

Section 25(2) Notice of Completion of Construction Works
(including Decoration, Renovation and Alteration Works)

第二十五條第(二)款 建造工程(包括裝修、翻新及改建工程)完工通知書

Case No.
檔案號碼Form 3 (A)
表格三 (A)

To the Finance Department of Construction Industry Council [Attention: Levy Section] (Fax No. 2100 9339) : In accordance with the captioned provision, I/we hereby give notice of completion in respect of the following construction works (including Decoration, Renovation and Alteration Works)

致建造業議會財務部徵款課(傳真號碼 2100 9339): 茲依照上述條例的規定, 申報有關以下工程(包括裝修、翻新及改建工程)的竣工事宜。

Name of Contractor

承建商商號名稱

Name of Authorized Person

獲授權人的姓名

Location of works (no., name of street and district)

工程地點(門牌號碼、街名及地區)

Lot Number

地段號碼

Work Type

工程類別

Government or Public Utility Contract No.

政府或公共事業合約號碼

BD Reference No.

屋宇署檔號

Government or Public Utility Works Order No.

政府或公共事業施工通知書號碼

Terms of Payment

付款期限

Date of issue of Completion Certificate

完工證書的發出日期

Date of Commencement of Defects Liability Period

保養期的開始日期

Expiry date of Defects Liability Period

保養期的屆滿日期

Date of issue of Latest Payment Certificate #

最近期付款證明書#的發出日期

Is it final payment?

是否最後一期付款?

Yes / No *

是 / 否*

The value of works certified/completed* to date (including residual Retention Monies) 截至目前已 證明/完成*工程的總價值 (包括未付款的保留金)

HKD

港幣

Less (減) Non-leviable amount 可豁免徵稅款額 :-

1. electricity supply system 電力供應系統
2. air-conditioning plant 空氣調節機器
3. lift, escalator or belt conveyor system 升降機、電動梯級或輸送帶系統
4. fire services installation or equipment 消防裝設或設備
5. demolition 拆卸工程
6. movable furniture 可移動家具

Value of construction works (including Decoration, Renovation and Alteration Works) for levy assessment in accordance with the provisions of the Ordinance

按條例的規定所計算的建造工程(包括裝修、翻新及改建工程)價值

HKD

港幣

The amount of residual retention monies retained by the employer

在業主尚未發還的保留金餘數

Anticipated Date for releasing retention monies

預算發回保留金的日期

Notes: 1) The Contractor/Authorized Person who fails to fill in all relevant items in Form 3 without reasonable excuse shall be guilty of an offence and shall be liable on conviction to a fine of HK\$1,000 under Section 31(4).

任何承建商/獲授權人若未能填妥以上各項有關資料而沒有合理辯解, 即屬犯罪, 一經定罪, 可按法例第三十一條第(四)款罰款港幣 \$ 1,000。

2) The Contractor/Authorized Person is obliged to submit a similar Form 3 to Pneumoconiosis Compensation Fund Board.

承建商/獲授權人必須同時向肺塵埃沉着病補償基金委員會呈交表格三。

A copy of final/ latest payment certificate together with any sub-contractor/supplier statement should be attached.

必須附上最後/最近一期的付款證明書及承判商/供應商的結單副本

Contact Phone No.

聯絡電話號碼:

Name

姓名:

*Delete whichever is inapplicable
請將不適用者刪去

Date 日期

Signature of Authorized Person/Contractor* and Co. Chop
獲授權人/承建商* 簽署及公司蓋章

Personal Information Collection Statement 收集個人資料聲明

1) The Council will use the information provided by you for levy assessment purposes and will handle it in accordance with Section 31 of the Ordinance. Such data may be disclosed to government departments and other organizations under the requirements of any law binding on the Council. 你提供的資料將用於評估徵款用途及依據《工業訓練(建造業)條例》第 31 條處理。議會會遵守有關的法律要求將本表格內的資料給予政府部門及其他機構。

2) Under the provisions of the Personal Data (Privacy) Ordinance, you have the right to request access to or correction of personal data at a reasonable fee. Written requests should be addressed to the Council. 根據《個人資料(私隱)條例》, 你有權在繳付合理費用後要求查閱和更改個人資料, 有關申請須以書面向議會提出。

¹ By virtue of section 83 of the Construction Industry Council Ordinance (Cap 587), Cap 317 continues to apply to construction operations which had been tendered or had commenced before 1 January 2008. 根據《建造業議會條例》(第587章) 第83條的規定, 第317章繼續適用於在2008年1月1日前招標或在2008年1月1日前已開始施工的建造工程。

Warning 警告: Under Section 35 of the Ordinance, the Contractor / Authorized Person who gives false documents or information to the Council for levy evasion purposes shall be guilty of an offence and shall be liable on conviction to a fine of HK\$5,000 or 3 times the amount of any levy that was or was intended to be evaded by his conduct, whichever is the greater. 根據《工業訓練(建造業)條例》第 35 條, 任何承建商/獲授權人若規避徵款而提供虛假的文件或資料給予議會, 即屬違法。一經定罪, 可被處罰款港幣\$5,000或該人藉其行為逃繳或意圖逃繳的徵款的 3 倍, 兩者以較大的款額為準。