

## Appendix II

### Sample Letter on Certification of Completion of Development by Authorized Person

To # {District Lands Officer/[District] /  
Chief Estate Surveyor/[Section]}

Lot No: \_\_\_\_\_ (the Development)

I \_\_\_\_\_ [Name] \_\_\_\_\_, the Authorized Person<sup>&</sup> appointed for the Development, hereby confirm that the Development has been built in accordance with the full set of the latest building plans approved by the Lands Department vide letter(s) on *[to be inserted]*.

I have read and understood the “Note on Use of Personal Information Required in an Application for Certificate of Compliance” at Appendix VI of the Lands Department Lands Administration Office Practice Note No. 1/2026 and hereby consent to the disclosure of my personal data contained herein to you and other Government bureaux or departments for the purpose of the application by the lot owner.

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Name)

Authorized Person<sup>&</sup>

\_\_\_\_\_ (Date)

# { } Select as appropriate

& “Authorized Person” shall be as defined in the Buildings Ordinance, any regulations made thereunder and any amending legislation.