

Guide to Application of
Financial Assistance for Maintenance Scheme on Built Heritage
(“FAS”)

Rev. 2023.12

Guide to Application of Financial Assistance for Maintenance Scheme on Built Heritage (“FAS”)

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1. Objective

To help preserve historic buildings from deterioration due to lack of maintenance, by providing financial assistance in form of grants to the owners of privately-owned graded historic buildings and tenants, who are Non-profit-making Organizations (“NPOs”), of Government-owned declared monuments and graded historic buildings for them to carry out minor maintenance works by themselves.

2. Amount of Grant

The amount of grant for each application¹ will be determined based on the justifications provided by the applicant. The maximum amount of grant for each successful application is HK\$6 million inclusive of both the consultancy fee and the costs of maintenance works.

3. Application

3.1 Eligibility

Owners of privately-owned graded historic buildings and tenants, who are NPOs, of Government-owned declared monuments and graded historic buildings can apply for the grant under FAS.

A list of the current declared monuments and graded historic buildings can be obtained from the following links -

- <https://www.amo.gov.hk/en/historic-buildings/monuments/index.html>
- <https://www.aab.gov.hk/en/historic-buildings/results-of-the-assessment/index.html#new>

3.2 Pre-requisites for Accepting the Grant

3.2.1 Privately-owned Graded Historic Buildings

The applicant shall be the sole owner, all co-owners or one of the co-owners authorised by all the co-owners. The applicant is required to declare that he will accept the following conditions before his application is considered –

- (i) Not to demolish his graded historic buildings in whole or part during the implementation period of the maintenance works and for a specific period of time (usually ten years) after the completion of the maintenance works as stated in the Practical Completion Certificate signed by the consultant, i.e. the Specific Period except with the consent from the Government;
- (ii) Not to transfer the ownership of the graded historic buildings during the Specific Period unless written consent is obtained from

¹ An applicant is allowed to submit one application for each item of declared monument or graded historic building applicable to FAS at the same time normally. This Clause shall be read in conjunction with Clauses 3.3.7 to 3.3.9. Commissioner for Heritage’s Office reserves the right to accept or reject any applications.

the Government in Clause 7.3. Such consent may be withheld if the new owner fails to agree to conditions (i) to (iii) under this Section; and

- (iii) Allow reasonable public access to his graded historic buildings for appreciation within the Specific Period, details of which will be subject to agreement with the Government on a case-by-case basis.

3.2.2 Government-owned Declared Monuments and Graded Historic Buildings

For Government-owned declared monuments and graded historic buildings, the applicant shall be the NPO tenant, who has entered into a tenancy agreement with the Government and is registered as a NPO with charitable status under Section 88 of the Inland Revenue Ordinance (Cap.112). The applicant shall confirm and declare in the application whether other form of financial support from government or other institutions for the maintenance of the Government-owned declared monuments or graded historic buildings has been applied / obtained. The applicant is also required to accept the following conditions before his application is considered –

- (i) Allow reasonable public access to the declared monuments or graded historic buildings for appreciation within the term of the tenancy agreement after the completion of the maintenance works as stated in the Practical Completion Certificate signed by the consultant, i.e. the Specific Period. The required public access will be subject to the agreement between the parties on a case-by-case basis; and
- (ii) Complete the maintenance works of the declared monuments or graded historic buildings and to pay in full the costs for the maintenance works, including but not limited to the consultancy fee and the costs of maintenance works to the contractor, and submit all applications for payment reimbursement within the term of the tenancy agreement.

3.3 Two-stage Submission of Application

3.3.1 The submission of application is divided into two stages. The Stage 1 is Approval-in-Principle of the application and the Stage 2 is Technical Assessment on detailed submission of the proposal. A workflow chart in **Annex I** summarises the procedures of the application.

Stage 1 – Approval-in-Principle

3.3.2 For privately-owned graded historic buildings, the applicant must complete the standard Application Form 1 in **Annex II**. For Government-owned declared monuments and graded historic buildings

leased to NPOs, the applicant must complete the standard Application Form 1a in **Annex II**. The application forms shall be filled out with applicant's particulars, ownership or details of tenancy agreement as applicable, information of declared monuments and graded historic buildings. A brief description on the proposed scope of maintenance works and the degree of public appreciation for the declared monuments and graded historic buildings shall also be included. The completed application form shall be duly signed. Electronic submission shall be submitted by email to mhb_enquiry@devb.gov.hk or the original completed application forms shall be delivered by hand or by post to Commissioner for Heritage's Office ("CHO") at Unit 701B, 7/F, Empire Centre, 68 Mody Road, Tsim Sha Tsui East, Kowloon, Hong Kong.

- 3.3.3 When an applicant is requested by CHO to provide additional information to support his application, he should supply the information as required within the given time frame.
- 3.3.4 Applications would only be considered as being properly made when CHO is satisfied that all information requested in the application form as well as the additional information requested by CHO in Clause 3.3.3 above, if any, has been submitted. CHO reserves the right of rejecting any applications which are not properly made, or are not relevant to the objective of offering the grant.
- 3.3.5 The applicant should allow the staff of CHO or any persons authorised by CHO to enter the declared monument or graded historic building for the purpose of assessing the application.
- 3.3.6 Upon verification on compliance of the basic requirements with respect to ownership or details of the tenancy agreement as applicable, prerequisites, degree of public appreciation and on completion of preliminary assessment of the proposed maintenance works after site visit, recommendation will be made to the Vetting Panel comprising representatives from CHO, Antiquities and Monuments Office ("AMO") and Architectural Services Department ("ArchSD").
- 3.3.7 For selection of applications, the Vetting Panel will consider whether the applications satisfy the following criteria -
- (i) whether there is need for the proposed maintenance works;
 - (ii) whether the maintenance works are beneficial to the community in terms of heritage conservation; and
 - (iii) whether reasonable degree of public access to the declared monuments and graded historic buildings is allowed for appreciation.

- 3.3.8 Due to limited resources, individual applications, even though they satisfy all the criteria in Clause 3.3.7 above, will be subject to prioritisation by the Vetting Panel according to a number of other factors such as the heritage values of the declared monuments and graded historic buildings, urgency for its maintenance, the timing of submissions, etc.
- 3.3.9 If an application satisfying all the criteria in Clause 3.3.7 above is not selected for immediate implementation, the Vetting Panel may include it into a waiting list for consideration in future when resources become available.
- 3.3.10 CHO will issue letter of approval-in-principle to the successful applicant. The successful applicant is required to sign an agreement (“the Agreement”) to confirm compliance with all the pre-requisites stated in Clause 3.2 above and other conditions applicable to the application (refer to sample letter in **Annex V(a)**).
- 3.3.11 Upon receiving the duly signed Agreement, CHO will issue a letter to the applicant and confirm that he can proceed with the selection and employment of a consultant through a tendering exercise² (refer to sample letter in **Annex V(b)**). The applicant shall complete the selection and employment of the consultant on or before the validity period specified in the approval-in-principle letter. The appointed consultant will assist the applicant to conduct a technical assessment on the declared monuments and graded historic buildings, and provide a conservation proposal which includes a preliminary structural review of the declared monuments and graded historic buildings, for the maintenance works for submission in the Stage 2 application. The consultancy services shall include appointment of specialists including but not limited to heritage conservation consultant, Authorised Person, Registered Structural Engineer and / or other relevant consultants. The appointment of consultant based on the letter of approval-in-principle shall be an agreement between the applicant and the consultant. No reimbursement of consultancy fee will be paid before obtaining the formal approval of Stage 2 and this Clause shall be read in conjunction with Clauses 3.3.14, 3.3.15 and 6.1.
- 3.3.12 For selection and employment of consultant, the applicant shall follow the “Guidelines on Consultant Selection for Financial Assistance for Maintenance Scheme on Built Heritage”, which are in **Annex III**. The applicant shall invite and appoint the consultant directly. The appointment of the selected consultant shall be subject to the approval

² The tender exercise shall duly comply with the requirements of Stores and Procurement Regulations of the Hong Kong Government.

of CHO.

- 3.3.13 For the sake of consistency and continuity, it is a condition that the consultant appointed upon the approval-in-principle of the Stage 1 shall be engaged in the Stage 2 of the two-stage submission of application, and throughout the works till the completion of the works contract. The consultancy services shall cover the works from inception to completion of the project including but not limited to conducting condition survey, preparing a conservation proposal to define the scope of maintenance works with cost estimation, submission to the relevant authorities to obtain all approvals, arrangement for tendering of the works, administration of the works, site supervision, drafting and recording services, cost control and monitoring of the accounts, payment certification of the works contract, and assistance in the applicant's payment reimbursement.
- 3.3.14 The expenses incurred in employing the consultant shall be met by the grant under the FAS on a reimbursement basis if the applicant receives formal approval in Stage 2 - Technical Assessment. No cost reimbursement to the applicant for any expenditure incurred if the formal approval of Stage 2 has not been given by CHO. In case the applicant fails to proceed or obtain the formal approval of Stage 2, the applicant shall be responsible for all the cost including any consultancy fee incurred.
- 3.3.15 Upon completion of the consultant selection tender exercise, the applicant is required to submit a tender report to recommend on the selection of the consultant for CHO approval, before entering into a formal Agreement with the consultant. If the consultancy agreement has interim payments provision, payment will be made on a reimbursement basis after the formal approval of Stage 2 is granted. The applicant can submit applications for interim payment reimbursement upon completion of the required consultancy works according to the work stages as stipulated in the consultancy agreement to CHO. The applications for interim payment reimbursement, together with supporting documents such as bills, invoices, cash memos and receipts duly certified by the applicant, should be submitted to AMO with a copy to CHO for processing.

Stage 2 –Technical Assessment & Formal Approval

- 3.3.16 For privately-owned graded historic buildings, the applicant shall submit to CHO the standard Technical Assessment Form (Form 2) in **Annex IV** together with a condition survey and a conservation proposal prepared by his appointed consultant. For Government-owned declared monuments and graded historic buildings leased to NPOs, the applicant shall submit to CHO the standard Technical Assessment Form (Form 2a)

in **Annex IV** together with a condition survey and a conservation proposal prepared by his appointed consultant. The submission shall include detailed scope and extent of maintenance works to be covered by the grant, and location plans, layout plans, sections and elevations, cost estimates, method statements and planned programme for the proposed works. The completed application form and the conservation proposal shall be duly signed. Electronic submission shall be submitted by email to mhb_enquiry@devb.gov.hk or the original completed form and the conservation proposal shall be delivered by hand or by post to CHO.

- 3.3.17 CHO and other concerned departments will conduct site visits to inspect the declared monuments and historic buildings as necessary, and assess and decide if the proposed maintenance works fall within the application objective from the heritage perspective. The applicant may be requested to submit additional information and address CHO's comments to substantiate the proposed works and cost estimates.
- 3.3.18 When the applicant is requested by CHO to submit additional information and respond to comments on his application, he and his appointed consultant shall provide the information and respond within the stipulated time frame.
- 3.3.19 An application would only be considered as being properly made when CHO is satisfied that all the information requested in the Technical Assessment Form, i.e. the Form 2 or Form 2a as well as the additional information requested by CHO vide Clause 3.3.18 has been submitted.
- 3.3.20 Upon confirmation on satisfactory response to the additional information and comments, the applicant shall update the Technical Assessment Form, i.e. the Form 2 or the Form 2a, the condition survey and the conservation proposal for resubmission to CHO. Recommendation will be made to the Vetting Panel for consideration to accept the proposal.
- 3.3.21 For the proposal endorsed by the Vetting Panel for implementation, a conditional approval letter will be issued to the applicant requesting him to sign an undertaking (the "Undertaking") to CHO to comply with all the conditions as stipulated (refer to sample letter in **Annex V(c)**).
- 3.3.22 Upon receiving the signed Undertaking from the applicant, CHO will issue a formal approval to the applicant (the "Grantee") and confirm the approved amount of grant based on the estimate in the proposal, which should be taken as the upper limit of financial assistance to be provided by the Government for the proposed maintenance works (refer to sample letter in **Annex V(d)**) unless such amount has been varied according to

Clause 5.2 below. The Grantee can proceed with tendering for works contract and subsequent procedures to select the contractor for carrying out the maintenance works. The Grantee shall take steps to control the budget of the proposed maintenance works, including but not limited to allowing provisional items in the tender documents. CHO may vary the approved amount of the grant to the Grantee under special circumstances subject to the ceiling of HK\$6 million. The decision of CHO shall be final.

