

# BUILDING MANAGEMENT ORDINANCE

## (Section 7)

### APPLICATION FOR REGISTRATION OF OWNERS AS A CORPORATION

Application is hereby made on behalf of the Management Committee appointed under Section \*3/3A/4/40C of the Building Management Ordinance for registration of the owners of the under-mentioned building as a corporation, particulars of which are as follows: -

\* Delete whichever is not applicable.

(1) Name of the proposed Corporation

**The Incorporated Owners of** .....

(Description of building) ("Building")

(2) Name, if any, and Address of the Building:

(3) Address of the proposed Registered Office of the Corporation:

(4) Name and address of the Chairman and the Secretary of the Management Committee:

	Name	Address
Chairman		
Secretary		

2. The following documents are attached:

† Delete as appropriate.

†(1) Copy of Deed of Mutual Covenant dated ..... and registered in the Land Registry by Memorial No. ....

†(2) Copy of Order of the Lands Tribunal dated ..... in ..... No. .... of 20 .....

†(3) Copy of Order of the Authority dated ..... in ..... No. .... of 20 .....

\* Delete whichever is not applicable.

(4) Copy of Resolution or other document evidencing the appointment of the Management Committee certified as correct by the \* Chairman/Secretary of the Management Committee/chairman of the meeting at which are resolution was passed.

(5) Declaration by the \*Chairman/Secretary of the Management Committee that the provisions of Section \*3/3A/4/40C and the relevant provisions in Section 5B have been complied with.

# A member who fails to lodge with the secretary of the management committee the declaration within 21 days after the appointment shall cease to be such member.

(6) Declarations by the members of the Management Committee declaring that he/she does not fall within the description of paragraph 4(1)(a) or (b) of Schedule 2. #

3. We have read the attached 'Notes About Your Personal Data' and fully understand it.

Dated this ..... day of ..... 20 .....

.....  
*Chairman of the  
Management Committee*

.....  
*Secretary of the  
Management Committee*

To the Land Registrar,  
Hong Kong.

**Note:** Application for registration of owners as a corporation must be made within 28 days of the appointment of the Management Committee. A separate filing fee, the amount of which being specified in the Building Management (Fees) Regulations (Cap. 344 sub. leg. A), is payable for each document attached to this application.

## NOTES ABOUT YOUR PERSONAL DATA

1. The personal data provided by means of this form will be used by the Land Registry for the following purposes :

- to carry out activities relating to the processing of your application in this form, the maintenance of a register of corporations, the filing of this form as records for public inspection under the Building Management Ordinance and provision of services by the Land Registry;
- to facilitate communications between you and the Land Registry.

The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your application or provide the requested service.

2. The personal data you provided by means of this form may be disclosed to other Government bureaux and departments and any person for the purposes mentioned in paragraph 1 above.

3. You have a right of access and correction with respect of personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form upon payment of the prescribed fees under the Building Management (Fees) Regulations.

4. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to our Personal Data Privacy Officer at telephone no. 2867 8050.

## 關於你個人資料的說明

1. 本表格載列的個人資料會作下列用途：

- 讓本處辦理有關事務，包括根據《建築物管理條例》的規定處理你在表格提出的申請、備存法團登記冊、把表格存檔以讓市民查閱、以及提供所需服務；
- 方便本處與你聯絡。

你須自行決定是否提供本表格所要求的個人資料。假如你未能提供足夠資料，我們可能無法處理你的申請或所需服務。

2. 本處可能會向其他政府部門、決策局及其他人士披露你在本表格所填報的個人資料，以作上文第 1 段所列的用途。

3. 根據《個人資料(私隱)條例》第 18 和 22 條及附表 1 第 6 條的規定，你有權索閱及更正你的個人資料。你的索閱權包括在繳付《建築物管理(費用)規例》所指定的費用後，索取你在本表格所提供的個人資料副本一份。

4. 有關透過本表格收集個人資料的查詢，包括索閱及更正資料，請致電 2867 8050 與本處的保障個人資料(私隱)主任聯絡。