

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.

Enquiry : 3188 1188

如欲索取中文版申請表格，請致電3188 1188

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

Hong Kong / Kowloon / New Territories

District

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

(3) Building Age : Less than 30 years 30 year - 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

- At least two members of the Management Committee whose authorisation have been resolved at a general meeting of owners (collectively referred to as "Applicant's Representatives")
- Manager appointed under Deed of Mutual Covenant (DMC) of the building ("Manager") ^{Note 3} whose authorisation has been resolved at a general meeting of owners ("Applicant's Representative")

(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 the Building Management Ordinance (BMO) (Cap.344) and the DMC ^{Note 3} ("Applicant's Representative")
- 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 the DMC ^{Note 3} (collectively referred to as "Applicant's Representatives")
- At least two owners authorised by all owners of the building (collectively referred to as "Applicant's Representatives")
- Authorised Committee Members 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 buildings / estates without an OC, all owners or the 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.

(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 : _____

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 Buildings 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: Drainage repair order / Investigation order Issue date: _____
 Drainage-related order Issue date: _____

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 BD has issued a letter to certify the completion certificate of the relevant works has been received?

Yes; letter issue date ^{Note 4}: _____ 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".

(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: _____

Progress of Prescribed Inspection:

- Registered Inspector not yet appointed
- Prescribed inspection completed
- Registered Inspector appointed to carry out prescribed inspection

Progress of Prescribed Repair:

- Registered Inspector not yet appointed to supervise prescribed repair works
- Contractor appointed to carry out the prescribed repair works
- Prescribed repair works completed
- Registered Inspector appointed to supervise prescribed repair works

Whether BD has issued compliance letter to certify the completed works met the MBIS requirements?

Yes; letter issue date: _____ 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 FSD's Fire Safety Direction: _____

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: _____ No

**Fire Safety
Direction issued by
FSD**

Qualified professional not yet
appointed to organize 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: _____ No

**(10) Comprehensive repair works items to be conducted include: (may choose more than one)
(applicable only to 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 hygiene (e.g., repair works for sewage /
fresh water / flush water system)

Joint application with other building(s)

(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

Section 4: Overview of Integrated Building Rehabilitation Assistance Scheme

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}

Subsidy / Assistance Scheme ("Scheme")	Basic Eligibility Criteria (Application for any scheme must meet <u>ALL</u> relevant basic criteria)	Put a tick ("✓") to confirm your choice of application	Reference to Application Notes for common area repair works
Building Drainage System Repair Subsidy Scheme	1. Private residential or composite (residential and commercial) buildings aged 40 years or above	<input type="checkbox"/>	AN-DRS
	2. Fulfil requirement of average annual rateable value of all domestic units in the building ^{Note 6}		
	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		
	4. Resolutions of applying for the Scheme and related issues have been passed at a general meeting / CBS General Meeting ^{Note 5}		
'Smart Tender' Building Rehabilitation Facilitating Services ('Smart Tender')	1. Private residential or composite (residential and commercial) buildings	<input type="checkbox"/>	AN-ST
	2. The building is not of three storeys or below		
	3. The building is not in single ownership (except building owned by CBS)		
	4. Resolutions of applying for the Scheme and related issues have been passed at a general meeting / CBS General Meeting ^{Note 5}		
Common Area Repair Works Subsidy ^{Note 7}	1. Private residential or composite (residential and commercial) buildings aged 30 years or above	<input type="checkbox"/>	AN-CAS
	2. Fulfil requirement of average annual rateable value of all domestic units in the building ^{Note 6}		
	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 Tenant Purchase Scheme		
	5. Resolutions of applying for the Scheme and related issues have been passed at a general meeting / CBS General Meeting ^{Note 5}		
Mandatory Building Inspection Subsidy Scheme	1. Private residential or composite (residential and commercial) buildings aged 30 years or above	<input type="checkbox"/>	AN-MBISS
	2. Fulfil requirement of average annual rateable value of all domestic units in the building ^{Note 6}		
	3. A Statutory Notice or Pre-Notification Letter on Mandatory Building Inspection Scheme issued by BD has been received		
	4. The building is not of three storeys or below		
	5. The building is not in single ownership (except building owned by CBS)		
	6. Resolutions of applying for the Scheme and related issues have been passed at a general meeting / CBS General Meeting ^{Note 5}		

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.

Points to Note:

- 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).

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 “Overview of Integrated Building Rehabilitation Assistance Scheme” (Page 5 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

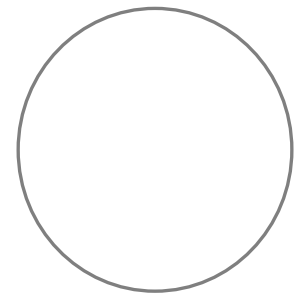
^ In the case where no OC has been formed at the building / estate (including CBS building), please refer to “Application Notes for building without Owners’ Corporation”, Annex I of this Application Form for the requirements and regulations for resolutions to be passed.

