

# Chapter 4

## Assistance provided by the Home Affairs Department to Owners

4.1 The HAD always encourages owners to form OCs to facilitate effective building management. To assist owners to better manage their buildings, staff of the DBMLTs in each district will –

- (1) visit owners of private buildings in the district to promote the good practices of building management;
- (2) advise the convenor and owners on the procedures of the formation of an OC;
- (3) issue an exemption certificate to the convenor for obtaining a free copy of record of owners of the building from the Land Registry for the purpose of convening a meeting of owners to form an OC. Each building will only be issued with the exemption certificate once. Whether an OC is formed or not, the convenor shall return the record of owners to the relevant DO within 60 days after the issuance of the exemption certificate;
- (4) attend the meeting of owners for the formation of an OC and give advice on the procedures for the appointment of an MC;
- (5) process applications made to the Secretary for Home Affairs for an order to convene a meeting of owners under section 3A of the BMO;



Appendix XIX

(6) where legal issues are involved on the formation of an OC, refer owners to the relevant Property Management Advisory Centres (PMACs) of the Hong Kong Housing Society for preliminary legal advice from duty lawyers by appointment. Duty lawyer services at the PMACs are free legal advice service provided by the Law Society of Hong Kong to the public. Owners can also make appointment for legal advice at the PMACs themselves. The address and telephone number of the PMACs are at Appendix XIX.

(7) produce booklet on the procedures of the formation of an OC, and provide samples of documents and forms required for the purpose of forming an OC.

Appendix XVII

4.2 The address of the 18 DOs and the contact telephone number of the DBMLTs are at Appendix XVII.