

Integrated Building Rehabilitation Assistance Scheme



Application Form

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

Preventive Maintenance Subsidy Scheme


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

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 (Preventive Maintenance 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 the Preventive Maintenance Subsidy Scheme ("the Scheme") for organising repair works in common areas. 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 participating in the Scheme are required to complete the following two items in order to obtain subsidies from the Urban Renewal Authority ("URA"): 1) engaging an "Authorised Person" to prepare a building maintenance manual according to the template provided by the URA, subject to a subsidy cap of \$30,000; and 2) setting up a special fund account for owners to make regular contributions, subject to a subsidy cap of \$200,000. For details of the subsidy and the Scheme, please browse the "Building Rehabilitation Platform" website by using the QR code on the right to view and download the Notes on Application of the Scheme. 
3. Applicants are required to read the Application Notes of the Scheme for details and requirements before submitting the application form. Details are subject to the Notes on Application of the Scheme.
4. The URA acts as an agent on behalf of the Applicant to use the "E-Tendering Platform" to arrange the procurement of the relevant person or company to provide the following services:
 - i. The tendering process for procuring Authorised Person;
 - ii. The tender opening process and related procedures in (i) shall be supervised and assisted by independent professional or professional accountant.
5. 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.
6. Applicants for the Integrated Building Rehabilitation Assistance Scheme are generally buildings or estates with owners' corporation formed. Buildings or estates without owners' corporations may still submit application if they can meet the requirements set out in Appendix I (page 10 to 13) of this application form.
7. Applicants of buildings or estates without owners' corporation and of Civil Servants' Co-operative Building Society ("CBS") must read Appendix I (page 10 to 13) of this application form before submission.

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8. All Applicants (including CBS) must complete Part I to Part V of this application form. For buildings or estates without owners' corporation, they are required to complete Appendix II (page 14) additionally.
9. Please refer to page 15 for the method of submitting the application form.
10. If the Applicant wishes to apply for “Common Area Repair Works Subsidy” or “Smart Tender”, the applicant should use the “Application Form for Common Area Repair Works Subsidy” or “Application Form for ‘Smart Tender’ Building Rehabilitation Facilitating Services”.

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Part I : Requirements of Application for the Scheme	
a) The average annual rateable value of all domestic units in the building within the limit	Must comply with all requirements
b) The building is a private residential or composite building (commercial and residential)	
c) Building of 4 storeys or more	
d) Owners have passed a resolution to resolve on the application for the Scheme and relevant matters at the Owners' Meeting / Co-operative Society's General Meeting.	
e) The building is not in single ownership (except for CBS buildings)	
f) The building has formed an owners' corporation or is held by a co-operative society, or a Manager under the DMC/ Licensed Property Management Company under Property Management Services Authority has been employed	
g) The building has never received any subsidy of the Scheme before	
h) The building has not been included in URA's announced redevelopment projects	
Please add ✓ to <input type="checkbox"/> to confirm the application of the Scheme.	<input type="checkbox"/>

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Part II : Information of Property / 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 Authorised Representative

- (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 Authorised Representative**
(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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Part IV : Other Information

(i) **Has the Applicant engaged an authorised person to prepare a building maintenance manual?**

- Yes
 No

(ii) **Has the Applicant established a building maintenance plan for the common areas of the building?**

- Yes The following item(s) has/have been established for structures, equipment and facilities in the common areas:

Building maintenance plan Regular inspection and maintenance plan

- No

(iii) **Has the building completed the comprehensive repair works?**

- Yes

Completion date of comprehensive repair works in common areas:

Completed for not more than 5 years

Completed for not more than 10 years

- No

(iv) **More than one Applicant co-organising the Scheme (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 apply jointly for the Scheme?