OC / CBS Name
(if applicable) :

Name of Applicant’s
Representatives :

Signed on behalf of the
building / estate :

Date :



OC / CBS chop
(if applicable)

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.

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

Note

- (1) The Urban Renewal Authority (URA) is a public body under the regulation of the Independent Commission Against Corruption (ICAC) and Office of the Ombudsman.
- (2) The URA is a public body under the "Prevention of Bribery Ordinance". URA staff are subject to the said Ordinance and are not allowed to solicit or accept any forms of advantages from customers, contractors, suppliers or other persons.
- (3) The Application Form and its content are not legally binding on the URA. The URA is not liable to any person for any loss or damages which may be incurred or sustained by relying on any information contained in this Application Form.
- (4) The URA reserves the right to modify the above contents at any time without prior notice. The web version shall prevail should there be any changes. For the latest version, please visit "Building Rehabilitation Platform" (www.brplatform.org.hk) or call the Integrated Building Maintenance Assistance Schemes Hotline at 31881188 or visit the URA's Building Rehabilitation Office (Address: Unit 1001, 10/F, Tower 2, Cheung Sha Wan Plaza, 833 Cheung Sha Wan Road, Kowloon) in person.

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 managing the building, 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 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 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.

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 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 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.

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 related subsidy scheme;
- (b) To appoint and authorise the Applicant's Representatives 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 related to the subsidy scheme ('Works') that fall under the definition of the scope of works covered by the related subsidy scheme;
- (d) To apportion the cost and expenditure related to the Works among all owners of the building based on the DMC or related 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 'Smart Tender'^{Note 2} (if the application for the URA's 'Smart Tender' is required by the relevant subsidy scheme)
The following paragraphs (f) and (g) apply only where the Applicant is applying for "Building Drainage System Repair Subsidy Scheme":
- (f) To resolve using e-tendering platform under 'Smart Tender' of URA to engage registered contractor;
- (g) To agree with URA arranging the e-tendering platform under 'Smart Tender' to engage the registered contractor;
- (h) 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
- (i) (i) For cases under item (i) in Paragraph 1.1.1 above, to authorise no less than two members of the Owners' Committee who are Applicant's Representatives to open a dedicated bank account for the Works and to handle all matters related to collection and release of subsidy from the scheme;
- (ii) For cases under item (ii) or (iii) in Paragraph 1.1.1 above, to authorise the Managers to open a dedicated bank trust account (the name of the relevant building / estate must be specified) and to handle all matters related to collection and release of subsidy from the scheme;
- (iii) For cases under item (iv) in Paragraph 1.1.1 above, to authorise no less than two owners who are Applicant's Representatives to open a dedicated bank account for the

Works and to handle all matters related to collection and release of subsidy from the scheme;

- (iv) For CBS buildings, to authorise the CBS Committee to open a dedicated bank account for the Works in the name of the CBS and to handle all matters related to collection and release of subsidy from 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.

Note 2: For resolution required to be passed in order to be eligible for 'Smart Tender', please refer to Paragraph 4.2.3 of 'AN-ST'.

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:

Subsidy / Assistance Scheme	Address of URA Office	Office Hours	Submission Method
Building Drainage System Repair Subsidy Scheme	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	
	Kowloon City Neighbourhood Centre: Units K & L, 1/F, Sunshine Plaza, 17 Sung On Street, Hung Hom, Kowloon	Monday to Friday 08:45 – 13:00 14:00 – 18:00	
Common Area Repair Works Subsidy	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			

Please submit the required documents to the URA office according to the subsidy / assistance scheme you join upon submission of the Application Form:

Item	Required documents	Subsidy/assistance scheme to join			
		Building Drainage System Repair Subsidy Scheme	Common Area Subsidy Scheme	Mandatory Building Inspection Subsidy Scheme	'Smart Tender'
1	Copies of the meeting notices and minutes of the owners' meeting passing the resolutions of related issues	<input checked="" type="checkbox"/> (please refer to Paragraph 2.4 (b) of "AN-DRS")	<input checked="" type="checkbox"/> (please refer to Paragraph 2.4.2 of "AN-CAS")	<input checked="" type="checkbox"/> (please refer to Paragraph 2.3.2 of "AN-MBISS")	<input checked="" type="checkbox"/> (please refer to Paragraph 4.2.3 of "AN-ST")
2	A copy of the Certificate of Registration of OC / Certificate of Registration of a Society / Certificate of Registration and by-laws of CBS (if applicable)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	A copy of Statutory Notice or pre-notification letter issued by Buildings Department for mandatory inspection of common part of the building (if applicable)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	A copy of the statutory notice or the advisory letter issued by government authorities for improvement of building safety of common areas of the building concerned (if applicable)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
5	"Fire Safety Direction" and / or related "Fire Safety Compliance Order" issued by FSD and BD (if applicable)		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
6	A copy of the contract of engagement of consultant and / or of the works if a consultant and/or a registered contractor has been engaged for the building in the application	<input checked="" type="checkbox"/>			