Application Form

Smart Tender
Building Rehabilitation Facilitating Services (Pilot Scheme)

Enquiry 3188 1188

[Building Rehab Info Net]
www.buildingrehab.org.hk

- Please read the Application Notes before completion of this application form
- Please return the completed application form 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

如欲索取中文版，请致电3188 1188。
# APPLICATION FORM

## Part 1: Information of Building / Estate for Application

**Attention:**
1. Please read the application note of "Smart Tender - Building Rehabilitation Facilitating Services (Pilot Scheme)" before completion of this form.
2. Part 1 covers the general information about the building / estate under the application, whereas Part 2 covers the detail information of individual building blocks. Applicants are required to complete both Part 1 & 2 for submission.
3. Please tick "☐" if appropriate

### (I) Basic Information of Building / Estate

#### (A) Building Name and Address for Application (Refer to “Deed of Mutual Covenant”)

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<th>Name</th>
<th>Address</th>
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(Please refer to Item 4 stated in the application note for details. For joint application, please duplicate this part by your own if the above space is insufficient.)

#### (B) Number of Owners’ Organization (OO) for Application

(If only **ONE** owners’ organization is involved of your application, please skip to Item (III) of Part 1 in application form.)

#### (C) Whether joint application is made by multiple OOs?

Whether the engagement of same Authorized Person (AP) / Registered Inspector (RI) and same Registered General Contractor (RGBC) are proposed for the building rehabilitation works under joint application by multiple OOs?

- ☐ Yes  ☐ No

#### (D) Year Built for the Building / Estate (Refer to Occupation Permit)

#### (E) Whether any statutory order(s) or direction(s) issued by Government Department(s) has yet to comply?

- ☐ Yes  ☐ No

(If yes, please specify:)
- ☐ Statutory Order under Section 26 of Cap. 123 Buildings Ordinance (Dangerous Buildings)
- ☐ Statutory Order under Section 26A of Cap. 123 Buildings Ordinance (Defective Buildings)
- ☐ Statutory Order under Section 28 of Cap. 123 Buildings Ordinance (Drainage)
- ☐ Statutory Notice under Mandatory Buildings Inspection Scheme (MBIS)
- ☐ Fire Safety Direction Notice issued by Fire Services Department and Buildings Department
- ☐ Others: _____________________________
(II) **Key Contact Person (Either member of OO or Representative of Building Management Company)**

(A) Name :

(B) Correspondence Address :

(C) Contact Number : Fax Number :

(D) Email Address :

(III) **Proposed Works Item to Common Area of the building / estate (More than 1 option is allowed)**

- [ ] Repair of defective building structure
- [ ] Repair or replacement of external walls & internal common areas of the building
- [ ] Repair or replacement of defective windows
- [ ] Repair or improvement of fire safety constructions
- [ ] Removal of unauthorized building works
- [ ] Installation of green / environmental friendly works or facilities, e.g.__________
- [ ] Provision, improvement or repair of barrier free access facilitates
- [ ] Repair or replacement of metal works / carpentry
- [ ] Installation of green / environmental friendly works / facilities, e.g.__________
- [ ] Provision, improvement or repair of security system
- [ ] Improvement of building services, sanitary facilities / drainage system
- [ ] Others (Please specify:___________________________)

(IV) **Which of the following common area is involved of the proposed works items being selected in Item (III) above? (More than 1 option is allowed)**

- [ ] Domestic area
- [ ] Non-domestic area e.g.__________
- [ ] Others (Please specify:___________________________)

(V) **Total number of page (Part 1 and Part 2) : Page(s)**

Part 1 : ________ page(s) Part 2 : ________ page(s)
Part 2: Detail Information of Individual Building

Attention: (1) For joint application with multiple OO’s, Part 2 shall be separately completed by individual OO. Please duplicate Page 3 to 5 by your own if not sufficient space is available
(2) *Please delete as appropriate

(I) Individual Building (Refer to “Deed of Mutual Covenant”)

(A) Building Name and Address
   Building Name: ____________________________
   Building Address: ____________________________

(B) Average annual rateable value for domestic units : $________

(C) Building Type
   ☐ Domestic  ☐ Composite (Residential & Commercial)

(D) Year Built and Building Age
   (Subject to Occupation Permit)
   Year Built : ________(DD) ________(MM) ________(YYYY)
   Building Age : ____________________________

   Domestics: Non-domestics: Total No.:
   ________  ________  ________

(E) No. of unit
   (Subject to Occupation Permit)
   Domestic: ________ Non-domestic: ________ Total No.: ________

(F) Whether AP / RI has been appointed?
   ☐ No  ☐ Yes (Appointment date: ________)

(G) Whether RGBC has been appointed?
   ☐ No  ☐ Yes (Appointment date: ________)

(H) Whether any statutory order(s) or direction(s) issued by Government Department(s) has yet to comply?
   ☐ Yes  ☐ No
   (If yes, please specify :)
   ☐ Statutory Order under Section 26 of Cap. 123 Buildings Ordinance (Dangerous Buildings)
   ☐ Statutory Order under Section 26A of Cap. 123 Buildings Ordinance (Defective Buildings)
   ☐ Statutory Order under Section 28 of Cap. 123 Buildings Ordinance (Drainage)
   ☐ Statutory Notice under Mandatory Buildings Inspection Scheme (MBIS)
   ☐ Fire Safety Direction issued by Fire Services Department and Buildings Department
   ☐ Others : ____________________________________________

