

Renewal of Registration as a VBAS Assessor Declaration and Undertaking

To: Hong Kong Quality Building Assessment Panel Secretariat

1. I hereby declare that I continue to hold the professional qualification by virtue of which I am registered as a VBAS Assessor.
2. I hereby give consent to the Hong Kong Quality Building Assessment Panel that my personal data be used for the purposes of processing the renewal of registration and maintaining a register of VBAS Assessors. I understand that my name, professional qualification, registration number and expiry date of the registration as a VBAS Assessor will be posted on the VBAS website and made available to any person and the public for inspection.
3. **I * agree/do not agree to have my contact * telephone number/e-mail address posted on the VBAS website or be given to the public.**
4. I hereby undertake to strictly observe the Code of Conduct as prescribed in the Handbook of VBAS Assessors and any alterations or amendments that may be made from time to time.
5. For the purpose of processing this renewal of registration, I hereby authorize the Hong Kong Quality Building Assessment Panel to approach relevant professional bodies (including but not limited to Buildings Department, Architects Registration Board, Engineers Registration Board, Surveyors Registration Board, Housing Managers Registration Board) for verification of data and I agree that the relevant professional bodies may give the Hong Kong Quality Building Assessment Panel access to my personal data they possess.
6. Update of Personal Information

Company Name	:	
Position	:	
Telephone No.	:	
Fax No.	:	
Correspondence Address	:	
E-mail Address	:	
7. I undertake to notify the Hong Kong Quality Building Assessment Panel Secretariat in writing within 14 days of any changes to the above information.
8. I attach a crossed cheque no. _____ (Bank Name : _____) amounting to HK\$ _____ (payable to "Hong Kong Housing Society") in payment of the renewal fee.
9. I have read the Notes to Applicants and I understand and agree with all terms and conditions specified.

10. I further declare that all information given in this Declaration and Undertaking are true and correct. Any information or declaration which are false shall lead to rejection of the renewal of registration or removal of my name from the Register of VBAS Assessors. I agree to indemnify the Hong Kong Housing Society/Hong Kong Quality Building Assessment Panel from and against all losses, damages and liabilities which the Hong Kong Housing Society/Hong Kong Quality Building Assessment Panel may incur or sustain as a result of approving my renewal of registration based on the information provided by me.
11. I recognize that the Hong Kong Quality Building Assessment Panel reserves the rights to grant, renew, suspend or withdraw my registration status as a VBAS Assessor.

Name in Full (English) : _____ Mr 先生 Mrs 太太
(Chinese) : _____ Miss 小姐 Ms 女士
VBAS Assessor Registration No. : _____
Expiry Date of Registration : _____ / _____ / _____
(DD / MM / YYYY)

VBAS Assessor's Signature: _____ Date: _____ / _____ / _____
(DD / MM / YYYY)

* Please delete whichever is inapplicable

Please send the duly completed form together with a crossed cheque (made payable to "Hong Kong Housing Society") to the Hong Kong Quality Building Assessment Panel Secretariat either by post or in person:

- **By Post : P.O. Box No. 9127, General Post Office, Hong Kong**
- **In Person : 8/F., 1063 King's Road, Quarry Bay, Hong Kong**
Office Hours: Monday to Friday (except Public Holidays)
8:30 a.m. – 12:30 p.m. & 1:30 p.m. – 5:30 p.m.

CONFIRMATION OF RECEIPT OF PAYMENT (for office use only)

Receipt No.: _____ has been issued for the payment of the amount stated in paragraph 8 above.

Date

Name & Signature of Collecting Officer

Notes to Applicants

(A) Notes on Collection of Personal Data

1. The information provided will be used for purposes in connection with processing renewal of registration as a VBAS Assessor, promotional activities and other related matters in connection with the VBAS.
2. It is obligatory for the VBAS Assessor to provide the personal information as required in the Declaration and Undertaking. Failure to supply any such information may delay the processing or result in rejection of the renewal of registration.
3. The information provided may be disclosed to government departments or other parties for purposes in connection with the processing of renewal of registration as a VBAS Assessor.
4. For access to or correction of any personal data after submission of the Declaration and Undertaking, the VBAS Assessor can address to the Hong Kong Quality Building Assessment Panel Secretariat in writing:
 - By Post : P.O. Box No. 9127, General Post Office, Hong Kong
 - By Fax : 2884 2551
 - By E-mail : vbasenquiry@hkhs.com
5. The right of access includes the right to obtain a copy of the VBAS Assessor's own personal data subject to payment of a fee.

(B) Important Notes

1. To ensure that the VBAS Assessor is currently on the register under the Buildings Ordinance and/or the Architects / Engineers / Surveyors / Housing Managers Registration Ordinance, the Hong Kong Quality Building Assessment Panel Secretariat may seek confirmation from the Buildings Department or relevant Registration Board(s)/ professional bodies whenever necessary.
2. Registration is valid for 2 years and is renewable. Renewal fee will be charged. The fees shall be non-refundable irrespective of whether the VBAS Assessor is successfully renewed or not.
 - Renewal Fee: \$1,000 (for 2 years)
3. The VBAS Assessor shall submit the duly completed Declaration and Undertaking together with a crossed cheque made payable to "Hong Kong Housing Society" to the Hong Kong Quality Building Assessment Panel Secretariat for renewal of registration either by post or in person not earlier than 4 months and not later than 28 days prior to the expiry date of the relevant registration.

Hong Kong Quality Building Assessment Panel may refuse renewals lodged beyond the specified time limit.
4. A VBAS Assessor may apply for change of his registration status to suit his changing situations. The VBAS Assessor must meet the qualification requirements of the new List on which he intends to register. An Application for Change of Registration Status of VBAS Assessor should be submitted.
5. In case of situations, including loss of all or any of the professional qualifications required for registering as VBAS Assessor on that List for whatever reason after renewal and during the practice as a VBAS Assessor, the VBAS Assessor shall immediately give a written notice to the Hong Kong Quality Building Assessment Panel who may remove the VBAS Assessor's name from the relevant List or move it onto another List upon request on the condition that all registration requirements are complied with.

6. A person on the Register of VBAS Assessors is entitled to use the title of “VBAS Assessor (List 1)”/“VBAS Assessor (List 2A)”/“VBAS Assessor (List 2B)” according to their registration.
7. The name, professional qualifications, registration number and expiry date of the registration of the VBAS Assessor will be posted on the VBAS website for public access. The contact telephone number and/or e-mail address of the VBAS Assessor will be posted on the VBAS website when the VBAS Assessor has indicated his/her consent in this Declaration and Undertaking.
8. Please ensure that all relevant sections of the Declaration and Undertaking are completed and signed. Any false information or declaration shall lead to failure of the renewal of registration and removal of name from the Register of VBAS Assessors.
9. Hong Kong Quality Building Assessment Panel reserves the right to amend the above contents at any time without prior notice.
10. All staff members of the Hong Kong Quality Building Assessment Panel Secretariat are subject to the Prevention of Bribery Ordinance and are not allowed to solicit and accept any forms of advantages from customers, contractors, suppliers or any person.
11. Enquiries regarding renewal of registration as a VBAS Assessor can be addressed to the Hong Kong Quality Building Assessment Panel Secretariat by the following means:
 - By Post : P.O. Box No. 9127, General Post Office, Hong Kong
 - By Telephone : 8108 0108
 - By Fax : 2884 2551
 - By E-mail : vbasenquiry@hkhs.com