

30 April 2018

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](http://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