

Form of Appointment of the Convenor of an Owners' Meeting (Sample)

Appendix I

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

Application Form for an Exemption Certificate for obtaining a Free Copy of the Record of Owners (provided by the Home Affairs Department)

Appendix II

(Page 1 of 3)

_____ (Date)

To: The Government of Hong Kong Special Administrative Region
(via _____ District Office)

Application for an Exemption Certificate for obtaining a Free Copy of the Record of Owners

I, _____ (Name), hereby confirm that I am the owner of _____ (Name of the Building) and have been appointed to be the convenor of the meeting by the owner(s) of not less than 5% of the shares in aggregate (hereinafter referred to "the said owner(s)") as per section 3(1)(c) of the Building Management Ordinance for the purpose of incorporation of owners. Attached herewith please find a **photocopy** of the form of appointment of convenor of a meeting of owners as completed by the said owner(s)** in appointing me as the convenor for the meeting of owners to be held for formation of an owners' corporation (OC) for your reference. Details of the building are as follows:

Name of the building : (in English) _____
(in Chinese) _____

Address of the building : (in English) _____
(in Chinese) _____

I will soon convene an OC formation meeting in which a management committee will be appointed by the owners. To facilitate the formation of OC, I need to obtain the records of all owners in the building from the Land Registry and hereby apply for an Exemption Certificate in respect of the charge for the said records. If the application is approved, please give the Certificate to *me/ my representative. Following is the contact details of the person concerned:

Name : (in English) _____
(in Chinese) _____

Contact Tel. No. : _____

(Signature of the convenor of the meeting)

* Delete where inapplicable

** If the flat is jointly owned by more than one person, all co-owners are required to sign on the form of appointment of convenor of a meeting of owners under section 3(1)(c). 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.

_____ (Date)

To: The Government of Hong Kong Special Administrative Region
(via _____ District Office)

Undertaking Application for an Exemption Certificate for obtaining a Free Copy of the Record of Owners

Following the consent of the Government of Hong Kong Special Administrative Region to process my application for an Exemption Certificate in respect of the charge for the owners' records of the _____ (Name of Building), I, _____ (Name), being the convenor of the meeting of owners, hereby undertake to obtain relevant owners' records from the Land Registry and to convene an owners' meeting to appoint a management committee within 60 days after the approval of the application and the issue of the Certificate by _____ District Office. No matter whether an owners' corporation (OC) is formed, I shall return the records of all owners in the building to _____ District Office within the 60-day period.

I agree that the owners' records belong to the Government and undertake that the owners' records obtained from the Land Registry will not be used for any purpose other than the OC formation. I shall comply with the provisions of the Personal Data (Privacy) Ordinance in handling the owners' records. A copy of the deed of mutual covenant of the building is enclosed herewith for your reference.

(Signature of the convenor of the meeting)

Statement of Purposes in respect of Collection of Information

Purpose of Collection

1. The personal data you provided by means of this form will be used by the District Office concerned in processing your application for an Exemption Certificate for obtaining a free copy of the record of owners. The owners' records which you would obtain from the Land Registry will be solely used for the purpose of forming an Owners' Corporation under section 3 of the Building Management Ordinance.

Classes of Transferees

2. The personal data provided in this form may be disclosed to other Government bureaux, departments, and other relevant persons and bodies for the purposes mentioned in paragraph 1 above.

Access to Personal Data

3. You have the rights of access to and correction of your personal data as provided for in sections 18 and 22 and Principle 6 in Schedule 1 to the Personal Data (Privacy) Ordinance. The 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 collected by means of this form, including requests for access to and correction of data, should be directed to respective District Offices (Contact Person: _____; Telephone No.: _____).

