

Integrated Building Rehabilitation Assistance Scheme



Application Form

(Applicable to Owners' Corporation / Owners' Organisation / Representatives of all owners to apply for the schemes below)

Common Area Repair Works Subsidy

Water Safety Plan Subsidy Scheme



Please read the respective **Application Notes and Notes for Filling in the Application form** before completing this Application form.

Please submit the completed Application Form with the required documents by hand or by post to Flat B, G/F, 777-783 Yu Chau West Street, Kowloon

Enquiry : 3188 1188

如欲索取中文版申請表格，請致電3188 1188



Application Form for the Integrated Building Rehabilitation Assistance Scheme (Common Area Repair Works Subsidy and Water Safety Plan Subsidy Scheme)

Notes for Filling in the Application Form

1. This application form is only applicable to owners' organisations or all owners (hereinafter referred to as "applicant" or "applicants" as the context may require) of a building or an estate applying for subsidy for repair works in the common area. Individual flat owners should use the "Application Form of the Integrated Building Rehabilitation Assistance Scheme (for Individual Flat Owner)" to apply for a subsidy.
2. Applicants are required to read the application notes of the relevant subsidy scheme(s) for details and requirements before submitting the application form(s).
3. The buildings or estates under each application must be covered by the same Deed of Mutual Covenant ("DMC"). If there are more than one DMC for the same building or estate, each part of the building or estate covered by a separate DMC must complete and submit a separate application form respectively.
4. This application form can be used to apply for 1) Common Area Repair Works Subsidy ("CAS"), and 2) Water Safety Plan Subsidy Scheme ("WSPSS"). As the eligibility criteria for each scheme are different, applicants should decide which scheme to apply for in accordance with the eligibility criteria set out in Part I.
5. To join the CAS, applicants are required to pay for the use of the "Smart Tender" Building Rehabilitation Facilitating Services ("Smart Tender") to appoint authorized persons / professional consultants / registered inspectors (or consultant company that can provide relevant services) to co-ordinate the repair works and qualified registered contractors to carry out the repair works in the common area of the buildings.
6. Applicants are required to read the Application Notes for "Smart Tender" for details and requirements.
7. The cost for "Smart Tender" has been subsidised by the Government. The URA will act as an agent to arrange for independent professional to provide the Smart Tender services. The concessionary rates are set out in the table below.

Limit for Average Annual Rateable Value of the Domestic Units in the subject building	Number of units			
	400 units or less	401-800 units	801-1200 units	1201 units or above
Urban: less than \$187,001; or New Territories: less than \$143,001	\$1,250	\$2,250	\$3,000	\$3,750

If the average annual rateable value of the building or estate under application exceeds the abovesaid limit, it will not be eligible for joining the CAS and WSPSS.

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8. Applicants may browse the “Building Rehabilitation Platform” website by using the QR code on the right to view and download the application notes of the relevant schemes.
9. Applicants of the Integrated Building Rehabilitation Assistance Scheme are generally buildings or estates with the owners' corporation formed. Buildings or estates without owners' corporation may still submit application if they can meet the requirements set out in Appendix I (pages 10 to 13) of this application form.
10. Applicants for buildings or estates and Civil Servants' Co-operative Building Society (“CBS”) without owners' corporation must read Appendix I (pages 10 to 13) of this application form before submission.
11. All applicants (including CBS) must complete Part I to Part V of this application form. For buildings or estates without owners' corporation, they are also required to complete Appendix II (page 14).
12. Please refer to page 15 for the method of submitting the application form.
13. If the applicant only applies for “Smart Tender”, the applicant should use the ‘Application Form for “Smart Tender” Building Rehabilitation Facilitating Services’.
14. For CAS' applicants, they are not required to complete and submit the “Application Form for “Smart Tender” Building Rehabilitation Facilitating Services”.
15. If the applicant wishes to apply for the “Preventive Maintenance Subsidy Scheme”, the applicant should use the Application Form for the “Preventive Maintenance Subsidy Scheme”.

