

僅供部門填寫
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表格 RFE/G04

《消防（註冊消防工程師）規例》（第 95H 章）

更改個人資料通報書

FORM RFE/G04

FIRE SERVICES (REGISTERED FIRE ENGINEERS) REGULATION (CAP. 95H)

REPORT OF CHANGE IN PERSONAL PARTICULARS

申請人須知

Notes for Applicants

- (1) 本表格是《消防（註冊消防工程師）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師根據《註冊消防工程師實務守則》的要求，用作通報個人資料的變更。
This form is for use solely by the relevant Registered Fire Engineer(s) (“RFEs”) for reporting any changes to personal particulars in accordance with the requirements of the *Code of Practice for Registered Fire Engineers*.
- (3) 註冊消防工程師在填寫本表格前，應先細閱附連的「表格 RFE/G04 備註」、「表格 RFE/G04 提交及繳款方法」和「個人資料收集聲明書」。
The RFE should read carefully the “Notes to Form RFE/G04”, “Submission and Payment Instructions for Form RFE/G04” and “Personal Information Collection Statement” attached before completing this form.
- (4) 如表格空位不敷填寫，請另頁詳列有關資料，並隨本表格一併提交。
In case of insufficient space in the form, please provide the information on a supplementary sheet which is to be submitted together with this form.
- (5) 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.

(A) 有關註冊消防工程師的資料
Particulars of the RFE concerned

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

- 註冊消防工程師（風險評估）
Registered Fire Engineer (Risk Assessment)
註冊編號：
Registration No.: _____
- 註冊消防工程師（消防裝置）
Registered Fire Engineer (Fire Service Installation)
註冊編號：
Registration No.: _____
- 註冊消防工程師（通風系統）
Registered Fire Engineer (Ventilating System)
註冊編號：
Registration No.: _____

請填妥(B)部，以提供最新資料
Please complete Part (B) to provide your updated information

(B) 個人資料變更（請填上適當部分）
Change in Personal Particulars (Please fill in as appropriate)

原有資料 Original particulars	新的資料 New particulars
姓名（中文） Name in Chinese	姓名（中文） Name in Chinese
姓名（英文） Name in English	姓名（英文） Name in English
辦公室電話號碼 Office Telephone No.	辦公室電話號碼 Office Telephone No.
手提電話號碼 Mobile Telephone No.	手提電話號碼 Mobile Telephone No.
通訊地址 Correspondence Address	通訊地址 Correspondence Address
電郵地址 E-mail Address	電郵地址 E-mail Address

身份證明文件（請在適當的空格內加上「✓」號及附上該文件的副本）
Identity Document (please tick as appropriate and provide a copy of such document)

- 香港身份證
H.K.I.D. card
- 護照
Passport

本人聲明在此表格填報的一切資料、陳述及附上的文件全屬真確無訛。警告：如就此表格作出虛假陳述或失實資料，即屬違法。本人亦已閱讀及同意夾附於此表格的「個人資料收集聲明書」。

I declare that all particulars, statements and documents submitted herein and with this form are true and correct. **Warning: It is an offence in law to furnish any false statement or information related to this form.** I also confirm that I have read and agreed to the “Personal Information Collection Statement” attached to this form.

註冊消防工程師簽署
Signature of the RFE

日期
Date

日 Day 月 Month 年 Year

表格 RFE/G04 備註 / NOTES TO FORM RFE/G04

1. 根據《消防（註冊消防工程师）規例》（第 95H 章）第 31 條，如註冊消防工程师的姓名、電話號碼、通訊地址、電郵地址或身份證明文件有所變更，該工程師須在該項變更出現當日之後的 14 日內，以此表格通報消防處並提供相關證明。任何人違反上述要求而無合理辯解，即屬犯罪，一經定罪，可處第 1 級罰款。如姓名或身份證明文件有更改，註冊消防工程师須把其實體註冊證（如有）交回消防處以作出更改。

According to Section 31 of the Fire Services (Registered Fire Engineers) Regulation, if there is any change in the name, phone number, correspondence address, electronic mail address or identity document of an RFE, he/she must notify the Fire Services Department (“FSD”) of the change via this form within 14 days after the date on which the change takes place and provide relevant supporting documents. Any person who fails to comply with this requirement without reasonable excuse commits an offence and is liable on conviction to a fine at Level 1. In the case of a change of name or identity document, the RFE must return the physical registration card (if any) to the FSD for amendment.

2. 有關訂明申請費用如下（如涉及更改姓名）：
The prescribed application fees are as follows (if any change of name is involved):

申請類別 Type of Application	訂明費用（港幣） Prescribed Fee (HKD)		
	1個註冊類別 1 class	2個註冊類別 2 classes	3個註冊類別 3 classes
申請替換註冊證 Application for replacement of registration card	\$575		

在收到消防處發出的繳費通知書後，申請人可參考通知書背頁的方法繳費。

Upon receipt of the payment notice issued by the FSD, the applicant may make payment by following the instructions on the overleaf of the notice.

3. 本表格連同個人資料變更的證明文件的副本，應經**電郵、郵寄、傳真或親身**送交至註冊消防工程师計劃策劃及籌備委員會，資料如下：

This form together with copies of documentary proof of the change in personal particulars should be submitted **by email, post, fax or in person** to RFE Scheme Planning and Organizing Committee, the details are as follows:

地址 Address	電郵地址、傳真號碼及查詢電話 Email address, Fax no. & Tel no.
九龍尖沙咀東部 康莊道1號 消防處總部大廈7樓北翼 註冊消防工程师計劃策劃及籌備委員會 RFE Scheme Planning and Organizing Committee 7/F, North Wing, Fire Services Headquarters Building, 1 Hong Chong Road, Tsim Sha Tsui East, Kowloon	電郵地址 Email address: rfes@hkfsd.gov.hk 傳真號碼 Fax no.: 2367 1354 查詢電話 Enquiry Telephone no.: 2170 9632

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.