

Application Form for Building Certification

Please read the "Notes to Applicants" and "Guidebook for Building Certification" before completing this Application Form

PART I PARTICULARS OF THE APPLICANT		
1. Status of Applicant ^{B(1) & B(2)}	<input type="checkbox"/> Owners' Corporation <input type="checkbox"/> Owners' Committee <input type="checkbox"/> Mutual Aid Committee <input type="checkbox"/> Property Management Company <input type="checkbox"/> Registered Owner of a single-ownership building	
2. Name of Applicant		
3. Authorised Representative (if applicable) ^{B(2)}	Name	(*Mr/Mrs/Ms/Miss)
	Post/Title	
4. Mailing Address		
5. Phone		
6. Fax		
7. E-mail		

Part II BUILDING INFORMATION		
1. Name of Building/Development		(English)
		(Chinese)
2. Address of Building/ Development		
3. Name of Property Manager		
4. Building Age (DD/MM/YYYY)	Date of Occupation Permit : / / (Years)	
5. Type of Ownership	<input type="checkbox"/> With DMC (Multi-owned) <input type="checkbox"/> With DMC (Single-owned buildings in Mixed Development) <input type="checkbox"/> Without DMC (Single-owned)	
6. Type of Building/Development	<input type="checkbox"/> Private domestic <input type="checkbox"/> Private composite (domestic and commercial)	
7. Building Particulars ^{B(3) & B(4)}	Total No. of Domestic Units:	
	Total No. of Building Blocks:	
	Block Name(s):	
	Particulars of Shops/Commercial Centre (If applicable):	(Total No. of Premises) (Area M ²)
	Particulars of Car Park (If applicable):	(No. of Spaces) (Area M ²)

Part III Scope of Certification ^{B(5), B(6), B(7), B(8), B(9), B(10) & B(11)}	
*Single Application / Phased Application: _____ Application ^{B(12)}	
1. No. of Building Blocks for This Application	Domestic : Non-Domestic :
2. Name of Building Block(s) for This Application	Domestic : Non-Domestic :
3. No. of Domestic/ Non-domestic Units for This Application	Domestic Units : Shop Units : Carparking Spaces:
4. Projected Completion Date of Building Certification for This Application	/ / (DD/MM/YYYY)
5. Projected Completion Date for All Phases of Building Certification (For Phased Application only)	/ / (DD/MM/YYYY)

Part IV Application Type (Choose any one type as appropriate)	
<input type="checkbox"/> Scenario 1 ^{B(13)} : Application before Completion of MBIS & MWIS Inspections and Repairs and Building/Development has not received MBIS & MWIS (for windows in common parts only) Statutory Notices issued by Building Authority	
1. Are there Pre-Notification Letters for MBIS/MWIS (for windows in common parts only) issued by Building Authority? <div style="display: flex; justify-content: space-between;"> <div> Pre-Notification Letter(s) for MBIS (Issue Date(DD/MM/YYYY), if yes : / /) Pre-Notification Letter(s) for MWIS (for windows in common parts only) (Issue Date(DD/MM/YYYY), if yes : / /) </div> <div style="text-align: center;"> Yes No <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> </div>	
<input type="checkbox"/> Scenario 1A ^{B(13)} : Building/Development has received MBIS & MWIS (for windows in common parts only) Statutory Notices issued by Building Authority and shall submit application <u>within 2 months</u> from the issue date of the MBIS Statutory Notices	
	Issue Date (DD/MM/YYYY)
1. Statutory Notice for MBIS (Notice No.:_____)	/ /
2. Statutory Notice for MWIS (for windows in common parts only) (Notice No.:_____)	/ /

<input type="checkbox"/> Scenario 2 ^{B(13)} : Application after Completion of MBIS & MWIS Inspections and Repairs, i.e. Building/Development have complied with MBIS/MWIS (for windows in common parts only) and received Compliance Letter(s) / Acknowledgement Letter(s) for Voluntary Building and Window (for windows in common parts only) Inspection issued by Building Authority	
	<u>Issue Date (DD/MM/YYYY)</u>
1. Statutory Notice for MBIS (Notice No: _____)	/ /
* Compliance Letter for MBIS / Acknowledgement Letter for Voluntary Building Inspection	/ /
2. Statutory Notice for MWIS (for windows in common parts only) (Notice No: _____)	/ /
* Compliance Letter for MWIS (for windows in common parts only) / Acknowledgement Letter for Voluntary Window Inspection (for windows in common parts only)	/ /

