

**Sample Application Letter – Extension of the BC Period
for Three Months on Payment of Premium Deposit**

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 3 calendar months up to _____ ^ _____ on payment of premium deposit pursuant to Lands Department Lands Administration Office Practice Note No. 2/2021 (“the Practice Note”) and accompany herewith a certificate[@] from the authorized person[&] for the development on the Lot at Annex A confirming that there is a reasonable expectation of the Occupation Permit in respect of the development on the Lot being issued by _____ ^ _____.

{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

* *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.*

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

disclose *my / our personal data contained herein to you and other Government bureaux or departments for the purpose mentioned in the Practice Note.

*I / We hereby expressly declare, confirm, acknowledge and agree that all the particulars 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[&] for the development on the Lot, I hereby certify that there is a reasonable expectation of the Occupation Permit in respect of the development on the Lot being issued by the Building Authority by _____[^].

I have read and understood the “Note on Use of Personal Information Required in the Application”, being Appendix IV to the 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 [#]{and the date of completion of the *[formation / construction / provision] of _____ }.

Yours faithfully,

(Name of the authorized person)

* *Delete as appropriate.*

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

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

[#] *Insert and amend as appropriate.*