


## Guide to filling in Application Form

### “Integrated Building Rehabilitation Subsidy Schemes” (Applicable to Owners’ Corporation / Owners’ Organisation / Representatives of all owners)

01	 <p><b>Integrated Building Rehabilitation Assistance Scheme</b></p> <p><b>Application Form</b></p> <p>(Applicable to Owners’ Corporation / Owners’ Organisation / Representatives of all owners to apply for the schemes below)</p>	<p>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.</p>
02	<p><b>Common Area Repair Works Subsidy</b></p> <p><b>Lift Modernisation Subsidy Scheme</b></p> <p><b>Smart Tender</b></p> <p>Building Rehabilitation Facilitating Services</p> <p><b>Mandatory Building Inspection Subsidy Scheme</b></p>	<p>Under the IBRAS, there are four schemes applicable to building / estate common area repair works, which include “Common Area Repair Works Subsidy”, “Lift Modernisation Subsidy Scheme”, “Smart Tender” and “Mandatory Building Inspection Subsidy Scheme”.</p> <p>Prior to making application for these 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 for signing the relevant documents.</p> <p>Before filling in application form, please read the relevant “Application Notes” of the scheme(s).</p> <p>Please pay an attention that there is a deadline for application of “Lift Modernisation Subsidy Scheme”.</p> <p>All applications submitted after the deadline will not be accepted.</p>
03	<p>Urban Renewal Authority <b>Integrated Building Rehabilitation Assistance Scheme</b></p> <p><b>Application Form</b></p> <p>(Applicable to repair works for common area / lift modernisation works of the building / estate to be organised by owners’ organisations / all owners collectively) (Not applicable to individual owners apply for subsidy)</p> <p>Points to Note:</p> <ol style="list-style-type: none"> <li>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 7, Section 4 of this Application Form to select the appropriate subsidy / assistance items.</li> <li>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.</li> <li>Please tick (“✓”) the appropriate boxes (□).</li> </ol> <p><b>Section 1: Information of Building / Estate</b></p> <p>(1) Building / Estate Name and Address</p> <p>Building / Estate Name _____</p> <p>Street / Road No. _____ Name of Street / Road _____</p> <p>District _____ Hong Kong / Kowloon / New Territories _____</p> <p>(2) Building Type : <input type="checkbox"/> Private Residential <input type="checkbox"/> Composite (Residential and Commercial)</p> <p>(3) Building Age : <input type="checkbox"/> Less than 30 years <input type="checkbox"/> 30 years or above</p>	<p>There are six sections and two annexes in the application form.</p> <p>For Section 1: Information of Building / Estate.</p> <p>Please fill in the basic information of building / estate which includes building / estate name, address, type, and age approximately.</p>

## Guide to filling in Application Form

### “Integrated Building Rehabilitation Subsidy Schemes” (Applicable to Owners’ Corporation / Owners’ Organisation / Representatives of all owners)

