

Building Management Ordinance (Cap. 344) (Section 7(3)(c))

SAMPLE FORM

RESOLUTION ^{1,2}

Well Managed Building (Name of Building)

* Delete if inappropriate

At a meeting of the owners of the above-named building convened under and in accordance with *Section 3(1)(c)/~~3A(1)/4(1)/40C~~ of the above Ordinance and held at **Flat A, 3/F., Well Managed Building, No. 888 Flora Street, Hong Kong.**

(place of meeting) on dd/mm/yyyy at 5:00p.m (date and time of meeting), at which the owners of 50 shares were present or represented by proxy, it was resolved by the owners or their proxies of 40 shares in the said building that a Management Committee be appointed.

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

It was also resolved by the owners at the above meeting:

- “(1) That the Management Committee consisting of 3 persons be appointed;
- (2) That the following owners be appointed as members of the Management Committee: (Please attach separate sheet to fill in additional management committee members)

@Please enter 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.

Names of Management Committee members [@]		
	English	Chinese
1	GOOD TRADING LIMITED represented by CHRIS WONG	N/A
2	Mary LOK	樂美心
3	Lee LOK	李樂
4		
5		
6		
7		
8		
9		

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

The Chairman/Vice Chairman (if appointed) must be one of the persons appointed as a member of the Management Committee

Para. 2(1)(c)(i) of Sch. 2

The Secretary/Treasurer may but need not be one of the person appointed as a member of the Management Committee

Para. 2(1)(c)(ii) of Sch. 2

Para. 2(1)(c)(iii) of Sch. 2

- (3) That office bearers of the Management Committee are appointed as follows :

Good Trading Limited represented

By Chris WONG

be appointed as Chairman;

_____ be appointed as Vice-Chairman;

Mary LOK

be appointed as Secretary;

LEE LOK

be appointed as Treasurer.”

This should be certified as correct by the Chairman or Secretary of the Management Committee or by the Chairman of the Meeting at which the resolution was passed. Please also affix the common seal/company chop if certified by Chairman or Secretary which is a body corporate.

Certified Correct

Certified by Chairman



Please delete as appropriate

(Chairman/Secretary* of the Management Committee)

Dated the XX day of Xxxx 20xx

Note: 1. This certified copy of Resolution should accompany the application made to the Land Registrar for registration of the owners as a corporation.
 2. You can submit the resolution 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 resolution 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.