

Common Area Repair Works Subsidy

For Owners' Corporation / Owners' Representative

(This application form is not applicable to individual flat owner)

**Please read the Application Notes for
'Common Area Repair Works Subsidy' AN2 before
completion of this application form.**

Enquiry

31881188

Please complete the application form and return by hand or
by post to Unit 1001, 10/F, Tower 2, Cheung Sha Wan Plaza,
833 Cheung Sha Wan Road, Kowloon with the required documents.



市區重建局
URBAN RENEWAL
AUTHORITY



如欲索取本申請表的中文版，
請致電 **3188 1188** 尋求協助。

Effective from 1 July 2015

Part 1: Information of the Property1. Building Name &
address

2. Date of Occupation permit of Building: _____

Building Age: _____ years

3. Type of building* : ☐ Residential Total No. of residential units : _____☐ Composite (For residential Total No. of commercial units: _____

and commercial use) Total No. of units : _____

(refer to Occupation Permit)

Average Ratable Value of Residential Units : _____

Part 2: Information of Owners' Corporation / Owners' representatives

4. Name of Owners' Corporation (OC): _____

Name of Owners' Representatives(2 or above)(applicable to building without OC):

5. Information of contacts:

Correspondence address(es):	
Name of contact person(s):	
Contact No(s):	
Fax. No(s):	

6. Details of the Management Committee members (applicable to building with OC) :

Position	Name	Sex	Address	Contact No.
Chairman				
Vice-chairman (if any)				
Secretary				
Treasurer				

Total number of the Management Committee members registered in the Land Registry: _____.

Details of the Owners' representatives (applicable to building without OC) :

Name	Sex	Address	Contact No.

For building without OC (except building with single ownership), the URA may consider the application submitted by Owners' representatives provided that consensuses are obtained from all owners or provisions in the Deed of Mutual Covenant regarding repair works for the building common parts are complied with. (building with single ownership is not eligible)

*Please put "✓" in the appropriate ☐

7. Name of property management company (if any) : _____
Contact person: _____ Contact No.: _____

Part 3: Scope of works / works items for this application

8. Whether “Statutory Notice on Mandatory Building Inspection Scheme” or “Statutory Order” / “Advisory Letter” in respect of the common parts of the building received from the Buildings Department or other Government Department?*

“Statutory Notice on Mandatory Building Inspection Scheme” :

- ☐ Yes, the prescribed inspection was completed and prescribed repair is required
- ☐ Yes, the prescribed inspection not yet completed
- ☐ No

“Statutory Order” : ☐ Yes ☐ No

“Advisory Letter” : ☐ Yes ☐ No

9. Whether the OC / Owners’ Representatives has appointed Consultant or Authorized Person* ? ☐ Yes ☐ No

10. Proposed repair and maintenance works item to **common areas** of the building:
(The works item should be resolved in Owners’ meeting.)

10.1 Brief list of the required repair works item* :

Repair and maintenance works in common areas of the building relating to building safety, sanitary or environmental friendly facilities:

- ☐ Repair of building structure
- ☐ Repair of waterproofing membranes at rooftop and flat roof
- ☐ Repair of external walls & internal common areas of the building
- ☐ Repair or replacement of fresh and flush water supply system
- ☐ Repair or replacement of defective windows
- ☐ Provision, improvement or repair of common water tank
- ☐ Repair or improvement of fire safety constructions
- ☐ Repair or improvement of fire services installations
- ☐ Removal of unauthorized building works
- ☐ Repair or replacement of metal works/carpentry
- ☐ Repair and maintenance works for slope or retaining wall
- ☐ Provision, improvement or repair of security system
- ☐ Installation of green/ environmental friendly works or facilities
- ☐ Improvement of building services, sanitary facilities/drainage system
- ☐ Provision, improvement or repair of barrier free access facilities

Other (Please specify) _____

10.2 Whether the above works item had been carried out or completed in the past 5 years* ?

☐ No ☐ Yes (Please specify) _____

*Please put “✓” in the appropriate ☐

Part 4: Joint application (applicable to a single building with more than one OC)

11. Is this application form submitted together with another OC*? (Applicable to a single building with more than one OC, each OC should individually complete the application form.)

☐ No ☐ Yes (Please specify the name of the related OC) _____

Part 5: Building maintenance record and declaration of other scheme applied (if applicable)

12. Whether the OC has applied for the “Mandatory Building Inspection Subsidy Scheme” to carry out the prescribed inspection?*

☐ Yes Application No : _____ ☐ No

13. Whether the OC has applied or going to apply for other fund/funding scheme implemented by the Government to improve the common areas or common facilities of the building such as the Buildings Energy Efficiency Funding Scheme/ China Light and Power Eco Building Fund or HK Electric Smart Power Fund?* (including all pending for approval or approved application)

☐ No

☐ Yes, please specify the name of the scheme: _____

Application date: _____

Part 6: Declaration and authorization

Please read carefully before signature

We certify that all information and supporting documents provided above are true and accurate. We also understand and agree to abide by the terms and conditions, requirements and the notes as stated in the “Application Notes for Common Area Repair Works Subsidy”. In addition, we consent that this application may be processed and approved by the Urban Renewal Authority (URA). We shall immediately notify in writing the URA, of any changes in the information and documents provided during the processing period.

Furthermore, we agree to provide necessary information as required by the URA. We consent to, agree and irrevocably authorize the URA to verify with, obtain from, or disclose to, any relevant Government Departments/organizations/relevant persons or companies the personal data or record provided by us, as the URA may consider necessary for the purpose of vetting this application and processing the release of grant.

Name of OC/2 Owners’ representatives or above (applicable to building without OC) :

Signature of OC/2 Owner’s representatives or above (applicable to building without OC) :

(signed by the member authorized by the OC/Owners’ representatives)

Chop of OC : _____ Date : _____

OC/Owners’ representatives has/have submitted the following supporting documents together with the application form:*

Application for “Common Area Repair Works Subsidy” :-

- ☐ Copy of agenda and minutes of owners’ meeting (OM) with resolution passed in applying for “Common Area Repair Works Subsidy” and authorization of their representative to sign on the relevant documents.
- ☐ Copy of agenda and minutes of the owners’ meeting (OM) with resolution passed in applying for “Common Area Repair Works Subsidy” and authorization of at least two representatives to sign on the relevant documents (applicable to building without OC)

Other supporting documents :-

- ☐ Copy of agenda and minutes of meeting of the OM with resolution passed on the proposed repair works item
- ☐ Copy of the occupation permit and the Deed of Mutual Covenant (DMC) of the building
- ☐ Copy of OC Registration Certificate (applicable to building with OC)
- ☐ The search record from the Land Registry of any unit of the building under application
- ☐ Written legal advice confirming that the consensus from all owners was obtained in applying for “Common Area Repair Works Subsidy” and that co-ordination of maintenance works was resolved in compliance with the provisions of the DMC or statutory requirements. (applicable to building without OC and without 100% consensus from all owners)
- ☐ “Statutory Notice on Mandatory Building Inspection Scheme” or “Statutory Order” / “Advisory Letter” issued by the Buildings Department or other Government Department

Attention: (1) Please countersign the parts with alteration.
(2) Any intentional misrepresentation or omission of information may result in the application being rejected. The Applicant should note that obtaining pecuniary advantage by deception is a criminal offence.

*Please put “✓” in the appropriate ☐

Information disclosed to public

To promote "Integrated Building Maintenance Assistance Scheme "(the Scheme), the applicant agreed with the URA that on one hand the URA can disclose the information of the buildings and the related repair works under application, such as the names of buildings and OCs participating the Scheme, application status, particulars of the buildings, the repair works items, the names of the appointed consultants/APs/RGBCs, etc, and publish the information in promotional documents; on the other hand, the applicant shall also provide assistance to the URA to cope with their promotional activities.

Notes on Collection of Personal Data and Information of OC, Building and Repair Works

Purpose of Collection of Personal Data and Information of OC, Building and Repair Works

The Personal data and information of OC, building and repair works provided by the applicants will be used for the following purposes:

- a. assessing applicant's eligibility for the "Integrated Building Maintenance Assistance Scheme" and other related purposes; or
- b. promoting and implementing the Scheme and providing information and services in relation to the Scheme; or
- c. research relating to "Integrated Building Maintenance Assistance Scheme"; or
- d. research relating to building repair in Hong Kong.

The provision of personal data and information of OC, building and repair works to the URA is on a voluntary basis. If the applicant does not provide sufficient information, the URA may not be able to process the application, and this may result in rejection of the application. Please ensure that the information provided is accurate and true. If there are any changes in the information provided, please notify the URA in writing immediately.

Transfer of Personal Data and information of OC, building and repair works and the Categories of Assignees

The personal data and the information of OC, building and repair works provided by applicants will be made available to appropriate persons of the URA on a need-to-know basis. Apart from this, the information may be disclosed to the parties listed below:

- a. Third parties that provide service relating to the "Integrated Building Maintenance Assistance Scheme"; or
- b. Government Departments, such as the Development Bureau, Transport and Housing Bureau and the Independent Commission Against Corruption (ICAC) etc; or
- c. Professional institutions, academic bodies and public organizations; or
- d. Persons/ organizations the disclosure to whom is authorized by or consented to by the applicants; or
- e. For personal data, persons/organizations the disclosure to whom is authorized or required in accordance with the Personal Data (Privacy) Ordinance.

Access to personal data

Applicant has the right of access to and correction of their personal data. The right of access includes the right to obtain a copy of the personal data subject to payment of a fee.

Enquiry

Enquiries concerning the personal data collected by the URA and the request for access and correction should be addressed to:

General Manager (Building Rehabilitation)

Urban Renewal Authority

Unit 1001, 10/F, Tower 2, Cheung Sha Wan Plaza, 833 Cheung Sha Wan Road, Kowloon

Tel: 2588 2333

Fax: 2588 2542

Attention:

- (1) The URA is public body under the regulation of the ICAC and the Ombudsman.
- (2) The URA is public body under the "Prevention of Bribery Ordinance". All the staff members of the URA are subject to the said Ordinance and are not allowed to solicit and accept any forms of advantages from customer, contractor, supplier or any person. For the appointment of professional consultant and building contractor for building repair works, staff of the URA would only provide OC with general guidance and are prohibited from taking part in any form of introducing and influencing the selection of professional consultant and building contractor that might affect the decision of OC.
- (3) The application form and these Notes are not legally binding on the URA. The URA is not liable to any person for any loss or damages which may be incurred or sustained by relying on any information contained in the application form.
- (4) The URA reserves the right to amend the above contents at any time without prior notification. Please refer to Building Rehab Info Net (www.buildingrehab.org.hk) for the latest version; or contact Integrated Building Maintenance Assistance Schemes Hotline at 3188 1188 or visit URA offices.