04	<p><b>Section 2: Type of Owners’ Organisation and Information of Representatives</b></p> <p><b>(4) Type of Owners’ Organisation and Applicant’s Representatives</b></p> <p>(A) <u>Owners’ Corporation (OC)</u> has <input type="checkbox"/> OC Formation <input type="checkbox"/> Date: _____ been formed <sup>Note 1</sup></p> <p><input type="checkbox"/> At least two members of Management Committee or Manager appointed under Deed of Mutual Covenant (DMC) (“Manager”) <sup>Note 3</sup> whose authorisation has been resolved at a general meeting (“Applicant’s Representatives”)</p> <p>(B) <u>No Owners’ Organisation has been formed</u> <sup>Note 2</sup></p> <p><input type="checkbox"/> At least two authorised members of the Owners’ Committee formed under DMC (“Applicant’s Representatives”)</p> <p><input type="checkbox"/> Manager appointed under Building Management Ordinance (BMO) (Cap.344) and DMC <sup>Note 3</sup> (“Applicant’s Representatives”)</p> <p><input type="checkbox"/> At least two authorised members of the Owners’ Committee formed under DMC, and Manager appointed under BMO (Cap.344) and DMC <sup>Note 3</sup> (“Applicant’s Representatives”)</p> <p><input type="checkbox"/> At least two owners authorised by all owners of the building (“Applicant’s Representatives”)</p> <p><input type="checkbox"/> Authorised Committee of Civil Servants’ Co-operative Building Societies (CBS) not yet dissolved (“Applicant’s Representatives”)</p> <p><small>Note 1: If an OC has been formed, the OC shall be the applicant submitting this application. Note 2: For building/ estate without OC, all owners or CBS shall be the applicant. The Applicant’s Representatives authorised in a general meeting or CBS General Meeting (if applicable) shall submit this application. For details, please refer to “Application Notes for building without Owners’ Corporation”, 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.</small></p>	<p>For Section 2: Type of Owners’ Organisation and Information of Representatives.</p> <p>In Sub-section 4, please fill in the type of owners’ organisation and information of representatives, whether an Owners’ Corporation (OC) is formed and whether two representatives are authorized by the OC / all owners collectively of the building to submit the application.</p> <p>Please <input checked="" type="checkbox"/> to indicate in Sub-section 4(A) if an OC is formed.</p> <p>Please <input checked="" type="checkbox"/> to indicate in Sub-section 4(B) if no OC has been formed, and please <input checked="" type="checkbox"/> to indicate the type of organizations / representatives.</p> <p>If an OC has not been formed, all owners shall be the applicant and the representatives shall be authorized in an Owners’ General Meeting for lodging application.</p> <p>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. For further details, please refer to Annex 1: Application Notes for building without OC.</p>
----	--	--

## Guide to filling in Application Form

### “Integrated Building Rehabilitation Subsidy Schemes” (Applicable to Owners’ Corporation / Owners’ Organisation / Representatives of all owners)

05

(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 authorised by all owners of the building.

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 including name, address, contact and fax number, and email address in order to enable our Building Rehabilitation Division colleague to liaise with you.

## Guide to filling in Application Form

### “Integrated Building Rehabilitation Subsidy Schemes” (Applicable to Owners’ Corporation / Owners’ Organisation / Representatives of all owners)

