

香港消防處消防裝置承辦商
更改註冊資料申請表
Fire Services Department Fire Service Installation Contractor (FSIC)
Application for Change of Particulars

1. 承辦商名稱：
Name of Contractor: _____
2. 註冊編號：
Registration No: _____ RC1/RC2/RC3/*
3. 須更改資料：
Particulars to be Changed:
- 更改註冊名稱 (請填寫甲部)
Change of Registered Name (Please complete Part A)
 - 更改註冊地址 (請填寫乙部)
Change of Registered Address (Please complete Part B)
 - 更改/增加工場 (請填寫丙部)
Change / Addition* of workshop (Please complete Part C)
 - 更改/增加合資格人 (請填寫丁部)
Change / Addition* of qualified person (Please complete Part D)
 - 更改/增加獲授權簽署證書人士 (請填寫戊部)
Change / Addition* of authorised signatory (Please complete Part E)

* 請刪去不適用者 Please delete if not applicable

甲部 Part A – 更改註冊名稱 Change of Registered Name

新註冊名稱 New registered name : _____ (英文 English)
_____ (中文 Chinese)

生效日期 Effective date : _____

Note 註:

- (1) 如公司狀況有變(例如由無限公司轉為有限公司)，須重新申請註冊。
Fresh registration required if there is a change in company status e.g. from unlimited company to limited company
- (2) 請提供以下證明文件(如適用)：
Please attach the following supporting documents (if applicable):
- (i) 公司最新商業登記證正式認證副本，由稅務局商業登記署發出；
Officially certified true copy of the new Business Registration Certificate (obtainable from the Business Registration Section of the Inland Revenue Department);
 - (ii) 公司根據《商業登記規例》登記的申請表正式認證副本，由稅務局商業登記署發出；
Officially certified true copy of the new Business Registration Application Form(s) under the Business Registration Ordinance (obtainable from the Business Registration Section of the Inland Revenue Department);
 - (iii) 公司的組織大綱章程及細則刊印本；及
Printed copy of the new Memorandum and Articles of Association; and
 - (iv) 公司註冊處發出的公司註冊證書(更改名稱部分)的正式認證副本。
Officially certified true copy of the Certificate of Incorporation on change of name (obtainable from the Companies Registry)

乙部 **Part B** – 更改註冊地址

新註冊地址 New registered address: _____ (英文 English)

(中文 Chinese)

生效日期 Effective date: _____

更改工場地址
Change in Workshop Address: 是 Yes (請填寫丙部 Please complete Part C also)
 否 No
(請提供購買/租賃協議書副本等證明文件)
(Please provide supporting documents such as purchase/lease agreement to prove your right of using the existing workshop)

Note 註:

請提供以下證明文件(如適用):

Please attach the following supporting documents (if applicable):

- (i) 公司最新商業登記證正式認證副本，由稅務局商業登記署發出；
Officially certified true copy of the new Business Registration Certificate (obtainable from the Business Registration Section of the Inland Revenue Department);
- (ii) 公司根據《商業登記規例》登記的申請表正式認證副本，由稅務局商業登記署發出；
Officially certified true copy of the new Business Registration Application Form(s) under the Business Registration Ordinance (obtainable from the Business Registration Section of the Inland Revenue Department)
- (iii) 公司註冊處發出的公司註冊證書(註冊辦事處座落地點部分)的正式認證副本；
Officially certified true copy of the Certificate of Incorporation and Notification of Situation of Registered Office (obtainable from the Companies Registry);
- (iv) 新註冊地址的購買/租賃協議書副本；及
Purchase/lease agreement of the new registered address; and
- (v) 如租賃協議書上沒有登記蓋印，申請人須遞交新註冊地址最近的差餉或公用事業繳費收據副本。
Receipt for the most recent payment of Government rates/utility (if the tenancy agreement has not been stamped) for the new registered address.

丙部 Part C – 增加/更改工場 Addition / Change of Workshop

新工場地址 (英文 English)
New workshop address: _____

_____ (中文 Chinese)

*生效日期 Effective date: _____

須刪除工場

Workshop to be deleted: _____

*生效日期 Effective date: _____

Note 註:

請提供以下證明文件(如適用)：

Please attach the following supporting documents (if applicable):

- (i) 新工場的購買/租賃協議書副本；
Purchase/lease agreement of the new workshop;
- (ii) 新工場地址最近的差餉或公用事業繳費收據副本；
Receipt for the most recent payment of Government rates/utility (if the tenancy agreement has not been stamped) for the new workshop;
- (iii) 購買/租賃人准許申請使用其物業作為註冊工場的授權書(如屬第三級消防裝置承辦商，請說明購買/租賃人與申請人之間是否有僱傭關係；
Written authorization for use of the premises as registered workshop by the owner / tenant (for Class 3 FSIC, please confirm if there is any employment relationship between the parties concerned);
- (iv) 列明申請人獲授權使用現時工場期限的購買/租賃協議書副本及/或購買/租賃人的授權書；及
Purchase/lease agreement and/or written authorization by the owner or tenant showing the authorised period of use of the current workshop; and
- (v) 新工場的平面圖。
Layout plan of the new workshop.

* 「生效日期」指新工場或現有工場更改日期(例如承辦商擬開始使用新工場日期或現有工場租約完結日期)。新工場的批准日期須視乎視察結果，因此可能會有別於生效日期。

‘Effective date’ denotes the date of change in respect of the new workshop or the current workshop (e.g. the date on which the FSIC proposes to put the new workshop into operation or the expiry date of the lease agreement of the current workshop). Approval date of the new workshop depends on the result of inspection and thus may not be the same as the effective date.