- 3.3.23 The Grantee is required to submit a works programme for the maintenance works by updating the planned programme in his Stage 2 submission (Clause 3.3.16 refers.) within one month on receipt of the formal approval to CHO for reference.
- 3.3.24 The terms and conditions of the Undertaking shall include but not limited to the following -
- (i) use the grant solely for the maintenance works and the associated consultancy fees including fees for statutory submissions required by authorities as stated in the Grantee's application form (Form 1 or Form 1a) and Technical Assessment Form (Form 2 or Form 2a);
 - (ii) verify whether the maintenance works would require statutory submissions to the Buildings Department (“BD”) and / or other authorities, and obtain the relevant approvals and consents of these authorities;
 - (iii) obtain permission from the Antiquities Authority under the Antiquities and Monuments Ordinance (Cap. 53), through AMO, to carry out the proposed maintenance works at the declared monuments before commencement of the relevant maintenance works;
 - (iv) engage registered general building contractors / specialist contractors for the maintenance works and have the works carried out properly with due consideration on heritage conservation;
 - (v) submit progress reports to CHO and AMO within three months from the commencement date of maintenance works and thereafter on a quarterly basis (or at other interval as directed by CHO) up to the date of works completion;
 - (vi) submit a final report to CHO and AMO within one month (or such period as agreed by CHO) from completion of the maintenance works;
 - (vii) submit ad-hoc progress reports as well as all financial statements and such other information to CHO and AMO upon their requests in connection with the maintenance works;

- (viii) allow access for staff of CHO, AMO and any persons authorised by CHO to declared monuments and the graded historic buildings to inspect the maintenance works during their execution and after their completion, and for other purposes related to the maintenance works as considered necessary by CHO;
- (ix) obtain approval of CHO in advance for any changes to the scope of the maintenance works;
- (x) submit a statement of account with originals or certified true copies of all bills, invoices, cash memos and receipts duly certified by the Grantee and such other information as CHO and AMO may require within one month of the completion of the maintenance works;
- (xi) allow staff of CHO, AMO and any persons authorised by CHO in writing to audit, examine, enquire into, and have unhindered access to the records and accounts of the Grantee;
- (xii) explain to CHO, AMO and any persons authorised by CHO matters relating to receipt, expenditure and custody of any money for the maintenance works;
- (xiii) prohibit from applying and accepting financial assistance for the same maintenance works from sources other than those already disclosed in the application form;
- (xiv) observe that the Undertaking signed by the Grantee with the Government is not meant to be an employment contract;
- (xv) repay any over certification of interim payment, if any, to the Government. The Government reserves the right to deduct the reimbursement amount if the works are not carried out in accordance to the conservation proposal;
- (xvi) comply with other conditions applicable to a specific application;
- (xvii) note that CHO reserves the right to refuse to process payment, suspend any payment and / or demand the Grantee to repay the Government the grant they have received, together with all the administrative costs incurred by the Government, if sub-clause 3.3.24(ix) above and the Undertaking has not been fully complied with;
- (xviii) agree that the Government may disclose information of the Grantee's application for public information such as the name and the contact information of the Grantee, the name and address of the declared monuments and graded historic buildings, and the approved amount of grant;
- (xix) provide contact details including the Grantee's telephone number and / or email address for public notice in connection with the

arrangement for public access to the declared monuments and graded historic buildings;

(xx) abide by and observe the conditions and requirements of this Guide to Application of Financial Assistance for Maintenance Scheme on Built Heritage;

(xxi) design, supply and install information sign to highlight the heritage value of the declared monuments and graded historic buildings at the locations to be agreed between the Grantee and AMO.

3.3.25 The Government will determine the amount of the grant (which could be the whole or part of the costs of the maintenance works). The Government will also include conditions applicable to a specific application, that include but not limited to -

(i) employ consultants with heritage expertise to design / supervise / administer the maintenance works;

(ii) execute the maintenance works in accordance with the conservation guidelines and plans as agreed with AMO; and

(iii) carry out further maintenance works to the declared monuments and graded historic buildings when the application cannot cover all the work items in accordance with conservation requirements agreed by AMO.

3.3.26 The Government is not bound to accept any application. An application shall not be deemed to have been accepted unless the formal approval of Stage 2 is issued by CHO.

3.3.27 The Government reserves the right to disqualify an application on the grounds that the applicant has engaged in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

3.3.28 The Grantee will generally be required to start the maintenance works within one year after the formal approval of Stage 2 issued by CHO. If the Grantee subsequently finds that the “one-year period” needs to be extended due to unforeseen reasons, he should apply with written justifications to CHO for consideration at least one month prior to the expiry of the “one-year period”, failing which, the formal approval shall deem to be void. The Grantee shall return all payments made to the him and pay the Government all the administrative costs incurred under the application within 14 days upon the expiry of the “one-year period”.

3.4 Withdrawal

The Grantee may formally write to CHO to withdraw his application at any time before any payment of the grant has been made. The Grantee shall be responsible for the cost incurred after commencement of the works including consultancy fee if he fails to proceed / complete the works without any reasonable justifications. The Grantee will be required to pay the Government the whole or part of the grant, together with any administrative cost incurred by the Government as appropriate due to the breach of any condition in the Agreement and the Undertaking.

4. Statutory Submissions and Tendering

4.1 Statutory Submissions to BD and Others

The Grantee is required to verify whether the maintenance works would require submissions to BD and / or other authorities, and obtain the relevant statutory approvals and consents from BD and / or other authorities.

4.2 Requirements on Contractors

4.2.1 Generally, the maintenance works are required to be carried out by a Registered General Building Contractor (“RGBC”) in BD’s registered contractors list (refer to <https://www.bd.gov.hk/en/resources/online-tools/registers-search/registrationsearch-disclaimer.html>) and such RGBC itself should also be a “specialist contractor” in the Development Bureau’s “List of Approved Suppliers of Materials and Specialist Contractors for Public Works” in the “Repair and Restoration of Historic Buildings” category (refer to https://www.devb.gov.hk/en/construction_sector_matters/contractors/supplier/index.html). Otherwise, such RGBC should separately engage a "specialist contractor" as mentioned above as its domestic sub-contractor.

4.2.2 For maintenance works which are exceptionally minor in nature and submissions to BD for approvals and consents are not required, the Grantee could seek relaxation from CHO on the requirements given in Clause 4.2.1 above.

4.3 Tendering and Award of Consultancy and Works Contract

4.3.1 The tendering procedures³ should be open and fair to ensure competitiveness. Normally, the Grantee is required to obtain not less than five quotations for each tendering of the consultancy and the works contract. The Grantee shall award the consultancy in accordance with the guidelines given in **Annex III** while the works contract shall be awarded to the lowest bidder, i.e. with the lowest tender offer.

4.3.2 The Grantee is required to submit a tender report for both the consultancy and works tenders with recommendation of awarded tender to CHO for

³ The tender exercise shall duly comply with the requirements of Stores and Procurement Regulations of the Hong Kong Government.

consideration prior to the award of Contract. CHO will check the tender report if the tendering procedures have been duly followed. The award of consultancy and works contract by the Grantee shall be subject to the no objection and / or approval of CHO, vide Clause 4.3.3(v) below. The Grantee should include the following information in the tender report -

- (i) a list of all tenders received, including tenderer name and tendered amount;
- (ii) the recommended tenderer and the awarded contract sum;
- (iii) the commencement date and the anticipated completion date of the works contract;
- (iv) any qualification to the tender; and
- (v) if the Grantee considers not awarding the consultancy and the works contract as per Clause 4.3.1 above, he should provide justifications to CHO for approval.

4.3.3 The Grantee should retain properly all the quotation documents for at least two years after the award of a consultancy and works contract, and to make them available for inspection by CHO on request.

5. Execution of Maintenance Works

5.1 Monitoring

The Grantee is required to submit signed progress reports to CHO with copy to AMO at a quarterly interval. For projects that warrant closer monitoring, submission of progress reports at a closer interval is required as and when instructed by CHO or AMO. If slippage to the programme of the maintenance works is anticipated / noted, the Grantee should include in the progress reports the justification for the slippage, the mitigation measures that have been / will be taken and the anticipated revised completion date of the maintenance works. A signed final report should also be submitted by the Grantee to CHO with copy to AMO within one month from completion for ascertaining whether the maintenance works have been completed satisfactorily. The progress and final reports should be co-signed by the Consultant and the Grantee.

5.2 Change of Scope

The Grantee is required to obtain prior approval from CHO for change to the scope of maintenance works, and in case of giving such approval CHO may vary the approved amount of the grant to the Grantee subject to the ceiling of HK\$6 million. The decision of CHO is final.

5.3 Compliance of the Agreement

The Grantee is required to submit a brief report with photos to CHO annually within the ten-year period or the Specific Period as defined in the Agreement / Application Form 1 / Application Form 1a after completion of the maintenance

work to demonstrate the pre-requisite conditions given in Clause 3.2 above and other conditions applicable to a specific application as stipulated in the Agreement have been duly complied. If the Grantee fails to submit the annual report in due course, he is in breach of the Agreement and may be required to refund the whole or part of the grant to the Government. For privately-owned graded historic buildings, the annual report should include photo records, an updated land register record from the Land Registry and public access records (e.g. patronage, opening areas and hours). For Government-owned declared monuments or graded historic buildings leased to NPOs, the annual report should include photo records, a copy of the latest tenancy agreement and public access records (e.g. patronage, opening areas and hours).

6. Payment Arrangement

6.1 Application for Interim Payment Reimbursement

6.1.1 The payment will be made on a reimbursement basis. During execution of the consultancy services and maintenance works, the Grantee could submit reimbursement applications for interim payment. However, reimbursement to the applicant will be made only if the formal approval of Stage 2 is granted.

6.1.2 For the consultancy services, the Grantee could submit reimbursement applications for interim payment upon completion of work items defined in the work stages and in accordance with the Schedule of Fees, both are stipulated in the consultancy agreement.

6.1.3 Reimbursement applications for interim payment, together with supporting documents such as bills, invoices, cash memos and receipts duly certified by the Grantee upon advice of the consultant, should be submitted to AMO with a copy to CHO for processing.

6.2 Application for Final Payment Reimbursement

The Grantee upon advice of the consultant is required to submit a statement of account with original or certified copy of all bills, invoices, cash memos and receipts duly certified by the Grantee, the final report and Certificates (including Practical Completion Certificate and Maintenance Certificate) to AMO with a copy to CHO for processing of the final payment reimbursement. All reimbursement applications must be made within 2-year period starting from the date of practical completion of the works. Late submissions will not be accepted.

6.3 Expense on Contribution by the Grantee

If the Government is only providing part of the necessary funding of the maintenance works, the Grantee will be required to provide evidence in writing to prove their contribution has already been secured before formal approval of Stage 2 by CHO is given and he should exhaust his contribution first before drawing upon the grant from the Government. The amount of funding expended by the Grantee from his own source will not be reimbursed by the Government

in case the maintenance works are subsequently cancelled or curtailed for one reason or another before drawing upon Government's grant.

7. Enforcement of Conditions in the Agreement

7.1 Compliance Checking

After completion of the maintenance works, CHO or any persons authorised by CHO will carry out periodic site checks together with ad-hoc site checks if deemed necessary to ensure compliance with the conditions in the Agreement and the Undertaking. The Grantee will be required to repay the Government whole or part of the grant together with the administrative cost incurred at Government's discretion should he breach any conditions in the Agreement and the Undertaking.

7.2 Demolition of Graded Historic Building

For privately-owned graded historic buildings, if a Grantee wants to demolish his graded historic building in whole or part under exceptional circumstances within the ten-year period or the Specific Period as defined in the Agreement / Application Form 1 / Application Form 1a after completion of the maintenance work as stipulated in Clause 3.2 of this document, he should first seek the consent of CHO according to the Agreement with justifications. When giving the consent, CHO might impose conditions from the perceptive heritage conservation if deemed necessary.

