

Legislative Council Panel on Administration of Justice and Legal Services

**Follow-up to discussion at the meeting on 25 April 2016 on the
Renovation works for the West Wing of the former Central Government Offices
for office use by the Department of Justice and law-related organisations
LC Paper No. CB(4)884/15-16(06)**

During the discussion of the captioned item at the Panel meeting held on 25 April 2016, Members requested the Administration to provide the following information –

- (a) the terms of reference and membership of the Committee on Provision of Space in the Legal Hub (the Committee); and
- (b) the criteria adopted by the Committee for selecting LROs to be housed in the West Wing of the former Central Government Offices (CGO) and/or the former French Mission Building (FMB).

2. In July 2014, we briefed the Panel on the provision of space to LROs in the CGO West Wing and FMB. The Panel paper (LC Paper No. CB(4)939/13-14(04)) is at **Appendix A** for Members' ease of reference. As set out in the Annex of the paper, the terms of reference and membership of the Committee set up to decide on the provision of accommodation support for LROs in the CGO West Wing and FMB are as follows –

(A) Terms of reference

To consider the arrangements in relation to the provision of accommodation support for LROs in the CGO West Wing and FMB and to provide advice to the Secretary for Justice, including –

- (a) selection of LROs to be housed in the West Wing and FMB, based on assessment of the relative merits of prospective organisations;
- (b) allocation of office space to the selected organisations based on the relevant factors for considerations;
- (c) determination of the rental charges for the selected organisations;
- (d) determination of the appropriate terms and conditions of tenancy to be imposed on selected organisations; and
- (e) review of the procedural mechanism from time to time.

(B) Membership

Chairman

The Secretary for Justice

Members

- (a) representative(s) from the Department of Justice;
- (b) representatives from other government bureaux / departments;
- (c) two members appointed in personal capacity, one each from the Hong Kong Bar Association and the Law Society of Hong Kong; and
- (d) other members appointed in personal capacity from other relevant sectors (such as the business sectors which are users of legal services)

A press release issued in December 2014 announcing the setting up of the “Committee on Provision of Space in the Legal Hub” (with the Membership list) is at **Appendix B**.

3. Also set out in the above referred Panel Paper at Appendix A are the general eligibility and selection criteria for selecting LROs to be housed in CGO West Wing and the FMB (paragraphs 11 and 13 refer). The final criteria as subsequently agreed by the Committee, and publicly announced when applications from LROs were invited (see paragraphs 2.1 and 3.2 of the Guide to Appointment at **Appendix C**), are as follows –

(A) Eligibility Criteria

- 4. The applicants were required to meet the following eligibility criteria –
 - (a) the applicant should normally be a non-profit-making or inter-governmental LRO which has been operating in the law-related or dispute resolution field in or outside Hong Kong;
 - (b) the services to be provided on the premises should be compatible with the policy objective of enhancing Hong Kong’s status as a hub for legal and dispute resolution services in the Asia-Pacific region; and
 - (c) the applicant should not have received a capital grant from the Government or any other sources for constructing or buying its own premises, or subsidy of any kind from any other sources for accommodation support.

(B) Selection criteria

5. If the demand for space outstrips the area that can be provided, the Committee will consider the applications against selection criteria including but not limited to the following –

- (a) the relevance of the applicant's services to achieving the policy objective (i.e. enhancing Hong Kong's position as a hub for international legal and dispute resolution services in the Asia-Pacific region);
- (b) the years of experience in providing the services concerned, as well as the performance, reputation and contribution of the applicant in the law-related field;
- (c) the benefits that the applicant will bring in advancing the policy objective, including (in the case of application from LROs from outside Hong Kong) reciprocity in the provision of space to Hong Kong LROs in their home countries / cities (where applicable);
- (d) the financial position of the applicant and the prospect of its becoming self-financing in the longer-term for paying market rental; and
- (e) any international obligation or existing commitment to support the applicant.