丁部 **Part D** – 增加/更改合資格人 Addition / Change of Qualified Person

新合資格人 New qualified person

姓名 Name: _____ (中文 Chinese) _____ (英文 English)

香港身分證號碼 HKID No.: _____

類別 Type: 電機工程師 Electrical Engineer /
電機技術員 Electrical Technician /
持牌水喉匠 Licensed Plumber*

受僱狀況 Employment status: 董事 Director /合夥人 Partner /僱員 Employee*

全職受僱 Full-time employment: Yes 是/No 否*

受僱日期 Date of employment: _____

是否同時受僱於另一消防裝置承辦商
Employed also by another FSIC: Yes 是/No 否*

生效日期 Effective date: _____

須予取消合資格人 Qualified person to be deleted

姓名 Name: _____ (中文 Chinese) _____ (英文 English)

香港身分證號碼 HKID No.: _____

生效日期 Effective date: _____

* 請刪去不適用者 Please delete if not applicable

Note 註:

請提供以下證明文件 (如適用):

Please attach the following supporting documents (if applicable):

- (i) 新合資格人的香港身分證副本;
Copy of HKID of the new qualified person(s);
- (ii) 新合資格人資歷的證明文件, 例如證書、成績報告單及牌照副本等;
Supporting documents for the qualifications of the new qualified person(s), e.g. certificate, transcript, copy of licence, etc
- (iii) 新合資格人的簽名式樣; 及
Specimen signature of the new qualified person(s); and
- (iv) 新合資格人的僱傭合約及強積金供款紀錄副本。
Copy of employment contract and MPF contribution record of the new qualified person(s).

戊部 **Part E** – 增加/更改獲授權簽署證書人士 Addition/Change of Authorized Signatory

新獲授權簽署證書人士 New authorized signatory

姓名 Name: _____ (中文 Chinese) _____ (英文 English)

香港身分證號碼 HKID No.: _____

受僱狀況 Employment status: 董事 Director/合夥人 Partner/僱員 Employee*

受僱日期 Date of employment: _____

生效日期 Effective date: _____

須予取消獲授權簽署證書人士 Authorised Signatory to be deleted

姓名 Name: _____ (中文 Chinese) _____ (英文 English)

香港身分證號碼 HKID No.: _____

生效日期 Effective date: _____

* 請刪去不適用者 Please delete if not applicable

Note 註:

請提供以下證明文件 (如適用) :

Please attach the following supporting documents (if applicable):

- (i) 新獲授權簽署證書人士的香港身分證副本 ;
Copy of HKID of the new authorized signatory;
- (ii) 新獲授權簽署證書人士的簽名式樣 ; 及
Specimen signature of the new authorized signatory; and
- (iii) 新獲授權簽署證書人士的僱傭合約及強積金供款紀錄副本。
Copy of employment contract and MPF contribution record of the new authorized signatory.

個人資料收集聲明書
Personal Information Collection Statement

1. 消防處將會為處理註冊消防裝置承辦商的申請或法例所容許的其他目的使用你在本申請表中所提供的個人資料。本處亦可以因為上述目的向其他政府部門或機構披露所取得的個人資料。

The personal data provided in this application form will be used by the Fire Services Department for processing your application related to your registration as Fire Service Installation contractor or other purposes as permitted by law. Personal data provided in this application form may also be disclosed to other Government bureaux/departments for such purpose.

2. 提供個人資料與否純屬自願。但是，如你未能提供所要求的資料，本處可能會因此而無法處理你的申請。

Provision of personal data in this form is voluntary. However, this Department may be unable to process your application if you fail to provide the requested information.

3. 本處須根據《消防(裝置承辦商)規例》，備存載有每名註冊消防裝置承辦商全名及地址的公眾登記冊，以及將該等資料刊登於政府憲報。公眾人士可以查閱該公眾登記冊，以確定任何人士或公司是否註冊承辦商，以及取得註冊承辦商的詳細資料。此外，公眾登記冊的資料亦會於本處網頁公布。

Pursuant to the provisions in Fire Service (Installation Contractors) Regulations, this Department is required to maintain public registers containing the full name and address of each registered Fire Service Installation contractor and to publish such specified data in the Government Gazette. Any member of the public may inspect the public register for the purpose of ascertaining whether a person or company is a registered contractor and obtaining the particulars of registered contractors. The information in the public registers will also be posted on the website of this Department.

4. 如須查閱或更正你在本申請表中所提供的個人資料，請以書面或表格提出申請。申請表格可由本處網頁(網址：<http://www.hkfsd.gov.hk>)「公開資料」部分下載。有關申請可透過以下途徑提交：

Request for access to and correction of personal data provided in this form may be made by letter or by completing the application form as may be downloaded from the box of “Access to Information” in our website at <http://www.hkfsd.gov.hk>. The request may be returned:

- (i) 郵寄至下列地址 By post to:

九龍尖沙咀康莊道 1 號
消防總部大廈
消防處個人資料私隱主任

The Personal Data Privacy Officer
Fire Services Department
Fire Services Department Headquarters Building
1 Hong Chong Road
Tsim Sha Tsui East
Tsim Sha Tsui, Kowloon

- (ii) 傳真至 By fax to:
(852) 2739 5879; 或 or

- (iii) 發送電子郵件至 By e-mail to:
aio_fsd@hkfsd.fsd.gov.hk。