



Case No.: _____ (to be filled in by HAD)

To : District Office
(Attn:)

**Building Management Dispute Resolution Service (BMDRS)
Collection of Data Form**

Particulars of Client

Party A (initiator) Party B

Name : _____ Sex : M F
Contact Tel. No. : _____ Fax No. : _____
Email Address : _____
Correspondence
Address : _____

Capacity : 1. Owner
 2. Representative of Property Management Company (PMC)
 3. Member of * Management Committee (MC) of Owners' Corporation (OC)/Owners' Committee (OComm)
(Position Held: _____)
 4. Others (Please specify: _____)

In the case of a member of an MC of an OC/OComm, authorisation shall be obtained from the MC/OComm to handle all matters regarding the BMDRS and to enter into a settlement agreement. The relevant minutes of the meeting duly stamped with the seal and chop of OC or OComm shall be enclosed herewith.

Particulars of Property

Name of Building/Housing Estate: _____
Address of Building/Housing Estate: _____
Residents' Organisation (if any): *OC/OComm/Others
(Please specify: _____)
PMC (if any): _____

Name of person(s) in attendance in the process of the BMDRS (if any)

1. _____ 2. _____

Statement of Purpose in respect of Collection of Personal Data

Purpose of Collection

1. The personal data provided by means of this form will be used by the Home Affairs Department (HAD) and District Offices (DOs) and relevant staff members for the sole purpose of processing application for, providing and evaluating or compiling statistics on the BMDRS.

Classes of Transferees

2. The personal data you provided by means of this form may be disclosed to other Government bureaux and departments, the parties concerned, the Convenor/Member and mediators appointed for the case, as well as other relevant persons and bodies for the purpose mentioned in paragraph 1 above.

Access to Personal Data

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

Enquiries

4. Enquiries concerning the personal data collection by means of this form, including access and correction, should be addressed to –

Executive Officer (4)1
Division 4, Home Affairs Department
31/F, Southorn Centre
130 Hennessy Road, Wanchai, Hong Kong
(Tel. No.: 2835 2127)

Disclaimer of Liability

1. HAD and DOs and relevant staff members, the Convenor/Member and/or mediators accept no liability or responsibility whatsoever for any inaccuracy, misrepresentation or omission in relation to opinion/assessment given, or for any claim, loss or damage occasioned by the result or procedures of the BMDRS.
2. Information including communications and documents disclosed, as well as opinion/assessment (if any) given by the Convenor/Member during the course of the BMDRS shall not be presented as evidence in any future legal proceedings. The parties shall not call the Convenor/Member, mediators, and HAD and DOs and relevant staff members as witness in any subsequent judicial proceedings. Upon completion of the BMDRS, unless both parties agree, the Convenor/Member, mediators, and HAD and DOs and relevant staff members shall not act for any party in any capacity, professional or otherwise.

Acknowledgement of Disclaimer by Applicant

1. I understand the content and meaning of the above disclaimer and agree to apply for and use the BMDRS mentioned therein subject to the said disclaimer.
2. I undertake to cooperate with HAD and DOs and relevant staff members, and the Convenor/Member/mediators appointed to handle the dispute upon request by any of the

above-mentioned bodies, the parties are willing to provide all information related to the case (including personal data) on the condition that the information provided is used solely for the specified case.

3. To protect the interests of all parties, I undertake to keep all matters and information related to and involved in the case in confidence and not to disclose any details of the BMDRS session to any unrelated parties, unless permitted and required by law.
4. 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 purpose stated therein on a voluntary basis.
5. I confirm that all information provided is true and correct.
6. I understand that HAD reserves the right to make the final decision on whether to accept or decline an application.
7. Completed forms shall be submitted to the concerned DOs. The address of each DO is as follows (Please specify on the envelope “Re: Building Management Dispute Resolution Service”) –

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, Kowloon	2621 3406
Kwun Tong	21/F, Millennium City 6, 392 Kwun Tong Road, Kwun Tong, Kowloon	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
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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, No. 38 Pui Shing Road, Hang Hau, Tseung Kwan O	3740 5293
Sha Tin	5/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 District	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

Date: _____

Signature: _____

Seal or chop of OC/Residents' Organisation/PMC (if applicable): _____