Department of Justice
May 2016

**For discussion
on 22 July 2014**

**Legislative Council
Panel on Administration of Justice and Legal Services
Provision of accommodation support for law-related organisations
in the West Wing of the former Central Government Offices
and the former French Mission Building**

PURPOSE

This paper briefs Members on the principles and framework for drawing up the mechanism and arrangements for providing accommodation to law-related organisations (LROs) in the West Wing of the former Central Government Offices (CGO) and the former French Mission Building (FMB).

BACKGROUND

Relocation of the Department of Justice (DoJ) to CGO Main and East Wings

2. As stated in the 2009-10 Policy Address, the Main and East Wings of the former CGO will be preserved for use by DoJ after the relocation of policy bureaux to the new Central Government Offices at Tamar. This arrangement provides an opportunity for DoJ to re-organise its offices to enhance its efficiency and optimise the overall use of government resources.

3. The Finance Committee of the Legislative Council approved in March 2013 the funding proposal for the conversion works of the CGO Main and East Wings required for relocating part of the offices of DoJ to the buildings. The works have commenced in July 2013 and the target completion time is Q1 2015.

Decision to provide space in West Wing and FMB to LROs

4. Separately on 4 December 2012, the Government announced the decision to –

- (a) reuse the CGO West Wing as offices for the DoJ, which would allow relocation of all of DoJ's Divisions to the former CGO, including the West

Wing. This will also release DoJ's offices currently accommodated in government-owned premises in Admiralty and Central, such as the Queensway Government Offices (QGO), for use by other government departments and enable the releasing of DoJ's offices accommodated in private buildings in the vicinity of Admiralty; and

- (b) provide some space in the West Wing to LROs to enable such LROs to develop their services as well as to create a favourable environment to attract more international legal and dispute resolution institutions to set up in Hong Kong.

5. In January 2014, DoJ also announced the decision to take over the FMB upon the relocation of the Court of Final Appeal from there and provide space in the building for use by LROs, on top of the provision in the West Wing. We updated the Panel on Administration of Justice and Legal Services on these latest developments in writing on 5 December 2012 and 13 January 2014. We are actively taking forward the planning of the necessary renovation works for the two buildings.

Achieving our policy objective

6. The measures set out in paragraphs 4 and 5 above seek to achieve the policy objective of enhancing Hong Kong's position as a legal services hub in the Asia-Pacific region and strengthening our role as an international legal services centre, as stated in the Chief Executive's 2013 and 2014 Policy Addresses and the Financial Secretary's 2014 Budget Speech.

7. The provision of accommodation support to LROs in the former CGO Complex would help achieve the objective of establishing the area as a "legal hub". This will enable LROs to develop their services, and create a favourable environment to attract more international legal, arbitration and mediation institutions to set up in Hong Kong, and in turn enhancing the competitiveness of Hong Kong as a centre for international legal and dispute resolution services in the Asia-Pacific region. Housing these LROs under one roof would create synergy in their operations. The co-location of LROs allows for shared and efficient use of common facilities for training, conferencing activities and as venues for mediation / arbitration. This will maximise the use of space in the area. The proximity of these organisations with each other (as well as with DoJ) would also facilitate the organising of joint events.

Area to be provided to LROs

8. Currently, DoJ sponsored the accommodation of four LROs¹ in a total area of about 2 050 m². Apart from providing space to them in the West Wing and FMB when the renovation is completed, additional space will also be provided in the West Wing and FMB for the following use –

- (a) about 1 500 m² for use by prospective LROs which are known to us and are providing services compatible with the Government's policy objective;
- (b) for use by other suitable LROs that may be identified between now and late 2017, particularly international organisations the successful recruitment of which would help boost Hong Kong's position as a legal services centre. About 1 000 m² is to be set aside for this purpose; and
- (c) provision of ancillary facilities for the arrangement of meetings, seminars and training, as venues for mediation / arbitration, by DoJ, LROs and legal professional bodies, in the promotion of legal services, mediation and arbitration. About 100 m² is required for such facilities.

