市區重建局
URBAN RENEWAL AUTHORITY

Guide to filling in Application Form
"Integrated Building Rehabilitation Subsidy Schemes"
(Applicable to repair works for common areas of the building / estate to be organised by Owners' Corporation / Owners' organisation / Representatives of all owners)

01	**Integrated Building Rehabilitation Assistance Scheme** Integrated Building Rehabilitation Assistance Scheme **Application Form** (Applicable to Owners' Corporation / Owners' Organisation / Representatives of all owners to apply for the schemes below) **Building Drainage System Repair Subsidy Scheme** **Common Area Repair Works Subsidy** **Smart Tender** Building Rehabilitation Facilitating Services **Mandatory Building Inspection Subsidy Scheme** Please read the respective Application Notes before completing this Application Form. Please submit the completed Application Form with the required documents by hand or by post to the URA office listed at Annex II of this Application Form.	Welcome to the "Building Rehabilitation Platform" website, this guide will take you step-by-step through the process of filling in the application form of "Integrated Building Rehabilitation Assistance Scheme" (IBRAS) which is applicable to Owners' Corporation / Owners' Organisation / Representatives of all owners to apply for the schemes below. Under the IBRAS, there are totally four schemes applicable to building / estate common area repair works, which include "Building Drainage System Repair Subsidy Scheme", "Common Area Repair Works Subsidy", "Smart Tender" Building Rehabilitation Facilitating Services, and "Mandatory Building Inspection Subsidy Scheme". Prior to making application for the captioned schemes, resolutions on the application for subsidy / assistance scheme(s) shall be passed at the Owners' General Meeting for joining the scheme(s) and for authorizing representatives to sign the relevant documents. Please read the respective Application Notes before completing Application Form.

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02

Urban Renewal Authority
Integrated Building Rehabilitation Assistance Scheme

For official use only
Application No. :
Application Form Submission Date and Time:

Application Form

(Applicable to repair works for common area of the building / estate to be organised by owners' organisations / all owners collectively) (Not applicable to individual owners applying for subsidy)

Points to Note:
(1) **Before filling this Application Form,** please refer to the Application Notes of relevant schemes and the "Overview of Integrated Building Rehabilitation Assistance Scheme" on Page 5, Section 4 of this Application Form to select the appropriate subsidy / assistance items.
(2) **In the case where there are more than one Deed of Mutual Covenant (DMC) for the same building / estate, each applicant involved shall complete and submit a separate Application Form for the building / estate.**
(3) Please tick ("√") the appropriate boxes ("☐").

Section 1: Information of Building / Estate

(1) Building / Estate Name and Address

Building / Estate Name

Street / Road No. | Name of Street / Road

District | ☐ Hong Kong / ☐ Kowloon / ☐ New Territories

(2) Building Type : ☐ Private Residential ☐ Composite (Residential and Commercial)

(3) Building Age : ☐ Less than 30 years ☐ 30 years - 39 years ☐ 40 years - 49 years ☐ 50 years or above

Section 2: Type of Owners' Organisation and Information of Representatives

(4) Type of Owners' Organisation and Applicant's Representatives

(A) Owners' Corporation (OC) has been formed Note 1 OC Formation Date: _____ (DD/MM/YY)

☐ At least two members of Management Committee whose authorisation have been resolved at a general meeting of owners (collectively referred to as: "Applicant's Representatives")

☐ Manager appointed under the Deed of Mutual Covenant of the building (DMC) ("Manager") Note 3 whose authorisation has been resolved at a general meeting of owners ("Applicant's Representatives")

(B) No Owners' Organisation has been formed Note 2

☐ At least two authorised members of the Owners' Committee formed under the DMC (collectively referred to as "Applicant's Representatives")

☐ Manager appointed under Building Management Ordinance (BMO) (Cap.344) and the DMC Note 3 ("Applicant's Representatives")

☐ At least two authorised members of the Owners' Committee formed under the DMC of the building, and Manager appointed under the BMO (Cap.344) and DMC Note 3 ("Applicant's Representatives")

☐ At least two owners authorised by all owners of the building ("Applicant's Representatives")

☐ Authorised Committee member of Civil Servants' Co-operative Building Societies (CBS) ("Applicant's Representatives")

Note 1: If an OC has been formed, the OC shall be the applicant submitting this application.
Note 2: For building / estate without an OC, all owners or CBS shall be the applicant of this application. For details, please refer to "Application Notes for building without Owners' Corporation", in Annex I of this Application Form.
Note 3: "Manager" refers to the company or person who for the time being is, for the purposes of the DMC, managing the building.

