

僅供部門填寫
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表格 RFE/G07

《消防（註冊消防工程师）規例》（第 95H 章）

違紀行為投訴通報書

FORM RFE/G07

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

REPORT OF COMPLAINT OF DISCIPLINARY OFFENCE

投訴人須知

Notes for Complainants

- (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 a specified form under Section 90 of the Fire Services (Registered Fire Engineers) Regulation (Cap. 95H).
- (2) 本表格僅供相關人士根據《消防（註冊消防工程师）規例》（《規例》）第 39 條，就註冊消防工程师的違紀行為作出投訴。投訴人須在其知悉所指稱的違紀行為起的兩年內，藉着向保安局局長（「局長」）提交已填妥的本表格而作出投訴。
This form is for use solely by relevant persons to make a complaint about a disciplinary offence committed by a registered fire engineer under Section 39 of the Fire Services (Registered Fire Engineers) Regulation (“Regulation”). The complainant shall make the complaint by submitting, within 2 years from the date on which the alleged disciplinary offence comes to the knowledge of the complainant, this duly completed complaint form to the Secretary for Security (“Secretary”).
- (3) 投訴人必須填妥本表格內各項，以專人送遞、郵寄或掛號郵件等方式，將表格送交九龍尖沙咀東部康莊道 1 號消防處總部大廈 7 樓消防處處長。
This form must be completed in full and sent to the Director of Fire Services by hand, by ordinary post or registered post, at 7/F, Fire Services Headquarters Building, 1 Hong Chong Road, Tsim Sha Tsui East, Kowloon.
- (4) 如屬以下情況，處長可拒絕將投訴轉呈局長 ——
The Director may refuse to refer the complaints to the Secretary if –
 - (a) 有關投訴屬匿名投訴；
the complaint is made anonymously;
 - (b) 投訴人的身分不能確定，或投訴人無法聯絡；
the complainant cannot be identified or traced;
 - (c) 投訴人沒有提供處長為處理有關投訴而合理地要求的資料或詳情；
the complainant fails to provide any information or particulars the Director reasonably requires for processing in relation to the complaint;
 - (d) 在有關投訴作出時，投訴對象已不再是註冊消防工程师；
the person being complained of has ceased to be a registered fire engineer at the time the complaint is made;
 - (e) 處長先前曾根據《規例》第 39 條，拒絕向局長轉呈有關投訴，而情況沒有重大變更；
the Director has previously refused to refer the complaint to the Secretary under Section 39 of the Regulation and there is no material change in circumstances;
 - (f) 有關投訴（或性質大致相似的投訴）先前已獲紀律審裁委員會完成處理；
the complaint, or a complaint of a substantially similar nature, has previously been disposed of by a disciplinary board;
 - (g) 處長在顧及個案的整體情況後，信納 ——
 - (i) 按表面證據，有關投訴不成立；

- (ii) 有關投訴屬瑣屑無聊或無理取鬧，或不是真誠地提出的；
- (iii) 有以下情況 ——
 - (A) 投訴人在知悉指稱的違紀行為後的 2 年或多於 2 年後，才作出投訴；及
 - (B) 並無特殊情況可解釋該次延誤；或
- (iv) 因任何其他原因，將有關投訴轉呈局長屬不必要。

having regard to all circumstances of the case, the Director is satisfied —

- (i) that on its face no case has been shown for the complaint;
- (ii) that the complaint is frivolous or vexatious or not made in good faith;
- (iii) that —
 - (A) the complaint was made 2 years or more after the alleged disciplinary offence came to the knowledge of the complainant; and
 - (B) there are no special circumstances that explain the delay in making the complaint; or
- (iv) that referring the complaint to the Secretary is unnecessary for any other reason.

