



僅供部門填寫  
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收件日期:  
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表格 RFE/C03  
《消防（註冊消防工程师）規例》（第 95H 章）  
消防安全（消防裝置）證明書  
（供註冊消防工程师（消防裝置）使用）

FORM RFE/C03  
FIRE SERVICES (REGISTERED FIRE ENGINEERS) REGULATION (CAP. 95H)  
FIRE SAFETY (FIRE SERVICE INSTALLATION) CERTIFICATE  
(For Registered Fire Engineer (Fire Service Installation))

申請人須知

Notes for Applicants

- (1) 本表格是《消防（註冊消防工程师）規例》（第 95H 章）第 90 條下指明格式的表格。  
This form is the specified form under Section 90 of the Fire Services (Registered Fire Engineers) Regulation (Cap. 95H).
- (2) 本表格僅供相關註冊消防工程师根據《註冊消防工程师實務守則》的要求，完成對指明申請的表列處所的遵辦檢查及測試，並確認獲批註的消防安全規定所列明的要求均獲遵從後，須於完成當日之後的 5 日內填寫及發出予申請人／持牌人。本表格副本須於該 5 日內呈交予消防處。  
This form is intended only for **completion and issuance to the applicant/licensee** by the relevant Registered Fire Engineer(s) (“RFEs”) **within 5 days** after the date of completion of compliance inspection and testing of the scheduled premises under the specified application, upon confirmation that all requirements set out in the endorsed Fire Safety Requirements have been complied with, as required by the *Code of Practice for Registered Fire Engineers*. **A copy of this form shall simultaneously be submitted to the Fire Services Department within the 5-day period.**
- (3) 註冊消防工程师在填寫本表格前，應先細閱附連的「表格 RFE/C03 備註」和「個人資料收集聲明書」。  
The RFE should read carefully the “Notes to Form RFE/C03” and “Personal Information Collection Statement” attached before completing this form.
- (4) 請以**正楷**填妥表格所有有關欄目，並在表格上**簽署**。  
Please complete all relevant sections of this form in **BLOCK** letters and **SIGN** the form.
- (5) 向消防處呈交本表格副本時，須一併提交「檢查及測試（消防裝置）報告」（RFE/C01），及《註冊消防工程师實務守則》附錄 VII 所指定、用以證明符合獲批註消防安全規定的所有相關文件。  
When submitting a copy of this form to the Fire Services Department, it shall be accompanied by the *Inspection and Testing (Fire Service Installation) Report* (RFE/C01) and the documents specified in Appendix VII of the *Code of Practice for Registered Fire Engineers* to demonstrate compliance with the endorsed Fire Safety Requirements.

消防安全（消防裝置）證明書  
Fire Safety (Fire Service Installation) Certificate

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(DD/MM/YYYY)

(日/月/年)

申請人/持牌人姓名 Name of Applicant / Licensee

消防處檔號 FSD Ref. No.

表列處所地址 Address of Scheduled Premises

已批註的消防安全規定 Endorsed Fire Safety Requirements

檔號:

Ref. No.

日期:

Date:

(DD/MM/YYYY)

(日/月/年)

已接受的處所圖則 Accepted Layout Plans

檔號:

Ref. No.

日期:

Date:

(DD/MM/YYYY)

(日/月/年)

表列處所類別#

Type of Scheduled Premises#

(只可選取一種處所)

(Only one premises to be selected)



普通食肆

General Restaurant



工廠食堂

Factory Canteen



烘製麵包餅食店

Bakery



小食食肆

Light Refreshment Restaurant



食品製造廠

Food Factory



綜合食物店

Composite Food Shop

根據《消防（註冊消防工程師）規例》（第95H章）28(1)條，本人作為註冊消防工程師（消防裝置），已於\_\_\_\_（日/月/年）在上述表列處所進行視察及測試；及核證於視察及測試時，該處所的設計與已接受的處所圖則相符，同時符合已認可的消防安全規定並滿意檢查及測試結果。

In accordance with Section 28(1) of the Fire Services (Registered Fire Engineers) Regulation (Cap. 95H), I, Registered Fire Engineer (Fire Service Installation), have conducted an inspection and testing on\_\_\_\_ (DD/MM/YYYY) in relation to the above scheduled premises; and certify that, at the time of the inspection and testing, the layout of the premises was found in conformity with the accepted layout plans, the endorsed fire safety requirements were found to be complied with and the results of the inspection and testing were satisfactory.

註冊消防工程師（消防裝置）資料及簽署

Details and Signature of the Registered Fire Engineer (Fire Service Installation)

簽署 Signature\*

聯絡電話 Telephone No.\*

中文姓名 Name in Chinese\*

註冊編號 Registration No.\*

英文姓名 Name in English\*

註冊屆滿日期 Expiry Date of Registration\*

(DD/MM/YYYY)

(日/月/年)

簽署日期 Date of Signature

(DD/MM/YYYY)

(日/月/年)

\*根據註冊記錄

\*In accordance with the registration record

#請在適當的方格內加上「✓」號 #Please tick as appropriate

## 表格 RFE/C03 備註 / NOTES TO FORM RFE/C03

1. 本表格連同有關文件（如有）應經**電郵、郵寄、傳真或親身**送交至在申請中表列處所所屬地區的消防處牌照課辦事處。牌照課辦事處的資料如下：  
This form together with relevant documents (if any) should be submitted by **email, post, fax or in person** to the respective Licensing Offices of the Fire Services Department (FSD) according to the district where the scheduled premises under application is located. Details of the Licensing Offices are as follows:

在申請中表列處所的所屬地區 District where scheduled premises under application is located	牌照課辦事處地址 Address of Licensing Office	電郵地址、傳真號碼及查詢電話 Email address, Fax no. & Tel no.
中西區、東區、南區、灣仔、離島（愉景灣、馬灣、竹篙灣除外） Central and Western, Eastern, Southern, Wan Chai, Islands (Except Discovery Bay, Ma Wan and Penny's Bay)	港島牌照辦事處 地址：香港上環西消防街2號上環消防局閣樓  Hong Kong Licensing Office Address: M/F, Sheung Wan Fire Station, 2 Western Fire Services Street, Sheung Wan, Hong Kong	電郵地址 Email address: rfe_h_lic_1@hkfsd.gov.hk  傳真號碼 Fax no.: 2559 3461  查詢電話 Enquiry Telephone no.: 2549 8104
深水埗、油尖旺、離島（愉景灣、馬灣、竹篙灣） Sham Shui Po, Yau Tsim Mong, Islands (Discovery Bay, Ma Wan and Penny's Bay)	西九龍牌照辦事處 地址：新界葵涌興盛路86號消防處葵涌辦公大樓4樓  Kowloon West Licensing Office Address: 4/F, Fire Services Department Kwai Chung Office Building, 86 Hing Shing Road, Kwai Chung, New Territories	電郵地址 Email address: rfe_nt_k_lic@hkfsd.gov.hk  傳真號碼 Fax no.: 2722 5256  查詢電話 Enquiry Telephone no.: 3423 9302
九龍城、觀塘、黃大仙、西貢、沙田 Kowloon City, Kwun Tong, Wong Tai Sin, Sai Kung, Sha Tin	東九龍牌照辦事處 地址：新界葵涌興盛路86號消防處葵涌辦公大樓4樓  Kowloon East Licensing Office Address: 4/F, Fire Services Department Kwai Chung Office Building, 86 Hing Shing Road, Kwai Chung, New Territories	
葵青、北區、大埔、荃灣、屯門、元朗 Kwai Tsing, North, Tai Po, Tsuen Wan, Tuen Mun, Yuen Long	新界牌照辦事處 地址：新界葵涌興盛路86號消防處葵涌辦公大樓4樓  New Territories Licensing Office Address: 4/F, Fire Services Department Kwai Chung Office Building, 86 Hing Shing Road, Kwai Chung, New Territories	

2. 消防處各分區牌照課辦事處專責處理位於該區的處所的牌照申請，申請人應向所屬分區牌照辦事處提交申請。如申請人屬意向其他牌照辦事處提交申請，便要加上額外的時間把文件傳遞至所屬牌照課辦事處處理。  
The regional Licensing Offices are responsible for processing licence applications for premises located in the regions concerned. It is advisable for the applicant to submit the application to the responsible Licensing Office. Though the applicant may also submit the application to the other Licensing Offices, extra time will be required for sending the documents to the appropriate Licensing Office for action.
3. 為免延誤處理你的申請，請在向發牌當局遞交牌照申請後盡快提交本表格。  
To avoid any delay caused in processing of your application, you are advised to submit this form at your earliest convenience after the submission of application to the Licensing Authority.
4. 本表格內如有關資料不全或錯漏，消防處處長可要求有關人士提供補充資料以符合本表格所有項目的要求或重新提交本表格。  
If incomplete or erroneous information is provided in this form, the Director of Fire Services may request the person concerned to submit relevant supplementary information to satisfy the requirements of all the items in this form or re-submit this form.

## 個人資料收集聲明書 / PERSONAL INFORMATION COLLECTION STATEMENT

### 收集個人資料的目的 Purpose of Personal Data Collection

1. 在本表格所提供的個人資料，政府會用於下列目的：  
The personal data provided by means of this form will be used by the Government for the following purposes：
  - (a) 進行與處理在本表格所作呈交有關的工作；  
activities relating to the processing of the submission in this form;
  - (b) 進行與《消防（註冊消防工程師）規例》所訂明規定有關的工作；以及  
activities relating to requirements stipulated in the Fire Services (Registered Fire Engineers) Regulation; and
  - (c) 方便政府與你通訊。  
facilitating communication between Government and yourself.
2. 你必須提供本表格所要求的個人資料。假如你未能提供所需資料，可能導致處理你所呈交的文件時出現延誤，或甚至導致無法處理你的申請。  
It is obligatory for you to provide the information as required in the form. If you fail to provide the required data, delay may be caused in processing of your submission or even result in rejection of the application.

### 獲轉交資料的部門／人士 Classes of Transferees

3. 本處可能會向其他政府部門、決策局、機構或任何人士披露你透過本表格所提供的個人資料，以作上述第 1 段所列的用途。  
The personal data you 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.

### 查閱個人資料 Access to Personal Data

4. 根據《個人資料（私隱）條例》，你有權查閱及改正所提交的個人資料。消防處有權就有關資料索閱的要求收取合理費用。如要求查閱及改正你的個人資料，請與註冊消防工程師計劃策劃及組織委員會聯絡。  
You have the right of access and correction with respect to the personal data as provided under the Personal Data (Privacy) Ordinance. The Fire Services Department has the right to charge a reasonable fee for the processing of any data access request. Request for personal data access and correction should be addressed to RFE Scheme Planning and Organizing Committee of Fire Services Department.