_____ (Date)

To : The owners

Notice of an Owners' Meeting

of _____ (name of building)

at [_____] (address of building)

to be convened in accordance with section 3 of the Building Management Ordinance

Notice is hereby given pursuant to section 3 of the Building Management Ordinance (BMO) that a meeting of owners of the above-mentioned building will be held. Details are as follows –

Date :

Time :

Venue :

The meeting is convened for the purpose of forming an owners' corporation and appointing a management committee consisting of a chairman, a vice-chairman (subject to the passage of a resolution by owners on the establishment of the office), a secretary, a treasurer and other members in compliance with section 3 of the BMO. It will also discuss and pass the resolutions for the matters related to the incorporation of owners. The agenda of the meeting is as follows –

- (1) to resolve on the formation of an owners' corporation and the appointment of a management committee
- (2) to resolve on the number of members of the management committee
- (3) to resolve on the appointment of members of the management committee
- (4) to resolve on the establishment of the office of vice-chairman of the management committee
- (5) to resolve on the appointment of a chairman of the management committee
- (6) to resolve on the appointment of a vice-chairman of the management committee (subject to the passage of a resolution on the establishment of the office)
- (7) to resolve on the appointment of a secretary of the management committee
- (8) to resolve on the appointment of a treasurer of the management committee
- (9) to resolve on the registered address of the owners' corporation
- (10) any other business

You are cordially invited to attend the meeting. If you are unable to attend the meeting, you may appoint a proxy to attend and vote on your behalf. Appointment of proxy has to be made by using the enclosed instrument of proxy (i.e. proxy form), which is in the format specified by the BMO. The instrument of proxy is also available at _____ (details of location). The instrument of proxy duly signed by the owner(s) must be lodged with the convenor of the owners' meeting (address : _____) at least 48 hours before the time for the holding of the meeting.

Name of the meeting convenor :

Signature of the meeting convenor :

INSTRUMENT OF PROXY FOR MEETINGS OF OWNERS

Meeting of the owners of _____
(description of building)

I/We, _____ (name(s) of owner(s)), being the
owner(s) of _____
_____ (unit and address of building), hereby appoint
_____ (name of proxy) *[or failing him
_____ (name of alternative proxy)], as my/our proxy
to attend and vote on my/our behalf at the meeting of the owners of the building described above,
to be held on the _____ day of _____ *[and at any adjournment thereof].

Dated this _____ day of _____ .

(Signature of owner(s))

* Delete where inapplicable.

The format as shown in this instrument is the statutory one which is set out in the Building Management Ordinance (Form 1 in Schedule 1A). No alteration of the format is permitted.

Statement of Purposes in respect of Collection of Personal Data (Document attached to the Instrument of Proxy) (Sample)

Appendix V

(for reference only)

Purpose of Collection

1. This instrument is to be used by you to appoint a proxy to attend the owners' meeting of this building held for the purpose of forming an owners' corporation (OC) and appointing a management committee (MC). Your proxy will form the quorum and vote on your behalf at the meeting.
2. The convenor of the meeting may follow up on the personal data you provided in this instrument and, if necessary, will contact you for the purpose of verifying the validity of the appointment of your proxy.

Consent of your Proxy

3. You should obtain the consent of your proxy in using his/her personal data provided in this instrument, and provide your proxy with this statement, informing him/her of the purpose for collecting his/her personal data.

Classes of Transferees

4. The convenor of the meeting and/or the new OC and its MC may disclose the personal data you provided in this instrument to other owners of this building, and/or other relevant persons and bodies for the purposes mentioned in paragraph 2 above.

Access to Personal Data

5. You have the rights of access and correction to the personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance, Cap. 486. Your right of access includes the right to obtain a copy of your personal data provided in this instrument.

Enquiries

6. Enquiries concerning the personal data collected by means of this instrument, including requests for access to and correction of data, should be directed to the convenor of the meeting (Telephone Number : _____).

Acknowledgement Receipt of the Instrument of Proxy (Sample)

Appendix VI

_____ (Date)

To : #The owner(s) of/body corporate which owns Flat _____, Floor _____, Block _____

Meeting of the owners of

_____ (Name of Building)

(Date and time of the meeting:

_____ #a.m./p.m. on _____)

I hereby acknowledge receipt of the instrument of proxy lodged by you.

As the convenor of the meeting, I shall determine the validity of the instrument in accordance with section 3(10)(e)(ii) of the Building Management Ordinance.

Name of the convenor of the meeting :

Signature of the convenor of the meeting :

Delete where inapplicable.

List of Flats with Instruments of Proxy lodged (Sample)

Appendix VII

Meeting of the owners of

_____ (Name of Building)

Date :

Time :

Venue :

The owners of the flats listed below have lodged the instruments appointing proxies with the convenor of the meeting :

Flats		

Note :

- (1) The convenor of the meeting shall display a list of the flats whose owners have lodged the instruments of proxy (irrespective of validity) in a prominent place in the place of the meeting before the time for the holding of the meeting and cause the list to remain so displayed until the conclusion of the meeting.
- (2) Those flats whose instruments of proxy have been determined to be invalid by the convenor of the meeting are marked with a sign.

Application Form for Registration as an Owners' Corporation (provided by the Land Registry—L. R. 164) Appendix VIII

BUILDING MANAGEMENT ORDINANCE

(Section 7)

APPLICATION FOR REGISTRATION OF OWNERS AS A CORPORATION

Application is hereby made on behalf of the Management Committee appointed under Section *3/3A/4/40C of the Building Management Ordinance for registration of the owners of the under-mentioned building as a corporation, particulars of which are as follows:

* Delete whichever is not applicable.

(1) Name of the proposed Corporation

The Incorporated Owners of

(Description of building) ("Building")

(2) Name, if any, and Address of the Building:

(3) Address of the proposed Registered Office of the Corporation:

(4) Name and address of the Chairman and the Secretary of the Management Committee:

	Name	Address
Chairman		
Secretary		

2. The following documents are attached:

† Delete as appropriate.

†(1) Copy of Deed of Mutual Covenant dated and registered in the Land Registry by Memorial No.

†(2) Copy of Order of the Lands Tribunal dated in
No. of 20

†(3) Copy of Order of the Authority dated in
No. of 20

* Delete whichever is not applicable.

(4) Copy of Resolution or other document evidencing the appointment of the Management Committee certified as correct by the * Chairman/Secretary of the Management Committee/chairman of the meeting at which the resolution was passed.

(5) Declaration by the *Chairman/Secretary of the Management Committee that the provisions of Section *3/3A/4/40C and the relevant provisions in Section 5B have been complied with.

(6) Statements by the members of the Management Committee confirming that he/she does not fall within the description of paragraph 4(1)(a) or (b) of Schedule 2.[#]

[#] A member or an authorized representative of the body corporate who fails to lodge with the secretary of the management committee the statement within 21 days after the appointment shall cease to be such member or authorized representative

3. We have read the 'Personal Information Collection Statement' and fully understand it.

Dated this day of 20 .. .

.....
*Chairman of the
Management Committee*

.....
*Secretary of the
Management Committee*

To the Land Registrar,
Hong Kong.

Note: Application for registration of owners as a corporation must be made within 28 days of the appointment of the Management Committee. A separate filing fee, the amount of which being specified in the Building Management (Fees) Regulations (Cap. 344 sub. leg. A), is payable for each document attached to this application. For application sent in by post, please ensure that sufficient postage is paid to avoid unsuccessful delivery of application. Any underpaid mail will be handled by the Hongkong Post and the Land Registry will not settle the relevant surcharge payment for underpaid mail.

Personal Information Collection Statement (Applicable to the forms provided by the Land Registry)

Appendix IX

PERSONAL INFORMATION COLLECTION STATEMENT

1. Purpose of Collection

The personal data collected in this form will be used by the Land Registry for one/more of the following purposes:

- (a) to maintain a register of corporations, and permit any person to inspect at any reasonable time:
 - (i) the register to ascertain, in connection with the management of buildings, the particulars of a corporation entered in the register pursuant to the Building Management Ordinance (Cap. 344) (“BMO”); and
 - (ii) documents required to be submitted to the Land Registry under the BMO;
- (b) to provide a certified copy, copy or extract of the register or document required to be submitted to the Land Registry under the BMO;
- (c) to administer and enforce the relevant provisions in the BMO;
- (d) any other purposes as may be required, authorized or permitted by law; and
- (e) to facilitate communications.

You understand that the provision of personal data is obligatory for compliance with the BMO. If you fail to provide information as required in this form, the Land Registry will not be able to record/update the particulars in the register or documents mentioned in paragraph 1(a) above.

Please do NOT provide any personal data (including personal data relating to third parties) which are not specifically required to be submitted. Where information of any third party is included in this form or any document(s) filed in relation to it, the Land Registry will treat that you have obtained consent from such third party to disclose such information for the purposes above.

2. Classes of Transferees

You understand that the personal data provided in this form may be disclosed or transferred to:

- (a) other government departments, bureaux and relevant organizations for the purposes mentioned in paragraph 1 above; and
- (b) any person for the purposes mentioned in paragraphs 1(a) and (b) above.

3. Access to Personal Data

You understand that pursuant to Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap. 486) (“PDPO”), you have the right to request access to and correction of your personal data held by the Land Registry. Under the PDPO, the Land Registry is entitled to charge a fee to process the said request. Any such request shall be made to the Personal Data (Privacy) Officer of the Land Registry at 28th Floor, Queensway Government Offices, 66 Queensway, Hong Kong. (For enquiries on owners incorporation matters, please call our Customer Service Hotline at 3105 0000.)

Resolution on Appointment of the Management Committee and Members, Chairman, Vice-chairman, Secretary and Treasurer of the Management Committee (Sample—L. R. 167)

Appendix X

RESOLUTION

Building Management Ordinance

.....
(Name of Building)

* Delete if
inappropriate

At a meeting of the owners of the above-named building convened under and in accordance with *Section 3(1)()/3A(1)/4(1)/40C of the above Ordinance and held at (place of meeting) on at (date and time of meeting), at which the owners of shares were present or represented by proxy, it was resolved by the owners or their proxies of shares in the said building that a Management Committee be appointed.

It was also resolved by the owners at the above meeting:

- “(1) That the Management Committee consists of persons be appointed;
- (2) That the following owners be appointed as members of the Management Committee:

The Chairman/Vice Chairman must be one of the persons appointed as a member of the Management Committee

(3) That

be appointed as Chairman/Vice Chairman of the Management Committee;

The Secretary/Treasurer may but need not be one of the persons appointed as a member of the Management Committee

(4) That

be appointed as Secretary/Treasurer of the Management Committee.”

This should be certified as correct by the Chairman or Secretary of the Management Committee or by the Chairman of the Meeting at which the resolution was passed

Certified Correct

.....
(of the Management Committee)

Dated the day of

Note: This certified copy of Resolution should accompany the application made to the Land Registrar for registration of the owners as a corporation. For resolution sent in by post, please ensure that sufficient postage is paid to avoid unsuccessful delivery. Any underpaid mail will be handled by the Hongkong Post and the Land Registry will not settle the relevant surcharge payment for underpaid mail.

Declaration of Compliance with the Building Management Ordinance in the Appointment of the Management Committee (provided by the Land Registry—L. R. 161) Appendix XI

BUILDING MANAGEMENT ORDINANCE (Section 7(3)(d))

DECLARATION OF COMPLIANCE WITH THE PROVISIONS OF SECTION 3, 3A, 4 OR 40C AND THE RELEVANT PROVISIONS IN SECTION 5B

The Incorporated Owners of _____
(Name of proposed Corporation)

Insert the Chinese name as appearing in the Hong Kong Identity Card or other identity document. To be deleted if no Chinese name.