06	<p><b>Section 3: Other Information and the Works Items to be conducted</b></p> <p>(8) Whether a Statutory Notice or Pre-notification Letter of Mandatory Building Inspection Scheme (MBIS) / Fire Safety Direction (for common parts) have been received?  <input type="checkbox"/> Yes <input type="checkbox"/> No (Go to Item 9)</p> <p>(a) <input type="checkbox"/> MBIS Notice or Pre-notification Letter issued by the Buildings Department (BD) has been received Issue Date: _____</p> <p>Progress of Prescribed Inspection: <input type="checkbox"/> Registered Inspector not yet appointed <input type="checkbox"/> Registered Inspector appointed to carry out prescribed inspection</p> <p>Progress of Prescribed Repair: <input type="checkbox"/> Prescribed inspection completed <input type="checkbox"/> Registered Inspector not yet appointed to supervise prescribed repair works <input type="checkbox"/> Registered Inspector appointed to supervise prescribed repair works</p> <p><input type="checkbox"/> Contractor appointed to carry out the prescribed repair works  <input type="checkbox"/> Prescribed repair works completed          (Whether BD has issued compliance letter to certify the completed works meet the MBIS requirements?)  <input type="checkbox"/> Yes; letter issue date: _____ <input type="checkbox"/> No</p> <p>(if applicable)</p> <p>(b) <input type="checkbox"/> Fire Safety Direction issued by BD or Fire Services Department (FSD) has been received Issue Date: _____</p> <p>Work Progress:</p> <p>Fire Safety Direction issued by BD: <input type="checkbox"/> Qualified professional not yet appointed to organise the works <input type="checkbox"/> Qualified professional appointed to organise the works</p> <p><input type="checkbox"/> Contractor appointed or works being carried out by the contractor  <input type="checkbox"/> Works completed          (Whether BD has issued compliance letter to certify the completed works meet the Fire Safety Direction requirements?)  <input type="checkbox"/> Yes; letter issue date: _____ <input type="checkbox"/> No</p> <p>Fire Safety Direction issued by FSD: <input type="checkbox"/> Qualified professional not yet appointed to organise the works <input type="checkbox"/> Qualified professional appointed to organise the works</p> <p><input type="checkbox"/> Contractor appointed or works being carried out by the contractor  <input type="checkbox"/> Works completed          (Whether FSD has issued compliance letter to certify the completed works meet the Fire Safety Direction requirements?)  <input type="checkbox"/> Yes; letter issue date: _____ <input type="checkbox"/> No</p> <p>(if applicable)</p>	<p>For Section 3: Other Information and the Works Items to be conducted.</p> <p>Please pay an attention that for application of “Mandatory Building Inspection Subsidy Scheme” (MBISS), the building / estate must have received a statutory notice or pre-notification letter for carrying out mandatory building inspection issued by Buildings Department.</p> <p>Please <input checked="" type="checkbox"/> “Yes” in Sub-section 8 to indicate if the building / estate has received such statutory notice or pre-notification letter of Mandatory Building Inspection Scheme (MBIS) / Fire Safety Direction (for common parts).</p> <p>For Sub-sections 8(a) and 8(b), please fill in other information which includes the building / estate has received order, statutory notice or direction and its respective work progress, if applicable.</p>
07	<p>(9) Comprehensive repair works items to be conducted include: (may choose more than one) (applicable to building / estate applying for Common Area Repair Works Subsidy or ‘Smart Tender’)</p> <p><input type="checkbox"/> Building Structure and Safety <input type="checkbox"/> Seepage on rooftop or at common area</p> <p><input type="checkbox"/> Fire Safety <input type="checkbox"/> Environmental and hygienic items (e.g. repair works for sewage/fresh water/flush water system)</p> <p>(if applicable)</p>	<p>For Sub-section 9: Comprehensive repair works items to be conducted, which applicable to building / estate applying for “Common Area Repair Works Subsidy” or “Smart Tender” schemes.</p> <p>Please <input checked="" type="checkbox"/> to indicate all those works items intended for conducting comprehensive repair works.</p>

## Guide to filling in Application Form

### “Integrated Building Rehabilitation Subsidy Schemes” (Applicable to Owners’ Corporation / Owners’ Organisation / Representatives of all owners)

08

Items (10)(10a)(10b) & (10c) below are only applicable to building / estate applying for “Lift Modernisation Subsidy Scheme” <sup>Note 4</sup>

(10) Has the Electrical and Mechanical Services Department (EMSD) issued an improvement order(s)\* for the lift(s) pursuant to *Lifts and Escalators Ordinance*?

☐ Yes ☐ No

\*Improvement order must include at least one of the “essential safety devices” in the prescribed items for improvement <sup>Note 5</sup>

---

Lift modernisation works to be conducted:

(10a) ☐ Installation of additional safety devices only <sup>Note 6</sup>  
 All of the “essential safety devices” must be included in this application if such devices have not been installed in the lift(s)  
 Number of lift(s) involved in the execution of item (10a) in the building / estate: \_\_\_\_\_

Work Progress: ☐ Tendering for the procurement of consultant not yet commenced ☐ Tendering for the procurement of consultant has commenced / Consultant appointed

☐ Tendering for the procurement of registered lift contractor has commenced / Registered lift contractor appointed / Works commenced

☐ Works completed

Has a Resumption Permit (Form LE8) allowing the resumption of the use and operation of the lift(s) concerned been issued by the EMSD?

