

# BUILDING MANAGEMENT ORDINANCE (Cap. 344)

## (Section 7)

### APPLICATION FOR REGISTRATION OF OWNERS AS A CORPORATION<sup>1,2,3</sup>

\* Delete whichever is not applicable.

Application is hereby made on behalf of the Management Committee appointed under Section \*3/3A/4/40C of the Building Management Ordinance for registration of the owners of the under-mentioned building as a corporation, particulars of which are as follows:

For information about sections 3, 3A, 4 or 40C of the Building Management Ordinance (Cap.344), please refer to the attached Brief Notes.

(1) English and Chinese Name of the proposed Corporation

**The Incorporated Owners of** .....

(Description of building) ("Building")

業主立案法團

(建築物說明) ("該建築物")

\*(Please delete if no Chinese name is designated)

(2) Name, if any, and Address of the Building:

(3) Address of the proposed Registered Office of the Corporation:

(4) Name and address of the Chairman and the Secretary of the Management Committee:

	Name <sup>@</sup>		Address <sup>4</sup>
	English	Chinese	
Chairman			
Secretary			

@ Please insert both English and Chinese (if applicable) names as appearing in Hong Kong Identity Card or other identity document. Please enter "N/A" if no Chinese name.

2. The following documents are attached:

† Delete whichever is not applicable

(1) Copy of Deed of Mutual Covenant dated ..... and registered in the Land Registry by Memorial No. ....

†(2) Copy of Order of the Secretary for Home and Youth Affairs dated ..... in ..... (applicable for the appointment of the Management Committee under section 3A )  
No. .... of 20 .....

†(3) Copy of Order of the Lands Tribunal dated ..... in ..... (applicable for the appointment of the Management Committee under section 4/40C)  
No. .... of 20 .....

(4) Copy of Resolution or other document evidencing the appointment of the Management Committee certified as correct by the \* Chairman/Secretary of the Management Committee/chairman of the meeting at which the resolution was passed.

\* Delete whichever is not applicable.

(5) Declaration by the \*Chairman/Secretary of the Management Committee that the provisions of Section \*3/3A/4/40C and the relevant provisions in Section 5B have been complied with.

(6) Statements by the members of the Management Committee confirming that he/she does not fall within the description of paragraph 4(1)(a) or (b) of Schedule 2.<sup>#</sup>

<sup>#</sup> A member or an authorized representative of the that member, being a body corporate who fails to lodge the statement with the secretary of the management committee within 21 days after the appointment shall cease to be such member.

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

Dated this ..... day of ..... 20 ..

.....  
*Chairman of the  
Management Committee*

.....  
*Secretary of the  
Management Committee*

To the Land Registrar, (Please also affix the common seal/company chop if the chairman / secretary is a body corporate)  
Hong Kong.

- Note:**
1. Application for registration of owners as a corporation must be made within 28 days of the appointment of the Management Committee.
  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 each document attached to this application.
  3. You can submit the application 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 application 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.