I, (English name) _____ (#Chinese name) _____,
of (address) _____,
**being an authorized representative of* _____ *(name of body corporate)*,
solemnly and sincerely declare that:

* Delete whichever is not applicable.

(1) *I am / The body corporate is the *Chairman/Secretary of the Management Committee of the above proposed Corporation appointed under Section *3/3A/4/40C of the Building Management Ordinance (“the Ordinance”).

* To be deleted if inappropriate.

(2) To the best of my knowledge and belief, the provisions of Sections *3/3A/4/40C and the relevant provisions in Section 5B of the Ordinance have been complied with.

(3) I have read the ‘Personal Information Collection Statement’ and fully understand it.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Ordinance.

Signature of Declarant : _____

Declared at _____ in

Hong Kong this _____ day of _____.

Before me,

(_____)
of District Office (_____) / Land Registry*
A Commissioner for Oaths

Note: This declaration should accompany the application made to the Land Registrar for registration of the proposed Corporation. For declaration sent in by post, please ensure that sufficient postage is paid to avoid unsuccessful delivery. Any underpaid mail will be handled by the Hongkong Post and the Land Registry will not settle the relevant surcharge payment for underpaid mail.

Statement of Eligibility (provided by the Land Registry—L. R. 175)

Appendix XII

Corporation No. : _____

BUILDING MANAGEMENT ORDINANCE

STATEMENT OF ELIGIBILITY UNDER PARAGRAPH 4(3) OF SCHEDULE 2

The Incorporated Owners of _____
(Name of Corporation)

Insert the name as appearing in the Hong Kong Identity Card or other identity document.

I, (#English name) _____ (*Chinese name) _____,

✧ To be deleted if no Chinese name.

of (address) _____,

* Delete whichever is not applicable.

**being an authorized representative of _____ (name of body corporate) _____,*

✕ To be deleted if inappropriate.

confirm that:

^ A member or an authorized representative of the body corporate who fails to lodge with the secretary of the management committee the statement within 21 days after the appointment shall cease to be such member or authorized representative.

(1) *I am / The body corporate is a member of the management committee^ of the above Corporation appointed under the Building Management Ordinance.

(2) For the purposes of paragraph 4(3) of Schedule 2 to the Building Management Ordinance, I

- (i) am not an undischarged bankrupt at the time of the appointment;
- (ii) have, within the previous 5 years, neither obtained a discharge in bankruptcy nor entered into a voluntary arrangement within the meaning of the Bankruptcy Ordinance (Cap. 6) with my creditors, in either case without paying the creditors in full; and
- (iii) have not, within the previous 5 years, been convicted of an offence in Hong Kong or any other place for which I have been sentenced to imprisonment, whether suspended or not, for a term exceeding 3 months without the option of a fine.

(3) I have read the 'Personal Information Collection Statement' and fully understand it.

I understand if I know, or reasonably ought to know, any information contained herein to be false in a material particular, I shall be guilty of an offence under section 36 of the Building Management Ordinance.

Dated this _____ day of _____ .

Signature of the above-named person : _____

Signature of Witness: _____
#Name: _____

Note: For statement sent in by post, please ensure that sufficient postage is paid to avoid unsuccessful delivery. Any underpaid mail will be handled by the Hongkong Post and the Land Registry will not settle the relevant surcharge payment for underpaid mail.

Confirmation on Lodgment of Statement (provided by the Land Registry—L. R. 171)

Appendix XIII

BUILDING MANAGEMENT ORDINANCE

CONFIRMATION ON LODGMENT OF STATEMENT UNDER PARAGRAPH 4(3) OF SCHEDULE 2

The Incorporated Owners of _____
(Name of Proposed Corporation)

Insert the Chinese name as appearing in the Hong Kong Identity Card or other identity document. To be deleted if no Chinese name.