7.3 Transfer of Ownership

For privately-owned graded historic buildings, the Grantee shall not transfer the ownership of his graded historic building, save for letting out, within the ten-year period or the Specific Period as defined in the Agreement / Application Form 1 / Application Form 1a after completion of the maintenance works as stipulated in Clause 3.2 of this document. If the Grantee needs to transfer the ownership of the property under special circumstance, he should first obtain the consent of CHO according to the Agreement. On giving the consent, CHO may require the original and new owners to enter into a novation agreement or other arrangement as considered appropriate for the purpose of ensuring that the new owner will continue to abide by the conditions given in the Agreement and the Undertaking.

7.4 Allowing Public Access

7.4.1 If a Grantee would like to change the arrangement on public access to the declared monuments and graded historic buildings, he should seek the prior consent of CHO with justifications provided.

7.4.2 In allowing public access, the Grantee should be responsible for all the expenses so incurred including the cost for taking out adequate public liability insurance.

8. Notes on Collection of Information

The personal data contained in the application form are collected for the purpose of determination of eligibility and assessment of the application. The applicant's personal data will be handled with care. Such information may be provided to any third parties in connection with the application on a need-to-know basis. The information will not be used for any other purposes. Request for access to or correction of the personal data should be made in writing to CHO.

9. Enquiries

Applicants may contact CHO for enquiries and assistance regarding the submission of applications –

Address: Commissioner for Heritage's Office
Development Bureau
Unit 701B, 7/F, Empire Centre
68 Mody Road, Tsim Sha Tsui East
Kowloon, Hong Kong

Email: mhb_enquiry@devb.gov.hk

Phone: 2906 1539

Fax: 2906 1574

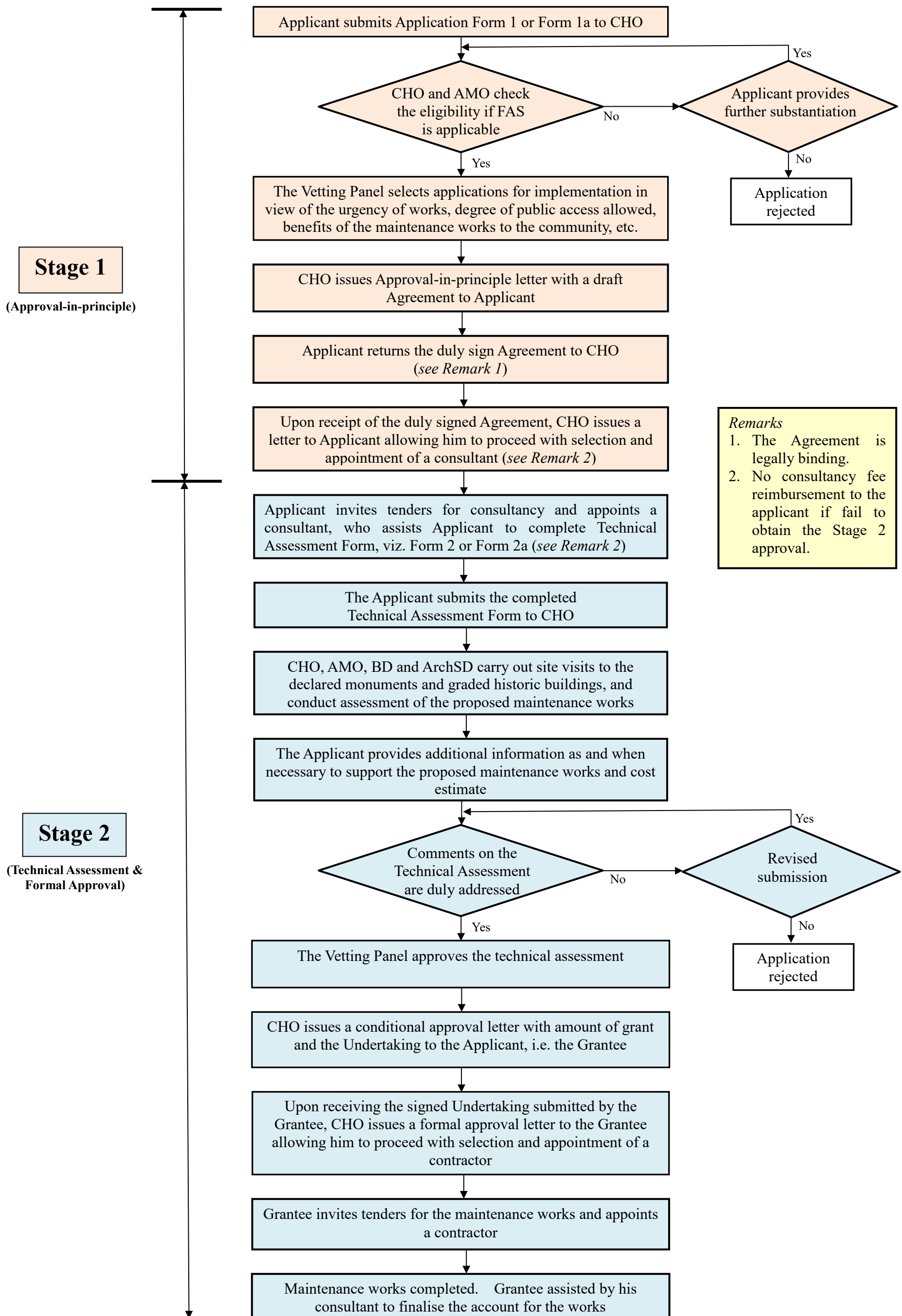
Annex I

Workflow Chart of Two-stage Submission of Application

Financial Assistance for Maintenance Scheme on Built Heritage

Two-stage Submission of Application

Workflow Chart



Annex II

Application Form (Form 1)

發展局
Development Bureau

歷史建築維修資助計劃
(私人擁有的已評級歷史建築)
申請表格(表格 1)

Application of Financial Assistance for Maintenance Scheme on Built Heritage
(For Privately-Owned Graded Historic Buildings) (Form 1)

1. 填寫本申請表格前請先細閱歷史建築維修資助計劃之申請指引。
Please read the Guide to Application for the Financial Assistance for Maintenance Scheme on Built Heritage carefully before completing this application form.
2. 申請人必須提交有關其物業擁有權的證明文件。
Applicant should **attach the relevant documentary proof of ownership**.
3. 本申請表格可用中文或英文填寫。請在已填妥之申請表格及所有相關證明文件每一頁的下方簡簽。
This application form may be completed in either Chinese or English. Please initial at the bottom of each page of the completed application form and all relevant supporting documents.
4. 如表格不敷應用，請另紙書寫。
Please attach sheet(s) if more space is required.
5. 請將填妥的申請表格妥為簽署。已填妥之申請表格請以電子方式遞交至電郵 mhb_enquiry@devb.gov.hk，或把本申請表格正本送交香港九龍尖沙咀東麼地道 68 號帝國中心 7 樓 701B 室發展局文物保育專員辦事處。
The completed application form shall be duly signed. Please submit electronic submission by email to mhb_enquiry@devb.gov.hk, or submit the original of this application form to the Commissioner for Heritage's Office, Development Bureau, Unit 701B, 7/F, Empire Centre, 68 Mody Road, Tsim Sha Tsui East, Kowloon, Hong Kong.
6. 每宗申請的資助額包括顧問費及維修工程費用最多為港幣 600 萬元。
The amount of Grant for each application inclusive of both the consultancy fee and costs of the maintenance works will be a **maximum of HK\$6 million**.

I. 建築物資料 Building Information

名稱 Name (中文)

(Eng)

地址 Address (中文)

(Eng)

地段號碼 Lot number(s)

評級* Grading* 一級 Grade 1 二級 Grade 2 三級 Grade 3 評級編號 Assessment no.

擁有人 Owner(s) (中文)

(Eng)

現時用途 Current usage

* 請在適當地方填上“✓”號。Please “✓” where appropriate.

簡簽 Initial

II. 申請人資料 Particulars of Applicant

個別申請人請填寫 IIA 部分；公司／機構申請人則請填寫 IIB 部分。

Individual applicant please complete Section IIA while company / organisation applicant please complete Section IIB.

A. 個別申請人 Individual Applicant

如建築物由多人共同持有，申請人必須得到所有擁有人的同意並提交授權書。

In case of multiple ownership, the applicant must obtain consent from all owners and submit the authorisation document.

姓名 Name (中文)

(Eng)

地址 Address (中文)

(Eng)

身份證／護照號碼# Identity Card / Passport No.

.....

簽發地 Place of issue

電話號碼 Tel 傳真號碼 Fax

電郵地址 Email

B. 公司／機構申請人 Company / Organisation Applicant

公司／機構名稱 (中文)

Name of Company / Organisation (Eng)

授權代表姓名 (中文)

Name of Authorised Representative (Eng)

職銜 Post title

地址 Address (中文)

(Eng)

電話號碼 Tel 傳真號碼 Fax

電郵地址 Email

請刪除不適用者，並請夾附身份證／護照的副本。

Please delete where appropriate and **attach a copy of the Identity Card / Passport.**

簡簽 Initial

III. 申請詳情 Details of Application

A. 進行維修工程的理據 Justifications for the maintenance works

請就有關維修工程提出理據，並提供相關的照片或繪圖作說明。

Please specify the justifications for the maintenance works. Please attach photographs or drawings for illustration.

| |
|---|
| |
| 上一次維修工程年份 Year of past maintenance: _____ 上一次維修工程項目 Works items in past maintenance works: _____ |

B. 擬議維修工程 Proposed maintenance works

請闡述擬議維修工程的內容。

Please describe the proposed maintenance works.

| | 擬議維修工程項目 Proposed maintenance work items |
|----|---|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |

如獲批第一階段原則上批准之申請，申請人需甄選及委聘顧問，以擬訂保育方案及填妥技術評核表格(表格 2)，連同擬議維修工程細項及工程費用估算供本辦事處審批第二階段之申請。Upon approval of the application in principle in Stage 1, the applicant is required to select and appoint a consultant to prepare a conservation proposal and complete Technical Assessment Form (Form 2) with details of the proposed maintenance works and cost estimation and submit to this office for Stage 2 assessment.

申請表格必須附上位置圖／建築圖則及近期相片展示相關工程範圍。如有需要，請提供分階段施工圖。Location / building plan including recent photo record must be submitted together with the application form to show the extent of works. If necessary, please provide phasing plan as well.

申請人如未能在第二階段技術評核中取得正式批准，任何發還款項的申請將不獲處理。 NO reimbursement application will be processed if the applicant failed to obtain approval in the Stage 2 Technical Assessment.

簡簽 Initial

C. 其他財政資助 Other financial support

有否為此已評級歷史建築向其他政府部門或透過其他渠道申請或獲得撥款，以作維修用途？

Has funding for maintenance of this graded historic building been applied / obtained from other Government department(s) or source(s)?

沒有* No *

有，詳情如下(如有需要，可自行複製以下表格)*：

Yes, details as follows (please reproduce the following table if necessary) *:

| | |
|--|--|
| 撥款機構 Funding Organisation | |
| 撥款金額(港幣) Funding Amount (HK\$) | |
| 撥款時限 Funding Duration | |
| 申請進展 Progress of application | |
| 向本計劃申請額外資助的原因 Reason(s) for applying for additional financial support under this scheme | |

* 請在適當地方填上“✓”號。Please “✓” where appropriate.

D. 其他收入 Other Revenue

此已評級歷史建築有否租金或其他收入？

Does this graded historic building generate any rental income or revenue?

沒有* No *

有*，每年收入約為港幣

Yes*, the total annual income is approximately HKD\$

* 請在適當地方填上“✓”號。Please “✓” where appropriate.

E. 有關維修工程為社會帶來的裨益 Benefits of the maintenance works to the community

| |
|--|
| |
|--|

IV. 接受資助的條件 Conditions for Accepting Financial Assistance

- (i) 除非得到政府許可，我／我們[#]承諾在本申請表格載列的維修工程在進行工程期間及在顧問簽發維修工程竣工證明書後十年／_____年內[^](指定期限)不得拆卸整幢已評級歷史建築或其部分。

I / We undertake not to demolish this graded historic building in whole or in part during the implementation period of the maintenance works and within a 10-year / _____-year [^] period after the completion of the maintenance works in this application as stated in the Practical Completion Certificate signed by the consultant (the “**Specific Period**”) except with the consent from the Government.

- (ii) 除非得到政府書面許可，在指定期限內，不得轉讓已評級歷史建築的業權；如新業主不同意遵守本節條件(i)至(iii)，政府許可則視作無效；以及

I / We undertake not to transfer the ownership of this graded historic building within the Specific Period unless written consent is obtained from the Government. I / We understand such consent may be withheld if the new owner fails to agree to conditions (i) to (iii) under this Section; and

請刪除不適用者。Please delete where appropriate.

