

Integrated Building Rehabilitation Assistance Scheme



Application Form

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

“Smart Tender” Building Rehabilitation Facilitating Services



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

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

Enquiry : 3188 1188

如欲索取中文版申請表格，請致電3188 1188

Application Form for the Integrated Building Rehabilitation Assistance Scheme (Smart Tender - Building Rehabilitation Facilitating Services)


Notes for Filling in the Application Form

1. "Smart Tender" Building Rehabilitation Facilitating Services ("Smart Tender") is a fee-charging service scheme which aims to provide support services to owners' organizations (hereinafter referred to as "applicant" or "applicants" as the context may require) in relation to building repair works and to recruit authorized persons / registered inspectors (or consultant firms which can provide relevant services) and qualified registered contractors to carry out repair works in common areas of the buildings through an electronic tendering platform.
2. The Urban Renewal Authority (hereinafter referred to as "URA") acts as a facilitator in the Smart Tender, aiming to enhance the applicants' understanding of preparing building rehabilitation works through the process of the Smart Tender. This equips the applicants with more information for reference when procuring consultants and contractors. Therefore, the URA does not participate in or influence any decisions made by the applicants. If applicants are aware of any suspicious activities during the preparation of building rehabilitation works, such as potential tender-rigging or bribery, they are advised to promptly seek assistance from the relevant law enforcement agencies for investigation.
3. This application form is only applicable to "Smart Tender" for owners' organizations or all owners of a building or an estate to organize repair works in common areas.
4. Applicants are required to read the application notes of "Smart Tender" for details and requirements before submitting the application form.
5. The buildings or housing estates included in 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 housing estate, each part of the building or housing estate covered by a separate DMC must complete and submit a separate application form respectively.
6. Applicants are required to pay for the use of the "Smart Tender" for Building Rehabilitation Facilitating Services to appoint authorized persons / registered inspectors (or consultant firms which can provide the related services) to co-ordinate the repair works and qualified registered contractors to carry out the repair works in the common area of the buildings.
7. The cost of "Smart Tender" has been subsidized by the Government and the concessionary rates are set out in the table below.

| Divisions of tiers based on Average Annual Rateable Value of the Domestic Units in the subject building | Number of units | | | |
|---|-------------------|---------------|----------------|--------------------|
| | 400 units or less | 401-800 units | 801-1200 units | 1201 units or more |
| Tier 1 Urban: less than \$187,001; or New Territories: less than \$143,001 | \$1,250 | \$2,250 | \$3,000 | \$3,750 |
| Tier 2 Urban: from \$187,001 to \$306,000; or New Territories: from \$143,001 to \$163,000 | \$10,000 | \$20,000 | \$26,000 | \$32,000 |

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| Divisions of tiers based on Average Annual Rateable Value of the Domestic Units in the subject building | Number of units | | | |
|---|-------------------|---------------|----------------|--------------------|
| | 400 units or less | 401-800 units | 801-1200 units | 1201 units or more |
| Tier 3 Urban: over \$306,000; or New Territories: over \$163,000 | \$25,000 | \$50,000 | \$65,000 | \$80,000 |

8. Applicants may browse to the “Building Rehabilitation Platform” website by using the QR code on the right to view and download the “Smart Tender” application notes. 
9. Applicants for “Smart Tender” are generally buildings or housing estates with the owners' corporation formed. Buildings or housing estates without owners' corporation may still apply for the scheme if they can meet the requirements set out in Appendix I (pages 9 to 11) of this application form.
10. Applicants for buildings or housing estates and Civil Servants' Co-operative Building Society (“CBS”) without owners' corporation must read Appendix I (pages 9 to 11) of this application form before submission.
11. All applicants (including CBS) must complete Part I to Part V of this application form. For buildings or housing estates without owners' corporation, they are also required to complete Appendix II (page 12) hereof.
12. Please refer to page 13 for the method of submitting the application form.
13. If the applicant wishes to apply for the “Common Area Repairs Works Subsidy” or the “Preventive Maintenance Subsidy Scheme”, the applicant should use the “Common Area Repairs Works Subsidy Application Form” or the “Preventive Maintenance Subsidy Scheme Application Form” respectively.