- (5) 投訴人在提交本表格前，請閱讀《消防（註冊消防工程師）規例》第 39 條。
Complainants are advised to read Section 39 of the Fire Services (Registered Fire Engineers) Regulation before submitting this form.
- (6) 如表格空位不敷填寫，請另紙書寫有關資料，夾附於表格，並在表格上註明資料載於附頁內。
If space in this form is insufficient, please provide the information on a separate sheet of paper to be attached to the form and make a note in this form to the effect that information is available on the attached sheet.
- (7) 請以**正楷**填寫表格所有有關欄目，並在表格及夾附於表格的所有附頁上**簽署**。
Please complete all the relevant sections of this form in **BLOCK** letters and **SIGN** the form, and all the supplementary sheets attached to the form.
- (8) 投訴人所提供的資料，將用於處理投訴及就相關違紀行為進行的紀律處分程序。所有資料絕對保密。
The information provided will be used for processing the complaint and conducting disciplinary proceedings in relation to the alleged disciplinary offence. All information will be kept strictly confidential.
- (9) 處長如拒絕向局長轉呈上述投訴，須以書面方式，通知投訴人該次拒絕一事以及其原因。
If the Director refuses to refer the complaint to the Secretary, the Director must, notify the complainant in writing of the fact and the reasons for the refusal.
- (10) 投訴人應保留一份填妥的本表格副本，以備參考。
Complainants are advised to keep a copy of this completed form for reference.

投訴人在填寫本表格前，應先細閱「投訴人須知」和「個人資料收集聲明書」。

The complainant should read carefully the “Notes for Complainants” and “Personal Information Collection Statement” before completing this form.

(A) 投訴人的個人資料及聯絡資料

Personal Particulars and Contact Details of the Complainant

若提出投訴人士多於一位，請於(ii)部提供其他提出投訴人士的資料。

If there is more than 1 complainant, please provide particulars of the other complainant(s) in (ii) below.

(i) 主要投訴人資料 Particulars of Principal Complainant

姓名(中文) Name in Chinese	姓名(英文) Name in English
香港身份證號碼 H.K.I.D. No. (只須填寫英文字母及頭四位數字) (Letter and the first 4 digits only)	護照號碼/Passport No. 有效期至/Valid until (如無香港身份證) (If no HKID card is held)
通訊地址 Correspondence Address	
辦公室電話號碼 Office Telephone No.	手提電話號碼 Mobile Telephone No.
電郵地址 E-mail Address	

(ii) 其他投訴人資料 Particulars of Other Complainant

姓名(中文) Name in Chinese	姓名(英文) Name in English
香港身份證號碼 H.K.I.D. No. (只須填寫英文字母及頭四位數字) (Letter and the first 4 digits only)	護照號碼/Passport No. 有效期至/Valid until (如無香港身份證) (If no HKID card is held)
通訊地址 Correspondence Address	
辦公室電話號碼 Office Telephone No.	手提電話號碼 Mobile Telephone No.
電郵地址 E-mail Address	

(B) 被投訴註冊消防工程師資料

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

Particulars of RFE being complained against

姓名(中文) Name in Chinese	姓名(英文) Name in English
<input type="checkbox"/> 註冊消防工程師(風險評估) Registered Fire Engineer (Risk Assessment) 註冊編號: Registration No.: _____	
<input type="checkbox"/> 註冊消防工程師(消防裝置) Registered Fire Engineer (Fire Service Installation) 註冊編號: Registration No.: _____	
<input type="checkbox"/> 註冊消防工程師(通風系統) Registered Fire Engineer (Ventilating System) 註冊編號: Registration No.: _____	

(C) 投訴內容

Subject of Complaint

投訴的細節 Details of the Complaint

(D) 投訴人提供的證據、文件及其他支持投訴的資料詳情 (請將有關資料的副本一併隨表格提交)
Particulars of the evidence, documents and other materials provided by the complainant in support of the complaint
(Please submit copies of the relevant materials together with the form)

現就上述表格附上補充文件，共_____份，合共_____頁。
In respect of the above form, I hereby submit a total of_____copy(ies), comprising_____page(s), of supplementary documents.

本人聲明在此表格填寫的一切資料、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申請表的「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 the application form.

投訴人簽署

Signature of Complainant _____

日期

Date _____

日 Day

月 Month

年 Year

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.