



HOME AFFAIRS DEPARTMENT  
民政事務總署

For Official Use Only 請勿填寫此欄

Application No. : FLA _____ -20 _____
Preliminary Appointment Details
Date : _____
Time : <input type="checkbox"/> DD <input type="checkbox"/> MM <input type="checkbox"/> YYYY
<input type="checkbox"/> 6:30pm – 7:15pm
<input type="checkbox"/> 7:30pm – 8:15pm
Venue : <input type="checkbox"/> WC <input type="checkbox"/> YTM

大廈管理免費法律諮詢服務申請表

FREE LEGAL ADVICE SERVICE ON BUILDING MANAGEMENT – APPLICATION FORM

Notes 註:

Applicants please read the information contained in pages 2 to 5 before filling in the application form. Please return the completed application form together with necessary documents as stated on point 2 of page 4 to respective District Office.

申請人在填寫申請表時，請先行參閱第二至第五頁的資料，請把填妥的申請表連同列於第三頁第二項內的所需文件交回所屬地區的民政事務處。

**PART A A 部份**

Name (Name in Chinese) (Name in English)  
申請人姓名：\_\_\_\_\_ (中文) \_\_\_\_\_ (英文)

HKID No. (Alphabetic prefix and first 3 numerical digits, e.g. A123) Tel  
香港身分證號碼：\_\_\_\_\_ (英文字母及首 3 個數目字，例：A123) 電話：\_\_\_\_\_

Address  
地址：\_\_\_\_\_

Name and Address of Building  
大廈名稱及地址：\_\_\_\_\_

Building Organization 大廈組織：

- Owners' Corporation 業主立案法團  Owners' Committee 業主委員會  Mutual Aid Committee 互助委員會
- Member of Management Committee/  
Executive Committee (Position Held)  Owner 業主  Tenant/Occupier  
管理委員會/執行委員會成員 \_\_\_\_\_ (請註明職位) 租客/佔用人

Confirmation 確認：

- I confirm that I have read and understood the Points to Note in this application form.  
本人確認已閱讀及明白此申請表格的注意事項。

Signed Date  
申請人簽署：\_\_\_\_\_ 日期：\_\_\_\_\_

**PART B B 部份**

擬會見之場地及時間 Intended Venue and Time :

1. 香港灣仔軒尼詩道 130 號修頓中心 31 樓會議室  
Meeting Room, 31/F., Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong

- 星期一 Monday  星期四 Thursday
- 第一節：下午 6 時 30 分至 7 時 15 分  
1<sup>st</sup> session : 6:30pm – 7:15pm  第二節：下午 7 時 30 分至 8 時 15 分  
2<sup>nd</sup> session : 7:30pm – 8:15pm

2. 九龍大角咀福全街 6 號市建一站通資源中心會議室  
Meeting Room, Urban Renewal Resource Centre, 6 Fuk Tsui Street, Tai Kok Tsui, Kowloon

- 星期二 Tuesday  星期五 Friday
- 第一節：下午 6 時 30 分至 7 時 15 分  
1<sup>st</sup> session : 6:30pm – 7:15pm  第二節：下午 7 時 30 分至 8 時 15 分  
2<sup>nd</sup> session : 7:30pm – 8:15pm

## Statement of Purpose

### Purpose of Collection

1. The personal data provided by means of this form will be used by the Home Affairs Department for the purpose of :  
“Processing the application for and providing the Free Legal Advice Service on Building Management.”

### Classes of Transferees

2. The personal data you provide by means of this form may be disclosed to the solicitor volunteer, Government branches, departments and other relevant persons and bodies for the purposes mentioned in paragraph 1 above.

### Access to Personal Data

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

### Enquiries

4. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to

Home Affairs Department  
31/F., Southorn Centre  
130 Hennessy Road, Wan Chai, Hong Kong  
(Tel.: 2835 2500) (Fax: 2147 0984)

## 目的說明

### 收集目的

1. 對於這份表格所提供的個人資料，民政事務總署會用作以下目的：  
【處理大廈管理免費法律諮詢服務之申請及提供該服務。】

### 資料轉移對象類別

2. 你在這份表格所提供的個人資料，可能會為上文第 1 段所述目的而向義務律師、政府各科、部門、以及其他有關人士和團體披露。

### 查閱個人資料

3. 根據《個人資料 (私穩) 條例》第 18 及 22 條，以及附表 1 第 6 原則的規定，你有權查閱及改正你的個人資料。你查閱資料的權利，包括有權索取你在這份表格所提供的個人資料的副本。