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| Part I: Application Requirements of the Scheme | |
|--|-----------------------------------|
| a) The building is a private residential or composite building (commercial and residential) | Must comply with all requirements |
| b) Buildings of 4 storeys or more | |
| c) The building is not in single ownership (except for building ownership belongs to CBS buildings) | |
| d) The building must not have employed authorized persons/registered inspectors and qualified registered contractors | |
| e) For joint applications, the same authorized person/registered inspector should be jointly employed to co-ordinate the repair works and the same qualified registered contractor should be employed to carry out the repair works for the common parts of the building in the same tender. | |
| f) Owners have passed a resolution to participate in the scheme and relevant matters at the Owners' Meeting / Co-operative Society Members' General Meeting | |

| Part II: Information of Building/ Housing Estate Under Application | | | |
|--|--|---|--|
| Name of building/housing estate (if any) | | | |
| Address: | | | |
| Street/Road No. | | Name of Street/Road | |
| District | | <input type="checkbox"/> H.K. <input type="checkbox"/> Kowloon <input type="checkbox"/> New Territories | |

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

(i) Type of Owners' Organization to which the Applicant Belongs to

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

(ii) Information of the Applicant's Authorized Representative

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

| Name | Contact No. | Position in the owner's organization (if applicable) |
|---------|-------------|--|
| Mr./Ms. | | |
| Mr./Ms. | | |
| Mr./Ms. | | |

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- (iii) Information of the contact person who assist 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 SMS) | |
| Correspondence Address | | | |
| Email Address | | Fax No. | |

Part IV: Other Information

- (i) **Has the Applicant Engaged a Consultant?**

- ☐ Yes (If yes, the applicant is not eligible to apply for the "Smart Tender")
☐ No

- (ii) **More than One Applicant Co-organizing Building Rehabilitation (if applicable)**

Will the applicant under this application form submit the application form together with other applicants of the same building or a housing estate in order to co-organize building rehabilitation?

- ☐ 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

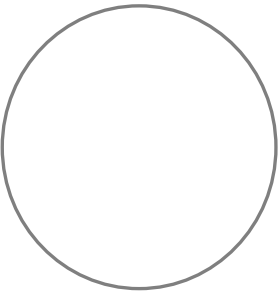
I/ We hereby on my/our behalf of _____
(#Name of Owner's Corporation / #Name of Co-operative Society / # all owners of Name of the Building/Estate) (hereinafter referred to as the 'Applicant') to apply for "Smart Tender" to the URA,
I/we hereby declare the following:

- (1) I am/We are authorized by the Applicant to make and handle the application for the "Smart Tender" and to sign this application form (including making this declaration on behalf of the Applicant). *
- (2) I/We understand the contents of this "Smart Tender" application form 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 for "Smart Tender".
- (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 or 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 do not guarantee or undertake that all applications of "Smart Tender" will ultimately be approved and will be subject to their respective terms and conditions of approval and requirements.
- (6) I/We agree that the URA's decision on this application shall be final and URA reserves the rights to reject any application without assigning any reason and without incurring any liability 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 authorize the URA to make enquiries, verify, obtain or provide information or records of the related applicant and building/housing estates under application of the subsidy scheme to relevant government departments / organizations / 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 authorize 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 at all times all applicable laws (including the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region), regulations and by-laws of Hong Kong.

Please delete as appropriate

* If the building/housing estate does not have an Owners' Corporations (including Co-operative Society's Buildings), please refer to Appendix I (Notes on Application for Buildings without Owners' Corporations) of this application form for the requirements and stipulations for passing the resolution.

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

Notes:

- (1) Please acknowledge any amendments, deletions or obliteration with your signature.
- (2) Any willful misrepresentation or omission of information will render the application ineligible.
Please note that obtaining pecuniary advantage by deception is a criminal offence.

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Part VI: The Data Collection Statement for Personal Data and Information of Owners' Organizations and Buildings and Rehabilitation 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 repair works to be subsidized, such as the name of the buildings/estates and the owners' organizations applying for the subsidy, the progress of the application, details of the buildings/estates concerned, the items of the repair works, the name of the registered inspector / consultant firms / recognized 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 and information of owners' organizations and buildings and rehabilitation works

1. Purposes of collection of personal data and information of owners' organizations and buildings and rehabilitation works (in the case of personal data, the provision of such data is necessary or authorized under the Personal Data (Privacy) Ordinance)

The personal data and information of owners' organizations and buildings and rehabilitation works provided by the applicant may be used by the URA for the following purposes or for other purposes directly related to the followings.