- 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

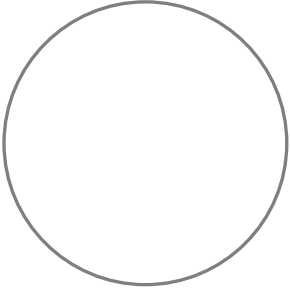
I/ We hereby on my/our behalf of _____
(#Name of the Owner's Corporation/#Name of the Civil Servants' Co-operative Building Society /#All owners of names of the Building/ Estate) (hereinafter referred to as the 'Applicant') to apply for the Scheme to the Urban Renewal Authority, I/we hereby declare the following:

- (1) I am/We are authorised by the Applicant to make and handle the application for the Scheme 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 Scheme and the relevant application notes, and confirm that all the information and supporting documents provided by me/us to the URA 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 of the Scheme.
- (4) I/We and the Applicant agree that the URA has the right to process and approve this application and 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 and the Applicant (as the case may be) will notify the URA 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 does not guarantee or undertake that all applications will ultimately be approved and all applications will be subject to their respective terms and conditions of approval and requirements.
- (6) I/ We agree that the decision of the URA on this application shall be final and the URA reserves the right to reject any application without disclosure of any reason and reason and liability of whatever nature to any person.
- (7) I/We and the Applicant agree to provide all necessary information to the URA in connection with this application, and approve, agree and irrevocably authorise the URA to make enquiries, verify, obtain or provide information or records of the Applicant and building/ estates under application of the Scheme 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.
- (8) I/We and the Applicant agree and authorise the URA 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 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 in Hong Kong.

Please delete as appropriate

* 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.

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Name of Owners' Corporation / Civil Servants' Co-operative Building Society : (if applicable)		
Signature :		
Name of Signatory Remarks: The signatory must be : an authorised representative of the Applicant.		
Date :		
		Owners' Corporation / Civil Servants' Co-operative Building 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 Preventive Maintenance works

Access to Information

To promote the various building rehabilitation subsidy schemes, the Applicant agrees that URA may release to the public the information of the buildings/estates under application for subsidy and of the preventive maintenance to be subsidised, 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 works items, the name of the registered inspector / consultant firms/ recognised persons/ contractors/ qualified persons etc. to be appointed, and the URA shall publish such information in the promotion brochures of the URA, and the Applicant will be required to provide appropriate assistance to the URA to cater for the promotional activities.

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

1. Purpose of collection of personal data, owners' organisations information, buildings and preventive 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 preventive maintenance works information provided by the applicant will be used by the URA for the following purposes or for other purposes directly related to the following.

- a. Processing and approving applications for the Preventive Maintenance Subsidy Scheme;
- b. Implementing the Preventive Maintenance Subsidy Scheme and to promote and disseminate the related information for this purpose;
- c. Conducting surveys, analyses and studies for the Preventive Maintenance Subsidy 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' organisations information and information of buildings and preventive maintenance works by Applicants to the URA is voluntary. If the Applicant fails to provide such information, the URA 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 in writing immediately of any change of information.

2. Categories of transferees and transfer of personal data, owners' organisations information, buildings and preventive maintenance works information

The personal data, owners' organisations information, buildings and preventive maintenance works information provided by the applicant will be provided to the following organisations if 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 under the Preventive Maintenance Subsidy 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;

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- 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 authorised 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 preventive 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. The URA will not be liable to any person for any loss arising from reliance on any information contained in this application form.
- (4) The URA reserves 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.

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Appendix I

Notes on Application for Buildings without Owners' Corporation

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

1.1.1 For buildings without an OC, the applicant applying for the subsidy scheme 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. **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 (Note 1) or a Licensed Property Management Company (Note 2) been appointed under Building Management Ordinance (Cap. 344) and DMC	Applicant's representatives
(i)	No	Yes	Manager or Licensed Property Management Company
(ii)	Yes	Yes	At least two authorised members of the Owners' Committee and the Manager or Licensed Property Management Company as co-representatives.

Note 1: Manager means the company or person for the time being managing the building, for the purpose of the DMC.

Note 2: Property Management Company holding valid licences issued by the Property Management Services Authority ("Licensed Property Management Company").

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 (i) or (ii) 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 Paragraphs 1.1.1 are complied with.

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Notes on Application for Buildings without Owners' Corporation

1.2 Applicable to buildings owned by a CBS not yet dissolved (“CBS buildings”)

1.2.1 Since all units in the CBS buildings are owned by the CBS, the CBS shall be the Applicant for this 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 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 (Chapter 33A), duties of the CBS Committee are limited to those which have not been specifically 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.

