



Home Affairs Department

Owners' Corporations Advisory Services Scheme



Objectives of the Scheme

The Home Affairs Department (HAD) has commissioned property management companies to provide Owner's Corporations (OCs) with free advisory services so as to enhance support for OCs and promote more effective building management.



Service Targets

OCs in need of assistance in daily building management matter;

OCs requiring assistance in procuring third party risks insurance or appointing an accountant;

OCs requiring assistance in reactivating defunct or inactive management committees to handle building management matters; and

OCs requiring assistance in complying with the order/notice/direction issued by the Buildings Department and/or the Fire Services Department.

Scope of Services



Providing OCs with advice and assistance in handling daily building management matters;

Assisting OCs in handling complaints or enquiries about building management matters;

Assisting OCs in applying for building management-related support services and subsidies.

Assisting OCs in procuring third party risks insurance;

Assisting OCs in appointing an accountant to audit financial statements;

Assisting OCs in reactivating defunct or inactive management committees to handle building management matters;

Assisting OCs in complying with the order/notice/direction issued by the Buildings Department and/or the Fire Services Department; and

Assisting OCs in complying with the Building Management Ordinance (Cap.344) and relevant Codes of Practice, and in adopting the Best Practices on Building Management and the Checklist on Procedural Propriety on Building Management.

Enquiry : 2835 2540 ✉ E-mail : ocass@had.gov.hk

Chinese or English version of this guide and application form can be downloaded from the Building Management website of the Home Affairs Department (www.buildingmgt.gov.hk) or by scanning the QR code on the right.





How to Apply

Interested OCs may return the duly completed application form to the HAD or the District Building Management Liaison Team (DBMLT) of the corresponding District Office (DO).

Postal Address: Division IV, Home Affairs Department
31/F, Southorn Centre,
130 Hennessy Road, Wan Chai, Hong Kong
(Please indicate “Owners’ Corporations Advisory Services Scheme” on the envelope)

Fax No.: 2147 0984

Email Address: ocass@had.gov.hk

For enquiries, please contact the HAD (Tel No.: 2835 2540) or the DBMLT of the corresponding DO:



Address and telephone number of the DBMLT of the corresponding DO.

Hong Kong Island

Central and Western District	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 2103, 21/F, Southorn Centre, 130 Hennessy Road, Wan Chai	2835 1999

Kowloon

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

New Territories East

North District	3/F, North District Government Offices, 3 Pik Fung Road, Fanling	2675 1719
Sai Kung	5/F, Sai Kung Tseung Kwan O Government Complex, No. 38 Pui Shing Road, Hang Hau, Tseung Kwan O	3740 5293
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

New Territories West

Islands	1/F, Tung Chung Post Office Building, 6 Mei Tung Street, Tung Chung, Lantau Island	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

Application Form

Application No.: _____

(to be filled in by the HAD)

Applicants should read carefully the Application Guide and Points to Note overleaf before filling in this application form, and submit the completed application form to the HAD or the corresponding DO.

1 Information on OC and Building

Name of OC : _____

Name of Building : _____

Address of Building : _____

Correspondence Address : _____

Other residents' organisation (if any) : _____

Name of PMC (if any) : _____

No. of residential units : _____ No. of commercial units : _____ No. of parking spaces : _____

2 Particulars of Applicant

Name of Applicant (Chinese) : _____

(English) : Mr/Ms/Miss _____

Position in the Management Committee (MC) : _____

HKID Card No. : _____ (Alphabetic prefix and first 3 numerical digits, e.g. A123)

Contact Tel. No. : _____ (Home/Office) _____ (Mobile)

Fax No. : _____ Email Address : _____

3 Matters Requiring Assistance (may tick more than one box)

- Advice and assistance in handling daily building management matters, if disputes-related, **please complete Item (4)**
- Handling of complaints or enquiries about building management matters
- Application for building management-related support services and subsidies
- Procurement of third party risks insurance
- Appointment of an accountant to audit financial statements
- Reactivation of defunct or inactive management committees to handle building management matters
- Compliance with the order/notice/direction issued by the Buildings Department and/or the Fire Services Department
- Compliance with the Building Management Ordinance and relevant Codes of Practice, and adoption of the Best Practices on Building Management and the Checklist on Procedural Propriety on Building Management

4 Nature of Dispute(s)(may tick more than one box)

- Financial affairs Procurement arrangement Meeting procedures Building maintenance
- Complaint related to the provisions of the Building Management Ordinance
- Dispute among MC members** **Dispute between MC and owners**
- Others (Please specify: _____)

Please read the content overleaf and sign

Statement of Purpose in respect of Collection of Personal Data

1 Purpose of Collection

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

2 Classes of Transferees

The personal data provided by you in this form may be disclosed to other Government bureaux and departments, the Property Management Companies (PMCs) commissioned by the HAD, and other relevant persons and bodies for the purposes mentioned in paragraph 1 above.

3 Access to Personal Data

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 access to data includes the right to obtain a copy of your personal data provided in this form.

4 Enquiry

Enquiries concerning the personal data collected in this form, including requests for access and correction to data, should be directed to the HAD (Tel. No.: 2835 1573).

Points to Note

1. When filling in the application form, the applicant should refer to the application guide for details and relevant requirements. If an OC, despite having successfully applied for the Scheme, fails to comply with the requirements set out in the application form, the HAD reserves the right to disqualify the OC concerned and terminate the provision of services under the Scheme without giving any reason or bearing any liability to any person.
2. In assessing the applications, the HAD may request an applicant to submit other information or proof as necessary. If the applicant fails to provide sufficient information, the HAD will not provide the OC with the services of the Scheme.
3. The HAD reserves the right to make final decision on approving an application and that to refuse the approval without giving any reason or bearing any liability to any person.
4. Submission of an application form to the HAD / DO by the applicant does not guarantee that the application will be successful.
5. The PMCs commissioned by the HAD may share the information of the case (including the relevant documents) with the HAD or DOs for evaluation or statistical purpose.
6. The Scheme will NOT accept applications unrelated to disputes concerning the Building Management Ordinance (Cap. 344) (BMO), the Codes of Practice under the BMO or the Deed of Mutual Covenant of the building, or applications concerning water seepage.

Disclaimer

1. Under no circumstances shall HAD, DOs and the PMCs commissioned by the HAD be legally liable to the applicant or any other person in respect of the Scheme, or any advice or opinion given by the commissioned PMCs when providing services under the Scheme.
2. The advice or opinion given by the commissioned PMCs when providing services under the Scheme does not represent the viewpoint of the HAD or DOs.

Acknowledgement 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 and the Application Guide, and will 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 will be successful.
4. I consent that if the application is successful, the PMCs commissioned by the HAD may share the information of the case (including the relevant documents) with the HAD or DOs for evaluation or statistical purpose.
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 services of the Scheme subject to the said disclaimer.
6. I confirm that all information provided is true and correct.

Signature of the Applicant: _____ Date: _____