Part V DOCUMENTS REQUIRED FOR SUBMISSION		
Please provide the following documents together with application form :	Yes	N/A
1. Copy of *DMC/Sub-DMC of Building/Development	<input type="checkbox"/>	<input type="checkbox"/>
2. Copy of Occupation Permit of Building/Development	<input type="checkbox"/>	<input type="checkbox"/>
3. Copy of Lease Plan marked with scope of certification	<input type="checkbox"/>	<input type="checkbox"/>
4. Copy of notice(s) / letter(s) issued by Building Authority :		
▪ Pre-Notification Letter(s) for MBIS	<input type="checkbox"/>	<input type="checkbox"/>
▪ Pre-Notification Letter(s) for MWIS (for windows in common parts only)	<input type="checkbox"/>	<input type="checkbox"/>
▪ Statutory Notices for MBIS	<input type="checkbox"/>	<input type="checkbox"/>
▪ Statutory Notices for MWIS (for windows in common parts only)	<input type="checkbox"/>	<input type="checkbox"/>
▪ * Compliance Letter for MBIS/ Acknowledgement Letter for Voluntary Building Inspection	<input type="checkbox"/>	<input type="checkbox"/>
▪ * Compliance Letter for MWIS (for windows in common parts only)/ Acknowledgement Letter for Voluntary Window Inspection (for windows in common parts only)	<input type="checkbox"/>	<input type="checkbox"/>
5. Proof of Authorisation ^{B(2)}	<input type="checkbox"/>	<input type="checkbox"/>
6. Phasing Programme showing target dates for application and completion for each phased application upon First Application (Phased Application only)	<input type="checkbox"/>	<input type="checkbox"/>
7. Updated Phasing Programme upon This Application (Phased Application only)	<input type="checkbox"/>	<input type="checkbox"/>
8. Demarcation Plan showing scope of certification of each phased application upon First application (Phased Application only)	<input type="checkbox"/>	<input type="checkbox"/>
9. Updated Demarcation Plan upon This Application (Phased Application only)	<input type="checkbox"/>	<input type="checkbox"/>
10. Pre-Assessment Checklist	<input type="checkbox"/>	

Part VI APPLICATION FEE

Please attach a crossed cheque (payable to “Hong Kong Housing Society”) to this form for payment of the application fee ^{B(14)}:

1. Cheque No : _____ (Bank: _____)
2. Amount: HK\$ _____

Part VII DECLARATION

1. * **I/We** understand that the Hong Kong Quality Building Assessment Panel Secretariat (Panel Secretariat) reserves the right to reject any application should it find the subject building(s) is/are inappropriate to join VBAS and the application fee is non-refundable.
2. * **I/We** agree the Panel Secretariat, to release the information of * **my/our** Building/Development and the Certificate & Quality Labels awarded, to Building Authority (BA) and to the public including posting on the website of the Voluntary Building Assessment Scheme (VBAS).
3. * **I/We** understand that the Certificate and Quality Label(s) awarded under the VBAS remain the property of the Hong Kong Quality Building Assessment Panel. The Hong Kong Quality Building Assessment Panel reserves the right to revoke the Certificate and Quality Label(s) if situation warrants.
4. * **I/We** shall co-operate with the Panel Secretariat & BA for examination and checking of the application and submission, including but not limited to the provision of further information, render assistance for site check and to coordinate with the concerned VBAS Assessor(s) for clarification of any doubts, failing which the Hong Kong Quality Building Assessment Panel may reject my/our application for VBAS or revoke the awarded Certificate and Quality Label(s) if situation warrants.
5. * **I/We** understand that the building/development awarded with VBAS Certificate/ VBAS Premium Certificate is recognized by the BA as having fulfilled the requirements under the “Mandatory Building Inspection Scheme” (MBIS) and “Mandatory Window Inspection Scheme” (MWIS) (for windows in common parts only) within the respective inspection cycles regarding the specific scope of assessment. Notwithstanding the aforesaid, the BA reserves the right to serve MBIS or MWIS Statutory Notices against the building/development concerned should any basis upon which the VBAS Certificate/ VBAS Premium Certificate issued is subsequently found to be invalid or should change in circumstances of the building/development concerned after the issuance of VBAS Certificate/ VBAS Premium Certificate warrant it (applicable to building/development under Scenario 1 & 1A only).
6. * **I/We** understand that the Panel Secretariat may seek BA's comment upon receiving an application under Scenario 1A due to potential higher building safety risks. BA's comment will be taken into account for consideration of the acceptance of the application.
7. * **I/We** understand that BA reserves the right to issue MBIS & MWIS Statutory Notices or re-activate any MBIS & MWIS Statutory Notices when it considers appropriate, e.g. building safety risk(s) are noted during the participation of VBAS, the VBAS assessment period or the examination period by the Panel Secretariat.
8. * **I/We** understand that if any building(s) fail(s) to have the assessment and repairs of ALL privately owned elements including the privately owned external walls and associated projections, balconies, verandahs and signboards be completed under the VBAS, if any, the Panel Secretariat will not accept any part submission regarding the privately owned elements for examination. Instead, the VBAS Assessor concerned will be required to make submissions of all those privately owned elements completed by him / her to Buildings Department (BD) in a bundle, as and when appropriate. BD may then follow up ALL privately owned elements under the MBIS & MWIS.
9. * **I/We** understand that the Hong Kong Housing Society, the Hong Kong Quality Building Assessment Panel (including its Sub-Committees and Members) and Panel Secretariat or their agents shall not have any responsibility or liability whatsoever in relation to any dealings between the applicant and the VBAS Assessor(s) in connection with VBAS.