There are six sections and two annexes in the application form.

For Section 1: Information of Building / Estate.

Please fill in the basic information of building / estate which includes building / estate name, address, type, and age approximately in Sub-section (1) – (3).

For Section 2: Type of Owners' Organisation and Information of Representatives: please fill in the type of owners' organisation and information of representatives in Sub-section (4), if an Owners' Corporation (OC) is formed, the OC shall be the applicant submitting an application; please ☑ to indicate the type of representative in Sub-section (4)(A) if an OC is formed and to fill in the date of forming an OC. In addition, Manager refers to the company or person managing the building / estate.

Please ☑ to indicate in Sub-section (4)(B) if no OC has been formed, and please ☑ to indicate the type of organizations / representatives. All owners shall be the applicant and the representatives shall be authorized in an Owners' General Meeting for lodging application For further details, please refer to Annex 1: Application Notes for building without Owners' Corporation PDF.

If the building is owned by a Civil Servants' Co-operative Building Society (CBS), resolutions shall be passed at a CBS General Meeting for authorizing representatives to submit application.

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"Integrated Building Rehabilitation Subsidy Schemes"

(Applicable to repair works for common areas of the building / estate to be organised by Owners' Corporation / Owners' organisation / Representatives of all owners)

03

(5) Information of Applicant's Representatives

(a) Information of OC Management Committee Members / Owners' Committee Members / CBS Committee Members / Owners authorised by all owners of the building

Name	Contact No.	Title (if applicable)
Mr/Ms		
Mr/Ms		
Mr/Ms		
Mr/Ms		

(b) Information of Manager (If the Manager is authorised to be Applicant's Representative)

Manager / Company Name :

Contact Person : Title :

Correspondence Address :

Contact No. : Fax No. :

Email Address :

(6) If the Manager is not authorised as Applicant's Representative, please provide the below information of the Manager

Manager / Company Name :

Contact Person : Title :

Correspondence Address :

Contact No. : Fax No. :

Email Address :

(7) Information of Main Contact

Name :

Correspondence Address :

Contact No. : Fax No. :

Email Address :

For Sub-section (5): Information of Applicant's Representatives.

In Sub-section (5)(a), please fill in the information of OC Management Committee Members / Owners' Committee Members / CBS Committee Members / Owners' Representative / Manager.

In Sub-section (5)(b), please fill in the information of Manager if the Manager is authorised to be Applicant's Representative.

In Sub-section (6), if the Manager is not authorised as Applicant's Representative, please fill in the company name and information of the Manager.

In Sub-section (7), please fill in the information of main contact person in order to enable our Building Rehabilitation Division colleague to liaise with the main contact person.

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04

Section 3: Other Information and the Works Items to be conducted

(8) Whether a drainage repair order / investigation order or a drainage-related order issued under the Building Ordinance for common areas of the building has been received?
(applicable only to building / estate applying for Building Drainage System Repair Subsidy Scheme or Common Area Repair Works Subsidy)

☐ **Yes (please complete Item 8a))** ☐ **No (Go to Item 9)**

(8a) Buildings Department (BD) : ☐ Drainage repair order/Investigation order Issue date: (DD/MM/YY)
☐ Drainage-related order Issue date: (DD/MM/YY)

Progress of Repair :
☐ Qualified professional to organise the works or contractor appointed to carry out the prescribed repair works not yet appointed
☐ Qualified professional appointed to organise the works
☐ Contractor appointed to carry out the prescribed repair works
☐ Prescribed repair works completed

Whether Buildings Department has issued a letter to certify the completion certificate of the relevant works has been received?
☐ Yes; letter issue date [Note 4]:_____ (DD/MM/YY) ☐ No

Note 4: Buildings whose works have received letters issued by BD confirming the receipt of completion certificates of the works on or before 24 February 2021 are not eligible to apply for "Building Drainage System Repair Subsidy Scheme".

For Section 3: Other Information and the Works Items to be conducted.

If the building / estate wants to apply for "Building Drainage System Repair Subsidy Scheme" or "Common Area Repair Works Subsidy", please fill in Sub-section 8 and 8a.