[^] 政府預期申請人會同意承諾在有關維修工程竣工後十年內，在未有得到政府許可前，不會拆卸或轉讓有關已評級歷史建築。不過，如申請人能提供充分理據，政府或會接納一個較短的期限。

The Government would expect applicant agrees to undertake not to demolish the graded historic buildings or transfer its ownership within 10 years from the date of completion of the maintenance works without the consent from the Government. However, the Government may accept a shorter period if the applicant can provide strong justifications.

因應上述條件(i)及(ii)建議較短期限的理據

Justification(s) for proposing a shorter period in (i) and (ii) above

(iii) 我／我們承諾會根據上述條件(i)所註明的指定期限內，容許此幢已評級歷史建築作合理程度的開放予公眾參觀，詳情如下：

I / We shall undertake to allow reasonable public access to this graded historic building for appreciation within the Specific Period as stated in (i) above as follows:

(a) 已評級歷史建築開放予公眾的時間*

Time that public is allowed to access the graded historic building

(b) 已評級歷史建築開放予公眾的範圍（如有需要，請以繪圖作說明）*

Areas of the graded historic building that public are allowed to access (please use drawings for illustration as necessary)

* 申請人可以申請豁免遵行此項規定，惟必須提供理據，令政府信納他有實際困難開放此幢已評級歷史建築予公眾參觀。

Applicant may apply to be exempted from this requirement provided that the applicant can demonstrate, to the satisfaction of the Government, that the applicant has genuine difficulties to allow the public to access the graded historic building and provides justification(s).

建議豁免的理據

Justification(s) for proposing for an exemption.

V. 申請人聲明及同意書 Declaration and Consent of the Applicant

本人／我們確認(a)在填寫本申請表格前，本人／我們已細閱歷史建築維修資助計劃的申請指引並同意恪守有關指引，以及(b)知悉有關計劃的條件和要求。

本人／我們保證在本申請表格填報的資料均屬真確無訛。本人／我們明白如填報資料不確，申請將被當無效，同時，政府將停止發放資助，已支付的款項亦須全數退還政府。本人／我們亦明白，如本人／我們在本申請表格或有關證明文件中提供虛假或失實資料，可能會遭受刑事檢控。

本人／我們同意政府可使用本申請表格內的資料以審批這項申請及作有關用途。

本人／我們承諾在遞交本申請後，所提供的資料如有任何更改或就同一已評級歷史建築向其他機構申請資助，必定會通知政府。

I/We confirm that I/we (a) have read the Guide to Application for the Financial Assistance for Maintenance Scheme on Built Heritage and agree to abide by the same and (b) am/are aware of the conditions and requirements of this Scheme before completing the Application Form.

I/We certify that all the information given in this application is true and accurate. I/We understand that any inaccurate information will render the application invalid, any grant approved will be withheld and any payment made must be refunded to the Government. I/We also understand that any false or inaccurate information provided by me/us in this application form or in any documents supporting this application may render me/us liable to criminal prosecution.

I/We agree that information provided in this application form will be used by the Government to process the application and related purposes.

I/We undertake to inform the Government if, subsequent to the submission of this application, there is any change in information provided in this form or I apply for funds from other sources for the maintenance of the same graded historic building.

簽署 Signature

姓名 Name

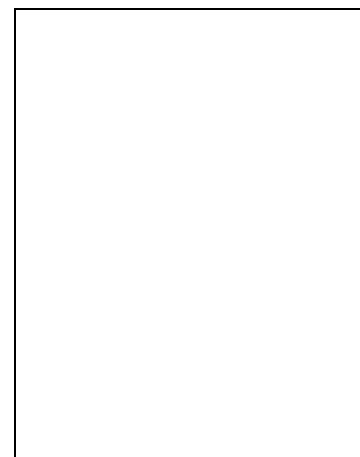
職銜[△] Post Title[△]

電話號碼 Tel.

機構名稱[△]
Name of Organisation[△]

日期 Date

△ 只適用於公司／機構申請人
Company / Organisation Applicant only



機構蓋章[△]
Official Seal[△]

VI. 收集個人資料聲明 Notes on Collection of Personal Data

申請人在申請表格上提供的個人資料，將會作審定申請資格；以及審核申請的用途。

我們會小心處理申請人的個人資料。有關申請的資料可能會提供給有需要得知資料內容的第三者，但絕不會作為其他用途。

申請人如欲查閱或更正其個人資料，須以書面形式向文物保育專員辦事處提出。

The personal data contained in the application form are collected for the purposes of determination of eligibility and assessment of the application.

The applicant's personal data will be handled with care. Such information may be provided to any third parties in connection with the application on a need-to-know basis. The information will not be used for any other purposes.

Request for access to or correction of the personal data should be made in writing to the Commissioner for Heritage's Office.

Annex II

Application Form (Form 1a)

發展局
Development Bureau

歷史建築維修資助計劃
(非牟利機構租用政府擁有的法定古蹟及已評級歷史建築)
申請表格(表格 1a)

Application of Financial Assistance for Maintenance Scheme on Built Heritage
(For Government-owned Declared Monuments and Graded Historic Buildings
leased to Non-profit-making Organisations) (Form 1a)

1. 填寫本申請表格前請先細閱歷史建築維修資助計劃之申請指引。
Please read the Guide to Application for Financial Assistance for Maintenance Scheme on Built Heritage carefully before completing this application form.
2. 就非牟利機構租用政府擁有的法定古蹟及已評級歷史建築，申請人必須提交有關租賃協議的副本。
For Government-owned Declared Monuments and Graded Historic Buildings leased to Non-profit-making Organisations, applicant should attach a copy of the relevant tenancy agreement.
3. 本申請表格可用中文或英文填寫。請在已填妥之申請表格及所有相關的證明文件每一頁的下方簡簽。
This application form may be completed in either Chinese or English. Please initial at the bottom of each page of the completed application form and all relevant supporting documents.
4. 如表格不敷應用，請另紙書寫。
Please attach sheet(s) if more space is required.
5. 請將填妥的申請表格妥為簽署。已填妥之申請表格請以電子方式遞交至電郵 mhb_enquiry@devb.gov.hk，或把本申請表格正本送交香港九龍尖沙咀東麼地道 68 號帝國中心 7 樓 701B 室發展局文物保育專員辦事處。
The completed application form shall be duly signed. Please submit electronic submission by email to mhb_enquiry@devb.gov.hk, or submit the original of this application form to the Commissioner for Heritage's Office, Development Bureau, Unit 701B, 7/F, Empire Centre, 68 Mody Road, Tsim Sha Tsui East, Kowloon, Hong Kong.
6. 每宗申請的資助額包括顧問費及維修工程費用最多為港幣 600 萬元。
The amount of Grant for each application inclusive of both the consultancy fee and costs of the maintenance works will be a maximum of HK\$6 million.

I. 建築物資料 Building Information

名稱 Name (中文) _____
(Eng) _____

地址 Address (中文) _____
(Eng) _____

類別* 法定古蹟 一級 二級 三級 評級編號
Type Declared Monument Grade 1 Grade 2 Grade 3 Assessment no.:

政府地段號碼 擁有建築物之部門
GLA no. _____ Owned by Department _____

* 請在適當地方填上“✓”號。Please “✓” where appropriate.

II(a). 租約資料 Particulars of Tenancy Agreement

租約號碼

Tenancy Agreement No.

簽發租約部門

Department entered the lease

(中文)

(Eng)

租戶名稱 (非牟利機構)

Name of Tenant (Non-profit-
organisation)

(中文)

(Eng)

租約開始日期

Commencement date of the lease

租約年期

Duration of the lease

租金及其他需要付出的代價

Rent and other consideration

租賃用途 Rental usage

II(b). 申請機構資料 Particulars of Organisation Applicant

非牟利機構申請人 Non-profit-making Organisation Applicant

非牟利機構名稱

Name of Non-profit-making
Organisation

(中文)

(Eng)

授權代表姓名

Name of Authorised
Representative

(中文)

(Eng)

職銜 Post title

地址 Address

(中文)

(Eng)

電話號碼 Tel

傳真號碼 Fax

電郵地址 Email

簡簽 Initial

III. 申請詳情 Details of Application

A 進行維修工程的理據 Justifications for the maintenance works

請就有關維修工程提出理據，並提供相關的照片或繪圖作說明。

Please specify the justifications for the maintenance works. Please attach photographs or drawings for illustration.

| |
|---|
| |
| 上一次維修工程年份 Year of past maintenance: _____ 上一次維修工程項目 Works items in past maintenance works: _____ |

B 擬議維修工程 Proposed maintenance works

請闡述擬議維修工程的內容。

Please describe the proposed maintenance works.

| | 擬議維修工程項目 Proposed maintenance work items |
|---|---|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |

如獲批第一階段原則上批准之申請，申請人需甄選及委聘顧問，以擬訂保育方案及填妥技術評核表格(表格 2a)，連同擬議維修工程細項及工程費用估算供本辦事處審批第二階段之申請。Upon approval of the application in principle in Stage 1, the applicant is required to select and appoint a consultant to prepare a conservation proposal and complete the Technical Assessment Form (Form 2a) with details of the proposed maintenance work and cost estimation and submit to this office for Stage 2 Technical Assessment.

申請表格必須附上位置圖／建築圖則及近期相片展示相關工程範圍。如有需要，請提供分階段施工圖。Location / building plan including recent photo record must be submitted together with the application form to show the extent of works. If necessary, please provide phasing plan as well.

申請人如未能在第二階段技術評核中取得正式批准，任何發還款項的申請將不獲處理。NO reimbursement application will be processed if the applicant failed to obtain approval in Stage 2 Technical Assessment.

C. 其他財政資助 Other financial support

有否為此法定古蹟／已評級歷史建築[#]向其他政府部門或透過其他渠道申請或獲得撥款，以作維修用途？

Has funding for maintenance of this declared monument / graded historic building[#] been applied / obtained from other Government department(s) or source(s)?

沒有* No *

有，詳情如下(如有需要，可自行複製以下表格)*：

Yes, details as follows (please reproduce the following table if necessary) *:

| | |
|--|--|
| 撥款機構 Funding Organisation | |
| 撥款金額(港幣) Funding Amount (HK\$) | |
| 撥款時限 Funding Duration | |
| 申請進展 Progress of application | |
| 向本計劃申請額外資助的原因 Reason(s) for applying for additional financial support under this scheme | |

請刪除不適用者。Please delete where appropriate.

* 請在適當地方填上“✓”號。Please “✓” where appropriate.

D. 其他收入 Other Revenue

此法定古蹟／已評級歷史建築[#]有否租金或其他收入？

Does this declared monument / graded historic building[#] generate any rental income or revenue?

沒有* No *

有*，每年收入約為港幣

Yes*, the total annual income is approximately HKD\$

請刪除不適用者。Please delete where appropriate.

* 請在適當地方填上“✓”號。Please “✓” where appropriate.

E. 有關維修工程為社會帶來的裨益 Benefits of the maintenance works to the community

Empty rectangular box for providing details on the benefits of maintenance works to the community.

IV. 接受資助的條件 Conditions for Accepting Financial Assistance

- (i) 我／我們[#]承諾會在本申請表格載列的獲批准維修工程竣工後及於租期內(指定期限)開放此幢法定古蹟／已評級歷史建築[#]予公眾參觀，詳情如下：
I / We shall undertake to allow public access as set out below to this declared monument / graded historic building[#] for appreciation during the term of the tenancy agreement after the completion of the approved maintenance works covered by this application (the “Specific Period”):

- (a) 法定古蹟／已評級歷史建築[#]開放予公眾的時間*

Time that public is allowed to access the declared monument / graded historic building[#]

- (b) 法定古蹟／已評級歷史建築[#]開放予公眾的範圍（如有需要，請以繪圖作說明）

Areas of the declared monument / graded historic building[#] that public are allowed to access (please use drawings for illustration as necessary)

- * 政府預期申請人會同意「指定期限」為維修工程竣工後及於租期內。不過，如果申請人有實際困難開放此幢法定古蹟／已評級歷史建築予公眾參觀，他可以申請豁免遵行此項規定，惟必須提供理據。

The Government would expect applicant agrees the “Specific Period” is the term of the tenancy agreement from the date of completion of the maintenance works. However, applicant may apply for an exemption of this requirement if he has genuine difficulties to allow the public to access the declared monument or graded historic building and provides justification(s).

