

# Notice of declarations (Sample)

Notice of declarations for \_\_\_\_\_  
(Name of procurement)  
of \_\_\_\_\_  
(Name of the owners' corporation or building)

In relation to the captioned procurement, the management committee (MC) / manager of the building\* has received the following tenders:

1. (Name of the tenderer)
- 2.

The following persons have made declarations of their personal interests and connections for the procurement:

<u>Assume particular office of the MC(if there is an MC)</u>	<u>Role</u>	<u>Declarations</u>
Yes	Chairperson of the management committee	Pecuniary interest in a tender submitted
No	Manager	Personal dealings with a member of the management committee; connections with a person who has submitted a tender
No	A person who is obliged to act in accordance with the directions of the manager	Pecuniary dealings with a member of the owners' committee

*(Add new rows if necessary)*

[\*If there is an MC:

In accordance with Para. 6(2) & 15(2) of Schedule 6B under the Building Management Ordinance, the following persons -

- (A) The Authority;
- (B) An authorized officer;
- (C) An owner;

- (D) The tenant's representative;
  - (E) A registered mortgagee; or
  - (F) Any person duly authorized in writing in that behalf by an owner or registered mortgagee,
- are permitted to inspect, at any reasonably time, any copies of the aforementioned declarations.]

[\*If there is no MC:

In accordance with Para. 28(2) of Schedule 7 under the Building Management Ordinance, the following persons –

- (A) An owner;
  - (B) A registered mortgagee; or
  - (C) Any person duly authorized in writing by an owner of registered mortgagee to conduct an inspection,
- are permitted to inspect, at any reasonably time, any copies of the aforementioned declarations.]

\*Delete where appropriate

Remarks: The management committee or manager must display the notice of the declaration in a prominent place in the building within 7 days after the date on which the declaration is made for 7 consecutive days.

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