

CONSTRUCTION INDUSTRY COUNCIL ORDINANCE

建造業議會條例

(Chapter 587)

(第 587 章)

1

Section 34 - Notice of Commencement of Construction Operations

第 34 條 - 建造工程開始施工通知書

Form 1

表格一

To: Levy Section, Finance Department
Construction Industry Council
38/F, COS Centre, 56 Tsun Yip Street,
Kwun Tong, Kowloon, Hong Kong
Fax No. : 2100 9339 | Email address : levy@cic.hk

Case No. 檔案編號

致: 香港九龍觀塘駿業街 56 號中海日升中心 38 樓
建造業議會財務部徵款課
傳真號碼 : 2100 9339 | 電郵地址 : levy@cic.hk

In accordance with the captioned provision, I / we *hereby give notice of commencement of the following construction operations.
依照上述條例的規定，我 / 我們 * 在此通知有關以下建造工程的開工事宜。

Contractor 承建商	1	Name# 名稱#	2	Tel. No. # 電話號碼#
3	Address# 地址#		4	Company email address# 公司電郵地址#
Authorized Person(Note A) 獲授權人(備註 A)	5	Name# 名稱#	6	Tel. No. # 電話號碼#
7	Address# 地址#		8	Company email address# 公司電郵地址#
Employer 聘用人	9	Name# 名稱#	10	Tel. No. # 電話號碼#
11	Address# 地址#		12	Company email address# 公司電郵地址#

Particulars of the Construction Operations 建造工程細則					
13	Location of Construction Operations (number and name of street and district) # 建造工程地點 (門牌號碼、街名及地區) #				
14	Lot No. 地段號碼		15	Total G.F.A. approved by B.D. 屋宇署核准的總樓面面積	
16	Work Sector # 工程界別#	* Private & Utility / Public * 私人及公用事業 / 公共	17	Work Type (Key Code)# (see Note B) 工程類型(索引)# (請參閱註 B)	
18	BD Reference No. (for Private Projects - see Note C) 屋宇署檔號 (私人項目, 請參閱註 C)		19	Government or Public Utility Contract No. (for Government or Public Utility Contracts) 政府或公用事業合約號碼 (政府或公用事業合約)	
20	Tender Submission Date (see Note D) 投標書呈交日期 (請參閱註 D)	/ / Day 日 / Month 月 / Year 年	21	Tender Awarded Date 中標日期	
22	Payment Period (e.g. monthly payment) 付款期 (例如每月付款)	Every 每隔	*Days/Weeks/ Months *天 / 週 / 月	23	Date of Commencement of Construction Operations # 開始施工日期#
24	Estimated Completion Date # 預算完工日期#	/ / Day 日 / Month 月 / Year 年	25	Estimated Total Value of Construction Operations 建造工程估計總價值	HKD 港幣

Project-in-Charge (see Note E) 項目負責人 (請參閱註 E)		Contact Person (see Note F) 聯絡人 (請參閱註 F)	
Name#: 姓名#:	Position#: 職位#:	Name#: 姓名#:	Position#: 職位#:
Company Email address#: 公司電郵地址#:	Tel. No. #: 電話號碼#:	Company Email address#: 公司電郵地址#:	Tel. No. #: 電話號碼#:

Signature of Authorized Person / Contractor* and Co. Chop
(see Note G)
獲授權人/承建商* 簽署及公司印章
(請參閱註 G)

Submission Date:
提交日期: / /
Day 日 / Month 月 / Year 年

MUST Complete
必須填寫

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

**Please
note:
請注意:**

1. The Contractor / Authorized Person who fails to provide the information required above without reasonable excuse shall be guilty of an offence and shall be liable on conviction to a fine at Level 1.
任何承建商／獲授權人若未能提供以上資料，而沒有合理解釋，即屬違法。一經定罪，可被處第 1 級罰款。
2. The Council will use the information provided for levy assessment purposes and will handle it in accordance with Section 61 of the Ordinance. Such data may be disclosed to government departments and other organizations under the requirements of any law binding on the Council.
你提供的資料將作評估徵款之用。議會會依據《建造業議會條例》第 61 條處理有關資料，並因應有關法律要求將這些資料給予政府部門及其他機構。
3. Under the provisions of the Personal Data (Privacy) Ordinance, you have the right to request access to or correction of personal data at a fee. Written requests should be addressed to the Council.
根據《個人資料（私隱）條例》，你有權要求查閱和更改個人資料，但須繳付費用。有關申請須以書面向議會提出。