☐ Yes; Resumption Permit (Form LE8) issue date <sup>Note 6</sup>: \_\_\_\_\_

☐ No

(10b) ☐ Complete replacement of the lift not yet equipped with any or all of the “essential safety devices” <sup>Note 6</sup>  
 Number of lift(s) involved in the execution of item (10b) in the building / estate: \_\_\_\_\_

Work Progress: ☐ Tendering for the procurement of consultant not yet commenced ☐ Tendering for the procurement of consultant has commenced / Consultant appointed

☐ Tendering for the procurement of registered lift contractor has commenced / Registered lift contractor appointed / Works commenced

☐ Works completed

Has a Resumption Permit (Form LE8) allowing the resumption of the use and operation of the lift(s) concerned been issued by the EMSD?

☐ Yes; Resumption Permit (Form LE8) issue date <sup>Note 6</sup>: \_\_\_\_\_

☐ No

(10c) Term of the existing lift maintenance contract of the building / estate:  
 From \_\_\_\_\_ (Date) \_\_\_\_\_ (Month) \_\_\_\_\_ (Year)  
 To \_\_\_\_\_ (Date) \_\_\_\_\_ (Month) \_\_\_\_\_ (Year)

Note 4: To apply for “Lift Modernisation Subsidy Scheme”, please make reference to Paragraph 3.3 of “AN-LIMSS” to submit this Application Form together with all required documents as stipulated.

Note 5: For requirements for the installation of additional safety devices, please refer to Paragraphs 4.1 and 4.2 in “AN-LIMSS”. In addition, the applicant must submit the Form 1 – “Information of Maintenance Contract and Modernisation Status of Current Lift(s)” on Page 14 of “AN-LIMSS” or in the introductory letter of “Lift Modernisation Subsidy Scheme” issued to target buildings by the URA in January 2019, completed by the lift maintenance contractor, describing the missing safety devices of the lift(s).

Note 6: If a Resumption Permit (i.e. Form LE8) allowing the resumption of the use and operation of the lift(s) involved in the works has been issued by the EMSD on or before 10 October 2018, the applicant is not eligible to apply for “Lift Modernisation Subsidy Scheme”.

For Sub-sections 10 to 10c: only applicable to building / estate applying for “Lift Modernisation Subsidy Scheme” (LIMSS).

Please ☒ “Yes” in Sub-section 10 to indicate if the building / estate has received improvement order(s) for the lift(s) issued by the Electrical and Mechanical Services Department (EMSD) pursuant to Lifts and Escalators Ordinance.

For Sub-section 10a – 10c: Lift modernisation works to be conducted.

Please ☒ in Sub-section 10a to indicate the installation of additional safety devices only (i.e. all of the essential safety devices must be included), and also fill in the number of lift(s) involved and its work progress; and

Please ☒ in Sub-section 10b to indicate complete replacement (i.e. totally replaced) of the lift which has not yet equipped with any or all of the essential safety devices, and also fill in the number of lift(s) involved and its work progress.

Please also fill in the information of the term of the existing lift maintenance contract of the building / estate in the Sub-section 10c.

The information provided will be used for reviewing applicants’ eligibility and establishing the prioritization of LIMSS. If the information provided is incorrect, it may affect the priority of the relevant application or result in disqualification.

Therefore, you have to know that if your building / estate has received the above-mentioned improvement order, statutory notice or direction, and its works progress so as to enable you to fill in the required information in Sub-sections 8 and 10.

All applications for LIMSS will be prioritized under the established mechanism of the Steering Committee. The results will be announced later.

If a consultant / registered lift contractor has



## Guide to filling in Application Form

### “Integrated Building Rehabilitation Subsidy Schemes” (Applicable to Owners’ Corporation / Owners’ Organisation / Representatives of all owners)

