**建築物管理條例(第344章)**

**( 第7條 )**

**業主立案法團註冊申請書1,2,3**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| \* 請將不適用字句刪去 |  | 逕啟者：茲代表本管理委員會向 貴處申請將下述建築物業主註冊為法團，本管理委員會是按照《建築物管理條例》第\*3/3A/4/40C條之規定而設立，該法團之詳情如下： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | (1) | 擬成立法團的中文及英文名稱： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  | | | | | | | | | | | | | | | | | | | | | | | | **業主立案法團** | | | | | | |
|  |  |  | (建築物說明) (“該建築物”) | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
|  | 關於《建築物管理條例》(第344章) 第3、第3A、第4或第40C條，請參考附頁簡介 |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | **The Incorporated Owners of** | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |  |
|  |  |  | | | | | | | | | | | | | | *(Description of building) (“Building”)* | | | | | | | | | | | | |  | | | | |
|  |  | (2) | 該建築物之名稱（如有命名者）及地址： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | (3) | 法團擬用作註冊辦事處之地址： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| @請按照香港身份證或其他身份證明文件填寫主席及秘書中文及英文(如適用)姓名。 如沒有英文姓名，請填上「不適用」 |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | (4) | 管理委員會主席及秘書之姓名及地址： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  | 姓 名@ | | | | | | | | | | | | | | | | | | | 地 址4 | | | | | | | | | | | |
|  |  |  | 英文 | | | | | | | | | | | | 中文 | | | | | | |  | | | | | | | | | | | |
|  |  | 主席 |  | | | | | | | | | | | |  | | | | | | |  | | | | | | | | | | | |
|  |  | 秘書 |  | | | | | | | | | | | |  | | | | | | |  | | | | | | | | | | | |
|  | (二) 下列文件已隨同本申請書一併呈上： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| † 請將不適用之一段刪去 |  | (1) |  | | | | | | 年 | |  | | 月 | | | | |  | | 日訂立之公契副本乙份，該契約經在土地註冊處註冊， | | | | | | | | | | | | | |
|  |  |  | 其登記號碼為第 | | | | | | | | |  |  | | | | | | | | | | 號。 | | | | | | | | | | |
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|  |  | †(2) |  | | | | | 年 |  | 月 | | |  | | | | 日民政及青年事務局局長命令第 | | | | | | | |  | | | 年 | |  | | 號之副本乙份。 | |
|  |  |  | (適用於根據第3A條所委出的管理委員會) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | †(3) |  | | | | | 年 |  | 月 | | |  | | | | 日土地審裁處命令第 | | | |  | | | 年 | |  | | | | | 號之副本乙份。 | | |
|  |  |  | (適用於根據第4/40C條所委出的管理委員會) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| \* 請將不適用字句刪去 |  | (4) | 由本管理委員會\*主席／秘書或業主大會主席簽署證明屬實之大會通過決議案副本，或其他文件，足以證明本管理委員會之設立。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | (5) | 由本管理委員會\*主席／秘書簽署之聲明書乙份，聲明該條例第\*3/3A/4/40C條及第5B條的有關條文規定事宜業經履行完妥。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| # 管理委員會委員或(如管理委員會委員為法人團體)該法人團體的獲授權代表未能在獲委任後21天內向管理委員會秘書呈交陳述書，須停任管理委員會委員 |  | (6) | 管理委員會委員確認其並非該條例附表2第4(1)(a)或(b)段所述的人之陳述書。# | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | (三) 我們已閱讀「收集個人資料聲明」，並完全明白其內容。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  |  | 土地註冊處處長 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  |  |  | | | | | | | | 管理委員會主席簽署 | | | | | | | | | | | | |  | | 管理委員會秘書簽署 | | | | | | | | |
|  |  | | | | 年 | |  | | | | | 月 | |  | | | | | 日 (*主席 / 秘書如屬法人團體需加蓋公司印章/圖章*) | | | | | | | | | | | | | | |
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|  | **附註：** | | | 1. **業主立案法團註冊申請書，必須於設立管理委員會後28天內呈遞。** 2. **本申請書附連的任何文件須另付存案費，款額按《建築物管理(費用)規例》(第344章，附屬法例A)規定。** 3. **你可以透過郵寄、親身或在網上遞交本申請書。本處各區辦事處按區域提供有關業主立案法團服務，各辦事處的資料見本通知書附連的「土地註冊處各辦事處資料」活頁。如以郵遞方式寄交本申請書，請確保為郵件支付足夠郵資，以免郵件未能成功送達本處。郵資不足的郵件會由香港郵政處理，本處不會代為繳付附加費。** 4. **地址可以是住址或其他有效通訊地址。** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |