

To: Building Authority

Buildings Department  
G/F, Buildings Department Headquarters, North Tower  
West Kowloon Government Offices  
11 Hoi Ting Road  
Yau Ma Tei, Kowloon

(Registration Unit)

**Letter of Undertaking  
for Resignation of the Role of  
\*Authorized Signatory (AS) and/or Technical Director (TD)/  
Other Officer (OO) of  
<Name of Company>/ (BD Registration No.: \_\_\_\_\_)**

I, <Full Name> (HKID No.: \_\_\_\_\_) hereby undertake that I shall resign from my role as the \*AS and/or TD / OO for <Name of Company> / (BD Registration No.: \_\_\_\_\_) once my application for approval of \*AS and /or TD/ OO for <Name of Company> is accepted.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

\*Please delete as appropriate.