10. * **I/We** declare that all information and supporting documents provided are true and accurate. * **I/We** shall immediately notify the Panel Secretariat of any change of such information after submission of the application form. * **I/We** agree that this application form and all the supporting documents supplied by ***me/us** in this application will not be returned.
11. * **I/We** agree to indemnify Hong Kong Housing Society/Hong Kong Quality Building Assessment Panel for and against all losses, damages and liabilities which Hong Kong Housing Society/Hong Kong Quality Building Assessment Panel may incur or sustain as a result of approving * **my/our** application based on the information provided by * **me/us**.
12. * **I/We** undertake to abide by the decisions of the Hong Kong Quality Building Assessment Panel in relation to building certification and the Terms and Conditions of VBAS.

Name of Applicant/

Authorised Representative : _____

Signature of Applicant/

Authorised Representative & Chop #: _____ Date: ____ / ____ / ____
(DD/MM/YYYY)

* Please delete if inapplicable

☐ Please tick whichever is applicable

Chop of Owners' Corporation/Owners' Committee/Mutual Aid Committee/Property Management Company and signature of authorised representative is required.

Please send the duly completed application form together with the required documents and a crossed cheque (made payable to the "Hong Kong Housing Society") to the Hong Kong Quality Building Assessment Panel Secretariat either by post or in person:

- **By Post** : P.O. Box No. 9127, General Post Office, Hong Kong; or
- **In person** : 8/F., 1063 King's Road, Quarry Bay, Hong Kong
Office Hours : Monday to Friday (except Public Holidays)
8:30 a.m. - 12:30 p.m. & 1:30 p.m. - 5:30 p.m.

CONFIRMATION OF RECEIPT OF PAYMENT (For Office use only)

Receipt no: _____ has been issued for the payment of the amount stated in Part VI above.

Date

Name & Signature of Responsible Officer

Notes to Applicants

A. Notes on Collection of Personal Data

- (1) The information provided will be used for purposes in connection with processing application for building certification, promotional activities and other related matters in connection with the VBAS.
- (2) It is obligatory for the applicant to provide the personal information as required in the form. Failure to supply any such information may delay the processing or result in rejection of the application for building certification.
- (3) The information provided may be disclosed to government departments or other parties for purposes in connection with the processing of application for building certification.
- (4) For access to or correction of any personal data after submission of the form, the applicant can address to the Hong Kong Quality Building Assessment Panel Secretariat in writing.
 - By Post : P.O. Box No. 9127, General Post Office, Hong Kong
 - By Fax : 2884 2551
 - By E-mail : vbasenquiry@hkhs.com
- (5) The right of access includes the right to obtain a copy of the applicant's own personal data subject to payment of a fee.

B. Notes on Application Form

- (1) All private domestic buildings and composite buildings (domestic and commercial) in Hong Kong with building management, of any building age, can join VBAS for building certification on a voluntary basis.
- (2) If an applicant is not a registered owner of a single-ownership building, a representative must be authorised to submit the application. The authorisation document should be attached to the application form.
- (3) Details of the Building/Development including the names of domestic blocks and number of units, name of commercial centre, area and number of commercial units, carpark and its area and number of parking spaces etc. shall be listed out in the application form.
- (4) Applicant may make reference to the Occupation Permit (OP)/ Lease Plan / Deed of Mutual Covenant (DMC) / Sub-DMC for the relevant information of the Building/Development. If there is anything not clear, applicant may further refer to the records of the Land Registry for the related information.
- (5) The scope of certification of the Building/Development to be included in each individual application shall be as follows: -

With DMC: (Multi-owned)	All building block(s) and all common parts covered by the same DMC or sub-DMC for phased development. <u>OR</u>
With DMC: (Single-owned buildings in Mixed Development)	Individual building blocks which are solely owned by a single owner while others were sold to individual owners and the single owner opts to join VBAS independently: All the whole building block(s) and all parts solely owned by the single owner, if the DMC/sub-DMC(s) can define the boundary of the separate ownership. <u>OR</u>
Without DMC: (Single-owned)	All building block(s) and all common parts covered by the same occupation permit (OP) or other instrument; or All building blocks and all common parts in the same phase of development having different OPs.

