

15 May 2025

**To: All Qualified Persons**

Dear Sir/Madam,

**Mandatory Window Inspection Scheme (MWIS)  
Submission of Notification and Certificate**

This Department noted that there were a number of late submissions of notifications and certificates in relation to MWIS after completion of prescribed inspection and prescribed repair recently.

2. Under the Building (Inspection and Repair) Regulation (B(I&R)R), the appointed qualified person (QP) should submit the notification of appointment and certificate of completion of prescribed inspection and repair via the Specified Form within the statutory timeframe as summarised below:

B(I&R)R	Notification and Certificate	Specified Form	Statutory Timeframe
Section 14(1)	Notification of Appointment of Qualified Person (QP) and Certificate of Prescribed Inspection / Repair of Windows <sup>(1)</sup>	WI 1	within <b>14 days</b> after completion of a prescribed inspection if no prescribed repair is required
Section 14(2)			within <b>14 days</b> after completion of a prescribed repair
Section 14(4)	Notification of Appointment of Qualified Person (QP) and Certificate of Prescribed Inspection of Windows <sup>(2)</sup>	WI 2	within <b>7 days</b> after completion of a prescribed inspection
Section 14(5)	Notification of Appointment of Qualified Person (QP) and Certificate of Prescribed Repair of Windows <sup>(2)</sup>	WI 3	within <b>14 days</b> after completion of a prescribed repair

(1) Applicable where the same QP is appointed for prescribed inspection and supervision of prescribed repair

(2) Applicable where different QPs are appointed for prescribed inspection and supervision of prescribed repair

/ ... 3.

3. As a QP, you are reminded of your duty under the Buildings Ordinance (BO) and the B(I&R)R. Any QP who contravenes the statutory requirements may be subject to prosecution and/or disciplinary proceedings under the BO.
4. If irregularity is noted in the submitted Specified Form, the Form will be rejected without further processing. A list of common irregularities found in the submitted Specified Forms is attached at Appendix for your attention.
5. The Buildings Department encourages paperless submission of documents and reports via electronic format. QPs are encouraged to submit the Specified Forms and reports (if required) via our Electronic Forms Submission System. The e-Forms are available on our website ([https://www.bd.gov.hk/en/resources/forms/form\\_mwis.html](https://www.bd.gov.hk/en/resources/forms/form_mwis.html)).

Yours faithfully,



( NG Siu-leung, Daniel )  
Assistant Director/Mandatory Building Inspection (Acting)  
for Building Authority

## Appendix

### **Common Irregularities Found in the Submitted Specified Forms (Forms WI 1, WI 2 and WI 3)**

- Address of building/premises does not match with the statutory notice.
- Owner's/Owner representative's/Qualified Person's name missing/signature outstanding.
- Incorrect date of certification or declaration in MWI Form.
- Incomplete/incorrect registration number of Qualified Person.
- Signature of Qualified Person different from the Buildings Department's records.
- Inspection report not enclosed in the submitted Form WI 2.