

**Certificate of Completion of Structural Alteration and Addition (A&A) Works
or Minor Works Related to Structural Works**

結構改動及加建工程或涉及結構的小型工程完工證明書

Location of Premises 單位地點

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Name of Undertaking 商號名稱

Name of Tenant 租戶姓名

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Project Title 工程項目名稱

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ICU Reference No. 獨立審查組參考編號

Date 日期

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/	/	(dd/mm/yyyy) (日/月/年)
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I. To : Director of Housing

致：房屋署署長

I/we certify that the proposed *structural alteration and addition (A&A) works / minor works related to structural works in the above premises to which you consented on _____ have now been satisfactorily completed. A copy of the ICU's acknowledgement of completion of works and the relevant record plan(s) are attached ^{note 1}. Please arrange for an inspection and advise me of the details at your earliest convenience.

上列於 _____ 年 _____ 月 _____ 日獲貴署批准進行的 *結構改動及加建工程 / 涉及結構的小型工程 經已完工，隨附由獨立審查組發出的工程完工認收信副本及相關紀錄圖則 ^{註一}，特此證明，請安排視察，並請早日賜覆。

Note:

1. Tenant should submit hard copy documents in triplicate together with this Form to the management office of the estate/shopping centre. For tenant who opt for e-submission of this Form with upload documents exceed 25 Mbytes (MB), the upload documents should be submitted by hard copy in triplicate together with one copy of the e-form to the management office of the estate/shopping centre.
2. The information submitted by the Tenant may be given to relevant contractors of the Hong Kong Housing Authority for follow-up purposes and all information thus collected will be stored in the archive of the Housing Department.

註:

- 一. 租戶需以紙本形式 1 式 3 份連同本申請表格正本遞交到屋邨/商場辦事處跟進。若租戶選擇以電子表格申請並上載檔案合共超過 25Mbytes(MB)，檔案文件則需以紙本形式 1 式 3 份連同該電子申請表格副本遞交到屋邨/商場辦事處跟進。
- 二. 租戶提交的資料或會交給香港房屋委員會的相關服務承辦商作跟進用途，而所有收集到的資料均會被儲存到房屋署的資料庫。

Tenant's Signature 租戶簽名

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