(II) Information of Owners’ Organization (OO)

(A) Name of OO : ____________________________

(B) Name of Representative : ____________________________ Position : ____________________________

(C) Correspondence Address : ____________________________

(D) Contact Number : ____________________________ Fax Number: ____________________________

(E) Email Address : ____________________________

(F) No. of OO’s members : ____________________________
(III) Information of Contacts

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Gender*</th>
<th>Contact No.</th>
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<tbody>
<tr>
<td>(1) Chairman</td>
<td></td>
<td>M/F</td>
<td></td>
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<td>(2) Vice-Chairman (If any)</td>
<td></td>
<td>M/F</td>
<td></td>
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<tr>
<td>(3) Secretary (OO's member / non-member*)</td>
<td></td>
<td>M/F</td>
<td></td>
</tr>
<tr>
<td>(4) Treasurer (OO's member / non-member*)</td>
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<td>M/F</td>
<td></td>
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</tbody>
</table>

(Please provide the correspondence address if it is different from registered address of OO as stated above)

(IV) Information of Building Management Company (If appropriate)

(A) Name of Building Management Company : ______________________________

(B) Name of Representative : ____________________________ Position: ____________

(C) Correspondence Address : ______________________________

(D) Contact Number : __________________ Fax Number: ________________

(E) Email Address : ______________________________

(V) Other Subsidy Scheme relating to Building Rehabilitation Works

Whether OO has carried out the building rehabilitation works through other subsidy scheme(s) which is/are launched either by Government Department, Urban Renewal Authority and other organizations? E.g. “Operation Building Bright (OBB)”, “Mandatory Building Inspection Subsidized Scheme (MBISS)” and “Integrated Building Maintenance Assistance Scheme (IBMAS)”.

☐ No ☐ Yes (If yes, please complete the following fields: )

(a) Please specify the name of the subsidy scheme(s) that OO has already joined:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

(b) Whether building rehabilitation works has commenced? ☐ Yes ☐ No

(c) Whether the building rehabilitation works has completed? ☐ Yes ☐ No
(VI) Declaration and Authorization

(1) I / We am/are appointed to sign the documents under this scheme with valid authorization through the resolution by Owners’ General Meeting

(2) I / We am/are declare that all information and supporting documents for the information provided in this Form are true and accurate.

(3) I / We understand and agree to abide by the terms and conditions, requirements and the notes as stated in the “Application Note for “Smart Tender – Building Rehabilitation Facilitating Scheme (Pilot Scheme).

(4) I / We shall immediately notify in writing the URA, of any changes in the information and documents provided during the processing period.

(5) I/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 building information or record provided by us, as the URA may consider necessary for the purpose of vetting this application.

(6) For publicity purpose, I/we agree that the URA release the building name, including the name of OO) to public through various promotional channels and reading materials. In addition, I/we, unconditionally, agree to provide necessary additional building information to the URA for any publicity activities.

(7) I/We agree that the building information is used for the following purposes:
   - Process and review the application under this pilot scheme;
   - Disclose the building information to Government Departments or organizations for publicity of other scheme relating to building rehabilitation works;
   - Disclose the building information to third parties which deliver service under this pilot scheme;
   - Promote or implement this pilot scheme or provide building information under this scheme and service;
   - Marketing research relating to this pilot scheme;
   - Study for reviewing existing building condition and repair works in Hong Kong.

(8) All information and liability are subject to service agreements signed between Owners’ Organization, URA and Independent Building Professional.

Name of Owners’ Organization :

Name of Representative :

(Copy of meeting minutes of Owners’ General Meeting is required to produce as a supporting document)

Signature of Representative :

(Owners’ Organization’s chop)

(The name of Owners’ Organization shown on the chop must be matched with the name being printed on the official document, e.g. IO certificate)

Date :
(VII) Others

(A) Important Notes

(1) If there is an alteration in the application form, please cross it out with the confirmation by signature.

(2) The URA is public body under regulation of the ICAC and the Ombudsman.

(3) The URA is public body under “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 by applicant for building repair works, staff of the URA would only provide OO 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 OO.

(4) 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.

(5) The URA reserves the right to amend the above contents at any time without prior notification. Please refer to URA official website (www.ura.org.hk) or Building Rehab Info Net (www.buildingrehab.org.hk) for the latest version.

(B) Notes on Collection of data relating to Owners’ Organization and Building information

(1) The building information provided by the applicant shall be used for URA’s assessment of application, publicity, study and research and other purposes as related. The building information is provided on a voluntary basis. However, if the applicant fails to provide sufficient information as required, the application may be declined as URA cannot make further assessment.

(2) If necessary, URA will release the building information provided by the applicant, to Government Departments (e.g. Development Bureau, Transport and Housing Bureau, the ICAC and the Land Registry, etc.) or other organizations / third parties (such as professional institutes and academic groups, etc.) for the purpose stated in the item 7 under Part 6 (VI).

(3) URA will ensure the compliance of Personal Data (Privacy) Ordinance for handling of relevant personal data or information.

(4) Please request in writing to URA should you have any correction and access to personal data after the application has been submitted.

(5) 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.

(6) 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