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| bd logo | |  | YOUR REF 來函檔號： |  |
| OUR REF 本署檔號： | ${REF\_NO} |
| FAX 圖文傳真： | 3162 0006 |
| TEL 電話： |  |
| URL 網址: | http://www.bd.gov.hk |
|  |  | |  |  |

(Date)

|  |  |
| --- | --- |
| (Name of NGO) |  |
| (Address of NGO) |  |

Dear Sir/Madam,

**Permit No. ${PERMIT\_NO}**

**(${ADDRESS})**

I refer to the permit No. ${PERMIT\_NO} granted on ${ISSUE\_DATE} under Section 42 of the Buildings Ordinance for Transitional Housing Initiatives for the captioned premises.

You are required to submit an annual inspection report on or before ${ANNUAL\_DATE} *(eighteen months after the date of BD106)* to certify that the captioned premises comply with the Management Plan and no change of the layout has been made as compared with that agreed by this department. Otherwise, the permit will be revoked. Please quote the file reference in your future correspondencies for easy reference.

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| c.c.  b.c.c. | AP – (Name of AP)  (Name of property owner)  (EB file ref.) | Yours faithfully,  ( ${ModEngSpoName})  ${ModEngPosition}  for Building Authority |

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| bd logo | |  | YOUR REF 來函檔號： |  |
| OUR REF 本署檔號： | ${REF\_NO} |
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| --- | --- |
| (Name of NGO) |  |
| (Address of NGO) |  |

先生／女士：

**Permit No. ${PERMIT\_NO}**

**(${ADDRESS})**

本署曾於 ${ISSUE\_DATE} 根據《建築物條例》第42條就上述處所就過渡性房屋措施向你批予證明書編號 ${PERMIT\_NO}。

你須於 ${ANNUAL\_DATE} *(eighteen months after the date of BD106)*或之前呈交年檢報告以證明上述處所符合已呈交的管理計劃書及上述處所的設計佈局沒有改變(相對於本署同意的設計佈局而言)，否則，有關准許證將會失效。如有來函通信，請引述相關本署檔號。

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| c.c.  b.c.c. | AP – (Name of AP)  (Name of property owner)  (EB file ref.) | 建築事務監督  (${ModChiPosition} ${ModChiSpoName} 代行 ) |

(Date)