

BUILDING MANAGEMENT ORDINANCE

CONFIRMATION ON LODGMENT OF DECLARATION UNDER PARAGRAPH 4(3) OF SCHEDULE 2

The Incorporated Owners of _____
(Name of Proposed Corporation)

Insert the Chinese name as appearing in the Hong Kong Identity Card or other identity document. To be deleted if no Chinese name.

I, (English name) _____ (#Chinese name) _____,

of (address) _____

confirm that for the purpose of the application referred to in sub-paragraph (ii) below: -

+ 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.

- (i) I am the secretary of the management committee of the above Corporation appointed under paragraph 2(1)(c) of Schedule 2 to the Building Management Ordinance; and
- (ii) the declarations by the members of the management committee⁺ and accompanying the application for the registration of the owners as a corporation under section 7(1) of the Ordinance have been lodged with me by virtue of paragraph 4(3) of Schedule 2 within 21 days of the appointment.

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

Dated this _____ day of _____ 20 _____.

Signature: _____
Secretary of the Management Committee

To the Land Registrar,
Hong Kong.

Note: A copy of the confirmation duly signed by the secretary of the management committee should be presented to the Land Registry upon application for registration as a corporation.

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。