

## 「自願樓宇評審計劃」評審員委任通知 Notice of Appointment of VBAS Assessor

致：「香港優質樓宇評審委員會」秘書處  
To: Hong Kong Quality Building Assessment Panel Secretariat

樓宇 / 屋苑地址 Address of assessed building / development

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**注意 Notes:**

- 所有被委任為大廈/屋苑進行「自願樓宇評審計劃」評審的「自願樓宇評審計劃」評審員，均須呈交此表格。如同一大廈/屋苑委任超過一位「自願樓宇評審計劃」評審員，則每位被委任的評審員均需要個別呈交此表格。  
All VBAS Assessors appointed to carry out VBAS Assessment for a building/development are required to submit this form. If the same building/development has appointed more than one VBAS Assessor, each appointed VBAS Assessor is required to submit this form individually.
- 「自願樓宇評審計劃」評審員須於被委任後 7 個工作天內將此表格經傳真：2884 2551 或郵寄：香港郵政總局郵政信箱 9127 號呈交予「香港優質樓宇評審委員會」秘書處。  
VBAS Assessor is required to submit this form to the Panel Secretariat within 7 working days upon the appointment either by fax: 2884 2551 or by post: P.O. Box No. 9127, General Post Office, Hong Kong.
- 「自願樓宇評審計劃」評審員須連同「利益申報表」(表格編號 VBAS-VA-02) 與此委任通知一併呈交。  
VBAS Assessor shall submit this form together with the Declaration of Interest (Form No. VBAS-VA-02).

**甲部 「自願樓宇評審計劃」評審員委任通知**  
**Part A Notice of Appointment of VBAS Assessor**  
(由樓宇認證參加者填寫 To be completed by the Applicant for Building Certification)

1. 樓宇認證參加者資料 Particulars of the Applicant for Building Certification			
名稱 (英文) Name in English		名稱 (中文) Name in Chinese	
「自願樓宇評審計劃」申請編號 VBAS Application No.		聯絡電話號碼 Contact Telephone No.	
2. 「自願樓宇評審計劃」評審員資料 Particulars of the appointed VBAS Assessor			
本人/我們已於____年____月____日委聘以下「自願樓宇評審計劃」評審員，負責為上述樓宇/屋苑進行以下元素的評審。 I / We have appointed the VBAS Assessor as below on ____ / ____ / ____ (date) to carry out the VBAS Assessment of the following elements for the above building / development. <small>(DD / MM / YYYY)</small>			
姓名 (英文) Name in English		姓名 (中文) Name in Chinese	
註冊編號 Registration No.		聯絡電話號碼 Contact Telephone No.	
樓宇安全範疇 Building Safety Category		樓宇管理範疇 Building Management Category	
<input type="checkbox"/>	外牆構件及其他實體構件 External Elements and Other Physical Elements 結構構件 Structural Elements 防火安全構件 Fire Safety Elements 排水系統 Drainage System 違例建築物 Unauthorized Building Works 窗戶構件 Window Elements	<input type="checkbox"/>	樓宇保養元素 Building Maintenance Elements 樓宇管理元素 Building Management Elements 環境保護元素 Environmental Protection Elements 增值元素 Value-added Elements

參加者簽署 Signature of the Applicant : \_\_\_\_\_

日期 Date : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

在適用的空格內加上「✓」號  
Please tick whichever is applicable

(日 / 月 / 年)  
(DD / MM / YYYY)  
VBAS-VA-10  
(8.5.2014)

乙部 委任「自願樓宇評審計劃」評審員確認書

Part B Confirmation of Appointment by the VBAS Assessor

(由獲委任的「自願樓宇評審計劃」評審員填寫 To be completed by the appointed VBAS Assessor)

本人(中文姓名)\_\_\_\_\_ 確定已於\_\_\_\_年\_\_\_\_月\_\_\_\_日獲委任為前述的大廈 / 屋苑「自願樓宇評審計劃」評審員，本人會根據「香港優質樓宇評審委員會」訂定之「自願樓宇評審計劃」的要求為上述樓宇 / 屋苑進行「自願樓宇評審計劃」評審。

本人明白如在上述樓宇/ 屋苑進行「自願樓宇評審計劃」評審期間，本人的專業學會會員身份或資歷有改變，或被相關專業學會或法定機構採取紀律處分或刑事定罪，而影響本人作為註冊的「自願樓宇評審計劃」評審員的資格，本人當立即以書面形式通知申請人及「香港優質樓宇評審委員會」秘書處。本人明白如在評審期間發生上述情況，「香港優質樓宇評審委員會」有權拒絕任何本人所提交的評審報告。

I (Full Name in English)\_\_\_\_\_ confirm that I have been appointed on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (DD / MM / YYYY) as the VBAS Assessor for the building / development aforementioned; and I shall carry out the VBAS Assessment for the above building / development in accordance with the requirements of VBAS prescribed by Hong Kong Quality Building Assessment Panel.

I shall immediately inform both the applicant and the Panel Secretariat in writing, during the course of VBAS Assessment for the above building/ development, of any disciplinary actions or criminal convictions imposed on/ taken against me by the relevant professional/ statutory bodies or changes in my qualification or professional membership status, which may affect my registration as a VBAS Assessor. I understand that the Hong Kong Quality Building Assessment Panel has the right to reject any assessment report submitted by me if I am involved in any of the circumstances mentioned above during the assessment period.

簽署 Signature : \_\_\_\_\_  
日期 (日/月/年) Date (DD / MM / YYYY) : \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
註冊編號 Registration Number : \_\_\_\_\_  
註冊屆滿日期 (日/月/年) Date of Expiry of Registration (DD / MM / YYYY) : \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
聯絡電話 Contact Telephone Number : \_\_\_\_\_  
電郵地址 Email Address : \_\_\_\_\_  
傳真號碼 Fax Number : \_\_\_\_\_

## Notes on Collection of Personal Data

1. The information provided will be used for purposes in connection with processing application for building certification under the VBAS, administrative communication, statistical analysis, research, promotional activities and other related matters in connection with the VBAS.
2. It is obligatory for the applicant to provide the information as required in the form. Failure to supply any such information may delay the processing or result in rejection of the application for building certification.
3. The information provided may be disclosed to government departments or other parties for purposes in connection with the processing of application for building certification.
4. For access to or correction of any personal data after submission of the form, the applicant can address to the Hong Kong Quality Building Assessment Panel Secretariat in writing.
  - By Post : P.O. Box No. 9127, General Post Office, Hong Kong
  - By Fax : 2884 2551
  - By E-mail : [vbasenquiry@hkhs.com](mailto:vbasenquiry@hkhs.com)
5. The right of access includes the right to obtain a copy of the applicant's own personal data subject to payment of a fee.

## 收集個人資料的注意事項

1. 本表格所填報的資料，將用於關乎「自願樓宇評審計劃」樓宇評審的用途、行政聯絡、統計分析、研究、宣傳活動及其他與「自願樓宇評審計劃」相關的事宜上。
2. 申請人必須填報表格上指定的資料，假如未能提供，「香港優質樓宇評審委員會」秘書處可押後或拒絕處理其樓宇評審的申請。
3. 在處理樓宇評審的事宜上，「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。
4. 呈交表格後，如欲更正或查閱個人資料，請致函「香港優質樓宇評審委員會」秘書處：
  - 郵寄：香港郵政總局郵政信箱編號 9127 號
  - 傳真：2884 2551
  - 電郵：[vbasenquiry@hkhs.com](mailto:vbasenquiry@hkhs.com)
5. 申請人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。

此欄只供秘書處填寫 For Office Use Only:

	姓名及職位 Name & Post	簽署 Signature	日期 Date
收件職員 Received By			
檢查職員 Checked By			