### 查詢

4. 如對這份表格所收集的個人資料有任何查詢，包括查閱及改正資料，可與本署職員聯絡：

香港灣仔軒尼詩道 130 號修頓中心 31 樓  
民政事務總署  
(電話: 2835 2500) (傳真: 2147 0984)

## 注意事項：

1. 如申請人在是次申請日期之前的三年內，已接受大廈管理免費法律諮詢服務，其申請將不獲受理。
2. 申請人須把填妥的申請表格，連同另紙書寫的個案背景和諮詢事項以及相關文件的副本(如大廈公契、地契、管理合約、服務合約、會議議程/紀錄、政府部門的法定命令等)於辦公時間內交回有關大廈所屬地區的民政事務處。如就遞交填妥的申請表格及相關文件有任何查詢，請聯絡各區民政事務處的地區大廈管理聯絡小組：

港島		
中西區	堅尼地城石山街 12 號堅尼地城社區綜合大樓 11 樓	2119 5010
東區	西灣河太安街 29 號東區法院大樓 11 樓	2886 6569
南區	香港仔海傍道 3 號逸港居 1 字樓	2814 5763
灣仔	灣仔軒尼詩道 130 號修頓中心 21 樓 2104 室	2835 1999

九龍		
九龍城	紅磡庇利街 42 號九龍城政府合署 7 樓	2621 3406
觀塘	觀塘觀塘道 392 號創紀之城 6 期 21 樓	2171 7465
深水埗	深水埗長沙灣道 303 號長沙灣政府合署 4 字樓	2150 8175
黃大仙	黃大仙龍翔道 138 號龍翔辦公大樓 6 樓	2324 1871
油尖旺	旺角聯運街 30 號旺角政府合署 1 樓	2399 2155

新界東		
北區	粉嶺璧峰路 3 號北區政府合署 3 樓	2675 1719
西貢	將軍澳坑口培成路 38 號西貢將軍澳政府綜合大樓 6 樓	3740 5351
沙田	沙田上禾輦路 1 號沙田政府合署 4 樓	2158 5388
大埔	大埔汀角路 1 號大埔政府合署 2 樓	2654 1262

新界西		
離島	中環統一碼頭道 38 號海港政府大樓 20 樓	2852 4318
葵青	葵涌興芳路 166-174 號葵興政府合署 5 樓	2494 4543
荃灣	荃灣青山公路荃灣段 174-208 號荃灣多層停車場大廈 1 樓	3515 5654
屯門	屯門屯喜路 1 號屯門政府合署 2 樓	2451 3466
元朗	元朗青山道 269 號元朗民政事務處大廈 4 樓	2470 1125

3. 如申請人遞交的資料及文件不足，民政事務總署將不能為申請人安排會見義務律師。
4. 會見義務律師的時間及地點如下：

地區	會見場地地址	預約會面時間
灣仔	灣仔軒尼詩道 130 號 修頓中心 31 樓會議室	逢星期一及星期四 (公眾假期除外) (第一節：下午 6 時 30 分至 7 時 15 分) (第二節：下午 7 時 30 分至 8 時 15 分)
油尖旺	九龍大角咀福全街 6 號 市建一站通資源中心 會議室	逢星期二及星期五 (公眾假期除外) (第一節：下午 6 時 30 分至 7 時 15 分) (第二節：下午 7 時 30 分至 8 時 15 分)

5. 本署將以書面通知成功之申請人會面的日期、時間及地點，每次會面時間不多於 45 分鐘。
6. 在下述情況下，申請將不會受理：
  - 申請人已獲法律援助署提供法律援助；
  - 申請人已聘請律師處理個案；
  - 申請人擬諮詢的問題已有同一大廈其他申請人提出；
  - 申請人在是次申請日期之前的三年內，已接受大廈管理免費法律諮詢服務；

- 申請人擬諮詢的問題曾在之前的申請提出。
7. 當值的義務律師通常於會面時向申請人提供口頭意見。惟義務律師有權拒絕提供任何服務或給予任何意見，而無須提供任何理由或解釋。
  8. 申請人最多可連同 3 人與義務律師會面。
  9. 申請人同意並明白民政事務總署在任何情況下也不須向申請人或其他人士承擔任何有關大廈管理免費法律諮詢服務之法律責任或任何在提供有關服務時給予之建議或意見之法律責任。
  10. 申請人同意並明白義務律師在會面中提供的意見不代表民政事務總署的立場。

### **Points to note:**

1. If the applicant has received the Free Legal Advice Service on Building Management in the preceding 3 years from the date of his/her present application, his/her application will not be entertained.
2. The applicant should complete and return the application form together with background information of the case and questions to ask on separate sheet as well as copies of the relevant documents (e.g., Deed of Mutual Covenant, land grant, management agreement, service contract, agenda/minutes of meeting, statutory orders from government departments, etc.) during office hours to respective District Office of the concerned building. For enquiries on returning the completed application form, please contact District Building Management Liaison Teams of respective District Offices :

