



To: \_\_\_\_\_ District Office  
(Attn: \_\_\_\_\_)

Application No. - \_\_\_\_\_  
(to be filled in by HAD)

## Free Outreach Legal Advice Service on Building Management (FOLAS)

### Application Form

#### Notes:

The applicant should read page 4 to page 6 of this application form, the application guide and the “Rules for the FOLAS” when filling in this form, and submit –

- (a) the completed application form (page 1 to page 3);
- (b) a copy of the relevant meeting minutes duly stamped with the seal or chop of the Owners’ Corporation (OC); and
- (c) documents relevant to the anticipated discussion items or items in dispute to the corresponding District Office (DO).

#### Particulars of the Applicant<sup>1</sup>

Name (in Chinese) - \_\_\_\_\_ Sex # -  Male  Female  
(in English) - \_\_\_\_\_  
HKID Card No. - \_\_\_\_\_ (Alphabetic prefix and first 3 numerical digits, e.g. A123)  
Contact Tel No. - \_\_\_\_\_ Fax No. - \_\_\_\_\_  
Email Address - \_\_\_\_\_  
Correspondence Address - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Name of the OC - \_\_\_\_\_  
Position in the Management Committee -  Chairman  Vice-chairman  Treasurer  
(MC) #  Secretary  Others  
Name of Building - \_\_\_\_\_  
Address of Building - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<sup>1</sup> Applicant must be an MC member of the OC and authorised by the OC/MC to handle all matters relating to the FOLAS.



**Acknowledgement of Disclaimer by the Applicant**

1. I confirm that I have read and understood the Statement of Purpose in respect of Collection of Personal Data in this application form, and confirm that any information (including personal data) is provided on a voluntary basis and in accordance with the provisions and purpose stated therein.
2. I confirm that I have read and understood the points to note in this application form, the application guide and the “Rules for the FOLAS”, and would comply with the notes and rules set out in the said documents.
3. I understand that the submission of this application form does not guarantee that the application for the FOLAS will be successful.
4. I consent that if the application is successful, the lawyer assigned to the OC may share the information of the case (including the relevant documents) with the Home Affairs Department (HAD) or DOs for evaluation or statistical purposes.
5. I confirm that I have read and understood the content and meaning of the disclaimer in this application form, and agree to apply for and use the FOLAS subject to the said disclaimer.
6. I confirm that all information provided is true and correct.

Signature of the Applicant : \_\_\_\_\_

Date : \_\_\_\_\_

## Statement of Purpose in respect of Collection of Personal Data

### Purpose of Collection

1. The personal data provided in this form will be used by HAD and DOs only for the purposes of processing the application for the FOLAS, the provision of the FOLAS, and the evaluation or compilation of statistics on the use of the FOLAS.

### Classes of Transferees

2. The personal data provided by you in this form may be disclosed to other Government bureaux and departments, the lawyer assigned to this case, the Law Society of Hong Kong, and other relevant persons and bodies for the purposes mentioned in paragraph 1 above.

### Access to Personal Data

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

### Enquiry

4. Enquiries concerning the personal data collected in this form, including requests for access and correction to data, should be directed to –

Executive Officer (4)4  
Division IV, Home Affairs Department  
31/F, Southorn Centre, 130 Hennessy Road  
Wan Chai, Hong Kong  
Tel - 2835 2454

### **Points to Note**

1. Eligible OCs shall pass a resolution for the application for the FOLAS at an MC or OC meeting before submitting the application. One of the MC members shall be appointed as the Authorised Person to submit the application and handle all matters relating to the FOLAS at an MC or OC meeting.
2. When filling in the application form, the applicant should refer to the poster, the application guide and the “Rules for the FOLAS” for the eligibility, details and relevant requirements. **If an OC, despite having successfully applied for the FOLAS, fails to comply with the requirements set out in the “Rules for the FOLAS”, HAD reserves the right to disqualify the OC concerned and terminate the provision of the FOLAS** without giving any reason and bearing any liability to any person.

