

**Sample Application Letter – Extension of the BC Period Not Exceeding One Year**

To: \*[District Lands Officer/ \_\_\_\_\_ / Chief Estate Surveyor/ \_\_\_\_\_]

Dear Sirs,

Lot No. \_\_\_\_\_ (“the Lot”)

Address \_\_\_\_\_

\*I / We, \_\_\_\_\_ [*name of the Applicant*], as the registered owner of the Lot, hereby apply for an extension of the building covenant period in respect of \*[Special Condition No. \_\_\_\_\_ of Conditions of \*[Sale / Exchange / Grant] No. \_\_\_\_\_ dated the \_\_\_\_\_ day of \_\_\_\_\_ / Special Condition No. \_\_\_\_\_ of New Grant No. \_\_\_\_\_ dated the \_\_\_\_\_ day of \_\_\_\_\_ / Clause \_\_\_\_\_ of Lease dated the \_\_\_\_\_ day of \_\_\_\_\_] #[as varied or modified by a Modification Letter dated the \_\_\_\_\_ day of \_\_\_\_\_ and registered in the Land Registry by Memorial No. \_\_\_\_\_] (“the \*[Conditions / New Grant / Lease]”) under which the Lot is held from \_\_\_\_\_ [*fill in the original/extended BC expiry date*] for a period of \_\_\_\_\_ [*generally not more than 1 year and in multiples of 3 months*] calendar months up to \_\_\_\_\_ ^ \_\_\_\_\_ pursuant to Lands Department Lands Administration Office Practice Note No. 2/2021 (“the Practice Note”) on the grounds as detailed in the attachment(s) [*provide the justifications@ in form of attachment(s) to this application*] †[and accompany herewith a letter from the authorized person& for the development on the Lot at Annex A].

# {Concurrently, \*I / we also hereby apply for an extension of the date of completion of the \*[formation / construction / provision] of \_\_\_\_\_ stipulated in \*[Special Condition No. / Clause] \_\_\_\_\_ of the \*[Conditions / New Grant / Lease] for the same period, i.e. \_\_\_\_\_ calendar months up to \_\_\_\_\_ ^ \_\_\_\_\_ .}

\*I / We have read and understood the “Note on Use of Personal Information Required in the Application”, being Appendix IV to the Practice Note and hereby consent to disclose \*my / our personal data contained herein to you and other Government bureaux or departments for the purpose of this application.

\*I / We hereby expressly declare, confirm, acknowledge and agree that all the particulars

\* *Delete as appropriate.*

# *Insert and amend as appropriate.*

^ *Insert the last date of the extension period being applied for.*

@ *Applicant is required to provide such other document(s) or information as considered necessary by LandsD to facilitate consideration of each application.*

† *Insert as appropriate.*

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

and the information provided herein are true and correct in all respects. \*I / We have not withheld any information required in the application, nor have \*I / we provided any misleading information.

Yours faithfully,

\*Applicant's Signature /  
Signature of authorized signatory  
and company chop: \_\_\_\_\_

Name of the Applicant : \_\_\_\_\_ (English)

\_\_\_\_\_ (Chinese)

Hong Kong Identity Card Number : \_\_\_\_\_  
(for individual owner) \_\_\_\_\_

Correspondence Address : \_\_\_\_\_  
\_\_\_\_\_

Telephone Number : \_\_\_\_\_

Name of the Authorized Signatory : \_\_\_\_\_  
(for corporate owner) \_\_\_\_\_

Date: \_\_\_\_\_

Annex A

To: \*[District Lands Officer/ \_\_\_\_\_ / Chief Estate Surveyor/ \_\_\_\_\_]

Dear Sirs,

Lot No. \_\_\_\_\_ (“the Lot”)

Address \_\_\_\_\_

As the authorized person<sup>&</sup> for the development on the Lot, I enclose herewith: -

- (a) a copy of the relevant approval letter of building plans issued by the Building Authority;  
and
- (b) a copy of the relevant consent to commence works for the \*site formation / foundation / superstructure issued by the Building Authority.

Also, I hereby confirm that a contract for the \*site formation / foundation / superstructure works in respect of the development on the Lot \*has been / will tentatively be awarded on \_\_\_\_\_ and the said works \*have already been commenced / are scheduled to commence on \_\_\_\_\_.

I have read and understood the “Note on Use of Personal Information Required in the Application”, being Appendix IV to Lands Department Lands Administration Office Practice Note No. 2/2021 and hereby consent to disclose my personal data contained herein to you and other Government bureaux or departments for the purpose of applying for an extension of the building covenant period <sup>#</sup>{and the date of completion of the \*[formation / construction / provision] of \_\_\_\_\_ }.

Yours faithfully,

(Name of the authorized person)

Encl.

\* *Delete as appropriate.*

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

# *Insert and amend as appropriate.*