I, (English name) _____ (*Chinese name) _____ ,

of (address) _____ ,

*being an authorized representative of _____ (name of body corporate) ,

* To be deleted if inappropriate.

* Delete whichever is not applicable.

confirm that for the purpose of the application referred to in sub-paragraph (ii) below:

+ A member or an authorized representative of the body corporate who fails to lodge with the secretary of the management committee the statement within 21 days after the appointment shall cease to be such member or authorized representative.

- (i) *I am / The body corporate is the secretary of the management committee of the above proposed Corporation appointed under paragraph 2(1)(c) of Schedule 2 to the Building Management Ordinance; and
- (ii) the statements by the members of the management committee *and (where a member is a body corporate) their authorized representatives⁺ and accompanying the application for the registration of the owners as a corporation under section 7(1) of the Ordinance have been lodged with me by virtue of paragraph 4(3) of Schedule 2 within 21 days of the appointment.

I have read the 'Personal Information Collection Statement' and fully understand it.

Dated this _____ day of _____ .

Signature: _____
Secretary of the Management Committee

To the Land Registrar,
Hong Kong.

Note: A copy of the confirmation duly signed by the secretary of the management committee should be presented to the Land Registry upon application for registration as a corporation. For confirmation sent in by post, please ensure that sufficient postage is paid to avoid unsuccessful delivery. Any underpaid mail will be handled by the Hongkong Post and the Land Registry will not settle the relevant surcharge payment for underpaid mail.

Address and Telephone Number of Home Affairs Enquiry Centres of the 18 District Offices

Appendix XIV

District	Address	Tel. No.
Hong Kong Island		
Central & Western	G/F., Harbour Building, 38 Pier Road, Central	2189 2819
Eastern	G/F., Eastern Law Courts Building, 29 Tai On Street, Sai Wan Ho	2886 6531
Southern	G/F., Ocean Court, 3 Aberdeen Praya Road, Aberdeen	2814 5720
Wan Chai	G/F., 2 O'Brien Road, Wan Chai	2575 2477
Kowloon		
Kowloon City	LG/F., Kowloon City Government Offices, 42 Bailey Street, Hung Hom	2621 3401
Kwun Tong	G/F., The Grande Building, 398 Kwun Tong Road, Kwun Tong	2342 3431
Sham Shui Po	G/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Sham Shui Po	2728 0781
Wong Tai Sin	Unit 201, 2/F., Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin	2322 9701
Yau Tsim Mong	G/F., Mong Kok Government Offices, 30 Luen Wan Street, Mong Kok	2399 2111
New Territories		
Islands	G/F., 22 San Hing Street, Cheung Chau	2981 1060
	G/F., Mui Wo Government Offices, 2 Ngan Kwong Wan Road, Mui Wo, Lantau Island	2984 7231
	1/F., Tung Chung Post Office Building, 6 Mei Tung Street, Tung Chung, Lantau Island	2109 4953
Kwai Tsing	2/F., Kwai Hing Government Offices Building, 166 - 174 Hing Fong Road, Kwai Chung	2425 4602
North	G/F., North District Government Offices, 3 Pik Fung Road, Fanling	2683 2913
Sai Kung	G/F., Sai Kung Tseung Kwan O Government Complex, 38 Pui Shing Road, Hang Hau, Tseung Kwan O	3740 5347
Sha Tin	G/F., Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin	2606 5456
Tai Po	G/F., Tai Po Government Offices Building, 1 Ting Kok Road, Tai Po	2654 1262
Tsuen Wan	1/F., Tsuen Wan Multi-Storey Carpark Building, 174 - 208 Castle Peak Road, Tsuen Wan	2492 5096
Tuen Mun	2/F., Tuen Mun Government Offices, 1 Tuen Hi Road, Tuen Mun	2451 1151
Yuen Long	G/F., Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long	2474 0324

Address of the 18 District Offices and Telephone Number of the District Building Management Liaison Teams

