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BUSINESS REPLY SERVICE LICENCE NO. 7549

Commissioner of Rating and Valuation
(Attention : Assistant Technical Secretary (2))
Rating and Valuation Department
15/F Cheung Sha Wan Government Offices
303 Cheung Sha Wan Road
Kowloon

九龍長沙灣道三零三號
長沙灣政府合署十五樓
差餉物業估價署署長收
(經辦人：助理技術秘書(一))

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門牌裝妥 方便你我

for everyone's convenience

Display Building Numbers

安裝門牌須知 Proper Display of Building Numbers

- * 門牌應安裝在樓宇入口處的上方或兩旁，而且不應被遮蔽。
The number should be located above or at either side of the entrance to the premises and should not be obscured.
- * 門牌上每個號數的高度和闊度，應分別最少有50毫米和40毫米。
The recommended minimum height for each number is 50 mm and width is 40 mm.
- * 門牌號數或門牌本身的顏色，應與背景成明顯的對比。
The colour of the number or number plate should contrast clearly with its background.
- * 損壞和號數不齊全的門牌，應盡早修理和更換。
Damaged numbers should be repaired and missing numbers replaced as soon as possible.

根據《建築物條例》，任何人士如未有遵照命令的規定標示樓宇門牌號數，或污損或遮蔽樓宇門牌號數會受處罰。

The Buildings Ordinance prescribes penalties for any person who fails to comply with an order to affix a building number, or defaces or obscures a building number.



香港特別行政區政府
差餉物業估價署
Rating and Valuation Department
The Government of the Hong Kong
Special Administrative Region

差餉物業估價署負責編配門牌號數，而業主則有責任正確標示門牌號數。本署現誠邀各位市民與我們合作，如發現任何店舖或樓宇沒有標示門牌號數，請填妥右附的資料提供表，郵寄或傳真至本署，以便我們跟進處理。

The Rating and Valuation Department is responsible for the allocation of building numbers and owners of buildings are responsible for the proper display of building numbers. If you have come across any shops/buildings which have not displayed their building numbers, please provide information by completing the Report Form on the right and returning it to us by post or by fax. We shall take appropriate follow-up action.

正確標示門牌號數，可以方便市民大眾，亦有助救援人員、郵差及公營機構人員順利提供服務。

For the convenience of the visiting public and to facilitate the provision of emergency, postal and public utility services, building numbers should be properly displayed.

查詢電話 Enquiries Telephone Numbers

港島物業
Properties in Hong Kong 2150 8430 2150 8442

九龍物業
Properties in Kowloon 2150 8231 2150 8242

新界及離島物業
Properties in New Territories
and Islands 2150 8632

網址
Website <http://www.rvd.gov.hk>

致：差餉物業估價署（經辦人：助理技術秘書（二））（傳真號碼：2152 0138）
To : Rating and Valuation Department (Attention : Assistant Technical Secretary (2)) (Fax No. : 2152 0138)

沒有標示門牌號數 - 資料提供表 Information on Non-Display Cases of Building Numbers - Report Form

	街道及樓宇名稱 Building and Street Name	樓宇／店舖資料 Particulars of Building(s) / Shop(s)
示例(i) Example (i) (大廈入口沒有標示門牌號數) (Building number not displayed at the entrance of the building)	長沙灣道 XXX 大廈 XXX Building, Cheung Sha Wan Road	類別 : 店舖／樓宇* Type : Shop / Building* 店舖名稱 : _____ Shop Name : _____
示例(ii) Example (ii) (店舖沒有標示門牌號數) (Building number not displayed at the shop)	鄰近東京街 YYY 大廈 YYY Building close to Tonkin Street	類別 : 店舖／樓宇* Type : Shop / Building* 店舖名稱 : ABC 餐廳 Shop Name : ABC Restaurant
1.		類別 : 店舖／樓宇* Type : Shop / Building* 店舖名稱 : _____ Shop Name : _____
2.		類別 : 店舖／樓宇* Type : Shop / Building* 店舖名稱 : _____ Shop Name : _____

*刪除不適用 delete as appropriate

姓名 : _____
Name : _____

聯絡電話 : _____ 圖文傳真號碼 : _____
Telephone No. : _____ Fax No. : _____

聯絡地址 : _____
(可選擇性填寫)
Address (Optional) : _____

電郵地址 : _____ 日期 : _____
E-mail Address : _____ Date : _____