

**Certificate on Completion of
Building Works Resulting in a New Building and
Application for Permit to Occupy such Building**

To : Independent Checking Unit

*I / We (name in full) _____ (Chinese)
_____, registered general building contractor of (address) _____
_____ certify that the new building erected at
(address of site/project title) _____
_____ on (PHCP (Phase) STT VO LOT No.)
_____ has been completed on (date) ___ / ___ / 20 _____ (dd/mm/yyyy) and
has been erected in accordance with the provisions of Buildings Ordinance and Regulations #, and the plans
approved in respect of the new building by the Independent Checking Unit. You consented the above
works on (date) see attached list _____ (dd/mm/yyyy)
by your memo letter Permit No. _____ of HD(ICU)'s Ref. No.
_____.

Certificate of BD Registration No. _____ Name in Chinese of the Authorized Signatory _____

Date of expiry of BD _____ / _____ / 20 _____
Registration (dd/mm/yyyy) _____ Name in English of the Authorized Signatory _____

Signature of the Registered General Building Contractor _____ Date _____ / _____ / 20 _____
(dd/mm/yyyy)

I (name in full) _____ (Chinese) _____,
Chief Structural Engineer⁺ of (address) _____
_____ certify that the above new building has been erected
in accordance with the provisions of the Buildings Ordinance and Regulations, and the plans approved in
respect of the new building by the Independent Checking Unit (HD(ICU)'s Ref. No. _____
_____) and is, in my opinion, structurally safe.

Date : _____ / _____ / 20 _____
(dd/mm/yyyy) _____ Signature of Chief Structural Engineer⁺ _____

[Source : Form BA 13 Rev. 03/2019]

I (name in full) _____ (Chinese) _____,
Chief Geotechnical Engineer⁺ of (address) _____

_____ certify that the above new building has been erected in accordance with the provisions of the Buildings Ordinance and Regulations, and the plans approved in respect of the new building by the Independent Checking Unit (HD(ICU)'s Ref. No. _____) and is, in my opinion, geotechnically safe.

Date : _____ / _____ / 20_____
(dd/mm/yyyy)

Signature of Chief Geotechnical Engineer⁺

I (name in full) _____ (Chinese) _____,
Chief Professional⁺ of (address) _____

_____ certify that the above new building has been erected in accordance with the provisions of the Buildings Ordinance and Regulations, and the plans approved in respect of the new building by the Independent Checking Unit (HD(ICU)'s Ref. No. _____) and is, in my opinion, structurally safe.

I hereby apply for an occupation permit to be issued to occupy and use the said new building for the purposes as described in the plans approved by you / submitted to you.

Date : _____ / _____ / 20_____
(dd/mm/yyyy)

Signature of Chief Professional⁺

Notes :
Chief Professional and Chief Structural Engineer and/or Chief Geotechnical Engineer are reminded to provide two sets of Record/Latest Approved plans (for site formation works, three sets are required) indicated with ICU reference when submitting this form on completion of a new building and other requirements as stipulated in PNAP APP-13.

- + For explanatory notes on signing capacity, please refer to Appendix B of ICUI 04.
- * Please delete whichever is inapplicable
- # Except the administrative control specified in Building Regulations which is replaced by relevant ICU Instructions.
- Please check as appropriate