9. On the above basis, we estimate that an area of about 4 500 m² would be required for accommodating the LROs. We would adopt a two-stage approach in meeting the accommodation needs of LROs as follows –

- (a) to set aside about 3 500 m² (comprising the whole of the FMB, which can provide an estimated usable area² of about 1 200 m², plus 2 300 m² from CGO West Wing), for providing space to the LROs being sponsored by DoJ and other known prospective LROs (paragraph 8(a)), and for providing common meeting and training facilities (paragraph 8(c)); and

¹ They are :

- Hong Kong International Arbitration Centre (HKIAC)
- Asia Office of the International Chamber of Commerce, International Court of Arbitration (ICCICA)
- Asia Pacific Regional Office of the Hague Conference on Private International Law
- China International Economic and Trade Arbitration Commission (CIETAC) Hong Kong Arbitration Center

² The estimated usable area is a preliminary estimation based on desk-top study and is subject to detailed technical feasibility studies.

- (b) to set aside an additional 1 000 m² or so for accommodating other suitable but yet to be identified LROs for at least five years. Extension of tenancy for such LROs beyond the five-year period will be subject to the discretion of the Government, having regard to the overriding accommodation needs of DoJ, and a review of the effectiveness of the scheme and other factors relevant to the provision and use of government-owned accommodation.

10. The exact area to be provided to the LROs will be worked out in due course, having regard to the space that can be made available in the West Wing (to be ascertained in the detailed design of the building to commence shortly) and the space requirement of DoJ in the West Wing (which DoJ is currently working out with the Government Property Agency (GPA))³.

PRINCIPLES AND FRAMEWORK FOR THE PROVISION OF ACCOMMODATION TO LROs

Eligibility and selection criteria

11. In considering the allocation of space in the West Wing and FMB to LROs, the following eligibility criteria will be adopted –

- (a) the prospective tenants should be non-profit making LROs⁴ and have been operating in the law-related or dispute resolution field in or outside Hong Kong;
- (b) the services to be provided on the premises should be compatible with the

³ The total area currently occupied by DoJ in the vicinity of Admiralty is about 17 700 m², including about 13 000 m² at QGO and about 4 700 m² in outstation offices, but there is a shortfall in office provision for these offices. The net usable floor area of CGO Main and East Wings is about 11 170 m², which is not sufficient to meet our total accommodation need. We are working with departments concerned to work out the net usable floor area of CGO West Wing and see how it can most effectively accommodate the remaining existing DoJ offices not to be relocated to the Main and East Wings, as well as to meet the existing shortfall in office provision for these offices and the area for meeting the future development need of the Department, on top of providing accommodation for LROs in the building as currently proposed. We will make due reference to the prevailing space standards adopted in the Government and exercise due diligence in working out DoJ's space requirement.

⁴ Organisations exempted from tax under s.88 of the Inland Revenue Ordinance (Cap. 112) are considered as non-profit making non-government organisations under Accommodation Circular No. 1/97. We will study whether other criteria should be included.

policy objective of enhancing Hong Kong's position as a legal services hub in the Asia-Pacific region and strengthening our role as an international legal services centre (paragraph 6 above); and

- (c) the LROs concerned should not have received a capital grant from the Government or any other sources for constructing or buying its own premises, or subsidy of any kind from any other sources for accommodation support.

These criteria are broadly in line with the factors to be considered in selecting non-government organisation tenants for surplus government-owned premises under the existing policy⁵.

Mechanism and selection criteria

12. We will set up a committee to consider the details of the mechanism and its implementation, such as assessment of the merits of prospective tenants and the suitable rental / tenancy arrangements for the selected LROs, and provide relevant advice to the Secretary for Justice. The terms of reference and membership of the committee are at **Annex**. Where necessary, the advice of the Financial Services and the Treasury Bureau / GPA would be sought in the implementation process.