建議豁免的理據

Justification(s) for proposing an exemption

- (ii) 我／我們[#]承諾會於租期內完成此法定古蹟／已評級歷史建築[#]的維修工程，並於租期內全數繳付所有顧問費及向承建商全數繳付維修工程建築費用，包括完成所有還發款項的申請。

I / We[#] shall undertake to complete the maintenance works of the declared monument / graded historic buildings[#] within the term of the tenancy agreement and pay all consultancy fee and construction cost of the maintenance works to the contractor within the tenancy agreement period including all applications for payment reimbursement.

請刪除不適用者。Please delete where appropriate.

V. 申請人聲明及同意書 Declaration and Consent of the Applicant

本人／我們確認(a)在填寫本申請表格前，本人／我們已細閱歷史建築維修資助計劃的申請指引，並同意恪守有關指引；以及(b)知悉有關計劃的條件和要求。

本人／我們保證在本申請表格填報的資料均屬真確無訛。本人／我們明白如填報資料不確，申請將被當無效，同時，政府將停止發放資助，已支付的款項亦須全數退還政府。本人／我們亦明白，如本人／我們在本申請表格或有關證明文件中提供虛假或失實資料，可能會被遭受刑事檢控。

本人／我們同意政府可使用本申請表內的資料以審批這項申請及作有關用途。

本人／我們承諾在遞交本申請後，所提供的資料如有任何修改或就同一法定古蹟／已評級歷史建築[#]向其他機構申請資助，必定會通知政府。

I/We confirm that I/we (a) have read the Guide to Application for the Financial Assistance for Maintenance Scheme on Built Heritage and agree to abide by the same and (b) am/are aware of the conditions and requirements of this Scheme before completing the Application Form.

I/We certify that all the information given in this application is true and accurate. I/We understand that any inaccurate information will render the application invalid, any grant approved will be withheld and any payment made must be refunded to the Government. I/We also understand that any false or inaccurate information provided by me/us in this application form or in any documents supporting this application may render me/us liable to criminal prosecution.

I/We agree that information provided in this application form will be used by the Government to process the application and related purposes.

I/We undertake to inform the Government if, subsequent to this application, there is any change in information provided in this form or I apply for funds from other sources for the maintenance of the same declared monument / graded historic building[#].

授權代表簽署

Signature of Authorised Representative

授權代表姓名

Name of Authorized Representative

職銜 Post Title

電話號碼 Tel.

非牟利機構名稱

Name of Non-profit-making Organisation

日期 Date

機構蓋章
Official Seal

請刪除不適用者。 Please delete where appropriate.

VI. 收集個人資料聲明 Notes on Collection of Personal Data

申請人在申請表格上提供的個人資料，將會作以審定申請資格；以及審核申請用途。

我們會小心處理申請人的個人資料。有關申請的資料可能會提供給有需要得知資料內容的第三者，但絕不會作為其他用途。

申請人如欲查閱或更正其個人資料，須以書面形式向文物保育專員辦事處提出。

The personal data contained in the application form are collected for the purposes of determination of eligibility; and assessment of the application.

The applicant's personal data will be handled with care. Such information may be provided to any third parties in connection with the application on a need-to-know basis. The information will not be used for any other purposes.

Request for access to or correction of the personal data should be made in writing to the Commissioner for Heritage's Office.

Annex III

**Guidelines on Consultant Selection of
Financial Assistance for Maintenance Scheme on Built Heritage
("FAS")**

Procedures and Conditions for Consultant Selection

1. After issuance of the letter of Stage 1 Approval-in-principle by Commissioner for Heritage's Office ("CHO") of the Development Bureau and upon CHO's receipt of the signed Agreement by the applicant as stipulated in Clause 3.3.11 of the Guide to Application of FAS (the "Agreement"), the applicant can proceed with the selection of a consultant through a tendering exercise for the provision of consultancy services for the maintenance works of the declared monument or the graded historic building.
2. The applicant should obtain not less than five fee proposals and invite consultants (refer to Sample Letter (i)) to submit a lump sum fee proposal for provision of consultancy services. The applicant shall send the invitation documents and list of invited consultants to CHO for agreement before dispatch. In the invitation letter, consultants' attention should be drawn to the requirement of providing a heritage conservation consultant, who shall possess a relevant postgraduate or undergraduate degree in architectural conservation or preservation, and have a minimum of two years full-time equivalent of professional architectural conservation experience. Antiquities and Monuments Office ("AMO") has the final decision on the relevance of qualifications and experience.
3. Two to three weeks should be allowed for the invited consultants to prepare and complete the submissions. The applicant shall allow / arrange the tenderers to visit the declared monument or the graded historic building as and when requested. The completed fee proposals should be addressed to the applicant in a plain sealed envelope on which no distinguishing marks are affixed other than a typed heading of "Fee proposal for maintenance works for the subject declared monument or the graded historic building" and the applicant's name and address. If less than three valid tenders are received, the tender exercise should be considered abortive and retender is required, unless the applicant can submit justifiable substantiation for CHO's consideration to grant an exception.
4. The applicant and / or his representative handling the consultancy tender should take steps to avoid any conflict of interest with any prospective tenderers or tenderers by not putting himself in a position of obligation towards any of them; for example, by not accepting any favour or lavish or excessive entertainment, and not over-socialising with any of them.
5. The applicant should provide a locked tender box to collect the fee proposals.

The fee proposals should be locked until the expiry of the time and date for return. After expiry of the time and date for receipt of the fee proposals, the applicant together with, at least, one person as a witness, should open, mark the date, sign each fee proposal, verify that the name of each consultant submitting a proposal among the invited consultants and list the names of the consultants and complete the Tender Opening Record (refer to sample form in Sample Letter (ii)) for submission to CHO.

6. The applicant should examine and assess the information (i.e. company background, organization chart, job reference, etc.) provided in the fee proposal. The applicant should submit a tender report for the consultancy bids with recommendation to CHO (refer to Sample Letter (ii)). The tender report shall include the following information:
 - (i) a list of all tenders received, including tenderer name and tendered amount;
 - (ii) the recommended tenderer and the awarded contract sum;
 - (iii) any qualification(s) to the tender; and
 - (iv) Consultancy contracts shall be awarded in accordance with Clause 8 herein.
7. Under no circumstances should any amendments to the fee proposal of the consultants be permitted after the closing time and date for receipt of the tender. Outstanding information and clarification to any enquires in the fee proposal should be completed and clarified before the issuing of acceptance.
8. The applicant is not obliged to accept the lowest or any bid or proposal submitted. The applicant reserves the right to reject bids which are considered to have been priced unreasonably low. Subject to the said principles and unless written consent is obtained from CHO, under normal circumstances, the applicant shall award the tender to the conforming bidder whose tendered fee is the lowest and between 80% and 100% (inclusive) of the median fee of all conforming bids. If the applicant considers not awarding the contract according to these guidelines, he shall provide justifications to CHO for approval. The applicant shall not accept the recommended fee proposal until written approval is given by CHO.
9. A tender submitted by a consultant will not be considered if he is engaged in six or more number of consultancies related to the FAS of the date set for the close of tender or, if this has been extended, the extended date. For the avoidance of doubt, a consultant is considered as not being engaged in a consultancy after a

period of three months from the date of practical completion of the maintenance works.

10. Unsuccessful consultants should be notified of their tenders have not been selected in each instance. The applicant should retain all the quotation documents for at least one year after the award of a consultancy contract and to make them available for inspection by CHO on request.
11. The appointed consultant will assist the applicant to conduct a technical assessment on the Declared Monuments or Graded Historic Buildings, and provide a conservation proposal which includes a preliminary structural review of the Declared Monuments or Graded Historic Buildings, for the maintenance works for submission in the Stage 2 application. The consultancy services shall include appointment of specialists including but not limited to heritage conservation consultant, Authorised Person, Registered Structural Engineer and / or other relevant consultants.
12. For the sake of consistency and continuity, it is a condition that the consultant appointed upon the Stage 1 approval-in-principle shall be engaged in the Stage 2 of the two-stage submission of application, and throughout the works till the completion of the works contract.
13. The appointment of consultant based on the letter of Approval-in-Principle issued by CHO shall be an agreement between the applicant and the consultant. The expenses incurred in employing the consultant(s) shall be met by the grant under the FAS on a reimbursement basis.
15. The applicant should comply with the procedures and requirements stipulated in the Guidelines. Any deviation from the Guidelines requires prior written approval of CHO. Any deviation without CHO written approval will be considered as breach of the Agreement, and CHO reserves the right to take actions to the applicant in accordance with the Agreement.

(Sample Letter (i))

Our Ref. : [Reference No.]

Date : [Date]

By Fax and Mail

[CONSULTANT name and address]

Attn: [Name]

Dear Sirs,

Consultancy Services for [Title of the works to be carried out]
at [Address of the Building]

Letter of Invitation to Tender

I / We[#], [Name of the Organisation/Applicant] (hereafter referred to as the Employer), write to invite you to submit a lump sum fee proposal in relation to provision of consultancy services for “[Title of the works to be carried out]”.

Please note that I / We are applying to the Government for financial assistance in the form of grant under the Financial Assistance for Maintenance Scheme on Built Heritage (“FAS”) for “[Title of the works to be carried out]”. The amount of grant has a ceiling amount of **six million Hong Kong dollars**, including both the costs of maintenance works and the consultancy fee.

Scope of Services

The scope of services to be covered by your fee proposal for “[Title of the works to be carried out]” at [Address of the Building] shall include the requirements as listed in the Consultancy Brief in Appendix 1.

Delivery

Please submit the duly completed and signed Form of Tender in Appendix 2 together with the job reference with projects of similar nature and curriculum vitae of core personnel in a sealed envelope marked “Confidential – Consultancy Fee Proposal for [Title of the works to be carried out]” and send by mail or deliver by hand to the tender box at [Address of the Building / Organization] on or before:

[Time] on [Date]

(LATE SUBMISSION WILL NOT BE CONSIDERED.)

(Sample Letter (i))

Your attention is drawn to the requirement of providing a heritage conservation consultant, who shall possess a relevant postgraduate or undergraduate degree in architectural conservation or preservation, and have a minimum of two years full-time equivalent of professional architectural conservation experience. AMO has the final decision on the relevance of qualifications and experience.

In the event a tropical cyclone warning signal No. 8 or above is hoisted or a black rainstorm warning signal is issued between 9 am and 12 noon on the submission closing date, the submission deadline will be postponed to 12 noon on the following working day.

You are reminded that your directors, employees, sub-consultants and agents shall not offer any advantage (as defined in the Prevention of Bribery Ordinance (Cap 201)) to any member or staff of my / our office with a view to influencing the award of a contract. Any such offer by your directors, employees, sub-consultants and agents will render the contract null and void. The Employer may cancel the contract awarded and hold you liable for any loss or damage which the Employer may sustain.

Your fee proposal will be construed as a bid for this consultancy and, unless under very special circumstances, there will be no fee negotiations. The Employer is not obliged to accept the lowest or any proposal made. The Employer reserves the right to reject bids which are considered to have been priced unreasonably low. Subject to the said principles and under normal circumstances, the consultancy is to be awarded to the bidder whose tendered fee is the lowest and between 80% and 100% (inclusive) of the median fee of all conforming bids.

Your fee proposal will not be considered if you are engaged in 6 (six) or more number of consultancies related to the FAS at the date set for the close of tender or, if this has been extended, the extended date. For the avoidance of doubt, you are considered as not being engaged in a consultancy after a period of three months from the date of practical completion of the maintenance works.

It should be noted that the Employer will not be responsible for the reimbursement of any costs incurred by you for the preparation of the submission.

You are required to confirm in your tender submission letter that you agree to abide by your Fee Proposals for a period of ninety (90) days from the due date for submission of Fee Proposals and it shall remain binding upon you and may be accepted at any time before the expiry of that period.

Site visit is available as requested by appointment three days in advance of the visit.

(Sample Letter (i))

Should you have any queries, please contact **[Contact Person and Contact Number / Address]**.

