

To : Secretary for Home Affairs
(through _____ District Office)

Date: _____

Application for convening a meeting
of owners to appoint a management committee
under section 3A of the
Building Management Ordinance

*I/We confirm that *I am/we are owner(s) of Flat ____ , ____ /F.,
Block _____ of _____ (name of building (if
any) and address) and *I/we wish to apply for a meeting of owners to be convened to
appoint a management committee.

*I/We would like to nominate *Mr/Miss/Mrs _____, an
owner of flat(s) _____, as the representative for your
consideration for appointment as the convenor of that meeting of owners.

A copy of the owners' records issued by the Land Registry showing the
present particulars of flat(s) owned by *me/us in the building is submitted. *I/We
own all the undivided shares in respect of the flat(s). The number of the
corresponding undivided shares of the flat(s) in the building is _____.

*I/We provide the personal particulars as shown below :

**Name of Owner(s) : (English in full) _____

(Chinese in full) _____

Company Registration Number (if applicable) : _____

Contact Tel No.: _____

**Signature : _____

_____ Company seal/ chop (if applicable)

* Delete where inapplicable

** If the flat is jointly owned by more than one person, all co-owners are required to
sign on the application form. If the flat is owned by a company, the form should
be signed by the authorized person(s) of the company and impressed with the
company seal/ chop.

Statement of Purposes

Purpose of Collection

1. The personal data provided by means of this form will be used by the Home Affairs Department for the purposes of implementing section 3A of the Building Management Ordinance (Cap. 344).

Classes of Transferees

2. The personal data you provided by means of this form may be disclosed to other Government bureaux, departments and other **relevant persons and bodies** for the purposes mentioned in paragraph 1 above.

Access to Personal Data

3. You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

Enquiries

4. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections should be addressed to —

Chief Liaison Officer (Building Management)
Division IV
Home Affairs Department
21/F, China Overseas Building
139 Hennessy Road, Wanchai, Hong Kong
(Tel. : 2123 8389)