

BUILDINGS ORDINANCE  
(Chapter 123)  
Section 4  
BUILDING (ADMINISTRATION) REGULATIONS  
Regulation 23

Notice of appointment of authorized person and/or  
registered structural engineer and/or  
registered geotechnical engineer

Date \_\_\_\_\_

To the Building Authority

\*I/We (name in full) \_\_\_\_\_ (Chinese) \_\_\_\_\_  
of (address) \_\_\_\_\_

Telephone No. \_\_\_\_\_, Fax No. \_\_\_\_\_ holder of \*HKID No./Business Registration  
Certificate No. \_\_\_\_\_, intend to carry out the \*building works and/or street works as detailed  
below.

In accordance with the provisions of regulation 23 of the Building (Administration) Regulations, \*I/we give you  
notice that :

(a) \*I/we have appointed (full name of the Authorized Person) \_\_\_\_\_  
\_\_\_\_\_ (Chinese) \_\_\_\_\_  
of (address) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_,  
Telephone No. \_\_\_\_\_, Fax No. \_\_\_\_\_, as authorized person to be  
the co-ordinator in respect of the said \*building works and/or street works; and

(b) \*I/we have appointed (full name of the Registered Structural Engineer) \_\_\_\_\_  
\_\_\_\_\_ (Chinese) \_\_\_\_\_  
of (address) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No. \_\_\_\_\_, Fax No. \_\_\_\_\_, as registered structural  
engineer for the structural elements of the said \*building works and/or street works.

(c) \*I/we have appointed (full name of the Registered Geotechnical Engineer) \_\_\_\_\_  
\_\_\_\_\_ (Chinese) \_\_\_\_\_  
of (address) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No. \_\_\_\_\_, Fax No. \_\_\_\_\_, as registered geotechnical  
engineer for the geotechnical elements of the said \*building works and/or street works.

2. Particulars of the \*building works and/or street works that \*I/we intend to carry out are as follows :

- (a) Brief description of the proposed works \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (b) Address of site \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (c) Lot number with details of any section of the lot \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (d) Name and address of the owner \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (e) Name and address of duly authorized agent of the owner, if any \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of person intending  
to carry out the above works

**Confirmation of appointment**

I (name in full) \_\_\_\_\_ (Chinese) \_\_\_\_\_

confirm that I have been appointed as the authorized person to be the co-ordinator in respect of the above works.

\_\_\_\_\_  
Signature

Certificate of Registration No. : \_\_\_\_\_

Date of expiry of registration : \_\_\_\_\_

I (name in full) \_\_\_\_\_ (Chinese) \_\_\_\_\_ confirm  
that I have been appointed as the registered structural engineer for the structural elements of the above works.

\_\_\_\_\_  
Signature

Certificate of Registration No. : \_\_\_\_\_

Date of expiry of registration : \_\_\_\_\_

I (name in full) \_\_\_\_\_ (Chinese) \_\_\_\_\_ confirm  
that I have been appointed as the registered geotechnical engineer for the geotechnical elements of the above works.

\_\_\_\_\_  
Signature

Certificate of Registration No. : \_\_\_\_\_

Date of expiry of registration : \_\_\_\_\_

*\* Delete whichever is inapplicable*

(Rev. 12/2005)