

**CONSTRUCTION INDUSTRY COUNCIL ORDINANCE**

**建造業議會條例**

(Chapter 587)

(第 587 章)

**3**

**Section 36 - Notice of Completion of Construction Operations**

**第 36 條 - 建造工程竣工通知書**

**Form 3**

表格三

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
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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 completion in respect 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竣工事宜。

Name of Contractor # 承建商名稱 #	Name of Authorized Person # 獲授權人姓名 #
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) #	

Date of Issue of Completion Certificate 完工證明書發出日期	Day 日 / Month 月 / Year 年	Date of Completion # 完工日期 #	Day 日 / Month 月 / Year 年
Expiry Date of Defects Liability Period 保養期屆滿日期		Day 日 / Month 月 / Year 年	

Date of Issue of Latest Payment Certificate or Payment Supporting Documents (copy attached) 最近一期付款證明書發出日期或付款單據 (現附上副本)	Day 日 / Month 月 / Year 年
Payment Certificate Number 付款證明書期號	
Date of Payment (please provide supporting document) 付款日期 (請提供文件)	Day 日 / Month 月 / Year 年
Is it a Final Payment? # 是否最後一期付款? #	Yes / No * 是 / 否 *
Value of Construction Operations 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

Amount of Residual Retention Monies retained by Employer 聘用人尚未發放的保留金餘數	HKD 港幣	Anticipated Date for Releasing Retention Monies 預期發放保留金日期	Day 日 / Month 月 / Year 年
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<b>Contact Person 聯絡人</b>	
Name #: 姓名 #:	Position #: 職位 #:
Company Email address #: 公司電郵地址 #:	Tel. No. #: 電話號碼 #:

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

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

<b>Please note:</b> 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。
	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。
<b>Warning:</b> 警告:		