

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: *[\*Information completed must tally with the Declaration L.R. 161 and the Resolution L.R. 167]*

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

@ 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.

- (1) English and Chinese Name of the proposed Corporation

The Incorporated Owners of **WELL MANAGED BUILDING**

(Description of building) ("Building")

管理佳大廈

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: *[\*Please enter according to the relevant land register]*

**Well Managed Building, No. 888 Flora Street, Hong Kong**

*[Please enter detailed address of the registered office (postal box should not be provided as the address)]*

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

**Ground Floor, Well Managed building, No. 888 Flora Street, Hong Kong**

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

	Name@		Address <sup>4</sup>
	English	Chinese	
Chairman	GOOD TRADING LIMITED represented by DAVID CHAN	N/A	FLAT F, 3/F., WELL MANAGED BUILDING, No. 888 FLORA STREET, HONG KONG.
Secretary	Mary Lok	樂美心	FLAT H, 6/F., WELL MANAGED BUILDING, No. 888 FLORA STREET, HONG KONG.

2. The following documents are attached:

† Delete whichever is not applicable

- (1) Copy of Deed of Mutual Covenant dated dd/mm/yyyy and registered in the Land Registry by Memorial No. UB1234567

- †(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. *(i.e., a copy of Resolution L.R. 167)*

- (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. *(i.e., a copy of Declaration L.R. 161)*

- (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> *(i.e., copies of Statement of Eligibility L.R. 175 of each Management Committee member)*

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

Dated this xx day of xxxx

Signed by Chairman

Chairman of the Management Committee

To affix a common seal or company chop

20xx

Signed by Secretary

Secretary of the Management Committee

To the Land Registrar,  
Hong Kong.

*(Please also affix the common seal/company chop if the chairman / secretary is a body corporate)*

- Note:**
- Application for registration of owners as a corporation must be made within 28 days of the appointment of the Management Committee.
  - 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.
  - 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.
  - 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*

\* Delete whichever is not applicable.

<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.