**Application Form for the Integrated Building
Rehabilitation Assistance Scheme
(Common Area Repair Works Subsidy and
Water Safety Plan Subsidy Scheme)**

Part I : Application for the Subsidy Scheme		
Eligibility Criteria for Respective Subsidy Schemes	Common Areas Repair Works Subsidy (Fees are payable for the use of 'Smart Tender' for procurement of consultants and registered contractors)	Water Safety Plan Subsidy Scheme
a) The average annual rateable value of all domestic units in the building within the limit	Must comply with the requirements	Must comply with the requirements
b) The building is a private residential or composite building (commercial and residential)	Must comply with the requirements	Must comply with the requirements
c) Buildings of 4 storeys or more	Must comply with the requirements	Must comply with the requirements
d) Owners have passed a resolution to resolve on the application for the scheme and relevant matters at the Owners' Meeting / Co-operative Society Members' General Meeting	Must comply with the requirements	Must comply with the requirements
e) Buildings aged 30 years or above	Must comply with the requirements	
f) The building is not in single ownership (except for CBS buildings)	Must comply with the requirements	
Please add ✓ to <input type="checkbox"/> to confirm the subsidy scheme(s) under application. (Multiple selections are allowed)	<input type="checkbox"/>	<input type="checkbox"/>

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Part II : Information of Building/ Estate Under Application			
Building/ Estate Name (if any)			
Address:			
Street/Road No.		Name of Street/Road	
District	<input type="checkbox"/> Hong Kong <input type="checkbox"/> Kowloon <input type="checkbox"/> New Territories		

Part III : Type of Applicant and Information of the Applicant's Authorized Representatives

(i) Type of Owners' Organisation to which the Applicant belongs to

- Owners' Corporation has been formed
- No** Owners' Corporation has been formed
(required to complete Appendix II of this application form)
- Civil Servants' Co-operative Building Society

(ii) Information of the Applicant's Authorized Representatives

(For the Applicant without the Owners' Corporation, please complete Appendix II of this application form)

Name	Contact No.	Title in the owner's organisation (if applicable)
Mr. / Ms.		
Mr. / Ms.		
Mr. / Ms.		

(iii) Information on Contact Person(s) Assisting in the Application Matters (For the Applicant without the Owners' Corporation, please complete Appendix II of this application form)

Name of Property Management Company (if applicable)			
Name of Contact Person		Contact/ Mobile No. (Hong Kong phone number for receiving SMS)	
Correspondence Address			
Email Address		Fax No.	

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Water Safety Plan Subsidy Scheme)**

Part IV : Other Information:

(i) Has the Applicant Engaged a Consultant?

Yes

No

(ii) Has the Applicant Received the Statutory Notice/Order/Directions?

Yes

Statutory Notices /
Orders / Directions
Received

Drainage
Repair
Order

Statutory
Notice of
Mandatory
Building
Inspection
Scheme

Fire Safety
Direction

Building
Orders

No

(iii) More than One Applicant Co-organising Building Maintenance (if applicable)

Will the applicant under this application form submit the application form together with other applicants of the same building or an estate in order to co-organise building maintenance?

No

Yes

If applying jointly with other applicant(s), please provide the building address(es) of other applicant(s) (required to complete)

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Part V : Declaration and Signature

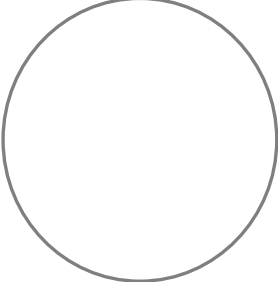
I/ We hereby on my/our behalf of _____
(#Name of the Owner's Corporation/#Name of the Co-operative Society / # All owners of name of the Building/ Estate) (hereinafter referred to as the 'Applicant') to apply for the subsidy scheme(s) selected on page 3 of this Application Form (hereinafter referred to as the 'Selected Scheme(s)') to the Urban Renewal Authority ("URA") and Water Supplies Department ("WSD") (if applicable), I/we hereby declare the following:

