

**BUILDINGS ORDINANCE**  
**(Chapter 123)**  
**Section 4(2)**  
**BUILDING (ADMINISTRATION) REGULATIONS**  
**Regulation 23(2)**

**Notice of nomination by authorized person or  
registered structural engineer or registered geotechnical engineer  
of another authorized person or registered structural engineer or  
registered geotechnical engineer to act in his stead  
during temporary inability to act**

Date \_\_\_\_\_

To the Building Authority,

**Part I**

In accordance with the provisions of regulation 23(2) of the Building (Administration) Regulations, I (name in full)

\_\_\_\_\_ (Chinese) \_\_\_\_\_,

\*authorized person/registered structural engineer/registered geotechnical engineer of (address) \_\_\_\_\_

hereby notify that I have, under section 4(2) of the Buildings Ordinance, nominated (name in full) \_\_\_\_\_

\_\_\_\_\_ (Chinese) \_\_\_\_\_ an \*authorized person/registered

structural engineer/registered geotechnical engineer of (address) \_\_\_\_\_

Telephone No. \_\_\_\_\_, Fax No. \_\_\_\_\_, to act in my stead during the period of

my illness/temporary absence from Hong Kong as from (date) \_\_\_\_\_ \*to (date)

\_\_\_\_\_ /until further notice in respect of the \*building works/street works detailed below.

/Address .....

Address of site	Lot No.	BA's Ref.No.

\_\_\_\_\_  
Signature of \*authorized person/  
registered structural engineer/  
registered geotechnical engineer

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

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

\_\_\_\_\_  
\*Full name & signature of authorized person  
countersigning in the case of the nomination  
of a registered structural engineer or  
a registered geotechnical engineer

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

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

**Part II**

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

\*authorized person/registered structural engineer/registered geotechnical engineer, confirm my acceptance of the above nomination and that I will act in the stead of (name in full) \_\_\_\_\_ (Chinese) \_\_\_\_\_

\*authorized person/registered structural engineer/registered geotechnical engineer in respect of the above \*building/street works as from (date) \_\_\_\_\_ \*to (date) \_\_\_\_\_ /until further notice.

\_\_\_\_\_  
Signature of nominated \*authorized person/  
registered structural engineer/  
registered geotechnical engineer

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

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

\* Delete whichever is inapplicable