3. The applicant shall submit this application form together with the required relevant documents to the corresponding DO of the building concerned. “Free Outreach Legal Advice Service on Building Management” shall be stated on the envelope of the application. The contact details of the District Building Management Liaison Teams of the 18 DOs are as follows –

<b>Hong Kong</b>		
Central and Western	11/F, Kennedy Town Community Complex, 12 Rockhill Street, Kennedy Town	2119 5010
Eastern District	1/F, Causeway Bay Community Centre, 7 Fook Yum Road, Causeway Bay	3427 3469
Southern District	1/F, Ocean Court, 3 Aberdeen Praya Road, Aberdeen	2814 5763
Wan Chai	Room 2104, 21/F, Southorn Centre, 130 Hennessy Road, Wan Chai	2835 1999

<b>Kowloon</b>		
Kowloon City	7/F, Kowloon City Government Offices, 42 Bailey Street, Hung Hom	2621 3406
Kwun Tong	21/F, Millennium City 6, 392 Kwun Tong Road, Kwun Tong	2171 7465
Sham Shui Po	4/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Sham Shui Po	2150 8175
Wong Tai Sin	6/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin	2324 1871
Yau Tsim Mong	1/F, Mong Kok Government Offices, 30 Luen Wan Street, Mong Kok	2399 2155

<b>New Territories East</b>		
North District	3/F, North District Government Offices, 3 Pik Fung Road, Fanling	2675 1719
Sai Kung	6/F., Sai Kung Tseung Kwan O Government Complex, No. 38 Pui Shing Road, Hang Hau, Tseung Kwan O	3740 5351
Sha Tin	4/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin	2158 5388
Tai Po	2/F, Tai Po Government Offices Building, 1 Ting Kok Road, Tai Po	2654 1262

<b>New Territories West</b>		
Islands District	1/F, Tung Chung Post Office Building, 6 Mei Tung Street, Tung Chung, Lantau	2109 4635
Kwai Tsing	5/F, Kwai Hing Government Offices Building, 166-174 Hing Fong Road, Kwai Chung	2494 4543
Tsuen Wan	1/F, Tsuen Wan Multi-storey Carpark Building, 174-208 Castle Peak Road, Tsuen Wan	3515 5654
Tuen Mun	2/F, Tuen Mun Government Offices, 1 Tuen Hi Road, Tuen Mun	2451 3466
Yuen Long	4/F, Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long	2470 1125

4. The applicant shall submit the duly completed application form, together with the relevant documents, in the manner specified in paragraph 3 above at least 28 days before the date of the scheduled OC meeting.
5. In assessing the applications, HAD may request an applicant to submit other information or proof as necessary. If the applicant fails to provide sufficient information, HAD will not assign any lawyer to the OC.
6. HAD reserves the right to make final decision on approving an application and that to refuse the approval without giving any reason and without bearing any liability to any person.
7. Submission of the application form of the FOLAS to HAD/DO by the applicant **does not guarantee that the application will be successful.**
8. Lawyers will be assigned by HAD to OCs to provide services. Subject to the availability of lawyers to attend the OC meetings concerned, **HAD will not guarantee that a lawyer could be assigned to each and every OC applying for the FOLAS.**
9. Lawyers assigned to OCs successful in applying for the FOLAS may share the information of the cases (including the relevant documents) with HAD or DOs for evaluation or statistical purpose.
10. Upon successful application for the FOLAS, the Authorised Person shall sign a retainer letter with the law firm concerned in respect of the FOLAS. Before signing the retainer letter, the Authorised Person should read carefully and understand the provisions contained in the retainer letter. **HAD shall not be held responsible for the specific content of the retainer letter and any charges incurred by the service exceeding the cap.**

#### **Disclaimer**

11. Under no circumstances shall HAD, DOs and the Law Society of Hong Kong be legally liable to the applicant or any other person in respect of the FOLAS, or any advice or opinion given by any lawyer when providing the FOLAS.
12. The advice or opinion given by participating lawyers when providing the FOLAS does not represent the viewpoint of HAD, DOs or the Law Society of Hong Kong.