

BUILDING MANAGEMENT ORDINANCE (Cap. 344) (“the Ordinance”)
(Section 32(2))[‡]

NOTICE OF APPOINTMENT OF ADMINISTRATOR^{1,2,3}

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

[It must be same as the corporation name shown on the Certificate of Registration]

The Incorporated Owners of WELL MANAGED BUILDING
(Name of Corporation)

* Delete whichever is
not applicable
^ corporate
Administrator

NOTICE is hereby given that *I/~~We~~[^], (#English name) CHAN Tai-man
(#@Chinese name) N.A. of (address⁴) _____

Please insert names
as appearing in the
Hong Kong Identity
Card or other identity
document

Flat A, 5/F., No. 3 Tai Tung Street,

have been appointed as the Administrator of the above-named Corporation by

@ Please enter ‘N.A.’
if no Chinese name.

† Delete either
(1) or (2).

†(1) a Resolution of the Corporation passed at a general meeting thereof held on
xx/x/20xx (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 xx day of [month] [year] .

Signature: XXX

(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.

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