		been engaged, please submit copies of the relevant contract to the URA before the deadline. Otherwise, the prioritization process of applications may be affected.																																																																						
09	<p style="text-align: center;"><b>AN-LIMSS</b></p> <p style="text-align: right;"><b>Form 1</b></p> <p>Owners must request your lift maintenance contractor to check any missing “essential safety devices” of your lift(s) and complete the following form. The duly completed form must be submitted together with the Application Form, otherwise URA will not process the application concerned.</p> <p style="text-align: center;">Information of Maintenance Contract and Modernisation Status of Current Lift(s)</p> <table border="1"> <tr> <td>Address</td><td colspan="4"></td></tr> <tr> <td>Maintenance Contractor and Contract Expiry Date</td><td colspan="4"></td></tr> <tr> <td>Lift Number</td><td>1)</td><td>2)</td><td>3)</td><td>4)</td></tr> <tr> <td>EMSD Lift Location ID</td><td>1)</td><td>2)</td><td>3)</td><td>4)</td></tr> <tr> <td>Double Brake System</td><td>Yes / No</td><td>Yes / No</td><td>Yes / No</td><td>Yes / No</td></tr> <tr> <td>Unintended Car Movement Protection Device / Function</td><td>Yes / No</td><td>Yes / No</td><td>Yes / No</td><td>Yes / No</td></tr> <tr> <td>Ascending Car Overspeed Protection Device / Function</td><td>Type</td><td>Type</td><td>Type</td><td>Type</td></tr> <tr> <td>Car Door Mechanical Lock / Function</td><td>Yes / No</td><td>Yes / No</td><td>Yes / No</td><td>Yes / No</td></tr> <tr> <td>Door Safety Edge</td><td>Yes / No</td><td>Yes / No</td><td>Yes / No</td><td>Yes / No</td></tr> <tr> <td>Intercom</td><td>Yes / No</td><td>Yes / No</td><td>Yes / No</td><td>Yes / No</td></tr> <tr> <td>CCTV System</td><td>Yes / No</td><td>Yes / No</td><td>Yes / No</td><td>Yes / No</td></tr> <tr> <td>Obstruction Switch</td><td>Yes / No</td><td>Yes / No</td><td>Yes / No</td><td>Yes / No</td></tr> <tr> <td>Automatic Rescue Devices</td><td>Yes / No</td><td>Yes / No</td><td>Yes / No</td><td>Yes / No</td></tr> <tr> <td>Registered Lift Contractor / Engineer / Worker Chop and Signature</td><td colspan="3"></td><td>Date</td></tr> </table>	Address					Maintenance Contractor and Contract Expiry Date					Lift Number	1)	2)	3)	4)	EMSD Lift Location ID	1)	2)	3)	4)	Double Brake System	Yes / No	Yes / No	Yes / No	Yes / No	Unintended Car Movement Protection Device / Function	Yes / No	Yes / No	Yes / No	Yes / No	Ascending Car Overspeed Protection Device / Function	Type	Type	Type	Type	Car Door Mechanical Lock / Function	Yes / No	Yes / No	Yes / No	Yes / No	Door Safety Edge	Yes / No	Yes / No	Yes / No	Yes / No	Intercom	Yes / No	Yes / No	Yes / No	Yes / No	CCTV System	Yes / No	Yes / No	Yes / No	Yes / No	Obstruction Switch	Yes / No	Yes / No	Yes / No	Yes / No	Automatic Rescue Devices	Yes / No	Yes / No	Yes / No	Yes / No	Registered Lift Contractor / Engineer / Worker Chop and Signature				Date	<p>Form 1: Information of Maintenance Contract and Modernisation Status of Current Lift(s).</p> <p>If you would like to apply for LIMSS, please ask your existing lift maintenance contractor to check any missing “essential safety devices” of the relevant lifts and to fill in this form, and submit it together with the completed application form to the URA.</p>
Address																																																																								
Maintenance Contractor and Contract Expiry Date																																																																								
Lift Number	1)	2)	3)	4)																																																																				
EMSD Lift Location ID	1)	2)	3)	4)																																																																				
Double Brake System	Yes / No	Yes / No	Yes / No	Yes / No																																																																				
Unintended Car Movement Protection Device / Function	Yes / No	Yes / No	Yes / No	Yes / No																																																																				
Ascending Car Overspeed Protection Device / Function	Type	Type	Type	Type																																																																				
Car Door Mechanical Lock / Function	Yes / No	Yes / No	Yes / No	Yes / No																																																																				
Door Safety Edge	Yes / No	Yes / No	Yes / No	Yes / No																																																																				
Intercom	Yes / No	Yes / No	Yes / No	Yes / No																																																																				
CCTV System	Yes / No	Yes / No	Yes / No	Yes / No																																																																				
Obstruction Switch	Yes / No	Yes / No	Yes / No	Yes / No																																																																				
Automatic Rescue Devices	Yes / No	Yes / No	Yes / No	Yes / No																																																																				
Registered Lift Contractor / Engineer / Worker Chop and Signature				Date																																																																				
10	<p><b>Joint application with other building(s)</b></p> <p>(11) Will this Application Form be submitted together with other applicant(s) of the same building / estate for carrying out the repair works?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, please specify the address of the building</p> <p>_____</p> <p>(The applicant involved must complete and submit separate Application Form)</p> <p><input type="checkbox"/> Not applicable</p>	<p>For Sub-section 11: Joint application with other building(s).</p> <p>Please <input checked="" type="checkbox"/> 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 repair works.</p>																																																																						

