

**BUILDING MANAGEMENT ORDINANCE**  
**APPOINTMENT OF CONVENOR OF**  
**A MEETING OF OWNERS UNDER SECTION 3(1)(c)**  
**(SAMPLE FORM)**

We, being the owners\*\* holding not less than 5% of the shares in aggregate of \_\_\_\_\_ (name and address of the building) erected on \_\_\_\_\_ (description of the lot), hereby appoint \_\_\_\_\_ (name of convenor) under section 3(1)(c) of the Building Management Ordinance to convene a meeting of owners to appoint a management committee.

Name of owner**/ Registered name and registration number of the company *	Property held (unit and address of building)	Number of shares held	Contact Telephone Number	Signature/ Company chop*

\* If the owner is a body corporate  
 \*\* If the flat is jointly owned by more than one person, all co-owners are required to sign on this 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.

Dated \_\_\_\_\_