



香港特別行政區政府
The Government of the
Hong Kong Special Administrative Region

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收件日期及時間:
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致： 建築署 / 土木工程拓展署 / 機電工程署 / 規劃署 / 地政總署 (請刪去不適用者)
(註 1)

To: Architectural Services Department / Civil Engineering and Development Department /
Electrical and Mechanical Services Department / Planning Department /
Lands Department (Please delete as appropriate) (Note 1)

《若干到港人士強制檢疫規例》(第 599C 章)
豁免強制檢疫申請書

- 在內地提供專業服務的建造業人員

**Application for Exemption from Compulsory Quarantine
under the Compulsory Quarantine of Certain Persons Arriving at Hong Kong Regulation (Cap. 599C)
- Construction Personnel for Provision of Professional Services in the Mainland**

甲部 – 申請公司/企業及其內地建造業相關的專業服務的資料 Part A – Particulars of Applicant Company/Enterprise and its construction-related professional services in the Mainland							
(i) 公司/企業名稱 (中文及/或英文) Name of Company/Enterprise in Chinese and/or English							
(ii) 商業登記證號碼 Business Registration (BR) Number							
(iii) 商業登記證屆滿日期 (日/月/年) Expiry Date of BR (dd/mm/yyyy)	/ /						
(iv) 營業地址 Business Address							
(v) 專業服務性質 Nature of Professional Services							
(vi) 附屬商會/專業學會 (如有) Affiliated industry association(s)/ professional institute(s) (if any)							
(vii) 在內地建造業相關的項目 Construction-related project(s) in the Mainland							
(viii) 在內地的工作地址 Address(es) of the workplace(s) in the Mainland							

乙部 – 申請人士的個人資料 Part B – Personal particulars of Applicant(s)		
項目 Item	申請人 (一) Applicant No. 1	申請人 (二) Applicant No. 2
(i) 姓名 (中文及/或英文) (與身份證明文件相同) Name(s) in Chinese and/or English (Identical with Identification Document)		
(ii) 性別 Gender		
(iii) 職位 Position		
(iv) 香港身份證/護照號碼 Hong Kong Identity Card (HKID)/Passport Number		
(v) 手提聯絡電話 (香港及內地) Mobile contact number (HK & Mainland)		
(vi) 電郵 Email address		
(vii) 香港住址 Residential address in Hong Kong		

丙部 – 申請豁免強制檢疫的資料 Part C – Details of applying for exemption from quarantine		
項目 Item	申請人 (一) Applicant No. 1	申請人 (二) Applicant No. 2
(i) 前往內地的理由 The justifications of travelling to the Mainland		
(ii) 逗留在內地的時間 Duration in the Mainland		

丁部 - 證明文件^(註 2) Part D - Supporting documents ^(Note 2)

本申請書附上以下證明文件 The following supporting document(s) are attached with this Application:

- (i) 乙部(iv)所列香港身份證/護照副本
Copy(ies) of HKID/Passport as specified in Part B(iv)
- (ii) 甲部(ii)所列《商業登記條例》(第 310 章)下發出的有效商業登記證副本
Copy of the valid Business Registration Certificate issued under the Business Registration Ordinance (Cap. 310) as specified in Part A(ii)
- (iii) 其他 (請註明) Others (please specify) _____

請在適當項目加上"✓"號。

Please tick as appropriate.

我／我們確認並承諾：

I/We confirm and undertake that –

- (i) 本申請書上填報的資料，就我／我們所知及所信，均真確詳盡；
the information given in this application is to the best of my/our knowledge and belief to be true, accurate and complete;
- (ii) 申請人前往內地的目的只是為在甲部所列的內地項目支援提供建造業相關的專業服務；
the Applicant(s) is/are only travelling to the Mainland to support the provision of construction-related professional services of the projects in the Mainland listed in Part A;
- (iii) 申請人只會前往及逗留於甲部所列提供建造業相關的專業服務的城市；
the Applicant(s) must only travel to and stay in the city where the provision of construction-related professional services listed in Part A;
- (iv) 申請人在內地停留期間須採取一切所需的防護措施以保障個人衛生及避免不必要的社交接觸；
the Applicant(s) must take every precautionary measure to ensure personal hygiene and avoid unnecessary social contact whilst in the Mainland;
- (v) 申請人回港後須於留港期間接受衛生署安排的醫學監測，須配戴口罩和每天量度體溫，並向衛生署呈報任何不適；
after returning to Hong Kong, the Applicant(s) will be subject to medical surveillance arranged by the Department of Health during his/her stay in Hong Kong and is/are required to wear masks and check temperature daily, as well as to report to the Department of Health on any discomfort;
- (vi) 申請人同意相關部門認為有需要時／根據法律授權或規定，將申請書上填報的資料向政府其他部門，或向在香港或其他地方的第三者披露，以便考慮或處理有關申請；以及
the Applicant(s) consent(s) to disclose the information given in this application to other government departments, or to third parties in Hong Kong or elsewhere, if such disclosure is necessary to facilitate consideration or processing of the applications/is authorised or required by the law; and
- (vii) 申請人及本公司／企業現承諾，就本申請而提供的任何資料如不再有效或真確，申請人／本公司／企業會及時通知香港特區政府。申請人及本公司／企業明白香港特區政府保留權利，就提供虛假的資料以支持這項申請，向申請人及本公司／企業採取其認為適當的任何行動，包括法律行動。
the Applicant(s) and the Applicant Company/Enterprise hereby undertake to inform the HKSARG in a timely manner if any of the information provided in connection with this application is no longer valid or accurate. The Applicant(s) and the Applicant Company/Enterprise acknowledge that the HKSARG reserves the right to take any actions, including legal actions, deemed appropriate against the Applicant(s)/the Applicant Company/Enterprise for furnishing false information in support of this application.