- a. Processing and approving applications for the building rehabilitation subsidy schemes;
- b. Implementing the building rehabilitation subsidy schemes and to promote and disseminate the related information for this purpose;
- c. Conducting surveys, analyses and studies for the building rehabilitation subsidy schemes;
- d. Conducting analyses and studies on building rehabilitation 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 and information of owners' organizations and buildings and rehabilitation 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 cancelled 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 and information of owners' organizations and buildings and rehabilitation work

The personal data and information of owners' organizations and buildings and rehabilitation works provided by the applicant will be furnished to the following organizations if necessary (in the case of personal data, the provision of such data is necessary or authorized under the Personal Data (Privacy) Ordinance):

- a. Any agents, contractors or third-party providing services to URA under the building rehabilitation subsidy schemes;
- 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.;

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- 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 organizations / Public sectors, including but not limited to CLP Power Hong Kong Limited (CLP), HK Electric Investment Limited (HK Electric), etc.;
- e. Professional institutes, academic bodies;
- f. Organizations / persons to whom the applicant has given consent or authorization to provide information; and
- g. The provision of the information is necessary or authorized by law.

3. Access to Personal Data

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

Enquiry

Any enquiries regarding the collection of data relating to personal data and information of owners' organizations and buildings and rehabilitation 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 will not be liable to any person for any loss arising from reliance on any information contained in this application form. The URA reserve the right to modify the content of this application without prior notice and the online version shall prevail. For the latest version, please visit the website of the 'Building Rehabilitation Platform' (www.brplatform.org.hk) or call the URA's Building Rehabilitation Assistance Scheme hotline at 3188 1188 or visit the Building Rehabilitation Division of the URA (Address: Room B, G/F, 777-783 Yu Chau West Street, Kowloon) for enquiry.

Application Form for the Integrated Building Rehabilitation Assistance Scheme (Smart Tender - Building Rehabilitation Facilitating Services) Appendix I Notes on Application for Buildings without Owners' Corporations

1.1 For buildings without owners' corporation ("OC") (please refer to paragraph 1.2 for buildings held by civil servants' co-operative building society ("CBS"))

- 1.1.1 For buildings without an OC, the applicants of the "Smart Tender" should be **all the owners** of the building. The building owners should appoint and authorize the relevant person(s) to act as the applicant's representative(s) for all matters and situations relating to the application and the subsidy scheme(s) in accordance with the different scenarios set out in the table below. **Please note** that if it is not expressly provided in the Deed of Mutual Covenant that (1) resolutions relating to the repair, improvement, upgrading, rehabilitation and replacement of facilities of common parts of the building may be passed at a general meeting of the owners and (2) such resolutions shall be binding on all owners, the **unanimous consent of all owners of the building (instead of by a majority of the owners attending the relevant meeting)** is required for the relevant resolution to be valid. The URA has the right to scrutinize the terms and conditions of the Deed of Mutual Covenant of the building to determine whether the application complies with the relevant application requirements. The URA has the final discretion on whether to accept an application:

| | Has an Owners' Committee been set up in accordance with the terms and conditions of the Deed of Mutual Covenant? | Whether a Manager has been appointed in accordance with the "Building Management Ordinance" (Cap. 344) and the terms and conditions of the Deed of Mutual Covenant of the building (Note) | Applicant's representative |
|-------|--|--|--|
| (i) | Yes | No | At least two authorized members of the Owners' Committee |
| (ii) | No | Yes | Manager |
| (iii) | Yes | Yes | At least two authorized members of the Owners' Committee and the Manager will be as co-representatives. |
| (iv) | No | No | At least two authorized owners |

Note: Manager means the company or person for the time being managing the building for the purpose of implementing the Deed of Mutual Covenant.

- 1.1.2 To be valid, the applicant's representative must be appointed and authorized by a resolution of the owners' meeting. Please refer to paragraph 2 below for the content and requirements of the resolution of the owners' meeting.
- 1.1.3 For buildings under paragraph 1.1.1 (ii) or (iii) above, the applicant shall submit independent legal advice to the URA to certify compliance with the requirements mentioned in paragraphs 1.1.1 (1) and (2) above.

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Appendix I
Notes on Application for Buildings without Owners' Corporations**