**Warning:
警告:**

4. Under Section 67 of the Construction Industry Council Ordinance, the Contractor / Authorized Person who gives false documents or information to the Council for levy evasion purposes shall commit an offence and shall be liable on conviction to a fine at Level 3 or 3 times the amount of levy that was evaded or intended to be evaded by his conduct, whichever is the greater.
根據《建造業議會條例》第 67 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，可被處第 3 級罰款或該人藉其行為規避或意圖藉其行為規避的徵款的款額的 3 倍，兩者以款額較大者為準。

Notes for Attention

- A. As defined in section 2(1) of the Construction Industry Council Ordinance (CICO) (Cap. 587), **authorized person** (獲授權人), in relation to construction operations, means
- (a) for Private and Utility project, the authorized person appointed or nominated under section 4 of the Buildings Ordinance (Cap. 123) in respect of the construction operations (viz. the AP); if no authorized person is appointed under section 4 of the Buildings Ordinance, the employer shall appoint a person to perform the functions of an authorized person; and
 - (b) for Public project, the person appointed by or on behalf of the Government in respect of the construction operations to perform the functions of an authorized person (e.g. Engineer's Representative or Supervising Officer's Representative for the contract).
- B. Fill in the Key Code of the Work Type under the relevant Work Sector based on the Work Type descriptions in Table 1. For construction operations involving more than one Work Type, state the type that corresponds to the major Work Type. For Civil Works type (i.e. PU-33) with a building, please fill in CFA, in lieu of GFA (Item 15).
- C. BD Reference No. is a unique number assigned to a private development project by BD in the plan submission/approval process. This Reference No. can be taken directly from the letter from BD to the AP on notifying the consent to the commencement and carrying out of the works. A copy of this letter should be provided to the CIC.
- D. A Letter of Acceptance/Letter of Award/Form of Tender/Articles of Agreement of the contract and pages of the contract which show the Employer, Contractor, Start and Completion Date and Contract Sum should be provided to the CIC.
- E. The Project-in-Charge is the direct supervisor of the Contact Person for the construction operations.
- F. The Contact Person should be either the Site Agent or Project Manager for the contract.
- G. The person representing the Contractor signing the form should be either the Contact Person or Project-in-Charge.

Table 1 – Work Sector and Work Type

Work Sector	Work Type		Work Sector	Work Type	
	Description	Key Code		Description	Key Code
Private & Utility	Building (Commercial/Hotel/Retail)	PR-1	Public	Foundation, Site Preparation and Formation (including Demolition, Hoarding, Site Investigation) (Building)	PU-8
	Building (Composite)	PR-2		Building Services Installation (E&M)	PU-9
	Building (Hospital/Medical & Health)	PR-3		RMAA (E&M)	PU-10
	Building (Industrial / Logistics Centre / Data Centre, etc.)	PR-4		RMAA (Building/Structure)	PU-11
	Building (Residential/Care Home)	PR-5		RMAA (Roads/Cycle Track/Road & Cycle Facilities)	PU-12
	Building (School)	PR-6		RMAA (Others)	PU-13
	Building (Others, e.g. Substation, Workshop, Machine Room, etc.)	PR-7		Foundation, Site Preparation and Formation (including Land Development/Infrastructure, Site Investigation) (Civil)	PU-14
	Foundation and Site Preparation Works (Demolition, Hoarding, Site Investigation, Site Formation, Excavation and lateral support works (ELS))	PR-8		Site Formation (Reclamation)	PU-15
	Alteration and Additional (A&A) Works (Building/Structure)	PR-9		Drainage (Mainlaying)	PU-16
	Maintenance, Renovation, Fitting Out Works	PR-10		Drainage (Tunnel)	PU-17
	Electrical and Mechanical Works	PR-11		Drainage (Others)	PU-18
Public	Building (Hospital/Medical & Health)	PU-1	Roads (Bridge)	PU-19	
	Building (Hostel/Quarter)	PU-2	Roads (Cycle Track)	PU-20	
	Building (Office)	PU-3	Roads (Flyover/Underpass)	PU-21	
	Building (Open Space/Sports Ground/Playground/Activity Centre)	PU-4	Roads (Pedestrian Footbridge/Walkway/Subway)	PU-22	
	Building (Residential/Care Home)	PU-5	Roads (Tunnel)	PU-23	
	Building (School)	PU-6	Roads (Others, e.g. Noise Barrier, Facilities)	PU-24	
	Building (Others, e.g. Substation, Workshop, Machine Room, etc.)	PU-7	Sewerage & Sewage Treatment (Civil)	PU-25	
		Slope Upgrading (LPMitP)	PU-26		
		Waste Disposal Works (including Landfill, Landfill Rehabilitation, Public Fill, etc.)	PU-27		
		Waterworks (Mainlaying)	PU-28		
		Waterworks (Pumping Station)	PU-29		
		Waterworks (Service Reservoir)	PU-30		
		Waterworks (Tunnel)	PU-31		
		Waterworks (Water Treatment)	PU-32		
		Civil Works	PU-33		

Note: Public Sector includes public works contracts by Government departments, and contracts in Government-funded projects done by others such as some projects of the Hospital Authority and the MTRC.