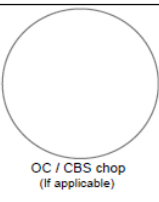
## Guide to filling in Application Form

### “Integrated Building Rehabilitation Subsidy Schemes” (Applicable to Owners’ Corporation / Owners’ Organisation / Representatives of all owners)

11	<b>Section 4: Overview of Integrated Building Rehabilitation Assistance Scheme</b> 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. <small>Note 7</small>				For Section 4: Overview of Integrated Building Rehabilitation Assistance Scheme.  Please refer to the basic eligibility criteria for each subsidy / assistance scheme and please <input checked="" type="checkbox"/> to confirm your choice of application(s), you can choose more than one scheme.  Please pay an 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, and the applicant shall submit a copy of the relevant minutes or resolution of the meeting to the URA.
	Subsidy / Assistance Scheme ("Scheme")	Basic Eligibility Criteria (Application for any scheme must meet ALL relevant basic criteria)	Put a tick ("✓") to confirm your choice of application	Reference to Application Notes for common area repair works	
	Common Area Repair Works Subsidy <small>Note 8</small>	1. Private residential or composite (residential and commercial) buildings aged 30 years or above. 2. Fulfil requirement of average annual rateable value of domestic units <small>Note 9</small> 3. The building is not of three storeys or below 4. The building is not in single ownership (except buildings owned by CBS) or an estate under Tenants Purchase Scheme 5. Resolutions of applying for the Scheme and related issues have been passed at a general meeting /CBS General Meeting <small>Note 7</small>	<input type="checkbox"/>	AN-CAS	
	Lift Modernisation Subsidy Scheme <small>Note 10</small>	1. Private residential or composite (residential and commercial) buildings 2. Fulfil requirement of average annual rateable value of domestic units <small>Note 9</small> 3. Lift(s) in the building/estate have not been equipped with any or all of the "essential safety devices" <small>Note 11</small> 4. Resolutions of applying for the Scheme and related issues have been passed at a general meeting /CBS General Meeting <small>Note 7</small>	<input type="checkbox"/>	AN-LIMSS	
	Mandatory Building Inspection Subsidy Scheme	1. Private residential or composite (residential and commercial) buildings aged 30 years or above 2. Fulfil requirement of average annual rateable value of domestic units <small>Note 9</small> 3. Statutory Notice or Pre-notification Letter of Mandatory Building Inspection Scheme issued by BD has been received 4. The building is not of residential use and three storeys or below 5. The building is not in single ownership (except buildings owned by CBS) 6. Resolutions of applying for the Scheme and related issues have been passed at a general meeting /CBS General Meeting <small>Note 7</small>	<input type="checkbox"/>	AN-MBIS	
	Smart Tender Building Rehabilitation Facilitating Services ("Smart Tender")	1. Private residential or composite (residential and commercial) buildings 2. The building is not of three storeys or below 3. The building is not in single ownership (except buildings owned by CBS) 4. Resolutions of applying for the Scheme and related issues have been passed at a general meeting /CBS General Meeting <small>Note 7</small>	<input type="checkbox"/>	AN-ST	