- 1.1.4 For buildings under paragraph 1.1.1 (i) or (iv) above, if the applicant is in doubt as to whether the Deed of Mutual Covenant (DMC) of his/her building has any of the requirements referred to in paragraphs (1) and (2) of 1.1.1 above, he/she may make enquiries to URA by calling the URA's Building Rehabilitation Assistance Scheme hotline at 3188 1188.
- 1.2 **For buildings held in the form of Civil Servants' Co-operative Building Society ('Co-operative Society') which have not been dissolved ('Co-operative Society Buildings')**
- 1.2.1 Since all the units in the CBS buildings are held by the CBS, the applicant for the "Smart Tender" shall be the Co-operative Society. Except for the case mentioned in paragraph 1.2.2 below, the Committee of the CBS shall be responsible for all matters relating to the application for the "Smart Tender" and for obtaining all necessary resolutions passed by the general meeting of the Co-operative Society, the contents and requirements of which are set out in paragraph 2 below.
- 1.2.2 Pursuant to Section 33 of the "Co-operative Societies Rules" (Chapter 33A), the duties of the Committee shall be limited to those which have not been specifically assigned by the "Co-operative Societies Rules" or to the general meeting of the CBS or to other senior officer of the CBS under the relevant by-laws of the CBS. In the event of any matter exceeding the duties and powers of the Committee, the "Co-operative Societies Rules" and the by-laws of the CBS concerned shall prevail as regards the procedure of authorization. The URA will determine whether an application complies with the relevant legal requirements having regard to the by-laws of each CBS and the URA has the final discretion on whether to accept an application.

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Appendix I
Notes on Application for Buildings without Owners' Corporations**

2. Resolutions of General Meetings (for buildings without Owners' Corporations)

- 2.1 A copy of the notice of the meeting and minutes of the meeting of the owners' general meeting or (in the case of a Co-operative Society Building), the general meeting of the CBS (collectively referred to as the "**meeting**") must be submitted together with the application for the subsidy scheme for the applicant's building to certify that the following resolutions have been validly passed at the general meeting:
- (a) To participate in the URA's "Smart Tender" Building Rehabilitation Facilitating Services in Hong Kong Dollars **[please refer to pages 1 and 2 of this application forms for the services fee]**, the above fees include the engagement of a designated company through the URA as an independent professional in the "Smart Tender" Building Rehabilitation Facilitating Services for the [name of the building or estate];
 - (b) Applicant's representative is authorized/Co-operative Society Committee members are authorized to sign the application form on behalf of all owners of **[name of building or housing estate]**/the Co-operative Society and to sign the relevant documents with the independent professional and the URA;
 - (c) The URA, as an agent on behalf of **[name of building or housing estate]**, arranges for the engagement of the following persons or companies to provide the relevant services:
 - (i) the designated service provider to provide e-tendering Platform services for conducting the tendering procedures for the recruitment of authorized persons/registered inspectors (or consultant firms which can provide the related services) and Qualified Registered Contractors;
 - (ii) independent professionals or professional accountants to monitor the tender opening process in 2.1(c)(i) above and to assist in the relevant procedures of the tender opening.
- 2.2 In addition to the above resolution, in the case of joint applications, the applicants must pass a resolution at the respective owners' general meetings to carry out building rehabilitation works together and participate in "Smart Tender", and jointly engage the same authorized person/registered inspector and the same qualified registered contractor to carry out the building rehabilitation works with the same tender (the actual items of works may vary according to the conditions of individual buildings).
- 2.3 It is the responsibility of the applicant to ensure that the above resolution is in compliance with the terms and conditions of the Deed of Mutual Covenant / Co-operative Societies Rules (Cap. 33A) and the by-laws of the Co-operative Societies (if applicable), and that the resolution is binding on all the owners or members of the Co-operative Societies.

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

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

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

(2) Information of the Applicant's Authorized Representative

| Name | Contact No. | Position in the owner's organization (if applicable) |
|---------|-------------|--|
| Mr./Ms. | | |
| Mr./Ms. | | |
| Mr./Ms. | | |

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

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

Buildings or housing 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



Application Form for the Integrated Building Rehabilitation Assistance Scheme

How to submit the application form

Method of Submitting Application Forms

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

URA Rehabilitation Cheung Sha Wan Office

| | |
|---|---|
| Address: Unit B, G/F, 777-783 Yu Chau West Street, Kowloon (Lai Chi Kok station exit B1) | Office hours: Monday to Friday 9:00 a.m - 5:30 p.m. (Saturday and Public Holidays - Closed) |
|---|---|

Map details:

- Streets: 瓊林街 King Lam Street, 永康街 Wing Hong Street, 青山道 Castle Peak Road, 長沙灣道 Cheung Sha Wan Road, 大南西街 Tai Nan West Street, 汝州西街 Yu Chau West Street.
- Landmarks: 永康工廠大廈 Wing Hong Factory Building, 7-Eleven, 中國銀行(香港) BANK OF CHINA (HONG KONG), 港鐵荔枝角站B1出口 MTR Lai Chi Kok Station Exit B1.
- URA CSW Office: 長沙灣辦事處 URA CSW Office.

2. Online Application Information

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