If the building / estate has received a drainage repair order / investigation order or a drainage-related order under Buildings Ordinance, please ☑ "Yes" in Sub-section (8), and also ☑ and fill in the issuance date of the order(s), and ☑ to indicate the progress and information of repair.

If the building / estate has not yet received any of the captioned order, please ☑ "No" in Sub-section (8). If the building / estate can meet with the eligibility criteria of relevant scheme, they may still apply for "Building Drainage System Repair Subsidy Scheme" or "Common Area Repair Works Subsidy".

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05	**(9) Whether a Statutory Notice or Pre-notification Letter of Mandatory Building Inspection Scheme (MBIS) has been received for common areas of the building?** **(applicable only to building / estate applying for Mandatory Building Inspection Subsidy Scheme Building Drainage System Repair Subsidy Scheme or Common Area Repair Works Subsidy)** **☐ Yes (please complete Item 9a)** **☐ No (Go to Item 9b)** (9a) Issue date of BD's Statutory Notice or Pre-notification Letter of MBIS: _____ (DD/MM/YY) **Progress of Prescribed Inspection:** ☐ Registered Inspector not yet appointed ☐ Registered Inspector appointed to carry out prescribed inspection ☐ Prescribed inspection completed **Progress of Prescribed Repair :** ☐ Registered Inspector not yet appointed to supervise prescribed repair works ☐ Registered Inspector appointed to supervise prescribed repair works ☐ Contractor appointed to carry out the prescribed repair works ☐ Prescribed repair works completed Whether BD has issued compliance letter to certify the completed works met the MBIS requirements? ☐ Yes; letter issue date: _____ (DD/MM/YY) ☐ No (9b) Whether a Fire Safety Direction has been received for common areas of the building? (applicable only to building / estate applying for Common Area Repair Works Subsidy) ☐ Yes (please complete this Item) ☐ No (Go to Item 10) Issue date of BD's or Fire Services Department's Fire Safety Direction: _____ (DD/MM/YY) **Work Progress:** **Fire Safety Direction issued by BD** ☐ Qualified professional not yet appointed to organise the works ☐ Qualified professional appointed to organise the works ☐ Contractor appointed or works being carried out by the contractor ☐ Works completed Whether BD has issued compliance letter to certify the completed works met the Fire Safety Direction requirements? ☐ Yes; letter issue date: _____ (DD/MM/YY) ☐ No **Fire Safety Direction issued by Fire Services Department's (FSD)** ☐ Qualified professional not yet appointed to organise the works ☐ Qualified professional appointed to organise the works ☐ Contractor appointed or works being carried out by the contractor ☐ Works completed Whether FSD has issued compliance letter to certify the completed works met the Fire Safety Direction requirements? ☐ Yes; letter issue date: _____ (DD/MM/YY) ☐ No	For Sub-section (9) in Section 3: if the building / estate has received a statutory notice or pre-notification letter of Mandatory Building Inspection Scheme (MBIS) for common areas, please ☑ Yes and fill in the issuance date of the notice or letter in Sub-section (9a), and ☑ to indicate the progress. Please pay attention that for application of "Mandatory Building Inspection Subsidy Scheme" (MBISS), the building / estate must have received a statutory notice or pre-notification letter issued by Buildings Department for carrying out mandatory building inspection in common areas. For Sub-sections (9b), If the building / estate has already received Fire Safety Direction (for common areas) from Buildings Department or Fire Services Department, please ☑ Yes and fill in the issuance date of the direction, and ☑ to indicate the work progress and information of repair.
06	**(10) Comprehensive repair works items to be conducted include: (may choose more than one)** (applicable to only building / estate applying for Common Area Repair Works Subsidy or Smart Tender) ☐ Building Structure and Safety ☐ Seepage on rooftop or at common area ☐ Fire Safety ☐ Environmental and hygienic items (e.g. repair works for sewage/fresh water/flush water system)	For Sub-section (10): Comprehensive repair works items to be conducted, please ☑ to indicate all those works items intended for conducting comprehensive common areas repair works (may choose more than one item).

Guide to filling in Application Form

"Integrated Building Rehabilitation Subsidy Schemes"
(Applicable to repair works for common areas of the building / estate to be organised by Owners' Corporation / Owners' organisation / Representatives of all owners)

<table>
<tr>
<td>07</td>
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<table>
<tr><td>Joint application with other building(s)</td></tr>
<tr><td>(11) Will this Application Form be submitted together with other applicant(s) of the same building / estate for carrying out the repair works?
☐ No
☐ Yes, please specify the address of the building
(The applicant(s) involved must complete and submit separate Application Form)
☐ Not applicable</td></tr>
</table>
</td>
<td>For Sub-section (11): Joint application with other building(s).