The application may also cover all privately owned elements including privately owned external walls and the associated projections, unenclosed balcony and verandah that is connected to the individual premises, and signboards, if any.

If the building(s) has/ have privately owned elements but fail(s) to complete the assessment regarding ALL privately owned elements, "VBAS Premium Certificate" will not be awarded. Details refer to item B(13).

- (6) Applicant can, at his/ her choice, join VBAS by either Single or Phased Application:

Single Application

All building blocks, privately owned elements (if any) and all common parts within the scope of certification of the same estate or development are included in the same application;

Phased Application

The building blocks, privately owned elements (if any) and all common parts split in various phases within the scope of certification of the same estate or development as proposed by the Applicant and accepted by the Panel Secretariat;

The demarcation of phases shall be based on OP, DMC or Sub-DMC, other instruments or discernible structures such as road or fence, etc.

- (7) For either Single or Phased Application, building assessment shall be completed within 12 months from the date of acceptance of the application under Scenario 1 or within 12 months from the date of MBIS Statutory Notice under Scenario 1A, as the case maybe.
- (8) Assessment of Building Safety and Management Category (Elements 1-10) shall be conducted for each Single or Phased Application.
- (9) For Phased Application, a Phasing Programme for building certification of all building blocks within the whole development (with or without DMC/ Sub-DMC) with target date for application and completion of each phase clearly stated, together with a Demarcation Plan marked clearly thereon the scope of certification of each phase, shall be submitted for consent by the Panel Secretariat upon First Application. For the application of the subsequent phase(s), an updated Phasing Programme and Demarcation Plan shall also be submitted to the Panel Secretariat for consent upon each phased application.
- (10) If there is any default application for the subsequent phase(s) under the Phased Application, the Panel Secretariat shall inform BA to take actions under the MBIS & MWIS as deemed fit including issuance of Warning Letter / Statutory Notice to default buildings.
- (11) Certificate and Quality Labels will be awarded on the basis of each Single or Phased Application.
- (12) For Phased Application, the phase no. of this Application shall be specified.

- (13) This application shall be completed with submission of the assessment reports for the scope of certification detailed in Part III above in accordance with the following timeframe :

- Scenario 1 :
- Complete assessment of the Building Safety Category and Building Management Category and assessment reports within 12 months from the date of acceptance of application for building certification;
 - Submit the assessment reports for both Building Safety Category and Building Management Category within 3 months from the date of completion of the assessment reports and
 - The assessment reports for the Building Safety Category and the Building Management Category on each individual application basis shall be submitted in one go to the Panel Secretariat.
 - If any building(s) fail(s) to have the assessment and repairs of ALL privately owned elements including the privately owned external walls and associated projections, balconies, verandahs and signboards be completed under the VBAS, if any, the Panel Secretariat will not accept any part submission regarding the privately owned elements for examination. Instead, the VBAS Assessor concerned will be required to make submissions of all those privately owned elements completed by him / her to BD in a bundle, as and when appropriate. BD may then follow up all privately owned elements under the MBIS & MWIS.
- Scenario 1A:
- Complete assessment of the Building Safety Category and Building Management Category and assessment reports within 12 months from the date of MBIS Statutory Notices issued by BA;
 - Submit the assessment reports for both Building Safety Category and Building Management Category within 3 months from the date of completion of the assessment reports;
 - The assessment reports for the Building Safety Category and the Building Management Category on each individual application basis shall be submitted in one go to the Panel Secretariat and
 - If any building(s) fail(s) to have the assessment and repairs of ALL privately owned elements including the privately owned external walls and associated projections, balconies, verandahs and signboards be completed under the VBAS, if any, the Panel Secretariat will not accept any part submission regarding the privately owned elements for examination. Instead, the VBAS Assessor concerned will be required to make submissions of all those privately owned elements completed by him / her to BD in a bundle, as and when appropriate. BD may then follow up all privately owned elements under the MBIS & MWIS.
- Scenario 2 :
- Complete assessment of the Building Management Category and submit assessment reports within 3 months from the issue date of both the Compliance Letters for MBIS and MWIS (for windows in common parts only) as well / Acknowledgement Letters for both the Voluntary Building and Window (for windows in common parts only) Inspection as well;
 - The assessment reports for the Building Management Category together with certified true copy of relevant Compliance Letter for MBIS & MWIS (for windows in common parts only)/Acknowledgement Letter for Voluntary Building and Window (for windows in common parts only) Inspection shall be submitted in one go to the Panel Secretariat; and
 - Building assessment for Building Safety Category is not required.

