

[To be signed by **each** individual (i) who is one of the Applicant's Key Personnel / Designated Employees / Significant Controllers, and (ii) whose personal data will be provided by the Applicant in the Application Form]

Authorisation and Consent Letter (Individual)
For the New Support Service Scheme for Building Maintenance Works ("the Scheme")

To : (1) The Government of Hong Kong Special Administrative Region ("**the Government**") and (2) The Urban Renewal Authority ("**the URA**") / the entity to be established by the Government or URA to administer the Scheme (collectively, "**the Authority**")

Re : Application for admission to the Pre-qualified Lists under the Scheme ("**Application**")

Name of Applicant ("**Applicant**"):

Name of the Individual:

Role of the Individual within the Applicant:

☐ **Key Personnel**¹: Sole Proprietor / Partner / Director

☐ **Designated Employee**²: Registered Inspector / Authorized Person with Registered Inspector qualification / Authorized Signatory

☐ **Significant Controller**³

☐ **Other (please specify)**

By signing this Letter, I, the undersigned, acknowledge, authorise and (where required under the Personal Data (Privacy) Ordinance (Cap. 486)) consent as follows:

¹ Key Personnel refer to the Applicant's sole proprietor, partner or director who personally discharges the statutory duties under the Buildings Ordinance with respect to the building maintenance projects under the Scheme.

² Designated Employees refer to (i) full-time employees who have entered into an employment contract with the Applicant for a minimum term of one year and work at least 40 hours per week as specified in the contract; and (ii) individuals who personally discharge the statutory duties under the Buildings Ordinance with respect to the building maintenance projects under the Scheme.

³ The person holds directly or indirectly more than 25% of the issued shares of the company. Alternatively, if the company has no share capital, the person holds directly or indirectly the right to a share of more than 25% of the company's capital or profits.

1. I acknowledge and confirm that my data, including my personal data, and those other data, information and documents provided and submitted in the Application Form for Pre-qualification and in the Applicant's tender submissions under the Scheme, have been provided in the Application submitted by the Applicant ("**Applicant's Provided Data**"). I hereby authorise the Authority to use the Applicant's Provided Data for one or more of the following purposes or purposes directly related thereto ("**Collection Purposes**"):
 - (a) all activities relating to the reviewing and processing of the Application, suitability assessment, and verification of the Applicant's Provided Data;
 - (b) all activities relating to the approval, renewal, suspension of pre-qualification status and/or removal of the Applicant's listing from the Pre-qualified Lists under the Scheme including the review of any decisions thereon by any Government departments, statutory authorities, public bodies or any other parties established for the purpose of conducting review of such decisions;
 - (c) all activities relating to the tendering process and tender assessments under the Scheme;
 - (d) all activities relating to the performance assessment of the Applicant;
 - (e) making appropriate referrals and/or reports to law enforcement agencies (including but not limited to Competition Commission, Hong Kong Police Force and Independent Commission Against Corruption) as may be reasonably necessary to facilitate the detection or prevention of crime in connection with building maintenance procurements and implementation;
 - (f) all activities relating to contract procurement and management, consultant management, contractor management, regulating action, promotion of the construction industry and other matters in relation thereto;
 - (g) enabling and facilitating communication between the Authority and myself and/or the Applicant;
 - (h) handling enquiries, claims, complaints and investigations;
 - (i) managing legal matters and litigation, or matters in connection with compliance with the laws, regulations, court orders or government directions;
 - (j) reviewing, evaluating and enhancing the Scheme and other services and products of the Authority and identifying market patterns, trends or indications of possible collusion (including conducting research, survey and analysis for those purposes);
 - (k) auditing purposes; and
 - (l) all other purposes, activities or circumstances which the Authority considers to be related to any of the above purposes.
2. For the purpose of verifying the Applicant's Provided Data and assessing suitability of the Application, I hereby give my authorisation and consent to the Authority to:
 - (a) obtain data concerning myself from the following categories of sources (collectively "**Other Data**"), and compare and verify the Other Data with the Applicant's Provided Data:

