered Contractor and provide full name and affixed with company seal, if applicable)

\_\_\_\_\_  
日期  
Date

**丙部 受委任作訂明檢驗的合資格人士的代表**

**Part C Representative of the Appointed QP for the Prescribed Inspection**

(如合資格人士為註冊一般建築承建商或註冊小型工程承建商，而並非自然人，須填寫此部份。)

(To be completed if the QP is an RGBC or RMWC which is not a natural person)

本人

I,

\_\_\_\_\_  
英文姓名(根據註冊記錄)  
Name in English  
(In accordance with the registration record)

\_\_\_\_\_  
中文姓名(根據註冊記錄)  
Name in Chinese  
(In accordance with the registration record)

是

being the Authorized Signatory (AS) of \_\_\_\_\_

\_\_\_\_\_  
註冊承建商公司英文名稱(根據註冊記錄)  
Company Name of Registered Contractor in English  
(In accordance with the registration record)

\_\_\_\_\_  
註冊承建商公司中文名稱(根據註冊記錄)  
Company Name of Registered Contractor in Chinese (In accordance with the registration record)

的獲授權簽署人，並按照《建築物(檢驗及修葺)規例》第10條，確認本人為受委任的合資格人士的代表，並會按照《建築物條例》第30E(4)條親自為上述樓宇窗戶進行訂明檢驗。

confirm that in accordance with section 10 of the Building (Inspection and Repair) Regulation, I act as the representative of the appointed QP and will carry out prescribed inspection to the windows of the above building personally in accordance with section 30E(4) of the Buildings Ordinance.

\_\_\_\_\_  
獲授權簽署人(即上述合資格人士代表)簽署  
Signature of AS (Representative of the above QP)

\_\_\_\_\_  
日期  
Date

## 個人資料 Personal Data

### 收集的目的 Purposes of Collection

1. 屋宇署會使用透過本表格所獲得的個人資料作下列用途：  
The personal data provided by means of this form will be used by the Buildings Department for the following purposes:
  - (a) 與處理你在本表格中的法定通知相關的事務；  
activities relating to the processing of your notification in this form;
  - (b) 與上述法定通知相關的事務；及  
activities relating to the above statutory notice; and
  - (c) 方便屋宇署與你聯絡。  
facilitating communication between the Buildings Department and yourself.

### 獲轉交資料的部門／人士 Classes of Transferees

2. 你透過本表格所提供的個人資料會向下列人士／部門公開：  
The personal data you provide by means of this form may be disclosed to:
  - (a) 其他政府部門、決策局及有關機構，以作上述第 1 段所列的用途；及  
other Government departments, bureaux and relevant organizations for the purposes mentioned in paragraph 1 above;  
and
  - (b) 任何人士，以作上述第 1 段 (b) 項所列的用途。  
any person for the purpose mentioned in paragraph 1 (b) above.

### 索閱個人資料 Access to Personal Data

3. 根據個人資料(私隱)條例第 18 及 22 條及附表 1 第 6 條，你有權索閱及修正你的個人資料。  
You have a right of access and correction with respect to personal data as provided for in section 18 and 22 and principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance.

\* 刪去不適用者  
delete as appropriate