Yours faithfully,

For and on behalf of [Name of the Organisation / Applicant]

[Person in Charge, Position]

[Name of the Organisation /Applicant]

Encl

Appendix 1 – Consultancy Brief

Appendix 2 – Form of Tender

Appendix 3 – Location Plan and Site Photo

To delete as appropriate

SAMPLE

**CONSULTANCY BRIEF
FOR
[INSERT PROJECT TITLE]**

1. Description of the Project

- 1.1 The project comprised of maintenance works for [name of graded historic building / declared monument]. The Project site is located at [insert address of the site].
- 1.2 The Employer has applied for a grant under the Financial Assistance for Maintenance Scheme on Built Heritage (“FAS”) from Commissioner for Heritage’s Office (“CHO”) of Development Bureau to provide financial assistance for carrying out maintenance works for the graded historic building / declared monument[#] of the project. The project has been selected in Stage 1 application and CHO has issued approval-in-principle for the Employer to proceed with the selection and employment of a consultant.

2. Scope of Services

- 2.1 The consultancy services shall cover the works from inception to completion of the project including but not limited to conducting condition survey, preliminary structural assessment, preparation of conservation proposal to define the scope of maintenance works with cost estimation, submission to the relevant authorities to obtain all necessary approval, arrangement for tendering of the works, administration of the works contract, construction supervision, drafting and recording services, cost control and monitoring of accounts, payment certification of the works contract and assistance on applications for payment reimbursement etc. The services shall be provided in accordance with Workstage 1 to Workstage 5 as detailed below:

Workstage 1 - Conservation Proposals and Condition Survey;

Workstage 2 - Tender Documents for Works Contract;

Workstage 3 - Tendering exercise and Works Contract Award;

Workstage 4 - Construction Supervision / Contract Administration; and

Workstage 5 - Post Handover Services

2.1.1 Project Scope and Description

[insert details based on information in **Stage 1 application form** (Form 1 / Form 1a) of the FAS and approval-in-principle letter issued by **CHO**]

(i) xxxxxxxx

- (ii) xxxxxxxx
- (iii) xxxxxxxx
- (iv) xxxxxxxx

2.2 The Consultant shall be responsible for appointing and coordinating with all necessary professionals / specialists including heritage conservation consultant, Authorised Person, Registered Structural Engineer and other relevant consultants as required to complete the works in this assignment.

For the avoidance of doubt, the consultancy lump sum fee **shall** include but not limited to following professionals / specialists:

- (i) Heritage conservation consultant
- (ii) Authorised Person
- (iii) **Registered Structural Engineer**
- (iv) [Insert other professionals / specialists as appropriate]

2.3 The Consultant shall conduct condition survey and preliminary structural assessment on the graded historic building / declared monument[#] for defining the proposed works scope and preparation of a conservation proposal. For major survey(s) as required and necessary to complete the proposal including in-depth structural survey, termite survey, asbestos survey, infra-red thermographic survey, drainage CCTV survey and utility mapping, the consultant shall obtain at least three quotations for procurement of the works and submit recommendation to the Employer for the award of the works to the lowest conforming bidder. The expenses incurred in the major survey works shall be met by the Grant under the FAS on a reimbursement basis.

2.4 The Consultant shall provide a conservation proposal for submission in the Stage 2 application under the FAS. The proposal shall include detailed scope of maintenance works, location plan, layout plans, sections and elevations, cost estimates, method statement and programme for the proposed works.

2.5 The Consultant shall assist the Employer to complete the standard Technical Assessment Form (Form 2 / Form 2a[#]) of Stage 2 application for submission to CHO together with the condition survey and the conservation proposal.

2.6 The Consultant shall provide additional information and respond to comments from CHO, the Antiquities and Monuments Office (“AMO”) and other concerned departments as and when required with respect to the conservation proposal submitted in Stage 2 application.

(Appendix 1 to the Invitation Letter)

- 2.7 Upon confirmation on satisfactory response to the additional information and comments, the Consultant shall assist the Employer to update the Technical Assessment Form and conservation proposal for resubmission to CHO.
- 2.8 All necessary assessments, surveys, investigations and tests are the services to be provided by the consultant (either through the services provided by their own firm or engage other surveyors / specialists). If the Consultant considers any of the specified studies, surveys, investigations and tests are not required and / or proposed to be included under the works contract, prior approval with full justification shall be sought from the Employer with endorsement from CHO.
- 2.9 The Consultant shall administer, manage, supervise and coordinate all studies, assessments, surveys, investigations and tests necessary for the completion of the assignment; review and adopt results and findings of the investigations and surveys for the use in various project stages.
- 2.10 The Consultant shall be conscious of the upper limit of the grant as set out in the formal approval of the application under FAS and is required to exercise his professional expertise to ensure the budgetary limit is maintained throughout the design development for the proposed maintenance works.
- 2.11 The Consultant shall adopt value for money design approach avoiding inclusion of non-essential works and facilities or using materials of excessively high standard, and to ensure the design and materials used will be not incur high recurrent cost in operation and maintenance. The Consultant shall seek approval of the Employer on any design development and change which deviates from the original scope in the approved application form and shall submit justifications and the estimated cost for the deviation / change including analysis of the original and new design, alternative design proposals etc.
- 2.12 Where specialist Sub-consultants are provided, consent from the Employer shall be obtained. The specialist Sub-consultants shall have relevant qualifications / experience and local office or representatives in Hong Kong. For heritage conservation consultant, he shall possess a relevant postgraduate or undergraduate degree in architectural conservation or preservation, and have a minimum of two years full-time equivalent of professional architectural conservation experience. AMO has the final decision on the relevance of qualifications and experience. If specialist Sub-consultant is not employed by the Consultant, he shall prove that he has the required qualified staff within his office for handling the specialist services, such as heritage conservation, building services works, structural (repair and upgrading works) and the

(Appendix 1 to the Invitation Letter)

likes, and the relevant qualifications / experience of the staff shall be submitted to Employer for consent.

2.13 Carry out the duties of the Architect under the terms of the contracts for the construction, completion, maintenance and supply of the works (the works contracts) which shall be deemed to include the coordinating works carried out by public utility companies and other government departments, bodies or persons for or in connection with or necessitated by the Assignment.

2.14 The Consultant's attention is drawn to the following requirements for services:

- a) Submit all necessary plans and documents as and when required under Buildings Ordinance to Buildings Department for approval to demonstrate statutory compliance. For Government-owned declared monuments, submit all necessary plans and documents through the AMO for the purpose of seeking permission from the Antiquities Authority (i.e. the Secretary for Development) under the Antiquities and Monuments Ordinance (Cap. 53) as and when required. Approval documents from respective government departments shall be submitted to the Employer for reference before the commencement of Works;
- b) Prepare and provide all contract drawings, specifications, schedule of quantities and rates and other documents for invitation of tender. Submit to the Employer required copies of the tender drawings and specifications for obtaining the approval from the CHO for invitation of tender;
- c) Check the tenderers' technical submissions. Answer tender queries and prepare tender addendum. Advise the Employer and prepare information for the reports on tenders, prices and estimates;
- d) Assist the Employer to submit a timely tender recommendation to the CHO for obtaining his approval for award of contract, and answer any queries raised in relation to the tender recommendation. Retender as and when required;
- e) On receipt of the Employer's instructions regarding the acceptance of tenders, coordinate the preparation of the necessary contract documents. Carry out the duties of the Architect / lead consultant under the terms of the contracts for the construction, completion, maintenance and supply of the works (the works contracts);
- f) Monitor and supervise the works including the main contract works, and nominated / domestic sub-contract works or other direct contract works to meet the cost, quality and time targets;

(Appendix 1 to the Invitation Letter)

- g) Provide project cost reconciliation and ensure the anticipated project expenditure is within the budget. Conduct tender negotiation with the approval from the Employer. Notify the Employer immediately if extra funds are anticipated to be required to complete the project;
- h) Conduct briefing sessions to the Contractor and sub-contractors, if require, at the commencement of the Works;
- i) Supply all necessary information to the contractors, arrange for the contractor's possession of site, examine and comment on the contractor's work plan, site arrangements and layout, and programme of work etc.;
- j) Chair and prepare minutes of site progress meetings and monthly site safety and environmental management meetings with the Contractors / sub-contractors and the project team;
- k) Make periodic visits to the site as the Consultant considers necessary to ensure the progress and quality of the Contract Works and to determine if the works are proceeding in accordance with the Works Contract(s);
- l) Check and approve samples, shop drawings and other submissions to ensure that they comply with the requirements of the contract documents;
- m) Prepare all further designs and details, drawings, schedules, estimates and related tasks necessary for the completion of the Contract Works including the issue of Architect's instructions, confirming works on Contractor's / Sub-contractor's claims for interim and final payment and the certification of interim and final payments. Where an instruction is issued for variations of the contract works, the instruction should be stated in precise and specific terms. A description like "changes as attached drawings" shall be avoided;
- n) Identify and immediately report to the Employer for any discrepancies in the contract documents such as Drawings, Bills of Quantities, and Specifications that will give rise to additional costs during the progress of the Works Contract(s);
- o) Advise the Employer on the granting of extension of time and other claims in response to the Contractor's claims and the imposing of liquidated damages whenever appropriate and assess labour fluctuations, if applicable in accordance with the terms of the Works Contract(s);
- p) Resolve any disagreement and conflict arising from the Contractor(s) and the Sub-contractor(s) related to design and contractual matters;

(Appendix 1 to the Invitation Letter)

- q) Settle disputes or differences between the Employer and Contractor(s) in accordance with the Contract conditions, and provide information on the Works Contract to the Employer in adjudication, mediation, litigation and arbitration;
- r) Provide guidelines on operation and maintenance of the Works Contract;
- s) Provide, update and follow-up on the list of outstanding and defective works;
- t) Monitor progress of defects rectification and completion of outstanding / additional works, including testing and commissioning works;
- u) Identify potential increase in the Contract sum and assist the Employer to apply for increase in Contract Sum with valid substantiation as required;
- v) Prepare and provide all information necessary for the preparation of final account within one month from the date of Practical Completion (PC) and complete and settle the final account within the Defects Liability Period (usually 12 months);
- w) Arrange final inspection with relevant bodies;
- x) Give adequate notice, preferable up to three months to the Employer of the intention to recommend issue to a Contractor a Maintenance Certificate for the whole of the Contract Works under any Works Contract(s);
- y) Assist the Employer on reimbursement applications to AMO including review, check and consolidate the submission of payment documents such as payment breakdown, payment certificate, invoices, receipts, etc.; and
- z) Assist the Employer to prepare and install information sign(s) in the graded historic building / declared monument to highlight the heritage value of graded historic building / declared monument at the location(s) to be agreed between parties. Reference can be found at **Annex A**.

3. Deliverables

- 3.1 Conservation Proposal for submission in the Stage 2 application under the FAS. The proposal shall include condition survey of the building, conservation principle, scope of proposed works and policy adopted in the restoration and repair of the graded historic building / declared monument[#] to the satisfaction of AMO and CHO.
- 3.2 Tender documents clearly stating the scope of Works including the requirements of the proposed works in the Conservation Proposal and the required quality of the works in

(Appendix 1 to the Invitation Letter)

terms of materials, techniques, standards and workmanship; and with the conservation requirements.

- 3.3 Progress reports showing the works progress throughout the contract period, scheduled activities for the coming months, record of fee payments, record of payments to contractors and record of Architect's instructions and other items as required by the Employer. Progress reports are required to be submitted on a monthly basis, or at such intervals as required by the Employer. The Consultant shall prepare and issue minutes of coordination meetings attended to the Employer, with copy to AMO and CHO.
- 3.4 Reports including review reports, design reports, structural survey reports, programmes, progress reports, and as-built documents after handover of the project to the Employer.
- 3.5 The Consultant shall submit final version of as-built drawings, final report and required documents which should be an accurate representation of the project to the Employer with copy to CHO and AMO within 28 days from the date of issuance of the completion certificate.
- 3.6 Documents for the purposes of compliance with statutory procedures, procedures laid down by the CHO and feedbacks in the consultation process.
- 3.7 The Consultant shall collaborate with the sub-consultants and other consultants in the preparation, coordination, production and delivery to the Employer of the deliverables as detailed in the Brief for various stages of works and any other deliverables necessary for the completion of the assignment, and circulate to relevant parties in sufficient copies. The Consultant may be required to provide Chinese translations for certain Deliverables as and when required by the Employer.
- 3.8 The Consultant shall draw the Employer's attention to any Deliverables that are under licence and any pre-existing Intellectual Property Rights on any Deliverables and any other restriction whatsoever affecting the Employer's use of the same and, if required by the Employer, to establish the existence of any licence, Intellectual Property Rights or restriction.
- 3.9 The Consultant shall assist the Employer to prepare interpretation materials as and when necessary. The interpretation materials should show the key features of the graded historic building / declared monument[#] including its historic background, information on the repair works and its relationship with the surrounding area etc. to help visitors to have a better understanding of the buildings.