13. If the demand for space outstrips the area that can be provided, a process of selection will be necessary and the following selection criteria will be adopted –

- (a) the relevance of the LROs' services to achieving our policy objective;
- (b) the years of experience in providing the services concerned, as well as the performance, reputation and contribution of the LROs in the law-related field;
- (c) the benefits that the LROs will bring in advancing our policy objective; and
- (d) the financial position of the LROs and the prospect of their becoming self-financing in the longer-term for paying market rental.

⁵ The only key exception is that we do not require LROs to be in operation for a specific number of years (as opposed to requiring non-government organisations to be in operation for at least three years under the existing policy). We consider it advisable not to exclude newly-formed LROs if their operation supports our policy objective.

Factors for considering the space to be provided

14. Since the mode of operation of the LROs is not the same as that of government departments, it is neither practical nor desirable to strictly adopt the space standards for government offices in considering the space requirement of LROs. We will take into account the factors below for considering the space to be provided to individual successful LROs –

- (a) the nature and scope of service;
- (b) the number and position of staff;
- (c) the expected utilisation rate of the facilities;
- (d) the area currently used to provide the service;
- (e) reference to comparable local and overseas organisations;
- (f) the justification provided in support of the accommodation requested; and
- (g) the flexibility of sharing common facilities with other LROs.

15. DoJ will develop a set of more detailed yardsticks for considering the space to be provided to individual LROs. Given that West Wing is of high commercial value, some form of space vetting should apply to ensure that the level of provision would not be over-generous and is comparable to the government accommodation standards for prudent use of valuable land resources. However, we will give due regard to the special nature of the LROs concerned, their difference in mode of operation when compared to government departments, and the size of their current office (particularly for those LROs under government sponsorship), to ensure that an appropriate area is provided to each of the LROs to facilitate their effective operation.

Rental

16. Considering that the former CGO (including the West Wing) and FMB will be allocated to and managed by DoJ and noting the policy decision to provide accommodation support to LROs in these premises, we may consider offering accommodation to the selected LROs at nominal rental, provided that they meet the criteria set out in paragraph 11 above and if their financial position warrants such treatment. This said, we will pursue with the LROs arrangements that the assistance to be provided should be reduced as their financial situation improves

over time.

17. Rental arrangement aside, the LROs have to be responsible for other accommodation-related costs, including management fees, electricity charges, refurbishments, repairs and maintenance of specific items, reinstatement costs, etc, which will be specified in the relevant tenancy agreements.

Oversight requirements

18. In line with common government practice, the selected LROs will be required to provide to DoJ the necessary information or documents, such as financial information and utilisation of certain facilities, for DoJ's review of the cost-effectiveness of providing accommodation support.

19. Moreover, the LROs will be required to provide on an annual basis more detailed information on their operation to enable DoJ to better monitor their performance and assess the merit for continued support in line with our policy objective.

Action time frame

20. We will approach prospective LROs, inviting and vetting applications, in around Q3 2014 to Q1 2015, with a view to putting them up in the West Wing and FMB, on completion of the renovation of these buildings.

ADVICE SOUGHT

21. Members are invited to note the content of this paper and give their views.

Department of Justice
July 2014

**Committee to be set up to decide on the provision of accommodation support
for LROs in CGO West Wing and FMB**

(A) Proposed terms of reference

To consider the arrangements in relation to the provision of accommodation support for law-related organisations (LROs) in the West Wing of the former Central Government Offices (CGO) and former French Mission Building (FMB) and to provide advice to the Secretary for Justice, including –

- (a) selection of LROs to be housed in the West Wing and FMB, based on assessment of the relative merits of prospective organisations;
- (b) allocation of office space to the selected organisations based on the relevant factors for considerations;
- (c) determination of the rental charges for the selected organisations;
- (d) determination of the appropriate terms and conditions of tenancy to be imposed on selected organisations; and
- (e) review of the procedural mechanism from time to time.