## Guide to filling in Application Form

### “Integrated Building Rehabilitation Subsidy Schemes” (Applicable to Owners’ Corporation / Owners’ Organisation / Representatives of all owners)

12	<p><b>Section 5: Declaration and Signature</b></p> <p>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:</p> <ol style="list-style-type: none"> <li>I/We sign and submit this Application Form for and on behalf of the OC/ CBS/ all owners whose authorisation has been passed by resolution in a general meeting or CBS General Meeting.*</li> <li>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 submitted with this Application Form are true and accurate.</li> <li>I/We understand and agree to abide by the application terms and requirements for the subsidy/assistance items.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ol> <p>* 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.</p> <p>OC / CBS Name (If applicable) : _____</p> <p>Name of Applicant's Representatives : _____</p> <p>Signature : _____</p> <p>Date : _____</p> <p style="text-align: center;">       OC / CBS chop (If applicable)   </p>	<p>For Section 5: Declaration and Signature.</p> <p>After filling in all required information, please read this section, and then sign for acceptance.</p>
13	<p><b>Section 6: Individual, Owners' Organisation, Building and Repair Works Information Collection Statement</b></p> <p><b>Information Disclosure</b>      The applicant agrees that information about the building/housing estate and relevant repair works covered by the application for subsidy / assistance, such as name of the relevant building/housing estate and owners' organisation, application status, details about the building / housing estate, repair work items and the names of registered inspector / consultancy firm/Authorised Person / contractor / registered lift 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.</p> <p><b>Points to Note for Collecting Information from Individuals, Owners' Organisations, Buildings and Repair Works</b>  <b>Purpose of Collecting Information from Individuals, Owners' Organisations, Buildings and Repair Works</b>      Any information of individuals, owners' organisations, buildings and repair works provided by the applicant will be used for the below and relevant purposes:</p> <ol style="list-style-type: none"> <li>To vet and approve application eligibility for the relevant schemes and other relevant purposes;</li> <li>To promote and administer the relevant schemes or to provide information or services in respect of the relevant schemes;</li> <li>To conduct marketing research on the relevant schemes; or</li> <li>To conduct research on repair of Hong Kong buildings.</li> </ol> <p>The provision of information of individuals, owners' organisations, buildings and repair works by the applicant to the URA is voluntary. If the information of individuals, 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.</p> <p><b>Transfer of Information of Individuals, Owners' Organisations, Buildings and Repair Works and Types of Assignees</b>      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):</p> <ol style="list-style-type: none"> <li>Any third parties offering services related to the relevant schemes;</li> <li>Government Departments, including but not limited to Development Bureau, Security Bureau, Buildings Department, Fire Services Department and Electrical &amp; Mechanical Services Department;</li> <li>Law enforcement agencies, including but not limited to Independent Commission Against Corruption (ICAC), Hong Kong Police Force and Competition Commission;</li> <li>Public bodies, including but not limited to CLP Power Hong Kong Limited (CLP) and HK Electric Investments Limited (HK Electric) etc;</li> <li>Professional associations and academic institutions; or</li> <li>Agencies/Persons who have obtained consent or authorisation from the applicant.</li> </ol> <p><b>Access to Personal Data</b>      The client has rights of access and correction with respect to his/her personal data provided for this application and retained by the URA. He/She may obtain a copy of such personal data with a fee.</p> <p><b>Enquiries</b>      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:      Building Rehabilitation Office      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</p>	<p>For Section 6: Individual, Owners' Organisation, Building and Repair Works Information Collection Statement.</p> <p>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.</p>



