**《建築物管理條例》(第344章) ( 第7(3)(c)條 )**

**決議書1,2**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | *(建築物名稱)* | | | | | | | | | | | | | | | | | | | | |
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| \*如不適用請予刪去  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 |  |  | | 根據上述條例\*第3(1)( )/3A(1)/4(1)/40C條的規定，於 | | | | | | | | | | | | | | |  | | | 年 |
|  |  | | | | 月 |  | | 日\*上午/下午 | |  | | | 時 | |  | 分*(開會日期和時間)*在 | | | | | |
|  |  |  | | | | | | | | | | | | | | | | | | | | |
|  |  |  | | | | | | | | | | | | | | | | *(會議舉行地點)*所召開 | | | | |
|  |  | 的上述建築物的業主會議中，共有 | | | | | | | | | | | |  | | 份數的業主出席或委派代表出 | | | | | | |
|  |  | 席，並由擁有上述建築物 | | | | | | | |  | | 份數的業主或其委派的代表通過決議委出 | | | | | | | | | | |
|  |  | 管理委員會。 | | | | | | | | | | | | | | | | | | | | |
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|  |  |  | | 上述業主會議也通過： | | | | | | | | | | | | | | | | | | |
|  |  |  | |  | | | | | | | | | | | | | | | | | | |
|  |  |  | | “ ﹙1﹚ | | | | 委出由 | |  | | | | | | 人組成的管理委員會； | | | | | | |
|  |  |  | |  | | | | | | | | | | | | | | | | | | |
|  |  |  | | ﹙2﹚ | | | | 下述業主獲委任為管理委員會委員: | | | | | | | | | | | | | | |
|  |  |  | |  | | | | (如委員人數眾多，名單可以附頁形式另行附上) | | | | | | | | | | | | | | |
|  | @請按照香港身份證或其他身份證明文件所載中/英文姓名填寫委員中文及英文(如適用)姓名。如沒有英文姓名，請填上「不適用」 |  | | |  |  |  | | --- | --- | --- | |  | 委員姓名@ | | |  | 中文姓名 | 英文姓名 | | 1 |  |  | | 2 |  |  | | 3 |  |  | | 4 |  |  | | 5 |  |  | | 6 |  |  | | 7 |  |  | | 8 |  |  | | 9 |  |  | | | | | | | | | | | | | | | | | | | |
|  |  |  | | | | | | | | | |  | ﹙3﹚ | | 管理委員會職位獲委任如下： | | | | | | | |
|  |  | *主席/副主席（如獲委任）必須是其*  *中一名獲委任的管理委員會委員* | | | | | | | | | |  | 附表2第2(1)(c)(i)段 | | 獲委任為主席； | | | | | | | |
|  |  |  | 附表2第2(1)(d)段 | | 獲委任為副主席； | | | | | | | |
|  |  | *秘書/司庫可以由其中一名獲委任的*  *管理委員會委員擔任，亦可以由一名*  *非管理委員會委員擔任* | | | | | | | | | |  |  | |  | | | | | | | |
|  |  |  | | | | | | | | | |  | 附表2第2(1)(c)(ii)段 | | 獲委任為秘書； | | | | | | | |
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|  |  |  | | | | | | | | | |  | 附表2第2(1)(c)(iii)段 | | 獲委任為司庫。” | | | | | | | |
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|  |  | *此文件必須由管理委員會主席或* | | | | | | | | | |  | | 簽署核證為確實 | | | | | | | | |
|  |  | *秘書，或由通過決議的會議主席* | | | | | | | | | |  | |  | | | | | | | | |
|  |  | *核證為確實，如屬法人團體需* | | | | | | | | | |  | |  | | | | | | | | |
|  |  | *加蓋公司印章/圖章* | | | | | | | | | |  | |  | | | | | | | | |
|  |  |  | | | | | | | | | |  | | | | ( 管理委員會主席/秘書\* ) | | | | | |  |
|  |  |  | | | | | | | | | |  | | | |  | | 年 |  | 月 |  | 日 |
|  | |  | | |  | | | | | | | | | | | | | | | | | | |
|  | | **附註：** | 1. **此份經核證的決議書副本必須連同業主立案法團註冊申請書送交土地註冊處處長。** 2. **你可以透過郵寄、親身或在網上遞交本決議書。本處各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決議書，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。** | | | | | | | | | | | | | | | | | | | | |