申請人 (一) Applicant No. 1	申請人 (二) Applicant No. 2
(簽署 Signature)	(簽署 Signature)
(姓名 Name) (請用正楷填寫 Print)	(姓名 Name) (請用正楷填寫 Print)
(職位 Position)	(職位 Position)
(公司/企業印章 Company Chop)	(公司/企業印章 Company Chop)
(日期 Date) (日/月/年 dd/mm/yyyy)	(日期 Date) (日/月/年 dd/mm/yyyy)

備註 Notes

註 1 : 請以中文或英文填寫申請書，透過電郵方式送交下列相關部門－

Note 1 Please complete the Application Form in Chinese or English and send to the corresponding department(s) listed below by an email –

處理部門 Processing Department	專業服務 Professional Services	電郵 Email	查詢 Enquiries
建築署 Architectural Services Department	建築、園林建築、結構工程或工料測量服務 Architectural, Landscape Architectural, Structural Engineering or Quantity Surveying Services	wongcfw@archsd.gov.hk	2867 3577
土木工程拓展署 Civil Engineering and Development Department	土木或土力工程服務 Civil or Geotechnical Engineering Services	quarantine_exemption@ce dd.gov.hk	2762 5460
機電工程署 Electrical and Mechanical Services Department	電機、機械、屋宇裝備或電子工程服務 Electrical, Mechanical, Building Services or Electronic Engineering Services	exempt@emsd.gov.hk	2333 3762
規劃署 Planning Department	城市規劃服務 Town Planning Services	enquire@pland.gov.hk	2231 5000
地政總署 Lands Department	測量服務 (除工料測量服務外) Surveying Services (other than Quantity Surveying Services)	599Cexemption@landsd.g ov.hk	2231 3187

註 2 : 請在適當項目加上"✓"號。

Note 2 Please tick as appropriate.

收集個人資料的重要說明

Important Note on Personal Data Collection

部門會確保所有透過申請書遞交的個人資料，均按照《個人資料(私隱)條例》(第 486 章)的有關條文處理。

收集個人資料的用途

部門會根據閣下在申請書提供的個人資料，考慮及處理豁免接受強制檢疫的申請，以及作其他相關用途。在有關的申請書內提供不完整或不正確的資料，會影響部門考慮及處理有關申請，並可能引致申請遭延遲處理或拒絕受理，以及／或導致部門對有關人士採取其他行政／法律行動。

轉移個人資料

部門在下列情況下或將申請書內的個人資料向政府其他部門，或向在香港或其他地方的第三者披露。該等情況包括：部門認為需要披露該等資料，以便考慮或處理有關申請；根據法律授權或規定；或獲有關申請者／資料當事人明確同意披露該等資料。

查閱和更正個人資料的權利

部門存有其個人資料的申請者／資料當事人，可根據《個人資料(私隱)條例》向部門要求查閱其個人資料。部門會就所提供的個人資料，收取影印費用。此外，倘若資料當事人認為提供予部門的資料不準確，則該人在查閱資料後，可再以書面提出更正個人資料的要求。

聯絡人員

如想查閱遞交的申請書內所載的個人資料，可向部門索取由私隱專員發出的查閱資料要求表格（表格 OPS003）或從相關部門網頁下載該表格，請將填妥的表格透過電郵方式送交部門。

The Department is committed to ensuring that all personal data collected under application forms are handled in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance (Cap. 486).

Purpose of Collection of Personal Data

Personal data provided in application forms will be used by the Department for considering and processing applications for exemption from compulsory quarantine. Incomplete or inaccurate information provided in the application forms may affect the consideration and processing of the applications, and may result in their being deferred or rejected, and/or other administrative/legal action being taken against the parties concerned.

Transfer of Personal Data

The personal data collected in the application forms may be disclosed to other government departments, or to third parties in Hong Kong or elsewhere, if such disclosure is necessary to facilitate consideration or processing of the applications, is authorised or required by the law, or if explicit consent to such disclosure is given by the applicant/data subject.

Rights of Access to and Correction of Personal Data

Applicants/data subjects whose personal data are collected by the Department may request access to them under the Personal Data (Privacy) Ordinance. A charge will be made to cover the cost of photocopying the data supplied. In addition, if the data subject considers that the data supplied to the Department is inaccurate, a request for correction of the personal data may be made in writing after a data access request has been complied with.

Contact Person

Requests for access to personal data collected under application forms should be made in writing on the Data Access Request Form (No. OPS003 issued by the Privacy Commissioner), which is available at the corresponding Department Homepage, to the department by emails.