

**Certificate on Completion of
Building Works not Resulting in a New Building
(Streamlined Procedures)**

To : Independent Checking Unit

*I / We (name in full) _____ (Chinese)

_____, registered contractor of (address) _____

_____ certify that the (here specify the type of works)

_____ carried out at (address of site / project title)

_____ on (PHCP (Phase) STT VO LOT No.)

_____ have been carried out in accordance with the provisions of

Buildings Ordinance and Regulations[#], and the plans approved in respect of the building works by the

Independent Checking Unit and completed on (date) ___ / ___ / 20___ (dd/mm/yyyy). You consented

acknowledged to the above works on (date) see attached list

_____ (dd/mm/yyyy)

by your memo letter Permit No. _____

of HD(ICU)'s Ref. No. _____.

Name in English of the authorized signatory

Name in Chinese of the authorized signatory

Signature of the Registered Contractor

Date : _____ / _____ / 20_____

(dd/mm/yyyy)

Certificate of BD Registration No.:

Date of Expiry of BD Registration (dd/mm/yyyy):

_____ / _____ / 20_____

I (name in full) _____ (Chinese) _____,

Chief Structural Engineer⁺ of (address) _____

_____ certify that the above building works have been carried out in

accordance with the provisions of the Buildings Ordinance and Regulations, and the plans approved

acknowledged in respect of the building works by the Independent Checking Unit (HD(ICU)'s Ref. No.

_____) and are, in my opinion, structurally safe.

Date : _____ / _____ / 20_____

(dd/mm/yyyy)

Signature of Chief Structural Engineer⁺

I (name in full) _____ (Chinese) _____,
Chief Geotechnical Engineer⁺ of (address) _____

_____ certify that the above building works have been carried out in accordance with the provisions of the Buildings Ordinance and Regulations, and the plans approved acknowledged in respect of the building works by the Independent Checking Unit (HD(ICU)'s Ref. No. _____) and are, in my opinion, geotechnically safe.

Date : _____ / _____ / 20_____
(dd/mm/yyyy)

Signature of Chief Geotechnical Engineer⁺

I (name in full) _____ (Chinese) _____,
Chief Professional⁺ of (address) _____

_____ certify that the above building works have been carried out in accordance with the provisions of the Buildings Ordinance and Regulations, and the plans approved acknowledged in respect of the building works by the Independent Checking Unit (HD(ICU)'s Ref. No. _____) and are, in my opinion, structurally safe.

With reference to Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers APP-13, I submit the colour record photos taken on[^] _____ / _____ / 20_____
(dd/mm/yyyy).

Date : _____ / _____ / 20_____
(dd/mm/yyyy)

Signature of Chief Professional⁺

Notes :

Chief Professional and Chief Structural Engineer and/or Chief Geotechnical Engineer are reminded to provide two sets of Record/Latest Approved plans indicated with ICU reference when submitting this form on completion of building works not resulting in a new building. PNAP APP-12 is relevant.

+ For explanatory notes on signing capacity, please refer to Appendix B of ICUI 04.

* Please delete whichever is inapplicable.

Except the administrative control specified in Building Regulations which is replaced by relevant ICU Instructions.

[^] Not more than 14 days before certifying this form by Chief Professional.

Please check as appropriate