



To: _____ District Office Case No. : _____
(Attn.: _____) (To be filled in by the Home Affairs Department)

Panel of Advisors on Building Management Disputes (Panel of Advisors) Application Form

Particulars of Applicant

Name of Applicant : _____ Gender : ☐ Male ☐ Female
Telephone No. : _____ Fax No. : _____
Correspondence Address : _____
Email Address : _____

Capacity : ☐ 1. Member of Management Committee of the Owners' Corporation (OC)/Owners' Committee (OComm)*
(Position: _____)
☐ 2. Owner
☐ 3. Tenant/Occupier*
☐ 4. Other residents' organisation
(Please specify: _____)

Particulars of Property

Name of Building/ Housing Estate : _____
Address of Building/ Housing Estate : _____
Residents' Organisation (if any) : OC/OComm/Other residents' organisation*
(Please specify) : _____
Name of Property Management Company (if any) : _____

Name(s) of person(s) in attendance in the process of receiving service from the Panel of Advisors' interview (if any).

1. _____ 2. _____

* Please delete as appropriate

☐ Please insert a "✓" where appropriate

Issue(s) under dispute

Please briefly describe the issue(s) under dispute and provide relevant supporting document(s) (if any).

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 the Home Affairs Department (HAD), District Offices (DOs) and relevant staff members only for the purposes of processing the application for and providing the Panel of Advisors' service and for evaluation or statistical purposes.

Classes of Transferees

2. The personal data provided by you in this form may be disclosed to other Government bureaux and departments, the parties concerned, the Convenor and Members of the Panel of Advisors appointed for the case and other relevant persons 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 access to 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 of data, should be directed to -
Executive Officer (4)1
Division IV, Home Affairs Department
31/F, Southorn Centre
130 Hennessy Road
Wan Chai, Hong Kong
Tel. No. : 2835 2127

Disclaimer of Liability

1. The HAD and DOs, relevant staff members, the Convenor and Members of the Panel of Advisors accept no liability or responsibility whatsoever for any inaccuracy, misrepresentation or omission in relation to the advice given, or for any claim, loss or damage occasioned by the result or procedures of the Panel of Advisors' service.
2. Information including communications and documents used, or the advice (if any) given by the Convenor and Members of the Panel of Advisors in the course of service provision shall not be presented as evidence in any future legal proceedings. The parties involved in the Panel of Advisors' service shall not call the HAD or DOs, relevant staff members, or the Convenor and Members of the Panel of Advisors as witness in any subsequent judicial proceedings.

Points to Note

1. The Panel of Advisors' service 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 a building, or applications concerning water seepage.

2. The duly completed application form, together with copies of the relevant documents (e.g. Deed of Mutual Covenant, land lease, management contract, service contract, agenda/minutes of meetings, and statutory orders of government departments), shall be submitted to the relevant DO of the building concerned during office hours. For enquiries on submission of the duly completed application form and the relevant documents, please contact the District Building Management Liaison Teams of the respective DOs:

Hong Kong

District	Address	Telephone
Central & 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

District	Address	Telephone
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

District	Address	Telephone
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, 38 Pui Shing Road, Hang Hau, Tseung Kwan O	3907 0135
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

District	Address	Telephone
Islands	1/F, Tung Chung Post Office Building, 6 Mei Tung	2109 4635

	Street, Tung Chung, Lantau Island	
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

- Applications without the requisite information and supporting documents will not be considered.
- The time and venue of interview are as follows:

Venue	Time
31/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong	To be arranged by the Secretary of the Panel of Advisors

- The HAD will notify the applicant of the date, time and venue of interview by phone/email. The duration of each interview will not exceed 45 minutes.
- The Convenor and Members of the Panel of Advisors on duty will only provide verbal advice to the applicant during the interview. Such verbal advice is for reference only and does not constitute legal advice. The Panel of Advisors will not provide written advice separately on the case or the issue(s) under dispute.
- The applicant meeting the Convenor and Members of the Panel of Advisors may be accompanied by a maximum of two other persons (i.e. a total of three persons).
- The applicant agrees and understands that under no circumstances shall the HAD be liable to the applicant or any other person for the advisory service provided by the Convenor and Members of the Panel of Advisors or any suggestions or advice given in the course of providing such service.
- The applicant agrees and understands that the advice given by the Convenor and Members of the Panel of Advisors during the interview does not represent the stance of the HAD.

Acknowledgement of Disclaimer by Applicant

- I understand the content and meaning of the above disclaimer and Points to Note, and agree to apply for and use the Panel of Advisors' service mentioned therein subject to the said disclaimer and Points to Note.
- I have read the Statement of Purpose in respect of Collection of Personal Data and confirm that any information and personal data are provided in accordance with the provisions and purposes stated therein on a voluntary basis.

3. I confirm that all information provided is true and correct.
4. I understand that the HAD has the final decision on whether to accept or decline an application and shall not be required to give any reasons for the decision and bear any liability to any person.

Date: _____ Applicant's signature: _____