4. **Schedule of Fees**

- 4.1 The consultancy fee shall be a lump sum fee. Unless provided otherwise, the lump sum fee shall include all professional services together with all materials, labour and facilities for the drafting, typesetting, word processing, printing, copying, binding and backing of all copies of documents and drawings necessary for the preparation, implementation and completion of this assignment in its entirety to the complete satisfaction of the Employer.
- 4.2 When the Consultant considers that he is entitled to payment arising from additional services which he could not reasonably have anticipated at the time of entering into the agreement, the Consultant shall give the Employer advance notice in writing of such claims with details and obtain his agreement. If the Employer agrees that the Services are additional, he shall attempt to agree with the Consultant a negotiated lump sum payment for the additional Services. The Consultant shall not commence performing the additional services before obtaining approval from CHO.
- 4.3 Payments shall be made in accordance with the following schedule:

| Stage | Description | Percentage |
|--------------|--|-------------------|
| 1 | Upon approval of Stage 2 application under the FAS with satisfactory submission of conservation proposal and Technical Assessment Form (Form 2 / 2a#): | 20% |
| 2 | Upon completion of draft tender document: | 10% |
| 3 | Upon completion of tendering and award of contract: | 15% |
| 4 | Upon completion of 50% of the site works: | 25% |
| 5. | Upon Practical Completion of all site works and submission of Final Report: | 25% |
| 6. | Completion of Final Account | 5% |
| Total | | 100% |


Information sign example (for reference only)



Information sign example

420 x 297mm Etched bronze plate screw fixing on wooden board

Screw hole

歷史建築維修資助計劃
Financial Assistance for Maintenance Scheme on Built Heritage

Sik Lo
(Main Building, Ancillary Block And Entrance Gate)

Sik Lo in Yeung Ka Twuen of Shap Pat Heung Yuen Long was built by two Yeung brothers, Yeung Chuk-nam and Yeung Wai-nam in 1993. It was the Yeungs' settlement in the area who were Hakkas from Meixian of Guangdong province working in Indonesia to earn their living. They came to Hong Kong and built the house working as farmers. Their main agricultural activities were rice and vegetables growing with pig rearing in the ancillary Block. Some of their descendants still live in the house and some are in Indonesia.

It is a typical Hakka village house of a two-hall-two-row plan. a gate house is at the north-east with the enclosing low wall surrounding its front compound, and a block for farm implements and pig rearing is to its left.

The main building is in symmetrical layout from its entrance to the ancestral hall, flanked by one row of six rooms separated by an open lane to its right and left, and its entrance and main halls are flanked by one room on either side. At the far end of the main hall at the central axis of the house is the ancestral hall with an altar in the middle for ancestral worship. The roof structure adopts the gable-roof-supporting-purlin form, which is also commonly found in Guangdong vernacular buildings. However, the roof has not used the traditional Hakka tiles, but rather Guangdong's pan-and-roll tiling system, possibly due to the use of local builders when it was built.

The main building has undergone roof and wall painting repair works under the grant of Financial Assistance for Maintenance Scheme on Built Heritage in 2018.

The historic building is accorded with grade 2 status.

適廬（主樓、附屬建築物及門樓）

適廬座落於元朗十八鄉楊家村，由兩名楊氏兄弟楊衛南及楊竹南於一九三三年建成。楊家村是當時在印尼工作的廣東梅縣客家人的聚居地，當時他們來港建屋和以務農為生，主要的農業活動包括種米和種菜，以及於附屬建築物飼養豬隻。現時部份後裔仍居住於屋內，亦有部分已遷居印尼。

適廬屬傳統客家圍屋，為雙堂雙橫的典型橫屋設計。主樓東北方設門樓連接後廳，圍繞適廬建築物的前半部份，另於主樓的左方設置附屬建築物，當時用作存放農具和飼養豬隻。

建築物左右對稱，於入口至祠堂呈現明顯的中軸線，以祠堂作為整個民居的中心，於正堂和前堂兩旁設有堂屋間，並於主樓兩側各設有一橫屋間，以天井作分隔。另外，屋頂結構採用廣東民居常見的硬山攔櫓營造方式，但屋面並非使用客家傳統陰陽瓦，而使用廣東式的板筒瓦方式，有可能與施工者為本地工人有關。

適廬主樓二零一八年獲歷史建築維修資助計劃資助，進行修繕屋頂及牆身畫作。

此建築物已評為二級歷史建築。

Historic building information example

**Consultancy Services for
[Project Title]**

Form of Tender

To: [Employer]

1. Having examined the Site, terms and conditions stipulated in the Letter of Invitation, I / We[#] hereby offer to provide the services in conformity with the tender offer details below and the aforesaid mentioned terms and conditions for the sum of
.....Hong Kong Dollars only
(HK\$)*.
2. I / We[#] agree to abide by this Tender for a period of ...90....days from the tender closing date thereof and that it may be accepted at any time before the expiry of that period.
3. I / We[#] confirm that the number of consultancies related to the FAS that I / we[#] am/are# currently engaged in does not exceed 6.
4. I / We[#] understand that the Employer is not bound to accept the lowest or any tender he may receive.
5. I / We[#] confirm that it has no qualification to the above tender offer:

* Terms and Conditions

- A. The tenderer must ensure that the aforesaid sum is accurate. The [Employer] will not accept any changes of the aforesaid sum.
- B. The aforesaid consultancy fee sum should be a lump sum including all related fees and expenses for carrying out the consultancy services.
- C. Any amendment to the Form of Tender will determine as qualification to the tender and such tender will not be considered.

To delete as appropriate

Consultancy Services for
[Project Title]

6. I / We[#] have carefully read and fully understood the aforesaid terms and conditions and the documents as stated in Letter of Invitation and the Consultancy Brief.

Name and Signature _____

in the capacity of _____
duly authorised to sign tender
for and on behalf of
(Company Name and Chop) _____

Registered Address of Firm _____

Date _____

Witness (signature) _____

Name _____

Address _____

To delete as appropriate

**Consultancy Services for
[Project Title]**

Location Plan



Site Photo

| | |
|--|--|
| | |
| | |
| | |

(Sample Letter (ii))

[工程項目名稱 / Project Title]

工程顧問合約招標 / Consultancy Tender

Tender Opening Record

開標記錄

Tender opening date 開標日期 :

Time 時間 :

Location 地點 :

| | Name of Tenderer 投標者 | Tender Price (HK\$) 投標價 | Remarks* 備註 |
|----|--------------------------------|-----------------------------------|-----------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |

* The remarks may include: ranking of the bids, “declined” or “not submitted”, etc.

Signature of Witnesses 証人簽署

| | Name 姓名 | Post 職位 | Signature 簽署 |
|----|-------------------|-------------------|------------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

(Sample Letter (iii))

[To be typed on the Employer's headed paper]

Letter of Acceptance to Consultant

Your Reference : []

Our Reference : []

Date : []

[Name and address of Consultant]

Dear Sirs,

Consultancy Services for [Project Title]
Letter of Acceptance to Consultant

I am pleased to appoint you as the Consultant on the terms and conditions set out in the consultancy agreement.

The following together with this letter shall form part of the consultancy agreement:

- (i) Consultancy Brief; and
- (ii) Form of Tender

You are invited to attend this office at [time] on [date] in [Address] for the purpose of signing the agreement. You are reminded of the need for your representatives to bring a letter of authorisation or other evidence of authority to sign contracts on your behalf.

Yours faithfully,

[signature]

[Name of Employer]

For and on behalf of

[Name of company] if applicable

c.c. C for H's Office, DEVB (Attn: CAS(W)2)
Antiquities and Monuments Office

Annex IV

Technical Assessment Form (Form 2)

發展局
Development Bureau

歷史建築維修資助計劃
(私人擁有的已評級歷史建築)
技術評核表格(表格 2)

Financial Assistance for Maintenance Scheme on Built Heritage
(For Privately-Owned Graded Historic Buildings)
Technical Assessment Form (Form 2)

原則上批准編號
Approval-in-Principle no.: _____

申請獲批日期
Approval date: _____

保育顧問公司名稱
Name of conservation consultant: _____

A. 建築物資料 Building information

建築物名稱
Building name: _____

地址 Address: _____

評級* 一級 二級 三級 評級編號
Grading * Grade 1 Grade 2 Grade 3 Assessment no. _____

建築物面積 Area: _____ 平方米(m²) 層數 no. of Storey: _____

請提供建築物平面圖 Please provide floor plans of the building.

B. 擬議維修工程項目及費用估算 Proposed maintenance work items and Cost Estimate

請列出各項擬議維修工程項目。工程項目應參照保育方案的建議。請提供保育方案、平面圖、切面圖、立面圖及其他參考資料。如有需要，可增加此表的項目。 Please list the proposed maintenance work items. The work items should base on the recommendation in the conservation proposal. Please provide conservation proposal, floor plans, sections and elevations and other reference information. Extend this table if necessary.

| 項目 Item | 擬議維修工程項目 Proposed maintenance work items | 單位 Unit | 數量 Quantity | 單價 Unit Rate | 合計 Total (HK\$) |
|------------|---|------------|----------------|-----------------|--------------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |

| 項目 Item | 擬議維修工程項目 Proposed maintenance work items | 單位 Unit | 數量 Quantity | 單價 Unit Rate | 合計 Total (HK\$) |
|-----------------------------------|---|------------|----------------|--------------------|-----------------------|
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 估計維修費用 Estimated Maintenance Cost | | | | | |

擬議施工次序 Proposed Works Sequence

C. 申請資助額 Amount of Application

金額 Amount (HK\$)

- i. 顧問費(包括文物保育顧問) Consultancy Fee (incl. Heritage Conservation Consultant)
- ii. 估計維修費用 Estimated Maintenance Cost

合計 Total

每宗申請的資助額最多為港幣 600 萬元，當中包括顧問費及維修工程費用。
The amount of Grant for each application inclusive for both the consultancy fee and costs of the maintenance works will be a **maximum of HK\$6 million.**

如在第二階段技術評核中未能取得批准，所有申請發還的款項將不獲支付，包括但不限於已招致的顧問費。
If the Stage 2 technical assessment is not approved, no reimbursement, including but not limited to any consultancy fee already incurred will be paid.

D. 預計維修工程所需的時間 Anticipated time required for the maintenance works

請註明完成維修工程預計所需的時間，並提供暫定時間表作參考。

Please state the anticipated time required to complete the maintenance works and provide a tentative programme for reference.

E. 申請人同意書 Consent of the Applicant

本人確認以上由顧問公司提供的資料均屬真確無誤。

I confirm and certify that the above information is prepared by the consultant and is true and accurate.

本人明白，如在第二階段技術評核中未能取得批准，所有申請發還的款項將不獲支付，包括但不限於已招致的顧問費。

I understand that no reimbursement, including but not limited to any consultancy fee already incurred, will be paid if I do not obtain your approval in the Stage 2 technical assessment.

簽署 Signature

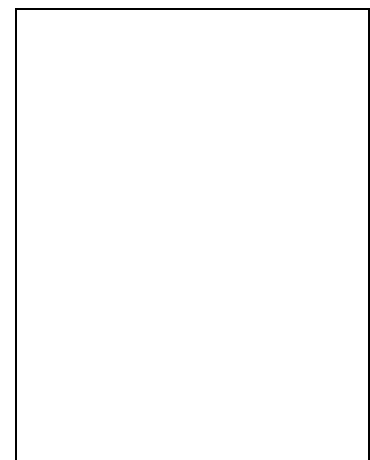
姓名 Name

職銜[△] Post Title[△]

電話號碼 Tel.