- (1) I am/We are authorized by the Applicant to make and handle the application for the Selected Scheme(s) and to sign this application form (including making this declaration on behalf of the Applicant).*
- (2) I/We understand the contents of this application form, the Selected Scheme(s) and the relevant application notes, and confirm that all the information and supporting documents provided by me/us to the URA and the WSD (if applicable) under this application are true and correct.
- (3) I/We and the Applicant agree to comply with the terms and conditions and requirements of the application for the Selected Scheme(s).
- (4) I/We and the Applicant agree that the URA and the WSD (if applicable) have the right to process and approve this application and each has the right to request me/us to submit additional information or documents required and to sign the relevant documents (e.g. undertaking). I/We or the Applicant (as the case may be) will notify the URA and WSD (if applicable) in writing immediately of any changes to the information provided under this application after submission of this application form.
- (5) I/We understand that after submission of this application form, the URA and the WSD (if applicable) do not guarantee or undertake that all applications of the Selected Scheme(s) will ultimately be approved and all applications of the Selected Scheme(s) will be subject to their respective terms and conditions of approval and requirements.
- (6) I/We agree that the decision of the URA and the WSD (if applicable) on this application shall be final and the URA and the WSD (if applicable) reserve the right to reject any application without disclosure of any reason and liability of whatever nature to any person.
- (7) I/We and the Applicant agree to provide all necessary information to the URA and the WSD (if applicable) in connection with this application, and approve, agree and irrevocably authorize the URA and the WSD (if the Applicants apply for Water Safety Plan Subsidy Scheme) respectively or jointly to make enquiries, verify, obtain or provide information or records of the Applicant and building/ estates under application for the Selected Scheme(s) to relevant government departments / organisations / any related persons or companies for the purpose of reviewing this application and disbursement of the subsidy by the URA and the WSD (if applicable).
- (8) I/We and the Applicant agree and authorize the URA and the WSD (where applicable) to use this application form and the information which I/we or the Applicant (as the case may be) have provided or will provide to the URA and the WSD (where applicable) for the purposes set out in Part VI of this application form.
- (9) I/We and the Applicant undertake to comply with all applicable laws (including the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region), regulations and by-laws of Hong Kong.

Please delete as appropriate

Application Form for the Integrated Building Rehabilitation Assistance Scheme (Common Area Repair Works Subsidy and Water Safety Plan Subsidy Scheme)

* In the case where no owners' corporation has been formed at the building/ estate (including CBS building), please refer to Appendix I (Notes on Application for Buildings without Owners' Corporation) of this application form for the requirements and regulations for resolutions to be passed.

Name of Owners' Corporation / Co-operative Society (if applicable) :		
Signature :		
Name of Signatory Remarks: The signatory must be an authorised representative of the applicant. :		
Date: :		
		Owners' Corporation / Co-operative Society Chop (if applicable)

Note:

- (1) Please countersign all parts modified, erased or altered.
- (2) Any willful misrepresentation or omission of information will result in the application being rejected. Applicant should note that obtaining pecuniary advantage by deception is a criminal offence.

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Part VI : The Data Collection Statement for Individuals, Owners' Organisations, Buildings and Maintenance works

Access to Information

To promote the various building rehabilitation subsidy schemes, the applicant agrees that URA and WSD (if the applicant applies for the Water Safety Plan Subsidy Scheme) may release to the public the information of the buildings/estates under application for subsidy and of the repair works to be subsidized, such as the name of the buildings/estates and the owners' organisations applying for the subsidy, the progress of the application, details of the buildings/estates concerned, repair work items, the name of the registered inspector / consultant firms/ recognized persons/ contractors/ qualified persons etc. to be appointed, and the URA and WSD (where applicable) shall publish such information in the promotion brochures of the URA and WSD (where applicable), and the applicant will be required to provide appropriate assistance to the URA and WSD (where applicable) to cater for the promotional activities.

