###### Appendix X

**Quarterly/Final Certificate**

**by Authorized Person**

To: The Director of Lands

c.c.: (1) [*insert name of registered owner of land*]

(2) [*insert name of solicitors’ firm*]

\*[(3) [*insert name of mortgagee under building mortgage*]]

Date: [*insert date*]

Lot No.: [*insert lot number*] (“the land”)

Development: [*insert name of development*] (“the Development”)

β[Phase: Phase [*insert phase number*] of the Development (“the Phase”)]

(1) I, [*insert name of authorized person*] of [*insert name and address of firm/corporation of authorized person*], \*an architect/an engineer/a surveyor listed in the authorized persons’ register kept by the Building Authority under section 3(1) of the Buildings Ordinance, certify and confirm as follows:

(a) I am appointed under section \*4(1)(a)/4(2) of the Buildings Ordinance as a co-ordinator of building works for the γPhase/Development.

(b) I have given a certificate dated [*insert date*] (“the AP’s Certificate”) for the purpose of obtaining consent of the Director of Lands to [*insert name of registered owner of land*] (“the Vendor”) to enter into agreements for sale and purchase of non-residential units in the γPhase/Development.

(c) Since the \*AP’s Certificate/quarterly certificate for the last quarter (“the Preceding Certificate”), there has been \*a/no change of the total of the construction costs and the professional fees (“the Total Development Costs”) for completion of the γPhase/Development Θ[, and I have informed the Legal Advisory and Conveyancing Office of the Lands Department and others on [*insert date*] immediately after the change].

(d) As at the end of \*March/June/September/December [*insert year*], the Total Development Costs is HK$[*insert amount*], the breakdown of which is as follows:

|  |  |  |
| --- | --- | --- |
|  |  | Total sum  (HK$) |
| (I) | Construction costs | [*insert amount*] |
| (II) | Professional fees | [*insert amount*] |

(e) As at the end of \*March/June/September/December [*insert year*], the following sums have been expended on the γPhase/Development:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Sum reported as expended in the \*AP’s Certificate/ Preceding Certificate  (HK$) | Sum expended \*since the AP’s Certificate/in this quarter  (HK$) | Total sum expended  (HK$) |
| 1. Construction costs | [*insert amount*] | [*insert amount*] | [*insert amount*] |
| 1. Professional fees | [*insert amount*] | [*insert amount*] | [*insert amount*] |
| 1. Total of construction costs and professional fees | [*insert amount*] | [*insert amount*] | [*insert amount*] |

(f) I have received written confirmation with supporting evidence from the Vendor that, as at the end of \*March/June/September/December [*insert year*], in respect of the total sum expended in paragraph (1)(e) of this certificate, the following sums have been paid:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Sum reported as paid in the \*AP’s Certificate/ Preceding Certificate  (HK$) | Sum paid \*since the AP’s Certificate/in this quarter  (HK$) | Total sum paid (HK$) |
| 1. Construction costs | [*insert amount*] | [*insert amount*] | [*insert amount*] |
| 1. Professional fees | [*insert amount*] | [*insert amount*] | [*insert amount*] |
| 1. Total of construction costs and professional fees | [*insert amount*] | [*insert amount*] | [*insert amount*] |

(g) As at the end of \*March/June/September/December [*insert year*],

(I) that part of the Total Development Costs expended but not yet paid[[1]](#footnote-1)(Note 1)is HK$[*insert amount*]; and

(II) that part of the Total Development Costs remaining to be expended[[2]](#footnote-2)(Note 2) to complete the γPhase/Development is HK$[*insert amount*].

\*[(h) Since the \*AP’s Certificate/Preceding Certificate, new contract\*[s] \*has/have been entered into. As at the end of \*March/June/September/December [*insert year*], the new contract\*[s] \*is/are as follows:

|  |  |
| --- | --- |
| Purpose of contract\*[s] | Name\*[s] of contractor\*[s], subcontractor\*[s] and supplier\*[s] |
| [*insert purpose*] | [*insert name(s)*]] |

(i) As at the end of \*March/June/September/December [*insert year*], [*insert description of the stage the building works has reached*]*.*

\*[(2) I confirm that a certificate from an independent authorized person or quantity surveyor is not necessary.]

##### OR

\*[(2) I confirm that the respective amounts set out in paragraphs (1)(d), (1)(e), (1)(f) and (1)(g) of this certificate will be verified and confirmed by [*insert name of independent authorized person/quantity surveyor*].]

[*insert name of authorized person*]

Authorized Person for the γPhase/Development

\* Delete as appropriate.

β For phased development only. Delete as appropriate.

γ Delete “Development” for phased development. Otherwise delete “Phase”.

Θ Applicable where there is a change of the total of the construction costs and the professional fees since the AP’s Certificate or the Preceding Certificate (as the case may be).

1. (Note 1) The amount of that part of the Total Development Costs expended but not yet paid is the sum in paragraph (1)(e)(III) less the sum in paragraph (1)(f)(III). [↑](#footnote-ref-1)
2. (Note 2) The amount of that part of the Total Development Costs remaining to be expended to complete the Phase or the Development (as the case may be) is the amount of the Total Development Costs in paragraph (1)(d) less the sum in paragraph (1)(e)(III). [↑](#footnote-ref-2)