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| --- | --- | --- | --- |
|  | ${pbpName} | ${letterDate} |  |
|  | ${pbpContact} | |  |
|  |  | |  |
|  | ${prcName} | |  |
|  | ${prcContact} | |  |
|  |  | |  |
|  | Dear Sir / Madam, | |  |
|  |  | |  |
|  | Minor Works Submission No. ${mwno} | |  |
|  | ${address} | |  |
|  | 0.-------﻿The notice and certificate of completion of minor works submitted under the above Minor Works Submission No. was received on ${ReceiveDay} ${ReceiveMonth} , ${ReceiveYear}. On the specified form, the appointed persons have certified that the proposed minor works were carried out under the simplified requirements of the minor works control system and have been completed in accordance with the plans or description of works, and in the appointed persons' opinions, structurally safe. If you are a Registered Minor Works Contractor (Individual), you have personally carried out the works. | |  |
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|  | 2.-------On the basis that it is the responsibility of the appointed person to ensure compliance with the Buildings Ordinance and its subsidiary legislation in respect of the minor works concerned, notice and certification of completion is hereby acknowledged. | |  |
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|  | 3.-------This acknowledgement only confirms receipt of the submitted documents in respect of the proposed minor works. It should not be construed to mean that the submitted documents have been checked for compliance with the Buildings Ordinance and its subsidiary legislation. | |  |
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|  | 4.-------Please be reminded that minor works submissions are selected at random for audit to ensure that the submitted documents and the proposed minor works comply with the Buildings Ordinance and its subsidiary legislation. Enforcement action may be taken against the proposed minor works and prosecution/ disciplinary action may be taken against the appointed person and person concerned if contraventions of the provisions of the Buildings Ordinance and its subsidiary legislation are identified. | |  |
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|  | 5.-------This acknowledgement should not be deemed to confer any title to land or constitute a waiver of any term in any lease or licence. Section 61 of the Building (Minor Works) Regulation refers. For Registered Contractor, you should ensure that the person who arranged the works understands the content of this letter. | |  |
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|  | 6.-------If the proposed minor works involve the carrying out of building works at the exterior or other common parts of the building, you should liaise with the co-owners of the building/owners' corporation, the management company and/or the owners concerned regarding the right of use of these common parts, especially before the commencement of proposed minor works, and to observe all obligations as stipulated in the deed of mutual covenant of the building. The obligations include but are not limited to the arrangement of third-party liability insurance. Without obtaining the consent of the co-owners of the building/owners' corporation, the management company and/or the owners concerned for the proposed minor works at the exterior or other common parts of the building, you may be in breach of the deed of mutual covenant of the building and liable to civil proceedings and bearing of civil liabilities. | |  |
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|  | 7.-------You are also reminded to take appropriate measures to ensure that the construction wastes are disposed of properly. | |  |
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|  | 8.-------If the works involve erection or alteration of signboard, as stipulated in PNRC 71, you are advised to display the minor works submission number on the signboard concerned. | |  |
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|  | 9.-------Unlike the "centralized processing of building plans", the documents submitted to the Buildings Department for the carrying out of minor works under the simplified requirements and for the inspection and certification of Prescribed Building Works/Building Works will not be referred to other government departments. If the proposed minor works involves the jurisdictions of other government departments, you should consult and obtain necessary approval or consent from the relevant government departments accordingly. | |  |
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|  | 10.------Should you have any queries, please contact our staff at 3842 3619. | |  |
|  |  | |  |
|  | Yours faithfully, | |  |
|  |  | |  |
|  | ${spoName} | |  |
|  | ${spoPosition} | |  |
|  | (This computer print-out is valid, | |  |
|  | no authorized signature is required.) | |  |
|  |  | |  |
|  | ${paw} | |  |
|  | |  |  | | --- | --- | | ${pawContact} |  | | |  |
|  |  | |  |