

Section 1 – Application Particulars		
Name of Applicant ^[a]	English	中文
Name of Building(s)/Premises	English	中文
Section 2 – Checklist for Application Submission		
<p>Applicant shall submit this checklist together with SPBF Application Form and other required supporting documents. Application with incomplete documents and/or with documents without authorised signatures and official chop will not be processed.</p>		
Included (Please tick as appropriate)	Item	Required Documents (as detailed in Clauses 5.1.a to 5.1.k of the Guide)
<input type="checkbox"/>	1	A completed SPBF Application Form with authorised signature and official chop.
<input type="checkbox"/>	2	For an Application submitted by an organisation, a certified true copy of establishment/registration/incorporation document (e.g. Certificate of Registration of Owners' Corporation, Business Registration Certificate, proof of HKCSS membership, school registration document, etc.); or For an Application submitted by a natural person who is the owner of the building, a certified true copy of his or her identity.
<input type="checkbox"/>	3	A written authorisation document for the Person-in-charge (as detailed in Clause 3.3 of the Guide) from : <ul style="list-style-type: none"> • all the owners of the building(s) with multi-ownership but without any owners' corporations/organisations; or • the Applicant if the Person-in-charge is a representative of the Applicant's organisation, a representative of the property management company of the building(s)/premises under the Application; or a qualified service provider (QSP) appointed by the Applicant.
<input type="checkbox"/>	4	A copy of qualification proof of the appointed QSP (as detailed in Clause 3.6 of the Guide).
<input type="checkbox"/>	5	A copy of general meeting minutes of the corporation/organisation, or other documentary proof evidencing the decision of all the owners of building(s) on each of the following items: <ul style="list-style-type: none"> • the consent to carry out the proposed Project(s); • the consent to apply for the SPBF; and • the resolution for selecting tenderer for the Project(s)
<input type="checkbox"/>	6	A list of all tenders received for the Project(s) under the Application together with the following documents: <ul style="list-style-type: none"> • a copy of tender specification and requirements; • a certified true copy of each received tenders for the Project(s) under the Application with detailed price schedule covering cost breakdowns of materials and installation, testing & commissioning; and • a tender assessment report
<input type="checkbox"/>	7	A copy of contract for the appointed QSP with service fee.
<input type="checkbox"/>	8	Documentary proof of Project Subsidy/Revenue of the Projects (as detailed in Clause 4.6 of the Guide)
<input type="checkbox"/>	9	A completed SPBF Application Form Appendix A – Financial Proposal with official chop and authorised signature.
<input type="checkbox"/>	10	A completed SPBF Application Form Appendix B – Technical Proposal with official chop and authorised signature.
<input type="checkbox"/>	11	A completed SPBF Application Form Appendix C (this checklist).
<input type="checkbox"/>	12	Additional details of the Project(s) as deemed necessary, such as equipment catalogue, schematic diagram etc.

Note:

[a] Full name as shown on HKID/Passport (for a person), Business Registration Certificate/Certificate of Incorporation (for a company) or other registration/incorporation document (for other entities).