

SAMPLE

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

Corporation No. : XXX

BUILDING MANAGEMENT ORDINANCE (Cap. 344) (“the Ordinance”)
(Section 32(2))*
NOTICE OF TERMINATION OF APPOINTMENT OF ADMINISTRATOR^{1,2}

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

The Incorporated Owners of Well Managed Building
(Name of Corporation)

* Delete whichever is not 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) CHAN Tai-man

(@#Chinese name) 陳大文 of (address³) Flat A, 10/F

WELL MANAGED BUILDING, No. 888 FLORA STREET

ceased to be the Administrator of the above-named Corporation

with effect from xx/xx/xxxx (day/month/year)

* For information about section 32(2) of the Ordinance, please refer to the attached Brief Notes.

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

Dated this xx day of xxxx 20xx.

Signature: XXX

(Please also affix the common seal/company chop if the administrator is a body corporate.)

To the Land Registrar,
Hong Kong.

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

- Note:**
1. This notice shall be given to the Land Registrar by the Administrator within 7 days of the date of the termination of his appointment (see section 32(2) 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. The address may be a residential address or other valid correspondence address.