- (i) details of myself as the Applicant's sole proprietor, partner, director, company secretary, significant controller, and/or member under the Companies Ordinance (Cap.622) and/or Business Registration Ordinance (Cap.310);
 - (ii) Withheld Information / Protected Information concerning myself as the Applicant's director, company secretary and/or member as defined under section 5 and section 9 of the Companies (Residential Addresses and Identification Numbers) Regulation (Cap. 622N) respectively;
 - (iii) registration details of myself as Registered Inspector, Authorized Person, Registered General Building Contractor, Registered Minor Works Contractor, Authorized Signatory of Registered General Building Contractors and/or Registered Minor Works Contractors and/or other qualifications under the Buildings Ordinance (Cap. 123) and other legislation and applicable law of Hong Kong;
 - (iv) records of enforcement actions and findings of contravention against myself under the Competition Ordinance (Cap. 619);
 - (v) records of arrest, prosecutions, convictions, disciplinary hearings or proceedings and disciplinary orders against and/or in relation to myself under the applicable laws of Hong Kong;
 - (vi) Mandatory Provident Fund contribution records of the Applicant concerning myself, through the eMPF Platform Company Limited and/or from the Mandatory Provident Fund Schemes Authority, relevant trustees, administrators and/or participating employers; and
 - (vii) any data, personal data, information or records of myself including those in relation to the arrests, prosecutions, convictions (including work-related accident convictions), disciplinary hearings or proceedings, or disciplinary actions/orders, past and present, which are relevant, necessary, and proportionate to the assessment of the Applicant's suitability or retention on the Pre-qualified Lists under the Scheme, subject to the applicable laws and guidelines in force, as are reasonably necessary for and directly related to the stated purposes of the Application; and
- (b) obtain Other Data from (i) any Government departments (including but not limited to Buildings Department, Companies Registry, Electrical and Mechanical Services Department, Fire Services Department and Labour Department), (ii) law enforcement agencies (including but not limited to Competition Commission, Hong Kong Police Force, Immigration Department and Independent Commission Against Corruption), (iii) any other statutory authorities or public bodies (including but not limited to Property Management Services Authority and the URA), (iv) professional associations or bodies, and registration authorities (including but not limited to the Hong Kong Institute of Architects, Architects Registration Board, Hong Kong Institute of Surveyors, Surveyors Registration Board, Hong Kong Institute of Engineers and Engineers Registration Board), and/or (v) my current and former employer(s) (collectively **"Applicant's Other Data Providers"**) so as to verify the Applicant's Provided Data, and to base upon the Applicant's Provided Data and the Other Data to process the Application.

3. For the purpose of reviewing and processing the Application and verifying the Applicant's Provided Data, I hereby authorise and consent to each of the Other Data Providers who possess or control the Other Data to provide the Other Data to the Authority as the Authority may require and to give the Authority access to the same.
4. For the purpose of reviewing and processing the Application, I hereby authorise the relevant Government departments (including but not limited to Buildings Department, Companies Registry, Electrical and Mechanical Services Department, Fire Services Department and Labour Department), law enforcement agencies (including but not limited to Competition Commission, Hong Kong Police Force, Immigration Department and Independent Commission Against Corruption), any other statutory authorities or public bodies (including but not limited to Property Management Services Authority and the URA) and the Applicant's Other Data Providers, and their respective representatives, to release full particulars of any and all records of warnings, disciplinary hearings or proceedings, disciplinary actions/orders, suspensions, disqualifications, removals, arrests, prosecutions and convictions against me to the Authority. Where necessary, I also agree to my fingerprint impression being taken by the law enforcement agencies (including but not limited to Hong Kong Police Force and Independent Commission Against Corruption) in connection with this Application, for the purpose of verifying my criminal record(s).
5. I acknowledge that I have read and understood the Personal Data Collection Statement ("PICS") as set out in the Important Notes to Application for Pre-qualification under the Scheme, which sets out, among other matters:
 - the purposes of collection and use of my personal data;
 - the classes of transferees;
 - data retention and security arrangements; and
 - my rights of access and correction.
6. I acknowledge and hereby give my authorisation and consent to the Authority to transfer or disclose the Applicant's Provided Data and Other Data to the classes of transferees specified in the PICS and herein, including but not limited to (i) any Government departments (including but not limited to Buildings Department, Companies Registry, Electrical and Mechanical Services Department, Fire Services Department and Labour Department), (ii) law enforcement agencies (including but not limited to Competition Commission, Hong Kong Police Force, Immigration Department and Independent Commission Against Corruption), (iii) any other statutory authorities or public bodies (including but not limited to Property Management Services Authority and the URA), and/or (iv) professional associations or bodies, and registration authorities (including but not limited to Hong Kong Institute of Architects, Architects Registration Board, Hong Kong Institute of Surveyors, Surveyors Registration Board, Hong Kong Institute of Engineers and Engineers Registration Board), the Applicant's Other Data Providers, and any other third-party contractors, consultants and service providers (including information technology service providers and data research consultants) engaged by the Authority, solely for the stated purposes in the PICS and/or the Collection Purposes.

7. I acknowledge that I may be required to sign additional “Authorisation and Consent Letter(s)” to give authorisation and consent to other third parties at a later stage, and that if I fail to sign and return any additional “Authorisation and Consent Letter(s)” within 14 days upon request, the Application may be refused and/or the Applicant may be removed from the Pre-qualified Lists under the Scheme.
8. I hereby acknowledge and agree that the name of the Scheme may be subject to change from time to time, and that the authorisation and consent given by me hereunder shall remain in full force and effect notwithstanding any change in the name of the Scheme.

Name : _____

HKID / Passport No. : _____

Signature : _____

Date : _____