Points to note for collection of personal data, owners' organisations information, buildings and maintenance works information

1. Purpose of collection of personal data, owners' organisations information, buildings and maintenance works information (in the case of personal data, the provision of such data is necessary or authorised under the Personal Data (Privacy) Ordinance)

The personal data, owners' organisations information, buildings and maintenance works information provided by the applicant will be used by the URA and the WSD (if applicable) for the following purposes or for other purposes directly related to the followings.

- a. Processing and approving applications for the Integrated Building Rehabilitation Assistance Scheme;
- b. Implementing the Integrated Building Rehabilitation Assistance Scheme and to promote and disseminate the related information for this purpose;
- c. Conducting surveys, analyses and studies for the Integrated Building Rehabilitation Assistance Scheme;
- d. Conducting analyses and studies on building maintenance in Hong Kong; and
- e. Handling and responding to enquiries or requests from government departments, regulatory or law enforcement authorities.

The provision of personal data, owners' organization data, and information of buildings and maintenance works by applicants to the URA and WSD (if applicable) is voluntary. If the applicant fails to provide such information, the URA and WSD (if applicable) will not be able to process the application and the application may be rejected accordingly. Please ensure that all information provided is accurate and notify the URA and WSD (if applicable) in writing immediately of any change of information.

2. Categories of transferees and transfer of personal data, owners' organizations information, buildings and maintenance work information

The personal data, owners' organisations information, buildings and maintenance works information provided by the applicant will be provided to the following organisations if

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necessary (in the case of personal data, the provision of such data is necessary or authorised under the Personal Data (Privacy) Ordinance):

- a. Any agents, contractors or third party providing services to URA or WSD under the Integrated Building Rehabilitation Assistance Scheme;
- b. Government departments, including but not limited to the Development Bureau, Security Bureau, Independent Checking Unit of Housing Bureau, Buildings Department, Fire Services Department, Water Supplies Department and Electrical and Mechanical Services Department, etc;
- c. Regulatory or law enforcement authorities, including but not limited to the Independent Commission Against Corruption, the Hong Kong Police Force and the Competition Commission etc.;
- d. Public organisations / Public bodies, including but not limited to CLP Power Hong Kong Limited (CLP), HK Electric Investment Limited (HK Electric), etc;
- e. Professional institutes, academic bodies;
- f. Organisations/persons to whom the applicant has given consent or authorisation to provide information; and
- g. The provision of the information is necessary or authorized by law.

3. Access to Personal Data

According to the “Personal Data (Privacy) Ordinance”, the data subject has the right to access and correct his personal data kept by the URA and to obtain a copy of the data file upon payment of a fee.

Personal Data Access Enquiry

Any enquiries regarding the collection of data relating to personal data, owners' organisations information, buildings and maintenance works, including requests for access to or correction of any such data, or any other aforesaid matters, may be addressed to the URA at the contact details and address set out below:

General Manager (Building Rehabilitation)
Urban Renewal Authority
Unit B, G/F, 777-783 Yu Chau West Street, Kowloon
Tel: 2588 2333 Fax: 2588 2542

Points to be Noted:

1. The URA is a public body under the supervision of the Independent Commission Against Corruption and the Office of The Ombudsman.
2. The URA is specified as a public body under the Prevention of Bribery Ordinance. Staff of the URA are subject to the Prevention of Bribery Ordinance and are not allowed to solicit or accept any pecuniary or other form of advantage from clients, consultants, contractors, suppliers or any other persons.
3. The application form and its contents are not legally binding on the URA or WSD. The URA or WSD will not be liable to any person for any loss arising from reliance on any information contained in this application form.
4. The URA and WSD reserve the right to modify the content of this application without prior notice and the online version shall prevail. For the latest version, please visit the website of the 'Building Rehabilitation Platform' (www.brplatform.org.hk) or call the URA's Building Rehabilitation Assistance Scheme hotline at 3188 1188 or visit the Building Rehabilitation Division of the URA (Address: Room B, G/F, 777-783 Yu Chau West Street, Kowloon) for enquiry.

