

**BUILDING MANAGEMENT ORDINANCE (“the Ordinance”)**

**( Section 12(3) & Section 28(6A) )**

**NOTICE OF CHANGE OF PARTICULARS / NOTICE OF POLICY OF INSURANCE<sup>1, 4</sup>**

**The Incorporated Owners of** \_\_\_\_\_

*(Name of Corporation)*

NOTICE is hereby given that with effect from the \_\_\_\_\_ day of \_\_\_\_\_,   
\*Here insert particulars of any change in: particulars of the above-named Corporation have been changed as follows / a policy of insurance under section 28(1) of the Ordinance was effected on the \_\_\_\_\_ day of \_\_\_\_\_ as follows:

- (a) Name of the corporation \*
- (b) Name and address of the building
- (c) Address of the registered office of the corporation
- (d) Name and address of the chairman, vice-chairman, secretary, treasurer and any other person who is a member of the management committee<sup>2</sup>
- (e) Name and address of the insurance company and the period covered by the policy of insurance

I hereby confirm that the information given in this notice is true and correct.<sup>3</sup>  
I have read the ‘Personal Information Collection Statement’ and fully understand it.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ .

(Signature: \_\_\_\_\_ )

(Name: \_\_\_\_\_ )

*(Please fill in block letters)*

*Secretary of the Management Committee*

To the Land Registrar,  
Hong Kong.

Notes

1. Notice must be given to the Land Registrar within 28 days of the date of any change in the registered particulars or within 28 days after the corporation has effected a policy of insurance.
2. (i) A member of the management committee who fails to lodge with the secretary of the management committee a statement of eligibility (L.R. 175) within 21 days after his appointment shall cease to be such member (see paragraph 4(4) of Schedule 2 to the Ordinance). The secretary of the management committee should inform all members the said obligation and the consequence for non-compliance thereof.  
(ii) The secretary of the management committee should lodge with the Land Registrar the statement of eligibility made by such member within 28 days after receiving the same (see paragraph 4(6)(b) of Schedule 2 to the Ordinance).  
(iii) A person is not eligible to be appointed as a member of the management committee if he (a) is an undischarged bankrupt at the time of the appointment or has, within the previous 5 years, either obtained a discharge in bankruptcy or entered into a voluntary arrangement within the meaning of the Bankruptcy Ordinance (Cap.6) with his creditors, in either case without paying the creditors in full; or (b) has, within the previous 5 years, been convicted of an offence in Hong Kong or any other place for which he has been sentenced to imprisonment, whether suspended or not, for a term exceeding 3 months without the option of a fine (see paragraph 4(1) of Schedule 2 to the Ordinance).  
(iv) A person (not being a person appointed in his capacity as the tenants’ representative) who is not an owner of the building cannot be appointed as a member of the management committee (see paragraph 5(2)(a) of Schedule 2 to the Ordinance).  
(v) A member of a management committee shall cease to be a member of the committee if he ceases to be an owner, if appointed in his capacity as an owner (see paragraph 4(2)(e) of Schedule 2 to the Ordinance).
3. Under section 36 of the Ordinance, any person who (a) in any form required by the Ordinance, or in any notice or document given, issued or made for the purposes of the Ordinance, makes any statement or furnishes any information; or (b) furnishes any information required to be furnished under the Ordinance, which he knows, or reasonably ought to know, to be false in a material particular, shall be guilty of an offence and shall be liable on conviction to a fine at level 3 and to imprisonment for 6 months.
4. 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 for underpaid mail.