Appendix XV

(Page 1 of 2)

District	Address	Tel. No.
Hong Kong Island		
Central & Western	11/F., Harbour Building, 38 Pier Road, Central	2119 5010
	11/F., Kennedy Town Community Complex, 12 Rock Hill Street, Kennedy Town	
Eastern	1/F., Causeway Bay Community Centre, 7 Fook Yum Road, Causeway Bay	3427 3469
Southern	1/F., Ocean Court, 3 Aberdeen Praya Road, Aberdeen	2814 5763
	1/F., Stanley Municipal Services Building, 6 Stanley Market Road, Stanley (Stanley Sub-office)	
	2/F., Wah Kwai Community Centre, Wah Kwai Estate (Wah Kwai Sub-office)	
Wan Chai	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
	G/F., Fung Tak Estate Community Centre, 111 Fung Tak Road, Diamond Hill (Fung Tak Sub-office)	
	1/F., Wong Tai Sin Community Centre, 104 Ching Tak Street, Wong Tai Sin (Lower Wong Tai Sin Sub-office)	
	LG1, Lok Foon House, Tsz Lok Estate, Tsz Wan Shan (Tsz Wan Shan Sub-office)	
Yau Tsim Mong	1/F., Mong Kok Government Offices, 30 Luen Wan Street, Mong Kok	2399 2155

Appendix XV

(Page 2 of 2)

District	Address	Tel. No.
New Territories		
Islands	20/F., Harbour Building, 38 Pier Road, Central	2109 4635
	1/F., Tung Chung Post Office Building, 6 Mei Tung Street, Tung Chung, Lantau Island	
Kwai Tsing	5/F., Kwai Hing Government Offices Building, 166-174 Hing Fong Road, Kwai Chung, N.T.	2494 4543
	1/F., Cheung Fat Estate Community Centre, Cheung Fat Estate, 6 Tam Kon Shan Road, Tsing Yi (Tsing Yi Sub-office)	
North	3/F., North District Government Offices, 3 Pik Fung Road, Fanling	2675 1719
Sai Kung	6/F., Sai Kung Tseung Kwan O Government Complex (High Block), 38 Pui Shing Road, Hang Hau, Tseung Kwan O	3740 5351
Sha Tin	4/F., Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin	2158 5388
	Shop No. 1, G/F., Sunshine City Phase 4, 18 On Luk Street, Ma On Shan, Sha Tin (Ma On Shan Sub-office)	
Tai Po	2/F., Tai Po Government Offices Building, 1 Ting Kok Road, Tai Po	2654 1262
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
	Butterfly Bay Community Centre, Butterfly Estate, Tuen Mun (Butterfly / Wu King Sub-office)	
	Leung King Community Centre, Leung King Estate, Tuen Mun (Leung King Sub-office)	
Yuen Long	4/F., Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long	2470 1125

Address and Telephone Number of the Offices of the Land Registry

Appendix XVI

District(s)	Address	Tel. No.
Urban <ul style="list-style-type: none"> • Hong Kong • Kowloon • Islands 	Urban Owners Incorporation Unit Queensway Government Offices, 19/F., 66 Queensway, Hong Kong	3741 2278
<ul style="list-style-type: none"> • Tsuen Wan • Kwai Tsing • Tuen Mun 	Tsuen Wan Search Office Tsuen Wan Multi-storey Carpark Building, 11/F., 174-208 Castle Peak Road, Tsuen Wan, New Territories	2416 3505
Yuen Long	Yuen Long Search Office Yuen Long Government Offices and Tai Kiu Market, 7/F., 2 Kiu Lok Square, Yuen Long, N.T.	2475 0341
<ul style="list-style-type: none"> • Tai Po • Sha Tin • Sai Kung • North 	Tai Po Search Office Tai Po Complex, 4/F., 8 Heung Sze Wui Street, Tai Po, N.T.	2653 5859