

\_\_\_\_\_ (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 designated form of Land Registry 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 designated form of Land Registry. 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 Government of Hong Kong Special Administrative Region  
(via \_\_\_\_\_ District Office)

## **Application for Record of Owners provided by District Office**

I, \_\_\_\_\_ (Name), hereby confirm that I am the owner of \_\_\_\_\_ (Name of the Building) and the convenor of the meeting as appointed 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 designated form of Land Registry 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 now apply to \_\_\_\_\_ District Office for the records of all owners in the building. If the application is approved, please give the records 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 designated form of Land Registry. 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.

## Disclaimer

The District Office of the Home Affairs Department does not guarantee that the records of all owners in the building provided are updated. The requestor agrees that he/she will not hold the Government responsible for any loss or liabilities arising out of and in connection with the use of such information. The requestor also undertakes to ensure that such information is accurate, updated and used for the purposes mentioned above.

\_\_\_\_\_ (Date)  
To: The Government of Hong Kong Special Administrative Region  
(via \_\_\_\_\_ District Office)

**Undertaking**  
**Application for Record of Owners provided by District Office**

Following the consent of the Government of Hong Kong Special Administrative Region to process my application for the owners' records of the \_\_\_\_\_ (Name of Building), I, \_\_\_\_\_ (Name), being the convenor of the meeting of owners, hereby undertake, upon receiving the owners' records provided by \_\_\_\_\_ District Office, to convene an owners' meeting to appoint a management committee within 60 days. 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 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 the record of owners. The owners' records obtained from the District Office 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.: \_\_\_\_\_).