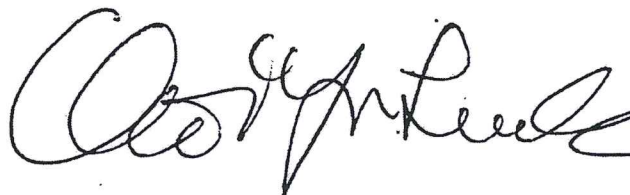


**Submission of Record Plans for Alteration and Addition Works  
Building (Administration) Regulation 46**

In the discharge of public duties relating to rents and rates, the Commissioner of Rating and Valuation requires one set of record plans for completed alteration and addition works.

2. To ensure that the Commissioner's records are correct and up-to-date, please provide two sets of record plans when submitting a certificate (Form BA 14) on completion of building works not resulting in a new building to this department. On receipt of the record plans, the Buildings Department will arrange onward transmission of one of the sets to the Rating and Valuation Department.



(CHOI Yu-leuk)  
Building Authority

Ref. : BD GP/BOP/23  
BD GR/OP/4/M

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Index under : Record Plans for Alteration & Addition Works