Application Form for the Integrated Building Rehabilitation Assistance Scheme

Appendix I

Notes on Application for Buildings without Owners' Corporation (Not applicable to applicants who only joined the 'Water Safety Plan Subsidy Scheme')

1.1 For buildings without owners' corporation (hereinafter referred as "OC") (please refer to paragraph 1.2 for buildings held in the form of Civil Servants' Co-operative Building Society(CBS))

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 pass 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 consider 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 manager been appointed under Building Management Ordinance (Cap.344) and DMC (Note)?	Applicant's representatives
(i)	Yes	No	At least two authorized members of the Owners' Committee
(ii)	No	Yes	Manager
(iii)	Yes	Yes	At least two authorized members of the Owners' Committee and the Manager as co-representatives
(iv)	No	No	At least two authorized owners

Note: Manager means the company or person for the time being managing the building, for the purpose 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.

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Appendix I

Notes on Application for Buildings without Owners' Corporation (Not applicable to applicants who only joined the 'Water Safety Plan Subsidy Scheme')

- 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 the 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 URA's Building Rehabilitation Assistance Scheme hotline at 3188 1188 for enquiry to URA if they have queries over their building's DMC as regards the provisions of points (1) and (2) in Paragraph 1.1.1.
- 1.2 Applicable to buildings owned by a Civil Servants' Co-operative Building Society ("CBS") not yet dissolved ("CBS buildings")**
- 1.2.1 Since all units in CBS buildings are owned by the CBS, the CBS shall be the applicant of the relevant subsidy scheme. Except for the case mentioned in Paragraph 1.2.2 below, the CBS committee shall handle all matters related to the application for the subsidy scheme and obtain all necessary resolutions passed at a CBS general meeting. Please refer to Paragraph 2 below for the content and requirements of the resolutions to be passed.
- 1.2.2 Pursuant to Section 33 of Co-operative Societies Rules (Cap. 33A), duties of the CBS Committee are limited to those which have not been specially assigned by the said Rules or related CBS by-laws to general meetings or to any other officer of the CBS. For any matters that fall beyond the authority of the CBS committee, the authorisation procedures involved are subject to the said Rules or related CBS by-laws. The URA shall determine whether the application complies with the related statutory requirements based on the by-laws of each CBS and the decision of the URA as to whether or not the application be accepted shall be final.

Application Form for the Integrated Building Rehabilitation Assistance Scheme

Appendix I

Notes on Application for Buildings without Owners' Corporation (Not applicable to applicants who only joined the 'Water Safety Plan Subsidy Scheme')

2. Resolutions (Applicable to buildings without Owners' Corporation)

- 2.1 Application for relevant subsidy schemes must include copies of meeting notices and minutes of general meeting or CBS general meeting (for CBS buildings) (collectively referred to as 'Meeting') where resolutions of the following agendas have been validly passed:
- (a) To resolve on the application for the relevant subsidy scheme;
 - (b) To appoint and authorise the Applicant's representatives or to authorise the CBS committee members to sign the Application Form and all other documents related to the subsidy scheme for and on behalf of all owners / the CBS;
 - (c) To carry out such works under the relevant subsidy scheme ('Works') that fall under the definition of the scope of works covered by the relevant subsidy scheme;
 - (d) To apportion the cost and expenditure related to the Works among all owners of the building in accordance with the DMC or relevant provisions in Building Management Ordinance (for CBS buildings, such cost and expenditure shall be paid by the CBS and / or apportioned among its members according to Co-Operative Society Rules or by-laws of the CBS);
 - (e) To apply for and join 'Smart Tender' (please refer to paragraph 3.6c of the Notes on "Smart Tender" for the resolution required for joining the "Smart Tender");
 - (f) To authorise the Applicant's representatives / CBS committee members to collect subsidies issued by the URA under the relevant scheme on behalf of the building / estate and all eligible owners / members; and

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Appendix I

Notes on Application for Buildings without Owners' Corporation (Not applicable to applicants who only joined the 'Water Safety Plan Subsidy Scheme')

(g) Authorisation arrangements for opening bank accounts:

