

9 February 2021

To : All Registered Inspectors

Dear Sir/Madam,

**Mandatory Building Inspection Scheme (MBIS)
Submission of Notification and Certificate**

It is noted that recently a fair number of notifications and certificates in relation to the MBIS were not submitted in a timely manner in accordance with the regulatory requirements. Under the Building (Inspection and Repair) Regulation, the appointed Registered Inspectors (RIs) should submit the notification of appointment, and certificate of completion of prescribed inspection and repair within the regulatory timeframe as listed in the Annex.

2. You are reminded to adhere to the regulatory requirements on various MBIS submissions. Any RIs who contravenes the regulatory requirements may be subject to disciplinary proceedings under section 7 of the Buildings Ordinance. The disciplinary proceedings can bring about suspension or removal from the relevant register, a fine or a reprimand to the RIs concerned.

Yours faithfully,



(NG Kin-shing)
Assistant Director/Mandatory Building Inspection
for Building Authority

Regulatory Timeframe for MBIS Submission

Building (Inspection and Repair) Regulation	Notification/Certificate	Statutory Timeframe
Section 11 (1)	Notification of appointment of RI in the specified form (Form MBI 1)	Within <u>7 days</u> after the date of appointment
Section 12(2)	Certificate of building inspection (applicable where prescribed repair is not required) in the specified form (Form MBI 3a)	Within <u>7 days</u> after completion of the prescribed inspection
	Certificate of building inspection (applicable where prescribed repair is required) in the specified form (Form MBI 3)	
Section 28(1)	Notification of nomination of another RI to temporarily supervise the prescribed repair in the specified form (Form MBI 2)	Within <u>7 days</u> after the date of the nomination
Section 13(2)	Certificate of building repair in the specified form (Form MBI 4)	Within <u>14 days</u> after completion of the prescribed repair
Section 12(3)	Certificate of no business connection (applicable where the RI appointed for the prescribed inspection did not supervise the prescribed repair completed) in specified form (Form MBI 5)	Within <u>14 days</u> after completion of the prescribed repair