(B) Proposed membership

Chairman

The Secretary for Justice

Members

- (a) representative(s) from the Department of Justice;
- (b) representatives from other government bureaux / departments;
- (c) two members appointed in personal capacity, one each from the Hong Kong Bar Association and the Law Society of Hong Kong; and
- (d) other members appointed in personal capacity from other relevant sectors (such as the business sectors which are users of legal services).

Press Releases

Setting up of Committee on Provision of Space in the Legal Hub

The Department of Justice (DoJ) announced today (December 1) the setting up of the Committee on Provision of Space in the Legal Hub so as to consider the mechanism for providing space to law-related organisations in the West Wing of the former Central Government Offices (CGO) and the former French Mission Building (FMB) in Central.

Pursuant to the policy objective of enhancing Hong Kong's status as an international legal and dispute resolution centre in the Asia Pacific region, the Government will provide certain space in the West Wing of the former CGO and the entire former FMB, upon the relocation of the Court of Final Appeal from there, to law-related organisations. Together with the DoJ's offices to be housed in the Main Wing, East Wing and part of West Wing of the former CGO, the area will form a legal hub at the heart of Hong Kong.

Chaired by the Secretary for Justice, the committee will comprise non-official members from the legal, business and other relevant sectors, as well as representatives from the Home Affairs Bureau, Architectural Services Department and Department of Justice, for a term of two years from December 1, 2014 to November 30, 2016.

The committee will consider the arrangements in relation to the provision of space in the legal hub and to accordingly advise the Secretary for Justice, including:

- (a) selection of law-related organisations to be housed in the West Wing of the former CGO and former FMB, based on assessment of the relative merits of prospective organisations;
- (b) allocation of office space to the selected organisations based on relevant factors for consideration;
- (c) determination of rental charges for the selected organisations;
- (d) determination of appropriate terms and conditions of tenancy to be offered to selected organisations; and
- (e) review of the procedural mechanism from time to time.

The membership of the committee is as follows:

Mr Rimsky Yuen, SC, Secretary for Justice (Chairman)
Mr Junius K Y Ho
Mr Lee Shing-see, GBS, OBE, JP
Ms Kim M Rooney
Miss Adeline Wong, JP
Mr Raymond Yip
Representatives of the Home Affairs Bureau, Architectural Services Department and DoJ

Ends/Monday, December 1, 2014
Issued at HKT 18:34

Provision of Space to Law-related Organisations in the Legal Hub

Guide to Application

1. Objective of Providing Space

- 1.1. The provision of space to law-related organisations (LROs) in the West Wing of the former Central Government Offices (CGO West Wing) and the former French Mission Building (FMB) located in the Central District of Hong Kong seeks to achieve the policy objective of enhancing Hong Kong's position as a hub for international legal and dispute resolution services in the Asia-Pacific region, as stated in the Chief Executive's 2013 and 2014 Policy Addresses and the Financial Secretary's 2014 Budget Speech.
- 1.2. The provision of space to LROs in CGO West Wing and FMB would help achieve the objective of establishing the area as a "legal hub". This will enable LROs to develop their services, and create a favourable environment to attract more international legal, arbitration and mediation institutions to set up offices in Hong Kong, thereby enhancing the competitiveness of Hong Kong as a centre for international legal and dispute resolution services in the Asia-Pacific region.
- 1.3. The Administration has briefed the Panel on Administration of Justice and Legal Services of the Legislative Council on the principles and framework for drawing up the mechanism and arrangements for providing accommodation to LROs in CGO West Wing and FMB and the relevant paper can be accessed via the following link –
<http://www.legco.gov.hk/yr13-14/english/panels/ajls/papers/aj0722cb4-939-4-e.pdf>

2. Application

2.1 Eligibility Criteria

The applicant should meet the following eligibility criteria –

- (a) the applicant should normally be a non-profit making or inter-governmental LRO which has been operating in the law-related or dispute resolution field in or outside Hong Kong;
- (b) the services to be provided on the premises should be compatible with the policy objective of enhancing Hong Kong's status as a hub for legal

and dispute resolution services in the Asia-Pacific region; and

- (c) the applicant should not have received a capital grant from the Government or any other sources for constructing or buying its own premises, or subsidy of any kind from any other sources for accommodation support.

