SAMPLE

[Please fill in the Corporation No. shown on the Certificate of Registration.]

Corporation No. : xxx

BUILDING MANAGEMENT ORDINANCE (Cap. 344) ("the Ordinance")

(Section 12(3) and Section 28(6A))✧

NOTICE OF CHANGE OF PARTICULARS / NOTICE OF POLICY OF INSURANCE[1,2]

The Incorporated Owners of WELL MANAGED BUILDING *[It must be same as the corporation name shown on the Certificate of Registration]*

[Please fill in the effective date of change of particulars of the corporation or the effective date of appointment of new management committee/ new members/ replacements.]

*☑ NOTICE is hereby given that with effect from xx/xx/20xx (day/month/year), particulars of the above-named Corporation have been changed as follows:

* Please ✓ whichever is applicable

Name of the corporation:
Name and address of the building:
Address of the registered office of the corporation:

[Please insert particulars of any change.]

← *(Please **leave blank** if there is no change.)*

↓ *(Please **leave blank** if there is no change to the particulars of the Chairman, Vice-chairman, Secretary, Treasurer and members of the Management Committee.)*

Management Committee[3]			Address[4]
English@	Chinese@		
CHAN Siu-man	陳小敏	Chairman	Flat A, 2/F., No. 3 Tai Tung Street, Kowloon
WONG Yat-sum	黃一心	Vice-chairman	Flat A, 3/F., No. 3 Tai Tung Street, Kowloon
Tin Tin Company Limited represented by Chan Tai-man	陳大文 代表 天天有限公司	Secretary (non-member)	Flat A, 4/F., No. 3 Tai Tung Street, Kowloon
CHEUNG Chi-yan	張志仁	Treasurer	Flat A, 5/F., No. 3 Tai Tung Street, Kowloon
HO Wing-fat	何永發	Member	Flat A, 6/F., No. 3 Tai Tung Street, Kowloon
LEE Ho-oi	李可愛	Member	Flat A, 7/F., No. 3 Tai Tung Street, Kowloon
WONG Siu-ming	王小明	Resigned Member	

(If there is not enough space above to fill in all the change of particulars, please attach a separate sheet for additional information)

@ Please insert both English and Chinese names as appearing in the Hong Kong Identity Card or other identity document. If no English name or Chinese name, please enter "N/A".

✧ For information about sections 12(3) and 28(6A) of the Ordinance, please refer to the attached Brief Notes.

*☑ NOTICE is hereby given that a policy of insurance under section 28(1)✧ of the Ordinance was effected on xx/xx/20xx (day/month/year) as follows:

Name of insurance company:	**On Sum Insurance**	
Address of insurance company:	**2/F., On Sum Insurance Tower, No.12 On Sum Road, Kowloon**	
Period covered by the policy of insurance:	From **xx/xx/20xx** *(DD/MM/YYYY)*	to **xx/xx/20xx** *(DD/MM/YYYY)*

All names, addresses and other information of the owners' corporation are sample information only

I hereby confirm that the information given in this notice is true and correct.[5]

I have read the 'Personal Information Collection Statement' and fully understand it.

Dated this **xx** day of **[month] [year]** .

[The date on which this notice is signed.]

To affix a common seal or a Company Chop

(Signature:)

(Name: **CHAN TAI MAN representing Tin Tin Company Limited**)

(Please fill in block letters)

#~~*Chairman / Vice-chairman*~~ / *Secretary* / ~~*Treasurer / Member*~~ *of the Management Committee*

(Please affix the common seal/company chop in the case of a body corporate)

Delete whichever is not applicable.

To the Land Registrar,
Hong Kong.

Notes

1. For any change in the registered particulars, the management committee shall give notice of change in the registered particulars to the Land Registrar within 28 days of the date of change (see section 12(3) of the Ordinance). In relation to a policy of insurance, the secretary of the management committee shall, within 28 days after the corporation has effected a policy of insurance, give notice of the name and address of the insurance company and the period covered by the policy of insurance to the Land Registrar (see section 28(6A) of the Ordinance).
2. 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.
3. (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 shall lodge with the Land Registrar the statement of eligibility (L.R. 175) 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 (see paragraph 4(1)(a) of Schedule 2 to the Ordinance); 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)(b) 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 paragraphs 2(1)(b) and 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).
(vi) Any person (irrespective of whether or not he is a member of the management committee) may be appointed as the secretary or treasurer of the management committee. (see paragraph 2(1)(c)(ii) and (iii) to Schedule 2 respectively).
4. The address may be a residential address or other valid correspondence address.
5. 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.