(14) Application Fees

- Fees & Charges (to be paid in two stages):

Application Fee (To be paid at the time of submission of each individual application)	▪ HK\$500		
Certification Fee (To be paid at the time of submission of assessment reports)	Category of building/development	Scenario 1&1A	Scenario 2
	▪ Property with 100 domestic units or below	HK\$10,000	HK\$5,000
	▪ Property with 101 - 2,000 domestic units	HK\$20,000	HK\$10,000
	▪ Property with 2,001 - 4,000 domestic units	HK\$30,000	HK\$15,000
	▪ Property with 4,001 domestic units or above	HK\$40,000	HK\$20,000

- Application Fee is required for each single or phased application.
- Certification Fee is calculated at no. of domestic units of the whole development with reference to DMC/ Sub-DMC/ OP as appropriate. For Phased Application, Certification Fee shall be paid on pro-rata basis according to the total no. of phases of a development.
- Fees paid are NOT refundable and NOT transferable in any event. This includes cases where the application was rejected/ withdrawn or in case where the VBAS Certificate/ VBAS Premium Certificate and Quality Labels issued were subsequently revoked.

C. Other Important Notes

- (1) The applicant should provide the information as required in the form. Failure to supply any such information may delay the processing or result in rejection of the application for building certification.
- (2) Information of the Building/Development including the name, address, pictures, name of Building Manager, the VBAS Certificate/ VBAS Premium Certificate and Quality Labels awarded and the Issue Date, etc. will be posted on the website of the VBAS to allow public access.
- (3) The building/development awarded with VBAS Certificate/ VBAS Premium Certificate is recognized by the BA as having fulfilled the requirements under the MBIS & MWIS (for windows in common parts only) within the respective inspection cycles regarding the specific scope of assessment. Notwithstanding the aforesaid, the BA reserves the right to serve MBIS or MWIS Statutory Notices against the building/development concerned should any basis upon which the VBAS Certificate/ VBAS Premium Certificate issued is subsequently found to be invalid or should change in circumstances of the building/development concerned after the issuance of VBAS Certificate/ VBAS Premium Certificate warrant it (applicable to building/development under Scenario 1 & 1A only).
- (4) Hong Kong Quality Building Assessment Panel reserves the right to revoke the issued VBAS Certificate, VBAS Premium Certificate and Quality Label(s) if situation warrants.
- (5) Please ensure that all relevant sections of the application form are completed and signed. Any false information or declaration shall lead to rejection or cancellation of the application.

- (6) Hong Kong Quality Building Assessment Panel and Panel Secretariat shall not, by whatever means, take part in the referral or influence the decision of the applicant on the selection and appointment of VBAS Assessors and Registered Contractors.
- (7) Before selection and appointment of any VBAS Assessor for building assessment, it is advised to check the disciplinary decisions (if any) against VBAS Assessors made by the Hong Kong Quality Building Assessment Panel. The disciplinary records have been published in VBAS website.
- (8) Before selection and appointment of any VBAS Assessor (List 1) for building inspection and subsequently any Registered Contractors for repair works, it is advised to check any findings and orders made by the Registered Inspectors' and Registered Contractors' Disciplinary Board established under the Buildings Ordinance. The findings and orders have been published in the Gazette Notices of Government of Hong Kong Special Administration Region and can be found in the Buildings Department's Website.
- (9) The application form and its contents are not legally binding on the Hong Kong Quality Building Assessment Panel and Panel Secretariat. The Hong Kong Quality Building Assessment Panel and Panel Secretariat shall not be liable for any loss sustained by any person by relying on any information contained in this application form.
- (10) Hong Kong Quality Building Assessment Panel Secretariat reserves the right to amend the contents of this form at any time without prior notice.
- (11) All staff members of the Hong Kong Quality Building Assessment Panel Secretariat are subject to the Prevention of Bribery Ordinance and are not allowed to solicit and accept any forms of advantages from customers, contractors, suppliers or any person.
- (12) For enquiry, please contact the Hong Kong Quality Building Assessment Panel Secretariat :
- By Post : P.O. Box No. 9127, General Post Office, Hong Kong
 - By Telephone : 8108 0108
 - By Fax : 2884 2551
 - By E-mail : vbasenquiry@hkhs.com