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表格 RFE/G01
《消防（註冊消防工程师）規例》（第 95H 章）
註冊消防工程师委任通知書

FORM RFE/G01
FIRE SERVICES (REGISTERED FIRE ENGINEERS) REGULATION (CAP. 95H)
NOTICE OF APPOINTMENT OF REGISTERED FIRE ENGINEER

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，獲委任為表列處所處理與其註冊類別職責相關的指明申請事宜，於獲委任當日之後的 **5 日內**填寫及呈交予消防處。該委任的有效期直至獲發正式牌照、指明申請被撤回／拒絕，或該委任被終止為止。
This form is intended only for completion and submission to the Fire Services Department by the relevant Registered Fire Engineer(s) (“RFEs”) **within 5 days** after the date of appointment of handling a specified application related to the duties of his/her class(es) for the scheduled premises, as required by the *Code of Practice for Registered Fire Engineers*. **The appointment is valid until the full licence is granted, the specified application is withdrawn/refused or this appointment is ceased.**
- (3) 註冊消防工程师在填寫本表格前，應先細閱背頁的「表格 RFE/G01 備註」和「個人資料收集聲明書」。
The RFE should read carefully the “Notes to Form RFE/G01” and “Personal Information Collection Statement” attached before completing this form.
- (4) 請以**正楷**填妥表格載列所有有關的部分，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時，須一併提交「利益衝突申報書」（RFE/G03）。
When submitting this form to the Fire Services Department, it shall be accompanied by the *Declaration against Conflict of Interest* (RFE/G03).

註冊消防工程师委任通知書

Notice of Appointment of Registered Fire Engineer

(消防(註冊消防工程师)規例)第25條 Fire Services (Registered Fire Engineers) Regulation Section 25

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- 請在委任後 5 天內呈交本表格。
- The form should be submitted within 5 days upon appointment.
- 請以正楷填寫表格，並在適當方格內加上「✓」號。填寫前，請細閱「表格 RFE/G01 備註」和「個人資料收集聲明書」。
- Please read the “Notes to Form RFE/G01” and “Personal Information Collection Statement”, complete this form in BLOCK LETTERS and tick the appropriate boxes.

致消防處處長 To the Director of Fire Services

(經辦人: 消防處牌照課/通風系統組)

(Attn: Hong Kong Fire Services Department (FSD) Licensing Division/ Ventilating Systems Group)

| | | |
|---|---|---|
| 第一部分 牌照申請詳情 Part I Particulars of the Licence Application | | |
| 表列處所地址 Address of the Scheduled Premises | 發牌當局檔號 (如有) Licensing Authority File No. (if any) | |
| _____ | _____ | |
| _____ | _____ | |
| _____ | 消防處檔號 (如有) FSD Ref. No. (if any) | |
| _____ | _____ | |
| 表列處所類別 Type of Scheduled Premises | (只可選取一種處所) (Only one premises to be selected) | |
| <input type="checkbox"/> 普通食肆 General Restaurant | <input type="checkbox"/> 工廠食堂 Factory Canteen | <input type="checkbox"/> 烘製麵包餅食店 Bakery |
| <input type="checkbox"/> 小食食肆 Light Refreshment Restaurant | <input type="checkbox"/> 食品製造廠 Food Factory | <input type="checkbox"/> 綜合食物店 Composite Food Shop |
| 第二部分 申請人/公司詳情 Part II Particulars of Applicant / Corporation | | |
| 申請人姓名/公司名稱 Name of Applicant / Corporation | 聯絡電話 Telephone No. | |
| _____ | _____ | |
| _____ | _____ | |
| 電郵地址 Email Address | | |
| _____ | | |
| _____ | | |
| 獲授權代表姓名 (以公司名義申請) Name of Authorized Person (Application in name of a corporation) | 聯絡電話 Telephone No. | |
| _____ | _____ | |
| _____ | _____ | |
| 電郵地址 Email Address | | |
| _____ | | |
| _____ | | |
| 聯絡人姓名 (如有) Name of Contact Person (if any) | 聯絡電話 Telephone No. | |
| _____ | _____ | |
| _____ | _____ | |
| 電郵地址 Email Address | | |
| _____ | | |
| _____ | | |

請在適當的空格內加上「✓」號 Please tick as appropriate

第三部分 委任註冊消防工程師的詳情**Part III Particulars of Appointment of Registered Fire Engineer (RFE)**

(由申請人/獲授權代表填寫 To be completed by applicant / authorized person)

- 根據《消防（註冊消防工程師）規例》（第 95H 章）第 25 條，本人委任以下註冊消防工程師就上述表列處所進行訂明職務。
In accordance with Section 25 of the Fire Services (Registered Fire Engineers) Regulation (Cap. 95H), I have appointed the above RFE to carry out the prescribed duties for the above scheduled premises.

