

**CERTIFICATE OF COMPLIANCE B**  
**(BUILDING SAFETY REQUIREMENTS)**

I, \_\_\_\_\_ (\_\_\_\_\_),  
(Surname in English) (Other names in English) (Name in Chinese)

being the Authorised Person/Registered Structural Engineer\* registered under section 3 of the Buildings Ordinance (Cap. 123) do hereby certify:

- (1) In respect of the premises known as \_\_\_\_\_  
(Shop sign in English)  
(\_\_\_\_\_), and situated at \_\_\_\_\_  
(Shop sign in Chinese) (Address of premises)

and being under application for a Provisional \_\_\_\_\_ Licence  
by \_\_\_\_\_ (\_\_\_\_\_),  
(Name of applicant in English) (Name of applicant in Chinese)

- all Category B building safety requirements listed in the Letter of Requirements addressed to the abovenamed applicant dated \_\_\_\_\_ (dd/mm/yyyy)<sup>(Note 1)</sup> have been fully complied with. or
- all building safety requirements listed in the Memorandum issued by the Buildings Department (BD)/Independent Checking Unit (ICU)\* and copied to the abovenamed applicant dated \_\_\_\_\_ (dd/mm/yyyy)<sup>(Note 2)</sup> (file ref.: \_\_\_\_\_) have been fully complied with.

I personally inspected the premises on \_\_\_\_\_ (dd/mm/yyyy) for the  
(Date of inspection)  
purpose of making the certification, and have read the said Letter of Requirements and/or Memorandum issued by the BD/ICU\* and understood the contents thereof.

- \*(2) That the address of the premises and the description of the minor works in the following submission records are correct for the subject premises and all the minor works items required under the aforesaid building safety requirements have been covered. Copies of the following submission records for the aforesaid minor works items are attached herewith:

- Notice of Commencement of Class I and/or Class II\* Minor Works (MW01 and/or MW03\*) together with record photos.
- Notice of Commencement of Additional Class I and/or Class II\* Minor Works (MW11 and/or MW12\*) together with record photos.
- Certificate of Completion of Class I and/or Class II\* Minor Works (MW02 and/or MW04\*) together with record photos.
- Notice and Certificate of Completion of Class III Minor Works (MW05) together with record photos.
- Submission of Supplementary Documents or Information of Minor Works (MW33).

Note 1: Date of the Letter of Requirements issued by the Food and Environmental Hygiene Department, whichever is the latest, should be stated.

Note 2: Date of the Memorandum issued by the BD/ICU, whichever is the latest, should be stated.

\* Please delete where appropriate.

Please tick the appropriate box(es).

I understand that matters covered by this Certificate will be subject to further verification by the Licensing Authority. If I provide information that is false or misleading in a material particular or furnish the Director of Food and Environmental Hygiene, an authorised officer or a public officer with information knowing that it is false or misleading in a material particular in this Certificate, I shall render myself liable to disciplinary action under section 7 of the Buildings Ordinance (Cap. 123) and/or other legal penalties.

\_\_\_\_\_  
Date (dd/mm/yyyy)

\_\_\_\_\_  
Signature and full name<sup>#</sup> of Authorised Person/  
Registered Structural Engineer\*

Certificate of registration No.<sup>#</sup>: \_\_\_\_\_

Date of expiry of registration<sup>#</sup>: \_\_\_\_\_ (dd/mm/yyyy)

Correspondence address: \_\_\_\_\_

Contact telephone number: \_\_\_\_\_

Contact fax numbers: \_\_\_\_\_

Contact email address: \_\_\_\_\_

Name of company/partnership firm\*: \_\_\_\_\_

(if Authorised Person/Registered Structural Engineer\* is an employee/director/partner\* of a company/partnership firm\*)

\_\_\_\_\_  
Company Chop

# In accordance with the registration record.

\* Please delete where appropriate.

**Collection of Personal Data in Connection with  
Application for Food Business and Other Trade Licences or  
Application for Alteration to the Approved Plan of Licensed Premises  
(In accordance with the Personal Data (Privacy) Ordinance)**

**Statement of Purpose**

**1. Purposes of Collection**

The personal data provided by means of this form will be used by the Food and Environmental Hygiene Department (FEHD) for:

- (a) activities relating to applications for the issue of food business and other trade licences/permits made to the FEHD;
- (b) activities relating to applications for alteration to the approved plan of licensed premises made to the District Environmental Hygiene Office/Licensing Section of the FEHD; and
- (c) facilitating communication among the staff of the FEHD, other government departments and you concerning compliance with the laws and regulations applicable to the food business and other trades.

The provision of personal data by means of this form is voluntary. However, if you do not provide sufficient information, the FEHD may not be able to process your application.

**2. Class of Transferees**

The personal data which you have provided by means of this form may be disclosed to other government departments, bureaux, organisations or any persons for the purposes mentioned in paragraph 1 above.

**3. Access to Personal Data**

You have the right of access and correction with respect to the personal data as provided under Personal Data (Privacy) Ordinance. Request for personal data access and correction should be addressed to FEHD. FEHD has the right to charge a reasonable fee for the processing of any data access request.

**4. Enquiries**

Enquiries concerning the licence application, including the personal data collected by means of this form, should be addressed to the officer in charge of the respective Licensing Offices of the Department:

**Hong Kong & Islands**

Assistant Secretary, Licensing Office  
Hong Kong & Islands Licensing Office,  
8/F, Lockhart Road Municipal Services Building,  
225 Hennessy Road,  
Wanchai, Hong Kong  
Tel. No.: 2879 5712

**Kowloon**

Assistant Secretary, Licensing Office  
Kowloon Licensing Office,  
4/F, Pei Ho Street Municipal Services Building,  
333 Ki Lung Street,  
Sham Shui Po, Kowloon  
Tel. No.: 2729 1293

**New Territories**

Assistant Secretary, Licensing Office  
New Territories Licensing Office,  
4/F, Tai Po Complex, 8 Heung Sze Wui Street,  
Tai Po, New Territories  
Tel. No.: 3183 9234