<b>HONG KONG ISLAND</b>		
<b>Central &amp; Western</b>	11/F., Kennedy Town Community Complex, 12 Rockhill Street, Kennedy Town	2119 5010
<b>Eastern</b>	11/F., Eastern Law Courts Building, 29 Tai On Street, Sai Wan Ho	2886 6569
<b>Southern</b>	1/F., Ocean Court, 3 Aberdeen Praya Road, Aberdeen	2814 5763
<b>Wan Chai</b>	Room 2104, 21/F., Southorn Centre, 130 Hennessy Road, Wan Chai	2835 1999

<b>KOWLOON</b>		
<b>Kowloon City</b>	7/F., Kowloon City Government Offices, 42 Bailey Street, Hung Hom	2621 3406
<b>Kwun Tong</b>	21/F., Millennium City 6, 392 Kwun Tong Road, Kwun Tong	2171 7465
<b>Sham Shui Po</b>	4/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Sham Shui Po	2150 8175
<b>Wong Tai Sin</b>	6/F., Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin	2324 1871
<b>Yau Tsim Mong</b>	1/F., Mong Kok Government Offices, 30 Luen Wan Street, Mong Kok	2399 2155

<b>NEW TERRITORIES EAST</b>		
<b>North</b>	3/F., North District Government Offices, 3 Pik Fung Road, Fanling	2675 1719
<b>Sai Kung</b>	6/F., Sai Kung Tseung Kwan O Government Complex, 38 Pui Shing Road, Hang Hau, Tseung Kwan O	3740 5351
<b>Sha Tin</b>	4/F., Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin	2158 5388
<b>Tai Po</b>	2/F., Tai Po Government Offices Building, 1 Ting Kok Road, Tai Po	2654 1262

<b>NEW TERRITORIES WEST</b>		
<b>Islands</b>	20/F., Harbour Building, 38 Pier Road, Central	2852 4318
<b>Kwai Tsing</b>	5/F., Kwai Hing Government Offices Building, 166 – 174 Hing Fong Road, Kwai Chung	2494 4543
<b>Tsuen Wan</b>	1/F., Tsuen Wan Multi-Storey Carpark Building, 174 – 208 Castle	3515 5654

	Peak Road, Tsuen Wan	
<b>Tuen Mun</b>	2/F., Tuen Mun Government Offices, 1 Tuen Hi Road, Tuen Mun	2451 3466
<b>Yuen Long</b>	4/F., Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long	2470 1125

3. If the applicant fails to provide the requisite information and supporting documents, the Home Affairs Department would not be able to arrange for the appointment.
4. The time and venue for meeting with the solicitor volunteer are as follows :

District	Address	Time slots for appointment
Wan Chai	Meeting Room, 31/F., Southorn Centre, 130 Hennessy Road, Wan Chai	Monday and Thursday (except public holiday) (1 <sup>st</sup> session : 6:30pm – 7:15pm) (2 <sup>nd</sup> session : 7:30pm – 8:15pm)
Yau Tsim Mong	Meeting Room, Urban Renewal Resource Centre, 6 Fuk Tsun Street, Tai Kok Tsui, Kowloon	Tuesday and Friday (except public holiday) (1 <sup>st</sup> session : 6:30pm – 7:15pm) (2 <sup>nd</sup> session : 7:30pm – 8:15pm)

5. The successful applicant will be informed of the date, time and place of appointment in writing. The duration of each interview would not be more than 45 minutes.
6. Applications will not be entertained under the following circumstances:
  - the applicant has been granted legal aid by the Legal Aid Department;
  - the applicant has engaged legal professional(s) to deal with the case;
  - the questions intended for advice have been made by another applicant from the same building ;
  - the applicant has received the Free Legal Advice Service on Building Management in the preceding 3 years from the date of his/her present application ; and
  - the questions intended for advice have been made by the applicant in his/her previous application(s).
7. The solicitor volunteer will normally give verbal advice to the applicant at the interview. However, the solicitor volunteer may refuse to provide any service or render any advice without providing any reason or explanation.
8. The applicant can nominate no more than 3 persons to attend the interview with him/her.
9. The applicant agrees and understands that under no circumstances shall the Home Affairs Department be liable to the applicant or any other person in respect of the Free Legal Advice Service on Building Management or any advice or opinion given pursuant to the said service.
10. The applicant agrees and understands that the advice given by the solicitor volunteer does not represent the viewpoint of the Home Affairs Department.