2.2 Submission of Application

2.2.1 The applicant shall complete the application form and send the original (and five copies) by hand or by post in sealed envelope to the Department of Justice (DoJ) (Attn.: Special Duties Team) on 31/F, United Centre, 95 Queensway, Hong Kong. For applications from overseas organisations, submission of scanned copies of application form and supporting documents is also acceptable and the documents should be sent to “legalhub@doj.gov.hk”.

2.2.2 Supporting documents required for submission usually include the following –

- (a) a copy of the relevant document verifying that the organisation is a non-profit making organisation (such as a Letter of Exemption issued by the Commissioner of Inland Revenue under section 88 of the Inland Revenue Ordinance (Cap. 112));
- (b) a copy of the registration document under the old Companies Ordinance (Cap. 32) or the new Companies Ordinance (Cap. 622) or the Societies Ordinance (Cap. 151) or any other documentary proof of the registration of the organisation;
- (c) a copy of the floor plan of the premises currently used by the organisation, if any, with clear indication of the floor area of individual rooms, facilities and open plan area as well as the total floor area in square meters (please refer to paragraph 2.3 for more details); and
- (d) a copy of the audited financial statement covering the financial year preceding the date of submission of application (including profit and loss statement as well as balance sheet) or any other supporting documents showing the financial position of the organisation as considered acceptable by DoJ.

- 2.2.3 When an applicant organisation is requested by DoJ to provide additional information or documents to support its application, it should supply the information or documents as required within the given time frame.
- 2.2.4 Applications would only be considered as being properly made when DoJ is content that all information required in the application form and the additional information or documents requested by DoJ under paragraph 2.2.3 above, if any, have been submitted. DoJ reserves the right to reject any application which is not properly made.
- 2.2.5 The applicant should facilitate the staff of DoJ or any persons authorised by DoJ to visit the existing premises, if any, of the organisation concerned for the purpose of assessing the application.

2.3 Calculation of Floor Area

There are different measurement terms to describe the floor areas of premises (such as construction floor area, gross floor area, net floor area, saleable floor area, etc.). For consistency in the current exercise, the term “Net Operating Floor Area (NOFA)” normally used in government works projects is to be adopted. (Please refer to the **Appendix** to this Guide for the definition of NOFA (among the definitions of different measurement terms).)

2.4 Deadline for Application

The application deadline is 28 February 2015. Late application will not be entertained.

3. Assessment of Applications

- 3.1 Assessment of applications will be considered by a Committee (comprising representatives from DoJ and other government bureaux/departments as well as representatives appointed in personal capacity from the Hong Kong Bar Association, the Law Society of Hong Kong and other relevant sectors) which will provide advice to the Secretary for Justice on the arrangements in relation to the provision of space to LROs in the legal hub, including –
- (a) selection of LROs to be housed in the CGO West Wing and FMB, based on assessment of the relative merits of prospective organisations;
 - (b) allocation of office space to the selected organisations based on the

relevant factors for considerations;

- (c) determination of the rental charges for the selected organisations;
- (d) determination of the appropriate terms and conditions of tenancy to be offered to selected organisations; and
- (e) review of the procedural mechanism from time to time.

