

INDUSTRIAL TRAINING (CONSTRUCTION INDUSTRY) ORDINANCE

工業訓練(建造業)條例

(Cap 317)¹

(第 317 章)

Section 25(2) Notice of Completion of Construction Operations

第二十五條第(二)款 建造工程完工通知書

3C

Case No.
檔案號碼Form 3 (C)
表格三 (C)

To the Finance Department of Construction Industry Council [Attention: Levy Section] (Fax No. 2100 9339) : In accordance with the captioned provision, I/we hereby give notice of completion in respect of the following construction operations.

致建造業議會財務部徵款課 (傳真號碼 2100 9339) : 茲依照上述條例的規定, 申報有關以下工程的竣工事宜。

Name of Contractor 承建商商號名稱	
Name of Authorized Person 獲授權人的姓名	
Location of works (no., name of street and district) 工程地點 (門牌號碼、街名及地區)	
Lot Number 地段號碼	Work Type 工程類別
Government or Public Utility Contract No. 政府或公共事業合約號碼	BD Reference No. 屋宇署檔號

Date of issue of Completion Certificate 完工證書的發出日期	Expiry date of Defects Liability Period 保養期的屆滿日期
Date of Commencement of Defects Liability Period 保養期的開始日期	Is it final payment? Yes / No * 是否最後一期付款? 是 / 否*
Date of issue of Latest Payment Certificate # 最近期付款證明書#的發出日期	HKD 港幣
The value of works certified/completed* to date (including residual Retention Monies) 截至目前已 證明/完成*工程的總價值 (包括未付款的保留金)	

If the contract sum included Electrical and Mechanical Works, the value of E&M works must be filled in below.

倘若工程合約包括機電工程項目, 必須填寫以下各項工程付款額。

1. electricity supply system 電力供應系統
2. air-conditioning plant 空氣調節機器
3. lift, escalator or belt conveyor system 升降機、電動梯級或輸送帶系統
4. fire services installation or equipment 消防裝設或設備
5. other E & M works 其他機電工程

Cumulative amount for E & M works 機電工程累積付款額

HKD
港幣

The amount of residual retention monies retained by the employer

在業主尚未發還的保留金餘數

Anticipated Date for releasing retention monies

預算發回保留金的日期

Notes: 1) In accordance with the resolution passed by the Legislative Council on 20th February 2004, the previous exempted items are no longer excluded from levy assessment and the term contracts are assessed on aggregate contract value. This will apply to those construction operations the tender for which was submitted on or after 1st June 2004.

備註 立法會已於 2004 年 2 月 20 日通過條例修訂決議, 廢除所有過往獲豁免徵稅項目, 及以固定期合約工程的總價值為評稅基礎。此修訂適用於在 2004 年 6 月 1 日起或以後投標的建造工程。

2) The Contractor/Authorized Person who fails to fill in all relevant items in Form 3 without reasonable excuse shall be guilty of an offence and shall be liable on conviction to a fine of HK\$1,000 under Section 31(4).

任何承建商/獲授權人若未能填寫以上各項有關資料而沒有合理辯解, 即屬犯罪, 一經定罪, 可按法例第三十一條(四)款罰款港幣 \$ 1,000。

3) The Contractor/Authorized Person is obliged to submit a similar Form 3 to Pneumoconiosis Compensation Fund Board.

承建商/獲授權人必須同時向肺塵埃沉着病補償基金委員會呈交表格三。

4) A portion of the levy (0.03% of the value of all construction operations) is collected in accordance with the Construction Workers Registration Ordinance which came into operation on 24/02/2005.

根據《建造業工人註冊條例》, 建造業議會徵收所有建造工程價值的 0.03% 徵款。該條例於 2005 年 2 月 24 日開始實施。

A copy of final/ latest payment certificate together with any sub-contractor/supplier statement should be attached.
必須附上最後/最近一期的付款證明書及承判商/供應商的結單副本

Contact Phone No.

聯絡電話號碼:

Name

姓名:

*Delete whichever is inapplicable

請將不適用者刪去

Date 日期

Signature of Authorized Person/Contractor* and Co. Chop

獲授權人/承建商* 簽署及公司蓋章

Personal Information Collection Statement 收集個人資料聲明

- 1) The Council will use the information provided by you for levy assessment purposes and will handle it in accordance with Section 31 of the Ordinance. Such data may be disclosed to government departments and other organizations under the requirements of any law binding on the Council. 你提供的資料將用於評估徵款用途及依據《工業訓練(建造業)條例》第 31 條處理。議會會遵守有關的法律要求將本表格內的資料給予政府部門及其他機構。
- 2) Under the provisions of the Personal Data (Privacy) Ordinance, you have the right to request access to or correction of personal data at a reasonable fee. Written requests should be addressed to the Council. 根據《個人資料(私隱)條例》, 你有權在繳付合理費用後要求查閱和更改個人資料, 有關申請須以書面向議會提出。

¹ By virtue of section 83 of the Construction Industry Council Ordinance (Cap 587), Cap 317 continues to apply to construction operations which had been tendered or had commenced before 1 January 2008. 根據《建造業議會條例》(第 587 章) 第 83 條的規定, 第 317 章繼續適用於在 2008 年 1 月 1 日前招標或在 2008 年 1 月 1 日前已開始施工的建造工程。

Warning 警告: Under Section 35 of the Ordinance, the Contractor / Authorized Person who gives false documents or information to the Council for levy evasion purposes shall be guilty of an offence and shall be liable on conviction to a fine of HK\$5,000 or 3 times the amount of any levy that was or was intended to be evaded by his conduct, whichever is the greater. 根據《工業訓練(建造業)條例》第 35 條, 任何承建商/獲授權人若規避徵款而提供虛假的文件或資料給予議會, 即屬違法。一經定罪, 可被處罰款港幣 \$5,000 或該人藉其行為逃繳或意圖逃繳的徵款的 3 倍, 兩者以較大的款額為準。