

BUILDING MANAGEMENT ORDINANCE (Cap. 344)

**SAMPLE FORM
(FOR SECRETARY
IS AN
INDIVIDUAL)**

CONFIRMATION ON LODGMENT OF STATEMENT^{1, 2} UNDER PARAGRAPH 4(3) OF SCHEDULE 2

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

Please insert the Chinese name as appearing in the Hong Kong Identity Card or other identity document. Please delete if no Chinese name.

I, (English name) MACY LOK (“Chinese name) 樂美善,

of (address³) FLAT H, 12/F., WELL MANAGED BUILDING, No. 888 FLORA STREET,

~~*being an authorized representative of _____ (“the body corporate”) (name of body corporate),~~
~~* (Only applicable if the Secretary of the Management Committee of the proposed Corporation is a body corporate (e.g. a limited company). Delete if the Secretary of the Management Committee of the proposed Corporation is an individual. Please do not fill in the name of the proposed Corporation.)~~

* Delete whichever is not applicable.

+ A member or an authorized representative of 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.

confirm that for the purpose of the application for the registration of the owners as a corporation under section 7(1) of the Ordinance:

- (i) *I am / ~~The body corporate~~ is the secretary of the management committee of the above proposed Corporation appointed under paragraph 2(1)(c) of Schedule 2 to the Building Management Ordinance; and
- (ii) the statements by the members of the management committee *and (where a member is a body corporate) their authorized representatives⁺ have been lodged with *me/~~the body corporate~~ under paragraph 4(3) of Schedule 2 within 21 days of their appointment.

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

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

Dated this xx day of xxx 20xx.

Signature: Signature of Secretary
Secretary of the Management Committee

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

To the Land Registrar,
Hong Kong.

- Note:
1. A copy of the confirmation duly signed by the secretary of the management committee should be presented to the Land Registry upon application for registration as a corporation.
 2. You can submit the confirmation 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 confirmation 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.