

民政事務總署  
第四科  
香港灣仔軒尼詩道一百三十九號  
中國海外大廈十一樓



HOME AFFAIRS DEPARTMENT

Division IV  
21st Floor, China Overseas Building,  
139 Hennessy Road,  
Wan Chai, Hong Kong.

本署編號 Our Ref.: (5) in L/M(2) to HAD HQ IV/20/10/18/11  
來函編號 Your Ref.: CB2/PL/HA  
電話 Tel.: 2123 8382  
傳真 Fax.: 2147 0984

3 September 2010

By fax  
(Fax No.: 3529 2837)

Miss Mary SO  
Chief Council Secretary (2)5  
Panel on Home Affairs  
Legislative Council  
Legislative Council Building  
8 Jackson Road  
Central  
Hong Kong

Dear Miss SO,

**Formation of Owners' Corporation for Kingsford Terrace**

Thank you for your letter dated 19 August 2010 on the captioned issue raised by Ms CHEUNG. We have examined the issue with Wong Tai Sin District Office (WTSDO) and our reply is as follows.

The Home Affairs Department has always encouraged and assisted owners to form Owners' Corporations (OC) for more effective management of buildings. In this regard, District Offices will provide assistance including advice to the convenor and owners on the procedures of the formation of OC, attendance at meetings of owners for the purpose of forming an OC, and advice on the procedures for the appointment of management committee.

The WTSDO understands that the owners of Kingsford Terrace have formed an owners' committee in August this year. An owners' committee is an owner advisory body formed in accordance with the Deed of Mutual Covenant of the building which sets out details of its operation and functions, mainly for providing advice to the management company. If the owners of

Kingsford Terrace would like to form an OC under the Building Management Ordinance, they may consider to appoint one owner by owners of not less than 5% of shares in aggregate as convenor to call a meeting. At the meeting so convened, they may, by a resolution passed by a majority of the votes of the owners and supported by owners of not less than 30% of the shares in aggregate, form an OC and appoint a management committee. District Offices are always ready to provide advice and assistance, which include attending briefing for owners to explain the procedures of the formation of an OC, issuing an exemption certificate to the convenor for obtaining a free copy of record of owners of the building, providing samples of documents and attending the meeting of owners for the formation of an OC, etc. If the owners would like the assistance of the management company in convening the meeting for formation of OC, they may make a request to the owners' committee.

For further enquiries, please contact Miss Connie Liu of Wong Tai Sin District Office at 3143 1156.



(Ms. Emily WAN)  
for Director of Home Affairs