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

Dear Sir/Madam,

Specified Forms under the Mandatory Window Inspection Scheme (MWIS)

To streamline the procedures for submission of specified forms under the MWIS, a new set of specified forms (Forms WI 1, WI 2 and WI 3) has been specified under section 22(4) of the Buildings Ordinance and takes effect on 30 April 2018. In this connection, PNBI-3 on Specified Forms under Mandatory Building Inspection Scheme and MWIS has been revised. To ensure a smooth transition, the previous version of specified forms will continue to be accepted until 31 July 2018.

2. Qualified Persons (QPs) are strongly advised to make on-line submission of these specified forms through the Buildings Department (BD) website (www.bd.gov.hk). Alternatively, QPs can fill in the form on computer so that the required information can be automatically stored in the two-dimensional barcode (i.e. QR code) on the form for subsequent processing by BD.

Yours faithfully,

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