Please ☑ to indicate whether the application form will be submitted together with other applicant(s) of the same building / estate for jointly carrying out the building common areas repair works.</td>
</tr>
<tr>
<td>08</td>
<td>
<table>
<tr><td>Section 4: Overview of Integrated Building Rehabilitation Assistance Scheme</td></tr>
<tr><td>Please refer to the basic eligibility criteria below for each subsidy / assistance scheme available under the Integrated Building Rehabilitation Assistance Scheme. Please note that the resolutions on the application for the subsidy / assistance schemes must be passed at the general meeting / CBS General Meeting under the type of owners' organisation as indicated in Section 2 of this Application Form. Copies of the minutes or resolutions of the meeting must be submitted to the URA.[Note 5]</td></tr>
</table>
<table>
<tr><th>Subsidy / Assistance Scheme ("Scheme")</th><th>Basic Eligibility Criteria (Application for any scheme must meet ALL relevant basic criteria)</th><th>Put a tick ("✓") to confirm your choice of application</th><th>Reference to Application Notes for common area repair works</th></tr>
<tr><td rowspan="4">Building Drainage System Repair Subsidy Scheme</td><td>1. Private residential or composite (residential and commercial) buildings aged 40 years or above</td><td rowspan="4">☐</td><td rowspan="4">AN-DRS</td></tr>
<tr><td>2. Fulfil requirement of average annual rateable value of all domestic units in the building[Note 6]</td></tr>
<tr><td>3. Buildings which carry out drainage repair works approved by Minor Works Control System or other systems under the Buildings Ordinance (Cap. 123) and have not received letters issued by the BD confirming the receipt of a completion certificate of the works on or before 24 February 2021</td></tr>
<tr><td>4. Resolutions of applying for the Scheme and related issues have been passed at a general meeting / CBS General Meeting [Note 5]</td></tr>
<tr><td rowspan="4">'Smart Tender' Building Rehabilitation Facilitating Services ('Smart Tender')</td><td>1. Private residential or composite (residential and commercial) buildings</td><td rowspan="4">☐</td><td rowspan="4">AN-ST</td></tr>
<tr><td>2. The building is not of three storeys or below</td></tr>
<tr><td>3. The building is not in single ownership (except building owned by CBS)</td></tr>
<tr><td>4. Resolutions of applying for the Scheme and related issues have been passed at a general meeting / CBS General Meeting [Note 5]</td></tr>
<tr><td rowspan="5">Common Area Repair Works Subsidy [Note 7]</td><td>1. Private residential or composite (residential and commercial) buildings aged 30 years or above</td><td rowspan="5">☐</td><td rowspan="5">AN-CAS</td></tr>
<tr><td>2. Fulfil requirement of average annual rateable value of all domestic units in the building[Note 6]</td></tr>
<tr><td>3. The building is not of three storeys or below</td></tr>
<tr><td>4. The building is not in single ownership (except buildings owned by CBS) or an estate under Tenant Purchase Scheme</td></tr>
<tr><td>5. Resolutions of applying for the Scheme and related issues have been passed at a general meeting / CBS General Meeting [Note 5]</td></tr>
<tr><td rowspan="6">Mandatory Building Inspection Subsidy Scheme</td><td>1. Private residential or composite (residential and commercial) buildings aged 30 years or above</td><td rowspan="6">☐</td><td rowspan="6">AN-MBISS</td></tr>
<tr><td>2. Fulfil requirement of average annual rateable value of all domestic units in the building[Note 6]</td></tr>
<tr><td>3. A Statutory Notice or Pre-Notification Letter on Mandatory Building Inspection Scheme issued by BD has been received</td></tr>
<tr><td>4. The building is not of three storeys or below</td></tr>
<tr><td>5. The building is not in single ownership (except building owned by CBS)</td></tr>
<tr><td>6. Resolutions of applying for the Scheme and related issues have been passed at a general meeting / CBS General Meeting [Note 5]</td></tr>
</table>
<table>
<tr><td>Note 5: In the case where no OC has been formed, please refer to "Application Notes for building without Owners' Corporation", Annex I of this Application Form for the additional requirements.
Note 6: The average annual rateable value of all domestic units in the building of 2017/18 shall not exceed the limit specified in Item 2(b), Annex I of the "Integrated Building Rehabilitation Assistance Scheme". The URA will verify with the data from Rating and Valuation Department.
Note 7: Applicants must pay and engage the following persons through "Smart Tender": (1) Authorised Persons / professional consultants / registered inspectors (or consultancies that can provide relevant services) to organise the repair works; (2) qualified registered contractors to complete the relevant works.
<u>Points to Note:</u>
a. A building / an estate may apply for more than one scheme given that the relevant eligibility criteria are met.
b. The above information is an overview of the subsidy / assistance schemes only. The applicant shall duly read the relevant Application Notes for the requirements of each subsidy / assistance scheme. The Application Notes of the related schemes shall prevail should there be any disputes.
c. The building age is subject to the issue date of the occupation permit (OP).</td></tr>
</table>
</td>
<td>For Section 4: Overview of Integrated Building Rehabilitation Assistance Scheme.

