|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| bd logo | |  | YOUR REF 來函檔號： |  |
| OUR REF 本署檔號： | ${Dsn} |
| FAX 圖文傳真： | ${Fax} |
| TEL 電話： | 3842 3619 |
| URL 網址: | http://www.bd.gov.hk |
|  |  | |  |  |

|  |  |
| --- | --- |
| ${GivenName} ${Surname}  ${AddressLine1}  ${AddressLine2} |  |
| ${AddressLine3}  ${AddressLine4}  ${AddressLine5} |  |

先生/女士,

|  |
| --- |
| 文件編號 ${Dsn} |
| 連同 ${FormType} 表格呈交的文件 |
| ${Address} |

本署於 ${ReceiveDate} 收到上述文件，但未能作進一步處理，理由如下：

|  |  |
| --- | --- |
| ${CodeImage0} ${CodeDecription0} | ${CodeImage7} ${CodeDecription7} |
| ${CodeImage1} ${CodeDecription1} | ${CodeImage8} ${CodeDecription8} |
| ${CodeImage2} ${CodeDecription2} | ${CodeImage9} ${CodeDecription9} |
| ${CodeImage3} ${CodeDecription3} | ${CodeImage10} ${CodeDecription10} |
| ${CodeImage4} ${CodeDecription4} | ${CodeImage11} ${CodeDecription11} |
| ${CodeImage5} ${CodeDecription5} | ${CodeImage12} ${CodeDecription12} |
| ${CodeImage6} ${CodeDecription6} | ${CodeImage13} ${CodeDecription13} |

|  |
| --- |
| 2. ${DWRemark2}. |
| 3. ${DWRemark3}. |
| 4. 如對本信有任何疑問，可致電 ${TOContactNo} 與 ${TOName} 聯絡 |

建築事務監督

${POName}

${ReceiveDate} (代行)