Appendix I

(Superseding and replacing Appendix II to PN 1/2026)

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[&] appointed for the Development, hereby confirm that the Development has been built in accordance with

+ for cases where the full set of record plans of OP has already been approved by LandsD under Stage 3

+ [the full set of the latest general building plans approved by the Building Authority ("BA") and the Lands Department ("LandsD"), vide the BA's letter(s) dated *[to be inserted]* and LandsD's letter(s) dated *[to be inserted^].*]

OR

@ for cases where there is/are amendment submission(s) after LandsD's approval of general building plans at Stage 3 and such amendment submission(s) is/are pending LandsD's approval

@ [the full set of the latest general building plans approved by the Lands Department ("LandsD") vide its letter(s) dated *[to be inserted^]*, except for the amendments shown in the general building plans amendment submission(s) approved by the Building Authority on *[to be inserted]* ("the Amendment Submission"). The Amendment Submission was submitted to LandsD on *[to be inserted]* and is pending LandsD's approval. The amendments therein #{do not have any implications on the lease conditions / may have implications on the lease conditions}.]

OR

* for cases where LandsD's approval of general building plans at Stage 3 has yet to be obtained

* [the full set of the latest general building plans approved by the Building Authority ("BA") vide the BA's letter(s) dated *[to be inserted]* ("the said general building plans"). A set of the said general building plans was submitted to the Lands Department ("LandsD") on *[to be inserted[%]]* and is pending LandsD's approval.]

I have read and understood the "Note on Use of Personal Information Required in an Application for Certificate of Compliance" at Appendix VI to LandsD 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[&]

_____ (Date)

{ } Select as appropriate

& "Authorized Person" shall be as defined in the Buildings Ordinance, any regulation made thereunder and any amending legislation.

^ Refers to approval of full set of general building plans at "Stage 3" as referred to in LandsD Lands Administration Office Practice Note No. 4/2018.

% Refers to submission of full set of general building plans at "Stage 3" as referred to in LandsD Lands Administration Office Practice Note No. 4/2018.

Note: Under the streamlined building plans checking process set out in LandsD Lands Administration Office Practice Note No. 4/2018, Authorized Persons are required to submit the Stage 3 submission to LandsD for approval **prior to or upon application for an Occupation Permit**. This streamlined process is intended to facilitate the early processing of the full set of general buildings plans for lease compliance, thereby supporting the application for a Certificate of Compliance ("CC"). Any delay in Stage 3 submission may adversely affect the processing of CC application, particularly where lease compliance / approval requires advice / comments from other relevant bureaux or departments.