Please refer to the basic eligibility criteria for each subsidy / assistance scheme and its respective Application Notes PDF, please ☑ to confirm your choice of application(s), a building / estate may apply for more than one scheme given the eligibility criteria are met.

Please pay attention that resolutions on the application for subsidy / assistance scheme(s) shall be passed at the Owners' General Meeting or CBS General Meeting under the type of owners' organization as the applicant has indicated in Section 2 (Page One of Application Form), and the applicant shall submit a copy of the relevant minutes or resolution of the meeting to the URA.</td>
</tr>
</table>

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(Applicable to repair works for common areas of the building / estate to be organised by Owners' Corporation / Owners' organisation / Representatives of all owners)

09	**Section 5: Declaration and Signature** I/We, representatives of_____(#OC name / #CBS name / all owners of #building or estate name), hereby apply for the chosen subsidy / assistance items in "Summary for Integrated Building Rehabilitation Assistance Scheme" (Page 7 of this Application Form) and declare that: (1) I/We am/are authorised through a resolution passed in a general meeting of owners or of members of CBS of the said building / estate to make this application and sign this Application Form on behalf of the applicant of the building / estate, including to make a declaration on the behalf thereof. ^ (2) I/We understand the contents of this Application Form, the subsidy/assistance items covered in this application and relevant application guidance notes and confirm that all information and supporting documents we submitted are true and accurate. (3) I/We understand and agree to abide by the application terms and requirements for the subsidy/assistance items. (4) I/We understand and agree that the URA has the right to process and approve this application, and to request for the submission of additional necessary information or documents and signing of relevant documents (including letters of undertaking). I/We shall notify the URA in writing immediately of any changes to the information stated in this Application Form after its submission. (5) I/We understand that the submission of this Application Form does not entail any guarantee or undertaking by the URA in respect of the final approval of all subsidy / assistance items covered in this application, and that the application for each subsidy / assistance item is bound by its approval terms and requirements. (6) I/We understand that the decisions of the URA in respect of this application are final decision, and the URA reserves the right to reject the application without disclosure of reasons and liability of whatever nature to any person. (7) I/We agree to provide the URA with all necessary information for this application, and approve, agree and irrevocably authorise the URA to make enquiry of, verify with, obtain from or disclose to any relevant Government Departments/organisations/relevant persons or company, the information or records of the building/ estate with regard to this application for the purpose of vetting and approving this application and releasing grant. (8) I/We understand and agree that the information provided in this Application Form and thereafter may be used by the URA for the purposes listed in Section 6 of this Application Form. * Please delete as appropriate ^ In the case where no OC has been formed at the building/ estate (including CBS building), please refer to "Application Notes for building without Owners' Corporation", Annex I of this Application Form for the requirements and regulations for resolutions to be passed. OC / CBS Name (If applicable): _____ Name of Applicant's Representatives : _____ OC / CBS chop (If applicable) Signed on behalf of the building / estate : _____ Date : _____ **Points to Note:** (1) Please countersign all parts modified, erased or altered. (2) Any wilful misrepresentation or omission of information may result in the application being rejected. Applicant should note that obtaining pecuniary advantage by deception is a criminal offence.	For Section 5: Declaration and Signature. After filling in all required information, please read this section, fill in the information and sign (with chop if applicable) for acceptance.