## Guide to filling in Application Form

### “Integrated Building Rehabilitation Subsidy Schemes” (Applicable to Owners’ Corporation / Owners’ Organisation / Representatives of all owners)

14

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 In the case where OC has not been formed, all owners of the building shall be the applicant of the related subsidy scheme. The owners should jointly appoint and authorise relevant persons as Applicant's Representatives based on the various situations listed in the table below to handle all matters related to the application and all other aspects of the subsidy scheme. Please note that if the DMC has not expressly stated that (1) resolutions on common areas repair, improvement, upgrading, maintenance and replacement of facilities can be passed at Owners' Meetings and (2) such resolutions are legally binding on all owners of the building, such resolutions shall only be deemed valid with unanimous approval by all owners (and not majority approval by owners who have attended such meeting). The URA has the right to review the DMC terms of the building and decide whether the application meets the related application criteria and the decision of the URA as to whether or not the application be accepted shall be final:

	Has an Owners' Committee been formed under DMC?	Has managers been appointed under Building Management Ordinance (Cap.344) and DMC <sup>Note 1</sup> ?	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 <b>AND</b> 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 Eligible building owners intending to apply for "Lift Modernisation Subsidy Scheme", should they have queries over their building's DMC about the provisions of points (1) and (2) at Paragraph 1.1.1 may call the Hotline at 3188 1188 for enquiry.

**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 related subsidy scheme. Except 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 clause 33 of Co-operative Societies Rules (Cap.33A), duties of the CBS Committee are limited to those specially assigned by the said Rules or related CBS by-laws relating to General Meetings or to any other officers 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.

For Annex 1: Application Notes for building without OC.

Please read this Annex 1 for better understanding about the application notes for building / estate which is not owned by a CBS or not yet formed OC.

## Guide to filling in Application Form

### “Integrated Building Rehabilitation Subsidy Schemes” (Applicable to Owners’ Corporation / Owners’ Organisation / Representatives of all owners)

15

Annex II

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

Subsidy / Assistance Scheme	Deadline	Address of URA Office	Office Hours	Submission Method
Lift Modernisation Subsidy Scheme	Please refer to Paragraph 2.1(a) of "AN-LIMSS"	Building Rehabilitation Office: Unit 1001, 10/F, Tower 2, Cheung Sha Wan Plaza, 833 Cheung Sha Wan Road, Kowloon	Monday to Friday 08:45 – 12:30 13:30 – 18:00	By post or in person
		Urban Renewal Resource Centre: 1/F, 6 Fuk Tsun Street, Tai Kok Tsui, Kowloon	Monday to Friday 10:00 – 19:00 Saturday 10:00 – 18:00	In person
		Headquarters: 26/F, COSCO Tower, 183 Queen's Road Central, Hong Kong	Monday to Friday 08:45 – 18:00	
		Kwun Tong Neighbourhood Centre: Unit C, 1/F, Yue Wah Mansion, 34-62 Yue Man Square, Kwun Tong, Kowloon	Monday to Friday 08:45 – 13:00 14:00 – 18:00	
		Kowloon City Neighbourhood Centre: Units K & L, 1/F, Sunshine Plaza, 17 Sung On Street, Hung Hom, Kowloon		
Common Area Repair Works Subsidy	Not Applicable	Building Rehabilitation Office: Unit 1001, 10/F, Tower 2, Cheung Sha Wan Plaza, 833 Cheung Sha Wan Road, Kowloon	Monday to Friday 08:45 – 12:30 13:30 – 18:00	By post or in person
'Smart Tender' Building Rehabilitation Facilitating Services				
Mandatory Building Inspection Subsidy Scheme				

For Annex 2: 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.

16

Enquiry : 3188 1188

如欲索取中文版申請表格，請致電3188 1188

If you have any inquiry about the application, please feel free to contact our Building Rehabilitation Division colleague at 3188 1188.

17

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 [www.brplatform.org.hk](http://www.brplatform.org.hk) shall prevail.