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Notes on Application for Buildings without Owners' Corporation

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

- 2.1 Application for the Scheme must include copies of the 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 Preventive Maintenance Subsidy Scheme (‘the 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 Scheme for and on behalf of all owners / the CBS;
 - (c) To prepare a building maintenance manual for the common areas of the building as required under the Scheme and set up a special fund according to the relevant provisions of the Building Management Ordinance (“BMO”) to provide for the repair and maintenance expenses of the common areas of the building and opening and maintaining a bank account for the purpose of paying the repair and maintenance expenses as stipulated in the building maintenance manual;
 - (d) To make regular contributions by all owners of buildings to the special fund in (c) above according to the relevant provisions of the BMO;
 - (e) Use of URA's “E-Tendering Platform” to engage an “Authorised Person” to prepare the building maintenance manual;
 - (f) To authorise the Applicant's representatives / CBS committee members to collect subsidies issued by the URA under the Scheme on behalf of the building / estate and all eligible owners / members;
 - (g) The URA acts as an agent on behalf of the Applicant to use the “E-Tendering Platform” to arrange the procurement of the relevant person or company to provide the following services:
 - i. The tendering process for procuring Authorised Person;
 - ii. The tender opening process and related procedures in (i) shall be supervised and assisted by independent professional or professional accountant.

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Notes on Application for Buildings without Owners' Corporation

(h) Authorisation arrangements for opening bank accounts :

Type of Applicant	Applicant's Representative	Resolutions
Buildings with a Manager or a Licensed Property Management Company appointed in accordance with the Building Management Ordinance (Cap. 344) and DMC	A Manager or Licensed Property Management Company	To authorise the Manager or the Licensed Property Management Company to open a dedicated bank trust account (with the name of the building/estate concerned) for the Scheme and to handle all matters relating to the collection and disbursement of the subsidies under the Scheme
Buildings with an Owners' Committee established in accordance with the DMC and a Manager or a Licensed Property Management Company appointed in accordance with the "Building Management Ordinance" (Cap. 344) and the terms and conditions of the DMC	At least two authorised members of the Owners' Committee and the Manager or the Licensed Property Management Company will be as co-representatives.	To authorise the Manager or the Licensed Property Management Company to open a dedicated bank trust account (with the name of the building/estate specified) for the Scheme and to handle all matters relating to the collection and disbursement of the subsidies under the Scheme
CBS	Committee members of CBS	To authorise the committee members to open a dedicated bank account for the Scheme 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 and conditions 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 the owners or members of the CBS.

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**Housing estates without Owners' Corporations are required to fill in the form
(not applicable to the Civil Servants' Co-operative Building Society)**

(1) Type of Applicant (please put ✓ in the appropriate box ☐)

- A Manager or Licensed Property Management Company 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 or Licensed Property Management Company appointed in accordance with the "Building Management Ordinance" (Cap. 344) and the terms and conditions of the DMC

(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/en/Support_Services/7.html




Method of Submitting Application Forms

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

1.	<p>Address : URA CSW Office Unit B, G/F, 777-783 Yu Chau West Street, Kowloon (Lai Chi Kok station exit B1)</p> <p>Office hours : Monday to Friday 9:00 am - 5:30 pm (Saturday and Public Holidays - Closed)</p>	
 <p>The map illustrates the location of the URA CSW Office. It is situated at the intersection of King Lam Street, Wing Hong Street, and Castle Peak Road. The office is located in Unit B, G/F, 777-783 Yu Chau West Street. The map also shows the Wing Hong Factory Building, Tai Nan West Street, and Yu Chau West Street. A red dashed line indicates the route from the MTR Lai Chi Kok Station Exit B1 to the office. Landmarks like the 7-Eleven and Bank of China are also marked.</p>		

Method of Submitting Application Forms

2.	<p>Address : Building Rehabilitation Resource Centre 201 & 202, 2/F, eResidence, 8 Hok Yuen Street, Hung Hom, Kowloon (near To Kwa Wan Station, Whampoa Station & Ho Man Tin Station)</p> <p>Office hours : Monday to Friday 9:00 am - 9:00 pm, Saturday & Sunday 9:00 am - 6:00 pm (Public Holidays - Closed)</p>	
		

Application Info

BR Platform Website		https://www.brplatform.org.hk/en
Download Application Form (Download Centre)		https://www.brplatform.org.hk/en/download-centre
e-Application		https://www.brplatform.org.hk/en/e-application