

Application for Copy of Occupation Permit (OP)

(USE ONE FORM FOR EACH BUILDING)

[Enquiry Hotline : 2626 1207, Fax : 2625 4367, email : enquiry@bd.gov.hk]

I. PARTICULARS OF THE BUILDING AND NO. OF OP COPIES REQUIRED – (Please complete in **BLOCK** letters)

- (a) Name of Building: _____ (b) Lot Number: _____
- (c) Street No. and Name: _____ HK Kln NT
- (d) Occupation Permit No. (if known): _____ (e) Date of Occupation Permit (if known): _____

Copy of the occupation permit in respect of the above building	Prescribed Fee	Cost Code	No. of Copies Required	Sub-total of Fee (HK\$)	Method of Collection
Certified (under BO s36G(2))	\$45 per sheet	030			*In person/By post (please enter address in Part II)
Non-Certified (under BO s36G(1))	\$38 per sheet	031			
Total amount of Fee (HK\$)					

II. DECLARATION OF THE APPLICANT – (Please complete in **BLOCK** letters)

I / we fully understand and accept that no liability will be admitted, nor claim allowed by the Building Authority in respect of any errors or omissions in the occupation permit.

Name** : _____

#HKID Card No. / Passport No. / Business Registration No.** _____

Address : _____

#Our Ref.: _____

Tel.: _____

Fax.: _____

#Signature/Company Chop **: _____

Date _____

For Buildings Department's Use Only –

Application received BY HAND/MAIL on _____

Receipt No. _____

OP No. _____ Copy CERTIFIED on _____

Copy COLLECTED BY/SENT TO applicant on _____

Payment by EPS / Octopus / Cheque No. _____

OP does not exist

Fee refunded BY HAND/MAIL on _____

Issue copy of occupation permit by:

Name & Post: _____

Signature: _____

Please tick the appropriate box

Delete the inapplicable

** compulsory

NOTES FOR APPLICANTS

- (a) The provision of the personal data marked with asterisks** by means of this form is for the purpose of declaration and is therefore compulsory. If you do not provide the said data, the Buildings Department (BD) will not process your application. The provision of personal data other than those marked with asterisks** by means of this application form is voluntary. If you do not provide sufficient information, the Buildings Department may not be able to process your application.
- (b) Your personal data provided by means of this application form will be used by the Government/BD for the following purposes:-
- (i) to carry out activities relating to the provision of services by the Government/BD.
- (ii) to facilitate communication between the Registered User and the Government/BD.
- (c) The personal data you provide by means of this application form may be disclosed by Buildings Department to other Government bureaux, Government departments and the courier service provider appointed by Buildings Department for the purposes mentioned in note (b) above.
- (d) You have a right of access and correction with respect to the personal data as provided in Section 18 and 22 and Principle of Schedule 1 of the Personal Data (Privacy) Ordinance (the Ordinance). Your right of access includes the right to obtain a copy of your personal data provided by this application form. In accordance with the provisions of the Ordinance, the Government has the right to charge a reasonable fee for the processing of any data access request.
- (e) Completed application form should be submitted either by fax at 2625 4367, by email, by mail or in person to the Building Information Centre(BIC) of the Buildings Department at 13/F, Pioneer Centre, 750 Nathan Road, Mong Kok, Kowloon. The opening hours of the Centre is from 9:00am to 5:00pm Monday to Friday, excluding Saturdays, Sundays and general holidays.
- (f) The copy will generally be ready for collection at BIC following the schedule below without further notice:

<u>Applications via service counters in BIC</u>		<u>Applications via Self-Help Viewing Stations in BIC (for 1-20 copies only)</u>	
<u>Submission Time</u>	<u>Collection Time</u>	<u>Submission Time</u>	<u>Collection Time</u>
Monday to Friday, 9:00am - 12:30pm	After 11:00am on the next working day	Monday to Friday, 9:00am - 4:00pm	1 hour after placing order in self-help viewing stations
Monday to Friday, 12:30pm - 5:00pm	After 3:30pm on the next working day	Monday to Friday, 4:00pm - 5:00pm	After 10:00 am on the next working day after the date of placing order in self-help viewing stations

- (g) Applicant will be informed separately if there is no such OP record or in other circumstances.
- (h) Payment must be made at the time of collecting, by a crossed cheque (payable to the “Government of the Hong Kong Special Administrative Region”), Electronic Payment System (EPS) or Octopus.
- (j) If you submit **bulk applications** (either in person, by mail, by email or by fax), a longer processing time may be needed. You are advised to call our Enquiry Hotline provided above on the arrangement.
- (k) Extra copies of this form may be obtained from the BIC at 13/F, Pioneer Centre, 750 Nathan Road, Mong Kok, Kowloon, through fax by calling our Enquiry Hotline provided above or downloaded from the BD web site (<http://www.bd.gov.hk>).