Type of Applicant	Applicant's Representative	Resolutions
Buildings with Owners' Committees established in accordance with the DMC	At least two authorized members of the Owners' Committee	To authorize not less than two members from the Owners' Committee to open a dedicated bank account for the project and to handle all matters relating to the collection and disbursement of subsidies under the Scheme.
Buildings with a Manager appointed in accordance with the Building Management Ordinance (Cap. 344) and the DMC	A Manager	To authorize the Manager to open a dedicated bank trust account (with the name of the building/estate concerned) for the project and to handle all matters relating to the collection and disbursement of subsidies under the Scheme
Buildings with an Owners' Committee established in accordance with the DMC and a Manager appointed in accordance with the "Building Management Ordinance" (Cap. 344) and the DMC	At least two authorized members of the Owners' Committee and the Managers as co-representatives.	To authorize the Manager to open a dedicated bank trust account (with the name of the building/estate concerned) for the project and to handle all matters relating to the collection and disbursement of subsidies under the Scheme
Buildings <u>do not</u> form an Owners' Committee in accordance with the DMC or <u>do not</u> appoint a Manager in accordance with the "Building Management Ordinance" (Cap. 344) and the DMC	At least two authorized owners	To authorize not less than two representatives of the owners to open a dedicated bank account for the project and to handle all matters relating to the collection and disbursement of subsidies under the Scheme.
CBS	Committee members of CBS	To authorize the committee members to open a dedicated bank account for projects in the name of the CBS and to deal with all matters relating to the collection and disbursement of subsidies under the Scheme.

2.2 Applicants are responsible for ensuring that the resolutions above are in compliance with the terms in the DMC of the building / Co-operative Societies Rules (Cap. 33A) and the articles of the CBS (if applicable), and such resolutions shall be binding on all owners and members of the CBS.

Application Form for the Integrated Building Rehabilitation Assistance Scheme

Appendix II

Buildings or housing estates without Owners' Corporation are required to fill in the form (except for the Civil Servants' Co-operative Building Society)

(1) Type of applicant (please add ✓ to the appropriate box □)

- Authorised members (not less than two) of the Owners' Committee established under the DMC of the building
- A Manager appointed under the "Building Management Ordinance" (Cap. 344) and the terms and conditions of the DMC
- Authorised members (not less than two) of an Owners' Committee established under the DMC and a Manager appointed in accordance with the "Building Management Ordinance" (Cap. 344) and the terms and conditions of the DMC
- Owners authorised by all owners (not less than two)

(2) Information of the Applicant's Authorised Representative

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

(3) Information of the contact person who assist in the application matters

Name of management company (if applicable)			
Contact Name		Contact No. (HK Mobile Phone Numbers for SMS)	
Correspondence Address			
Email Address		Contact No.	

Buildings or estates intending to form an Owners' Corporation may enquire with the District Building Management Liaison Teams of the District Offices in their respective districts.

Owners may visit the following website to obtain the addresses and telephone numbers of the District Building Management Liaison Teams in their respective districts.

https://www.buildingmgt.gov.hk/tc/Support_Services/7.html



Application Form for Integrated Building Rehabilitation Assistance Scheme

Method of Submitting Application Forms

Method of Submitting Application Forms

1. Application forms can be submitted in person or by mail to the office of the Building Rehabilitation Division of the Urban Renewal Authority

URA Rehabilitation Cheung Sha Wan Office

<p><u>Address:</u> Unit B, G/F, 777-783 Yu Chau West Street, Kowloon (Lai Chi Kok station exit B1)</p>	<p><u>Office hours:</u> Monday to Friday 9:00 a.m - 5:30 p.m. (Saturday and Public Holidays - Closed)</p>
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The map illustrates the location of the URA Rehabilitation Cheung Sha Wan Office. The office is situated at the intersection of King Lam Street and Wing Hong Street. The map also shows the Wing Hong Factory Building, a 7-Eleven store, and the MTR Lai Chi Kok Station Exit B1. A QR code is provided for more information.

2. Online Application

e-Application		https://www.brplatform.org.hk/tc/e-application
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