

物業經理 / 保養經理資歷聲明書

**Declaration of Qualification of Property Manager / Maintenance Manager**

這是為\_\_\_\_\_ (大廈/屋苑)參加「自願樓宇評審計劃」下進行樓宇管理範疇評審而作出之聲明書。  
This declaration is made for the application of \_\_\_\_\_ (Building/Estate) under the Voluntary Building Assessment Scheme for assessment of the Building Management Category.

本人/我們聲明下列人士在本聲明作出的日期受僱於我們為物業經理，專責物業管理工作。  
I/We declare that the following person is under our employment as Property Manager as at the date of this declaration and he/ she is responsible to carry out the property management functions: -

**物業經理的資料 Particulars of Property Manager**

姓名 (英文) (中文)  
Name : \_\_\_\_\_ (English) \_\_\_\_\_ (Chinese)  
(Mr/Mrs/Ms/Miss\*) (先生/太太/女士/小姐\*)

職位  
Post : \_\_\_\_\_

資歷 Qualification 註冊專業房屋經理\* / 註冊專業測量師(產業測量)\* / 註冊專業測量師(物業設施管理)\*  
/ 物業管理人(第1級)\*  
: RPHM\* / RPS(GP)\* / RPS(PFM)\* / PMP(Tier 1)\*

註冊 / 牌照編號\*  
Registration / License No.\* : \_\_\_\_\_  
簽署  
Signature : \_\_\_\_\_

本人/我們聲明下列人士在本聲明作出的日期受僱於我們為保養經理，專責保養維修工作。  
I/We declare that the following person is under our employment as Maintenance Manager at the date of this declaration and he/ she is responsible to carry out the maintenance & repair functions: -

**保養經理的資料 Particulars of Maintenance Manager**

姓名 (英文) (中文)  
Name : \_\_\_\_\_ (English) \_\_\_\_\_ (Chinese)  
(Mr/Mrs/Ms/Miss\*) (先生/太太/女士/小姐\*)

職位  
Post : \_\_\_\_\_

資歷 Qualification 註冊專業工程師 ( )\* / 註冊專業測量師 ( )\* / 註冊建築師\*  
/ 物業管理人(第1級)\*  
: RPE ( )\* / RPS( )\* / RA\* / PMP(Tier 1)\*

註冊 / 牌照編號\*  
Registration / License No.\* : \_\_\_\_\_  
(請註明界別 / 組別) (please specify disciplines / divisions)  
簽署  
Signature : \_\_\_\_\_

聲明人姓名 Name of Declarant : _____	公司名稱 Name of Company : _____
(簽署) (Signature)	公司印章 Company Chop : _____
職位 Post : _____	
日期 Date (DD/MM/YYYY) : _____ 日 _____ 月 _____ 年	

\* 請刪去不適用者  
\* Please delete whichever is not applicable.

本聲明須由僱主或其授權代表簽署。  
This declaration must be signed by the employer or employer's authorized representative.

VBAS-GE-02  
(01.08.2020)

## 甲. 收集個人資料的注意事項

### A. Notes on Collection of Personal Data

1. 本表格所填報的資料，將用於關乎「自願樓宇評審計劃」樓宇認證的用途上。  
The information provided will be used for purposes in connection with the building certification process under the Voluntary Building Assessment Scheme.
2. 在處理參加樓宇/屋苑的樓宇認證事宜上，「香港優質樓宇評審委員會」秘書處可向政府部門或其他人士披露所提供的資料。  
The information provided may be disclosed to government departments or other parties for purposes in connection with the building certification process of the building/ development participating in the Voluntary Building Assessment Scheme.
3. 呈交聲明書後，如欲更正或查閱有關人士的個人資料，聲明人可致函「香港優質樓宇評審委員會」秘書處：  
For access to or correction of personal data of the relevant person(s) after submission of the Declaration, the declarant can address to the Hong Kong Quality Building Assessment Panel Secretariat in writing:
  - 郵寄：香港郵政總局郵政信箱編號 9127 號  
By Post : P.O. Box No. 9127, General Post Office, Hong Kong
  - 傳真 By Fax : 2884 2551
  - 電郵 By E-mail : vbasenquiry@hkhs.com
4. 有關人士的查閱權利包括在繳交有關費用後，索取自己的個人資料副本。  
The right of access includes the right to obtain a copy of the relevant person(s)' own personal data subject to payment of a fee.

## 乙. 重要事項

### B. Important Notes

1. 本聲明書是為協助有關的樓宇/屋苑參加「自願樓宇評審計劃」樓宇認證的申請。  
This Declaration is for facilitating the application of the relevant building/development for building certification under the Voluntary Building Assessment Scheme.
2. 在填寫這聲明書前，僱主應先徵得背頁所述的物業經理及保養經理的同意，將他們的相關個人資料，提供予由有關的樓宇/屋苑所聘請的「自願樓宇評審計劃」評審員及「香港優質樓宇評審委員會」，以協助有關的樓宇/屋苑參加「自願樓宇評審計劃」之用。  
Before completing this Declaration, employer should obtain consent from the Property Manager and Maintenance Manager as stated overleaf to provide their relevant personal information to the Voluntary Building Assessment Scheme Assessor who is employed by the relevant building/development and the Hong Kong Quality Building Assessment Panel to facilitate the application of the relevant building/development for joining the Voluntary Building Assessment Scheme.
3. 如未能提供所需的資料，有關的樓宇/屋苑將被視為未能符合「自願樓宇評審計劃」下的相關評審項目的要求。  
If the required information could not be provided, the relevant building/development will be considered as being unable to meet the requirement of the respective assessment item of the Voluntary Building Assessment Scheme.

# 「自願樓宇評審計劃」評審員應檢查及核實有關物業經理及保養經理的資歷/註冊編號。評審員可在物業管理業監管局及相關註冊局的網頁查閱相關資料。

# VBAS Assessor should check and verify the Qualification/Registration Number of the Property Manager & Maintenance Manager, for example, through Property Management Services Authority and relevant Registration Boards' websites.

由「自願樓宇評審計劃」評審員填寫 To be filled in by the VBAS Assessor	
核實 Verified by	: _____ (簽署) (Signature)
評審員姓名 Name of VBAS Assessor	: _____
註冊編號 Registration No.	: _____
日期 Date	: _____