3.2 If the demand for space outstrips the area that can be provided, the Committee will consider the applications against selection criteria including but not limited to the following –

- (a) the relevance of the applicant's services to achieving the policy objective set out in paragraph 1.1 above;
- (b) the years of experience in providing the services concerned, as well as the performance, reputation and contribution of the applicant in the law-related field;
- (c) the benefits that the applicant will bring in advancing the policy objective, including (in the case of application from LROs from outside Hong Kong) reciprocity in the provision of space to Hong Kong LROs in their home countries / cities (where applicable);
- (d) the financial position of the applicant and the prospect of its becoming self-financing in the longer-term for paying market rental; and
- (e) any international obligation or existing commitment to support the applicant.

3.3 In considering the space to be provided to individual successful LROs, the Committee will take into account factors including but not limited to the following –

- (a) the nature and scope of service;
- (b) the number and position of staff;
- (c) expected utilisation rate of the facilities;
- (d) the area currently used to provide the service (including similar service provided in comparable jurisdiction(s));
- (e) reference to comparable local and overseas organisations;
- (f) the justification provided in support of the accommodation request;

- (g) flexibility of sharing common facilities with other LROs; and
- (h) any development needs.

4. Approval of Application

- 4.1 For successful applications, the selected LRO (i.e. prospective tenant) will be required to –
- (a) sign a tenancy agreement for an agreed period and other related documents (such as detailed maintenance schedules) with the Government for complying with all the conditions applicable to the use of the premises and lease execution; and
 - (b) sign an undertaking with the Government on detailed conditions and requirements (such as oversight requirements and compliance checking), including the need to provide information and supporting documents on an annual basis.
- 4.2 The selected LROs will be informed of the timing and duration for carrying out fitting-out works in the premises, which will depend on the progress of the renovation projects of the CGO West Wing and FMB. Based on preliminary estimation at this stage, the target completion time for the renovation works for CGO West Wing and FMB is end 2017 and end 2018 respectively. Space will be provided to selected LROs thereafter.
- 4.3 Renewal of any tenancy agreement will be subject to application and vetting procedures.

5. Rental Arrangements

- 5.1 The Committee will give advice on the rental charges for the selected LROs. Consideration may be given to providing space to the selected applicant at nominal rental, provided that they meet the criteria set out in paragraph 2.1 above and if their financial position warrants such treatment. The assistance to be provided may be reduced as the financial situation of the LROs improves over time. If it is decided that nominal rental is not merited in a particular case, the Committee will consider the amount of rental to be charged (which could be concessionary rental or market rental).
- 5.2 The selected LRO should be responsible for other accommodation-related costs, including management fees, electricity charges, refurbishments,

repairs and maintenance of specific items, reinstatement costs, etc. as specified in the relevant tenancy agreements.

6. Fitting-out Works

- 6.1 ***Fitting-out responsibilities*** - The selected LROs should be responsible for all the resources and costs required for meeting their own requirements for fitting-out, fixture, furniture and equipment as well as reinstatement of the premises, etc. to be specified in the relevant tenancy agreement.
- 6.2 ***Approval for fitting-out works*** - The selected LROs are required to seek approval from the Government before carrying out any fitting-out works and should pay special attention to the heritage value of the premises in question and comply with any requirements that the Government may prescribe for the fitting-out works.

7. Notes on Collection of Information

- 7.1 The personal data contained in the application form are collected for the following purposes –
- (a) determination of eligibility; and
 - (b) assessment of the application.
- 7.2 The applicant's personal data will be handled with care. Such information may be provided to any third parties in connection with the application on a need-to-know basis. The information will not be used for any other purposes. Request for access to or correction of the personal data should be made in writing to DoJ.

8. Enquiries

Applicants may contact the Special Duties Team of DoJ for enquiries and assistance regarding the submission of applications at the following addresses and numbers –

Address: 31/F, United Centre, 95 Queensway, Hong Kong
Email: legalhub@doj.gov.hk
Phone: 2529 9115
Fax: 2529 9291

**Definition of different floor area measurement units
(including, inter alia, the unit “Net Operating Floor Area (NOFA)”)**