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10	**Section 6: Individual, Owners' Organisation, Building and Repair Works Information Collection Statement** **Information Disclosure** The applicant agrees that information about the building / estate and relevant repair works covered by the application for subsidy / assistance, such as name of the relevant building / estate and owners' organisation, application status, details about the building / estate, repair work items and the names of registered inspector / consultancy firm / Authorised Person / contractor / registered contractor, may be disclosed to the public and published on promotional materials by the URA for the purpose of promoting building repair subsidy / assistance schemes. The applicant shall offer the URA appropriate assistance with regard to such promotion events. **Points to Note for Collecting Information from Individuals, Owners' Organisations, Buildings and Repair Works** **Purpose of Collecting Information from Individuals, Owners' Organisations, Buildings and Repair Works (as provided or authorised by Personal Data (Privacy) Ordinance in the case of personal data)** Any information of individuals, owners' organisations, buildings and repair works provided by the applicant will be used for the below and relevant purposes: a. To vet and approve application eligibility for the relevant schemes and other relevant purposes in relation to approval of the application; b. To promote and administer the relevant schemes or to provide information or services in respect of the relevant schemes; c. To conduct marketing research on the relevant schemes; d. To conduct research on repair of Hong Kong buildings; or e. To deal with and respond to the enquiries or requests from the Government Departments and law enforcement agencies. The provision of information of individuals, owners' organisations, buildings and repair works by the applicant to the URA is voluntary. If the information of owners' organisations, buildings and repair works provided by the applicant is not sufficient, the URA may not be able to process the application, which may result in rejection of the application. Please ensure that all information provided is accurate. Please notify the URA in writing immediately of any changes to such information. **Transfer of Information of Individuals, Owners' Organisations, Buildings and Repair Works and Types of Assignees** The information of individuals, owners' organisations, buildings and repair works provided by the applicant will be made available to the following bodies when deemed necessary (as provided or authorised by Personal Data (Privacy) Ordinance in the case of personal data): a. Any third parties offering services related to the relevant schemes; b. Government Departments, including but not limited to Development Bureau, Security Bureau, Buildings Department, Fire Services Department and Electrical & Mechanical Services Department; c. Law enforcement agencies, including but not limited to Independent Commission Against Corruption (ICAC), Hong Kong Police Force and Competition Commission; d. Public bodies, including but not limited to CLP Power Hong Kong Limited (CLP) and HK Electric Investments Limited (HK Electric), etc; e. Professional associations and academic institutions; or f. Agencies / Persons who have obtained consent or authorisation from the applicant. **Access to Personal Data** The Applicant has rights of access to and correction of the data provided for this application and retained by the URA. The Applicant may obtain a copy of such personal data upon payment of a fee. **Enquiries** For enquiries about the collection of information from individuals, owners' organisations, buildings and repair works, including requests for access to and correction of data or any enquiries with respect to the aforementioned items, please contact the URA at: 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	For Section 6: Individual, Owners' Organisation, Building and Repair Works Information Collection Statement. Please read the "Information Collection Statement", including the details of points to note for collecting Information from Individuals, Owners' Organisations, Buildings and Repair Works, Transfer of Information and Access to Personal Data.

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Annex I

Application Notes for building without Owners' Corporation (referred to as 'OC' hereafter)

1. The Applicant

1.1 Applicable to building not owned by a Civil Servants' Co-operative Building Society

1.1.1 For buildings without an OC, the applicant applying for the subsidy scheme(s) shall be **all owners** of the building. Owners of the building shall appoint and authorise relevant person(s) as Applicant's Representative(s) according to the different circumstances described in the table below to take charge of all matters related to the application and subsidy scheme(s). **Please note** that, if it has not been expressly provided in the DMC of the building that (1) the general meeting of owners may approve resolutions concerning repair, improvement, enhancement and maintenance of common areas and replacement of facilities in the building; and (2) such resolutions shall be binding on all owners, such resolutions shall only be valid if they are **unanimously approved by all owners (instead of by a majority of the owners attending the relevant meeting)**. The URA is entitled to review the terms of the DMC of the building and decide whether the application concerned is in compliance with the relevant application requirements. The URA shall have the final right of decision to the acceptance of any application:

	Has an Owners' Committee been formed under DMC?	Has managers been appointed under Building Management Ordinance (Cap.344) and DMC [Note 1]?	Applicant's Representatives
(i)	Yes	No	**At least two** authorised members of the Owners' Committee
(ii)	No	Yes	Manager
(iii)	Yes	Yes	At least two authorised members of the Owners' Committee **AND** Managers as co-representatives
(iv)	No	No	**At least two** authorised owners

Note 1: 'Manager' refers to the company or person who for the time being is, for the purposes of the DMC.

