

7 January 2026

To: All Qualified Persons

Dear Sir/Madam,

Timely Submission of Notification and Certificate by Qualified Person

The Buildings Department (BD) has been providing the register of Qualified Persons (QPs) in its website for public inspection to facilitate members of the public to search and ascertain the identities of registered QPs under the Buildings Ordinance (BO). With a view to enhancing transparency and timely submissions of notifications and certificates by QPs, BD will provide information of QPs who have consistently made submissions within the statutory timeframes in BD's website¹.

2. Under the Building (Inspection and Repair) Regulation, it is the responsibility of QPs to submit the notification of appointment and certificate of completion of prescribed inspection and repair via specified forms within the statutory timeframes. The requirements of submission of specified forms are further detailed in Practice Notes for Mandatory Building Inspection Scheme (MBIS) and Mandatory Window Inspection Scheme (MWIS) PNBI-3².

3. Starting from 1 April 2026 onwards, the QPs who submitted the specified forms timely over the past 180 consecutive days will be given a notation³ "Timely Submission of Specified Forms in the Last 180 Days." in BD's website. Once there is a late submission record, the notation will be removed until there is no late submission in the following 180 consecutive days.

4. As a responsible QP, I call on you to submit all specified forms within the statutory timeframes. Moreover, you are reminded of your duty under the section 30E of the BO that non-compliance with statutory requirements may result in prosecution and/or disciplinary action under the BO.

/ ... 5.

Note ¹ : <https://www.bd.gov.hk/en/resources/online-tools/registers-search/qpsearch.html>.

Note ² : <https://www.bd.gov.hk/doc/en/resources/codes-and-references/practice-notes-and-circular-letters/pnbi/PNBI003.pdf>

Note ³ : A tick symbol (✓) will be displayed in a new column titled "Timely Submission of Specified Forms in the Last 180 Days" on BD's website for any QPs with timely submission record of the notifications and certificates over the past 180 consecutive days.

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).

Yours faithfully,



(CHEUNG Yuk-ching, Karen)
Assistant Director/Mandatory Building Inspection
for Building Authority