注意事項

- A. 如《建造業議會條例》（第 587 章）第 2(1) 條所界定，就建造工程而言，獲授權人指
- (a) 就私人及公用事業項目而言，根據《建築物條例》（第 123 章）第 4 條就建造工程（即認可人士）獲委任或提名的認可人士；如沒有根據《建築物條例》第 4 條委任獲授權人，則雇主須委任一名人執行獲授權人的職能；和
- (b) 就公共工程而言，由政府或代表政府就建造工程委任以履行獲授權人（例如合約中的工程師代表或監理代表）職能的人。
- B. 根據表 1 中相關工程界別的工程類型描述填寫索引。對於涉及多個工程類型的工程，請說明主要工程的對應類型。對於有建築物的土木工程類型（即 PU-33），請填寫建築面積，以代替總樓面面積（第 15 項資料）。
- C. 屋宇署檔號是屋宇署在計劃書提交/批准過程中分配給私人開發項目的唯一編號。該檔號可直接取自屋宇署就通知同意動工及進行工程而致予認可人士的信函。這封信的副本應提供給建造業議會。
- D. 應向建造業議會提供一份接受函/中標函/投標書/合同協議條款以及顯示聘用人、承包商、開工和完工日期以及合同金額的合同頁。
- E. 項目負責人為工程項目聯絡人的直接主管。
- F. 聯絡人乃合同的現場代理或項目經理。
- G. 代表承建商簽署表格的人應為聯絡人或項目負責人。

表 1 – 工程界別及工程類型

工程界別	工程類型		工程界別	工程類型	
	描述	索引		描述	索引
私人及公用事業	樓宇（商業/酒店/零售）	PR-1	公共	地基、場地準備和平整（包括拆除、圍板、場地調查）（樓宇）	PU-8
	樓宇（複合）	PR-2		屋宇裝備安裝（機電）	PU-9
	樓宇（醫院/醫療與健康）	PR-3		RMAA（機電）	PU-10
	樓宇（工業/物流中心/數據中心等）	PR-4		RMAA（樓宇/結構）	PU-11
	樓宇（住宅/護理之家）	PR-5		RMAA（道路/自行車道/道路和自行車設施）	PU-12
	樓宇（學校）	PR-6		RMAA（其他）	PU-13
	樓宇（其他，例如變電站、車間、機房等）	PR-7		地基、場地準備和平整（包括土地開發/基礎設施、場地調查）（土木）	PU-14
	地基和場地準備工程（拆除、圍板、場地調查、場地平整、挖掘和橫向支撐工程 (ELS)）	PR-8		地盤平整（填海）	PU-15
	改建和附加 (A&A) 工程（樓宇/結構）	PR-9		排水系統（主要鋪設）	PU-16
	維修、翻新、裝修工程	PR-10		排水系統（隧道）	PU-17
	機電工程	PR-11		排水系統（其他）	PU-18
公共	樓宇（醫院/醫療與健康）	PU-1	道路（橋樑）	PU-19	
	樓宇（旅館/宿舍）	PU-2	道路（自行車道）	PU-20	
	樓宇（辦公室）	PU-3	道路（天橋/地下通道）	PU-21	
	樓宇（休憩用地/運動場/遊樂場/活動中心）	PU-4	道路（人行天橋/人行道/地鐵）	PU-22	
	樓宇（住宅/護理之家）	PU-5	道路（隧道）	PU-23	
	樓宇（學校）	PU-6	道路（其他，例如隔音屏障、設施）	PU-24	
	樓宇（其他，例如變電站、車間、機房等）	PU-7	污水及污水處理（土木）	PU-25	
		斜坡鞏固 (LPMitP)	PU-26		
		廢物處理工程（包括堆填區、堆填區復墾、公眾填土等）	PU-27		
		水務工程（主要鋪設）	PU-28		
		水務工程（泵站）	PU-29		
		水務工程（配水庫）	PU-30		
		水務工程（隧道）	PU-31		
		水務工程（水處理）	PU-32		
		土木工程	PU-33		

注：公共工程界別包括政府部門的公共工程合約，以及其他政府資助項目的合約，例如醫院管理局和地鐵公司的一些項目。