中文姓名 Name in Chinese

英文姓名 Name in English

委任日期 Date of Appointment

 _____ / _____ / _____ (DD/MM/YYYY)
 (日/月/年)

委任範疇

Scope(s) of Appointment:

 風險評估[^]

Risk Assessment (RA)

 消防裝置[^]

Fire Service Installation (FSI)

 通風系統#

Ventilating System (VS)

[^]請參閱本表格備註的第 4 段 Please refer to para. 4 in Notes to this Form

#請參閱本表格備註的第 5 段 Please refer to para. 5 in Notes to this Form

*申請人/獲授權代表（代表申請公司） *Applicant/Authorized Person (for and on behalf of the applying corporation)

簽署及公司印章（如適用） Signature with company seal (if applicable)

中文姓名 Name in Chinese

英文姓名 Name in English

日期 Date

 _____ / _____ / _____ (DD/MM/YYYY)
 (日/月/年)
第四部分 在第三部分獲委任註冊消防工程師的確認**Part IV Confirmation of RFE appointed in Part III**

(由獲委任註冊消防工程師填寫 To be completed by the appointed RFE)

- 根據《消防（註冊消防工程師）規例》（第 95H 章）第 25 條，本人為一名註冊消防工程師，確認已獲委任為第三部分所述範疇的註冊消防工程師；及本人會按照《消防（註冊消防工程師）規例》及其他相關規例於相關範疇的註冊屆滿日期前就上述表列處所進行訂明職務。

In accordance with Section 25 of the Fire Services (Registered Fire Engineers) Regulation (Cap. 95H), I, being an RFE, confirm that I have been appointed as the RFE for the scope(s) detailed in Part III; and I will carry out the duties for the above scheduled premises, before the date of expiry of registration of the related class(es), in accordance with Fire Services (Registered Fire Engineers) Regulation (Cap. 95H) and other related Regulations.

註冊編號

Registration No.

(RA)

(FSI)

(VS)

註冊屆滿日期

Date of Expiry of

Registration

(DD/MM/YYYY)
(日/月/年)(DD/MM/YYYY)
(日/月/年)(DD/MM/YYYY)
(日/月/年)

聯絡電話

Telephone No.

電郵地址

Email address

- 本人欲在此項牌照申請的期間以電郵方式代替郵寄接收消防處所有信件。

I would like to receive all correspondence from FSD by email instead of by post during the period of this licence application.

通訊地址（可選填） Correspondence Address (Optional)

獲委任註冊消防工程師 Appointed RFE

簽署 Signature

中文姓名 Name in Chinese

英文姓名 Name in English

日期 Date

 _____ / _____ / _____ (DD/MM/YYYY)
 (日/月/年)

□ 請在適當的空格內加上「✓」號 Please tick as appropriate

*刪除不適用者 Delete where inapplicable

表格 RFE/G01 備註 / NOTES TO FORM RFE/G01

1. 每個服務範疇只可委任一位註冊消防工程师處理。如要更改已委任註冊消防工程师的服務範疇，必須就其不再執行職責的類別提交「註冊消防工程师終止委任通知書」(RFE/G02)，並於委任有所變更當日之後的5日內就重新委任一事，提交新的「註冊消防工程师委任通知書」(RFE/G01)及「利益衝突申報書」(RFE/G03)。
Only one Registered Fire Engineer shall be appointed for each scope of service. If you wish to revise the scope of service of the appointed Registered Fire Engineer, you must submit a *Notice of Cessation of Appointment of Registered Fire Engineer* (RFE/G02) for the class you are no longer taking up and submit a fresh *Notice of Appointment of Registered Fire Engineer* (RFE/G01) and a *Declaration against Conflict of Interest* (RFE/G03) for the reappointment within 5 days after the date of change of appointment.
2. 每張表格只可以委任一位註冊消防工程师。如你需要委任多於一位註冊消防工程师處理不同服務範疇，請填寫另一張表格。
Only one Registered Fire Engineer shall be appointed in each form. If you wish to appoint more than one Registered Fire Engineer for different scopes of service, please fill in another form.
3. 每位註冊消防工程师可以按其資格受委任處理一個或多於一個的服務範疇。
Each Registered Fire Engineer can be appointed to carry out one or more than one scopes of service according to his/her qualification.
4. 委任註冊消防工程师（風險評估）及註冊消防工程师（消防裝置）的通知書的遞交方式：
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：

Submission method of notice of appointment of RFE(RA) and RFE(FSI):

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 | 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 |
| 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 | |

5. 委任註冊消防工程師（通風系統）通知書的遞交方式：
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。通風系統組的資料如下：

Submission method of notice of appointment of **RFE(VS)**:

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, 5 Gloucester Road, Wan Chai, Hong Kong. | 電郵地址 Email address: fsvs@hkfsd.gov.hk 傳真號碼 Fax no.: 2382 2495 查詢電話 Enquiry Telephone no.: 2718 7567 |

6. 為免延誤處理你的申請，請在向發牌當局遞交牌照申請後，盡快以上述第4及5段所列方式提交本表格。消防處各組別專責處理不同地區／範疇的牌照申請，申請人應直接向相關組別提交申請，否則本處可能需要額外時間把文件傳遞至所屬組別辦事處處理。

To avoid any delays in processing your application, you are advised to submit this form using the methods aforementioned in paragraphs 6 and 7 at your earliest convenience after the submission of licence application to the Licensing Authority. Different groups of the FSD are respectively responsible for handling licence applications from different districts and scopes. Applicants should submit their applications directly to the relevant group; otherwise, additional time may be required to forward the documents to the appropriate group for processing.

7. 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籌備委員會聯絡。
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.