

5 August 2016

To: All Authorized Persons
Registered Structural Engineers
Registered Geotechnical Engineers
Registered Inspectors
Registered General Building Contractors
Registered Specialist Contractors
Registered Minor Works Contractors

Dear Sir/Madam,

Electronic Forms Submission System

I am pleased to inform you that a new electronic forms submission system (EFSS) has been launched on 24 June 2016 to facilitate online submission of forms through the website of the Buildings Department (BD) (www.bd.gov.hk). Opportunity has been taken to revamp the layout of all the specified forms to enhance user friendliness and to provide important notes at the back of each form for users' reference.

I would like to encourage you to fill in the forms on computer so that the required information can be automatically stored in the two-dimensional barcode (i.e. QR code) for subsequent processing by BD. Where applicable, please make use of the EFSS to submit the forms.

To enable a smooth transition, submissions to the BD using the previous version of the forms may be used in the meanwhile but will not be acceptable with effect from 1 November 2016.

Yours faithfully,



(LEUNG Siu-man)

Assistant Director/Corporate Services
for Building Authority