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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 provide the required compensatory measures and if any, to submit the completion certificate(s) for the relevant minor works carried out and notify us to arrange for inspection on or before ${ANNUAL\_DATE} *(six months after the date of BD106)*, 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准許證編號 ${PERMIT\_NO}。

你須於 ${ANNUAL\_DATE} (*six months after the date of BD106*)或之前完成所需的任何補償措施及呈交相關小型工程完工證明書(如有)，並須以書面形式通知本署安排視察，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)