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收件日期:  
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表格 RFE/C04  
《消防（註冊消防工程师）規例》（第 95H 章）  
消防安全（通風系統）證明書  
（供註冊消防工程师（消防裝置）使用）

FORM RFE/C04  
FIRE SERVICES (REGISTERED FIRE ENGINEERS) REGULATION (CAP. 95H)  
FIRE SAFETY (VENTILATING SYSTEM) CERTIFICATE  
(For Registered Fire Engineer (Ventilating System))

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/C04 備註」和「個人資料收集聲明書」。  
The RFE should read carefully the “Notes to Form RFE/C04” 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（通風系統）報告」（RFE/C02），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 (Ventilating System) Report* (RFE/C02) 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（通風系統）證明書  
Fire Safety (Ventilating System) Certificate

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收件日期 Receipt Date

(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)

已接受的處所通風系統圖則 Accepted VS 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）29(1)條，本人作為註冊消防工程師（通風系統），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  
裝設的通風系統與已接受的處所通風系統圖則相符，同時符合已批註的消防安全規定並滿意檢查及測試結果。

In accordance with section 29(1) of the Fire Services (Registered Fire Engineers) Regulation (Cap. 95H), I, Registered  
Fire Engineer (Ventilating System), 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 ventilating systems layout of the premises was found in conformity with the installed systems, 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（通風系統）資料及簽署

Details and Signature of the Registered Fire Engineer (Ventilating System)

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

#請在適當的方格內加上「✓」號

\*In accordance with the registration record

#Please tick as appropriate

## 表格 RFE/C04 備註 / NOTES TO FORM RFE/C04

1. 本表格連同有關文件（如有）應經**電郵、郵寄、傳真或親身**送交至消防處通風系統組辦事處。通風系統組辦事處的資料如下：

This form together with relevant documents (if any) should be submitted **by email, post, fax or in person** to the Ventilating Systems Group of the FSD. Details of the Ventilating Systems Group are as follows:

在申請中表列處所的所屬地區 District where scheduled premises under application is located	通風系統組地址 Address of Ventilating Systems Group	電郵地址、傳真號碼及查詢電話 Email address, Fax no. & Tel no.
全港各區 All districts of Hong Kong	通風系統組 地址：香港灣仔告士打道 5 號稅務大樓 35 樓  Ventilating Systems Group Address: 35/F, Revenue Tower, Gloucester Road, Wan Chai, Hong Kong	電 郵 地 址 Email address: <a href="mailto:fvs@hkfsd.gov.hk">fvs@hkfsd.gov.hk</a>  傳真號碼 Fax no.: 2382 2495  查詢電話 Enquiry Telephone no.: 2718 7567

2. 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.
3. 本表格內如有資料不全或錯漏，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.