|  |  |
| --- | --- |
| **Corporation No. :**  |       |

**BUILDING MANAGEMENT ORDINANCE (Cap. 344) (“the Ordinance”)**

**(Section 32(2))** ⯎

**NOTICE OF APPOINTMENT OF ADMINISTRATOR1,2,3**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **The Incorporated Owners of** |       |
|  |  |  | *(Name of Corporation)* |
| \* Delete whichever isnot applicable^ corporate Administrator# Please insert names as appearing in the Hong Kong Identity Card or other identity document@ Please enter ‘N.A.’ if no Chinese name. |  |  | NOTICE is hereby given that \*I/We^, | (#English name) |       |
|  | (#@Chinese name) |       | of (address4) |       |
|  |       |
|  | have been appointed as the Administrator of the above-named Corporation by |  |
|  |  |
| † Delete either(1) or (2). |  | †(1) | a Resolution of the Corporation passed at a general meeting thereof held on |
|  |  |       |  (day/month/year) | . A copy of the Resolution, certified |
|  |  |  | correct by the Chairman of the general meeting at which the Resolution was passed, |
|  |  |  | \*is attached /will be submitted in due course in accordance with the provisions |
|  |  | of Section 30(2) ⯎  of the Ordinance. |
|  |  |  |
| ⯎ For information about sections 30(2) and, 32(2) of the Building Management Ordinance (Cap.344), please refer to the attached Brief Notes. |  | †(2) | an Order of the Lands Tribunal No. |       |  | of  |       |  |
|  |  | dated |       | , a copy of which is submitted herewith. |
|  |  |  |
|  | I have read the ‘Personal Information Collection Statement’ and fully understand it. |
|  | Dated this |     | day of |       |  |       | . |
|  |  |  |
|  |  |  |
|  |  | Signature: |  |
|  |  |  | *(Please also affix the common seal/company chop if the administrator is a body corporate.)* |
|  |  | To the Land Registrar,Hong Kong. |  |
|  |  |  |  |
|  |  |  |  |
|  |  | ***Note:*** | 1. **This notice must be given to the Land Registrar by an Administrator within 7 days of the date of his appointment.**
2. **A separate filing fee, the amount of which being specified in the Building Management (Fees) Regulations (Cap. 344 sub. leg. A), is payable for any document attached to this notice.**
3. **You can submit the notice by post, in person or online. Our different search offices provide owners’ corporation services for respective districts. The information of our offices are provided in the attached loose-leaf on “Information of the Land Registry’s Offices”. For notice sent in by post, please ensure that sufficient postage is paid to avoid unsuccessful delivery. Any underpaid mail will be handled by the Hongkong Post and the Land Registry will not settle the relevant surcharge payment**
4. **The address may be a residential address or other valid correspondence address.**
 |