

**Specified Forms under Mandatory Building Inspection Scheme (MBIS)
and Mandatory Window Inspection Scheme (MWIS)**

In exercise of the powers under section 22(4) of the Buildings Ordinance (BO), I have specified the forms for the MBIS and MWIS as listed in Appendix I. Where a section of the BO or a regulation made under the Ordinance requires an application, a notice or a certificate to be submitted in the specified form, the forms listed in Appendix I for the relevant purpose should be used and should not be altered or amended in any way. Failure to use the correct specified form may invalidate the application, notice or certificate.

2. The specified forms will be kept under regular review and revised as necessary. The most updated versions can be obtained by downloading from BD website (www.bd.gov.hk). Users are encouraged to make on-line submission of these specified forms through the BD website. Alternatively, users 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. If required, copies of the forms can also be obtained during office hours from the General Enquiry and Receipt Counter on G/F of Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon.

(CHEUNG Tin-cheung)
Building Authority

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List of the Specified Forms for the MBIS and MWIS

Specified Forms for MBIS

Stage	Purpose of the Specified Form	Specified Form No.
Prescribed inspection	Notification of appointment of registered inspector (RI) for prescribed inspection and / or supervision of prescribed repair of building	Form MBI 1
	Certificate of building inspection (applicable where prescribed repair is required after inspection)	Form MBI 3
	Certificate of building inspection (applicable where no prescribed repair is required after inspection)	Form MBI 3a
Prescribed repair	Notification of appointment of RI for prescribed inspection and / or supervision of prescribed repair of building	Form MBI 1
	Notification of nomination of another RI to temporarily supervise the prescribed repair	Form MBI 2
	Certificate of building repair	Form MBI 4
	Certificate of no business connection (applicable where the RI appointed for the prescribed inspection did not supervise the prescribed repair completed)	Form MBI 5

Specified Forms for MWIS

- (I) Applicable where the same Qualified Person (QP) is appointed for prescribed inspection and supervision of prescribed repair (if necessary)**

Stage	Purpose of the Specified Form	Specified Form No.
Prescribed inspection and prescribed repair (if necessary) (to be submitted within 14 days after the completion of prescribed inspection or repair)	Notification of appointment of QP and certificate of prescribed inspection / repair of windows	Form WI 1

- (II) Applicable where different QPs are appointed for prescribed inspection and supervision of prescribed repair**

Stage	Purpose of the Specified Form	Specified Form No.
Prescribed Inspection (to be submitted within 7 days after the completion of prescribed inspection)	Notification of appointment of QP and certificate of prescribed inspection of windows	Form WI 2
Prescribed repair (to be submitted within 14 days after the completion of prescribed repair)	Notification of appointment of QP and certificate of prescribed repair of windows	Form WI 3

(4/2018)