1.1.2 The appointment and authorisation of Applicant's Representatives shall only be valid after the related resolutions are passed at a general meeting. Please refer to Paragraph 2 below for the content and requirements of the resolutions to be passed at the general meeting.

1.1.3 In the case of a building falling under item (ii) or (iii) in Paragraph 1.1.1 above, the Applicant must submit an independent legal opinion to URA to certify that points (1) and (2) in Paragraph 1.1.1 are complied with.

1.1.4 In the case of a building falling under item (i) or (iv) in Paragraph 1.1.1 above, Applicants may call the Hotline at 3188 1188 for enquiry if they have queries over their building's DMC as regards the provisions of points (1) and (2) in Paragraph 1.1.1.

For Annex I: Application Notes for building without Owners' Corporation (OC) PDF.

Please read this Annex I for better understanding about the application notes and requirements for building / estate which is owned by a CBS or not yet formed OC.

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(Applicable to repair works for common areas of the building / estate to be organised by Owners' Corporation / Owners' organisation / Representatives of all owners)

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<td>

Annex II

Please submit the completed Application Form and supporting documents to the following URA office according to the requirements of different subsidy / assistance scheme:

<table>
<tr><th>Subsidy / Assistance Scheme</th><th>Address of URA Office</th><th>Office Hours</th><th>Submission Method</th></tr>
<tr><td rowspan="4">Building Drainage System Repair Subsidy Scheme</td><td>Building Rehabilitation Office: Unit 1001, 10/F, Tower 2, Cheung Sha Wan Plaza, 833 Cheung Sha Wan Road, Kowloon</td><td>Monday to Friday
08:45 – 12:30
13:30 – 18:00</td><td>By post or in person</td></tr>
<tr><td>Urban Renewal Resource Centre: 1/F, 6 Fuk Tsun Street, Tai Kok Tsui, Kowloon</td><td>Monday to Friday
10:00 – 19:00
Saturday
10:00 – 18:00</td><td rowspan="3">In person</td></tr>
<tr><td>Headquarters: 26/F, COSCO Tower, 183 Queen's Road Central, Hong Kong</td><td>Monday to Friday
08:45 – 18:00</td></tr>
<tr><td>Kowloon City Neighbourhood Centre: Units K & L, 1/F, Sunshine Plaza, 17 Sung On Street, Hung Hom, Kowloon</td><td>Monday to Friday
08:45 – 13:00
14:00 – 18:00</td></tr>
<tr><td>Common Area Repair Works Subsidy</td><td rowspan="3">Building Rehabilitation Office: Unit 1001, 10/F, Tower 2, Cheung Sha Wan Plaza, 833 Cheung Sha Wan Road, Kowloon</td><td rowspan="3">Monday to Friday
08:45 – 12:30
13:30 – 18:00</td><td rowspan="3">By post or in person</td></tr>
<tr><td>'Smart Tender' Building Rehabilitation Facilitating Services</td></tr>
<tr><td>Mandatory Building Inspection Subsidy Scheme</td></tr>
</table>

</td>
<td>For Annex II: Submission method of Application Form.

Please submit the completed application form together with required supporting documents, such as OC or CBS registration certificate, minutes of meeting / resolution, statutory notice or order, to the URA offices by the designated submission method.

Applicants shall note that failing to submit relevant minutes of meeting at the same time of submission of the application form may result in delay in the processing of the application.</td>
</tr>
<tr>
<td>13</td>
<td>Enquiry : 3188 1188
如欲索取中文版申請表格，請致電3188 1188
市區重建局 URBAN RENEWAL AUTHORITY</td>
<td>If you have any inquiry about the application, please feel free to contact our Building Rehabilitation Division colleague at 3188 1188.</td>
</tr>
<tr>
<td>14</td>
<td colspan="2">This application form guidelines is for reference only. In the event of any inconsistency between the Chinese and English versions, the version being uploaded onto the URA's Building Rehabilitation Platform website https://brplatform.org.hk/en shall prevail.</td>
</tr>
</table>