機構名稱[△]
Name of Organisation[△]

日期 Date



機構蓋章[△]
Official Seal[△]

△ 只適用於公司／機構申請人
Company / Organisation Applicant only

Annex IV

Technical Assessment Form (Form 2a)

發展局
Development Bureau

歷史建築維修資助計劃
(非牟利機構租用政府擁有的法定古蹟及已評級歷史建築)
技術評核表格(表格 2a)

Financial Assistance for Maintenance Scheme on Built Heritage
(For Government-owned Declared Monuments and
Graded Historic Buildings leased to Non-profit-making Organisations)
Technical Assessment Form (Form 2a)

原則上批准編號 申請獲批日期
Approval-in-Principle no.: Approval date:

保育顧問公司名稱
Name of conservation consultant:

A. 建築物資料 Building information

建築物名稱
Building name:

地址 Address:

類別* 法定古蹟 一級 二級 三級 評級編號
Type* Declared Grade 1 Grade 2 Grade 3 Assessment
Monument no.:

建築物面積 Area: 平方米(m²) 層數 no. of Storey:

請提供建築物平面圖 Please provide floor plans of the building.

B. 擬議維修工程項目及費用估算 Proposed maintenance work items and Cost Estimate

請列出各項擬議維修工程項目。工程項目應參照保育方案的建議。請提供保育方案、平面圖、切面圖、立面圖及其他參考資料。如有需要，可增加此表的項目。 Please list the proposed maintenance work items. The work items should base on the recommendation in the conservation proposal. Please provide conservation proposal, floor plans, sections and elevations and other reference information. Extend this table if necessary.

| 項目 Item | 擬議維修工程項目 Proposed maintenance work items | 單位 Unit | 數量 Quantity | 單價 Unit Rate | 合計 Total (HK\$) |
|------------|---|------------|----------------|--------------------|-----------------------|
| 1. | | | | | |
| 2. | | | | | |

| 項目 Item | 擬議維修工程項目 Proposed maintenance work items | 單位 Unit | 數量 Quantity | 單價 Unit Rate | 合計 Total (HK\$) |
|-----------------------------------|---|------------|----------------|--------------------|-----------------------|
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 估計維修費用 Estimated Maintenance Cost | | | | | |

擬議施工次序 Proposed Works Sequence

C. 申請資助額 Amount of Application

金額 Amount (HK\$)

- i. 顧問費(包括文物保育顧問) Consultancy Fee (incl. Heritage Conservation Consultant)
- ii. 估計維修費用 Estimated Maintenance Cost

合計 Total _____

每宗申請的資助額最多為港幣 600 萬元，當中包括顧問費及維修工程費用。
The amount of Grant for each application inclusive for both the consultancy fee and costs of the maintenance works will be a **maximum of HK\$6 million.**

如在第二階段技術評核中未能取得批准，所有申請發還的款項將不獲支付，包括但不限於已招致的顧問費。If the Stage 2 technical assessment is not approved, no reimbursement, including but not limited to any consultancy fee already incurred will be paid.

D. 預計維修工程所需的時間 Anticipated time required for the maintenance works

請註明完成維修工程預計所需的時間，並提供暫定時間表作參考。
Please state the anticipated time required to complete the maintenance works and provide a tentative programme for reference.

E. 申請人同意書 Consent of the Applicant

本人確認以上由顧問公司提供的資料均屬真確無誤。
I confirm and certify that the above information is prepared by the consultant and is true and accurate.

本人明白，如在第二階段技術評核中未能取得批准，所有申請發還的款項將不獲支付，包括但不限於已招致的顧問費。
I understand that no reimbursement, including but not limited to any consultancy fee already incurred, will be paid if I do not obtain your approval in the Stage 2 technical assessment.

授權代表簽署
Signature of Authorised
Representative

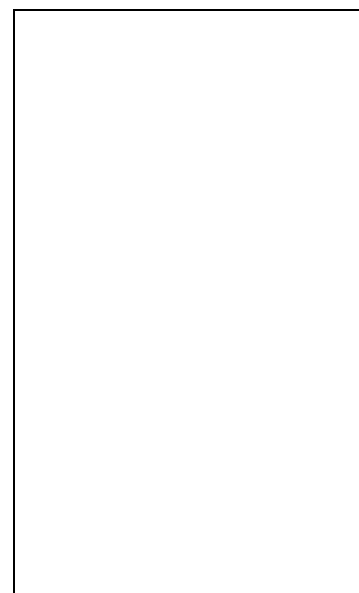
授權代表姓名
Name of Authorised
Representative

職銜 Post Title

電話號碼 Tel.

非牟利機構名稱
Name of Non-profit-making
Organisation

日期 Date



機構蓋章
Official Seal

Annex V(a)

Sample Letter

**Approval-in-Principle for Maintenance Works
For
Privately-owned Graded Historic Buildings**

香港特別行政區政府

The Government of the Hong Kong Special Administrative Region

發展局
文物保育專員辦事處
香港九龍尖東麼地道 68 號
帝國中心 7 樓 701B 室



Commissioner for Heritage's Office
Development Bureau
Unit 701B, 7/F
Empire Centre, 68 Mody Road
Tsim Sha Tsui East
Kowloon, Hong Kong

本局檔號 Our reference : [Ref. no.]
來函檔號 Your reference :
電話號碼 Tel No. : 2906 1523
傳真號碼 Fax No. : 2906 1574

[Date]

[Applicant name and Postal Address]

Dear Sir,

Financial Assistance for Maintenance Scheme on Built Heritage ("FAS") (For Privately-owned Graded Historic Buildings)

Approval-in-Principle for Maintenance Works to [Name and Address of the Graded Historic Building]

With respect to your application [Application No.] submitted on [date] for carrying out maintenance works to [Name and Address of the Graded Historic Building], we are pleased to inform you that, on the recommendation of the Vetting Panel on the FAS and after careful consideration of your Application Form (Form 1), we have agreed in principle to select the Graded Historic Building for the FAS.

In accordance with Clause 3.3.10 of the Guide to Application (the "Guide"), you are required to sign an agreement (the "Agreement") at Appendix 1 for complying with all the pre-requisite conditions in Clause 3.2 of the Guide and other conditions applicable to your application.

Upon receipt of the signed Agreement, the Commissioner for Heritage's Office ("CHO") will issue a letter confirming that you can proceed with the selection and employment of a consultant through a tendering exercise in accordance with Clauses 3.3.12 and 3.3.15 of the Guide. The appointed consultant shall assist you to conduct a technical assessment on the Graded Historic Building and provide a conservation proposal for the maintenance works for submission in the Stage 2 application (Technical Assessment) for further approval.

...../2

Please note that the validity period of this Approval-in-principle is **6 months** from the date of this letter (the “**Validity Period**”). You are required to complete the selection and employment of consultant within this Validity Period. The approval-in-principle given will be automatically withdrawn upon the lapse of the Validity Period. Any application for extension of the Validity Period will only be considered with full written justification submitted to CHO before its expiry date. There is no guarantee that approval of extension of the Validity Period will be granted.

Government is not bound to accept any application. An application shall not be deemed to have been accepted unless formal approval is issued by CHO.

There shall be no reimbursement to you of any expenditure including any consultancy fee incurred if you fail to make a proper Stage 2 submission or formal approval of Stage 2 has not been given by CHO.

Yours faithfully,

(XXXXXXXXXX)

for Commissioner for Heritage
Development Bureau

Encl.
Appendix 1 – The Agreement

c.c.(w/e)
Chief Property Services Manager/1, ArchSD
Senior Architect(Antiquities & Monuments)1, AMO
Senior Structural Engineer/ Heritage, BD

To: The Government of the Hong Kong Special Administrative Region (the
“**Government**”)
c/o
Commissioner for Heritage’s Office
Development Bureau
Unit 701B, 7/F, Empire Centre
68 Mody Road, Tsim Sha Tsui East
Kowloon, Hong Kong

Attn: Commissioner for Heritage

Dear Sir/Madam,

**Financial Assistance for Maintenance Scheme on Built Heritage
 (“FAS”)
 (For Privately-owned Graded Historic Buildings)**

**Maintenance Works to
 [Name and Address of the Graded Historic Building]**

The Agreement

This refers to the Approval-in-Principle letter ref. [reference no.] of [date]
 from Commissioner for Heritage’s Office (“CHO”).

In consideration of the CHO agreeing to consider our application for Stage
 2 technical assessment, [I / we] agree to comply with the following conditions:

- (i) not to demolish the Graded Historic Building in whole or part during the
 implementation period of the Maintenance Works and within a ten-year
 period after completion of the Maintenance Works as stated in the Practical
 Completion Certificate signed by the consultant (the “**Specific Period**”)
 except with the written consent from the Government;
- (ii) not to transfer the ownership of the Graded Historic Building within the
 Specific Period unless written consent is obtained from the Government and
 the new owner would also agree to the conditions (i) to (iii) under this
 paragraph;

.../2

- (iii) to allow the public access to the Graded Historic Building during those time and at those areas as stated in Part IV(iii) of the Application within the Specific Period;
- (iv) to submit brief report with photos to CHO each year within the Period demonstrating that the requirements on no-demolition, no-transfer and public access as required in Clauses (i), (ii) & (iii) above have been duly complied with;
- (v) to be responsible for all the expense so incurred, including the cost for procuring public liability insurance, in provision of public access as stated in Clause (iii) above;
- (vi) to refund to the Government the whole or part of the Grant, to be determined by the sole discretion of the CHO that [I / we] have received and to indemnify the Government for loss, damage or any administrative or other costs, if [I / we] breach any provision of this Agreement;
- (vii) to agree with CHO / Antiquities and Monuments Office for installing an information sign in the Graded Historic Building to highlight the heritage value of graded historic buildings at the most appropriate location. The cost of the information sign is reimbursable;
- (viii) The applicant and / or his representative handling the Consultancy/ Maintenance Works tender should take steps to avoid any conflict of interest with any prospective tenderers or tenderers by not putting himself in a position of obligation towards any of them; for example, by not accepting any favour or lavish or excessive entertainment, and not over-socialising with any of them; and
- (ix) [Addition condition/s required subject to necessity of each application.]

Name of Owner _____

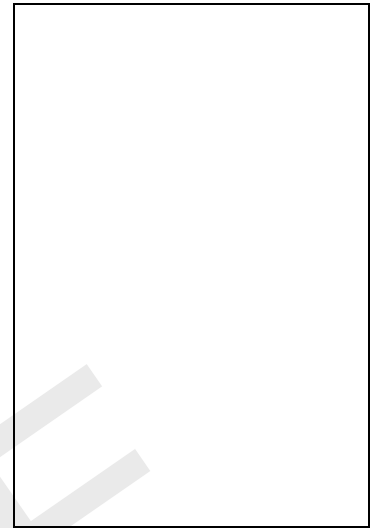
Name of Owner's Representative[△] _____

Post Title [△] _____

Telephone Number _____

Signature of Owner / Owner's Representative _____

Date _____



Official Seal [△]

[△] Company / Organisation applicant only

SAMPLE

Annex V(a)

Sample Letter

**Approval-in-Principle for Maintenance Works
For
Government-owned Declared Monuments and
Graded Historic Buildings leased to Non-profit-making Organisations**

香港特別行政區政府

The Government of the Hong Kong Special Administrative Region

發展局
文物保育專員辦事處
香港九龍尖東麼地道 68 號
帝國中心 7 樓 701B 室



Commissioner for Heritage's Office
Development Bureau
Unit 701B, 7/F
Empire Centre, 68 Mody Road
Tsim Sha Tsui East
Kowloon, Hong Kong

本局檔號 Our reference : [Ref. no.]
來函檔號 Your reference :
電話號碼 Tel No. : 2906 1523
傳真號碼 Fax No. : 2906 1574

[Date]

[Applicant name and Postal Address]

Dear Sir,

Financial Assistance for Maintenance Scheme on Built Heritage ("FAS")

(For Government-owned Declared Monuments and Graded Historic
Buildings leased to Non-profit-making Organisations)

Approval-in-Principle for Maintenance Works to

[Name and Address of the Declared Monument / Graded Historic Building]

With respect to your application submitted on [date] for carrying out maintenance works to [Name and Address of the Declared Monument / Graded Historic Building] (the "Declared Monument/Graded Historic Building" #), we are pleased to inform you that, on the recommendation of the Vetting Panel on the FAS and after careful consideration of your Application Form (Form 1a), we have agreed in principle to select the Declared Monument / Graded Historic Building# for the FAS.

In accordance with Clause 3.3.10 of the Guide to Application (the "Guide"), you are required to sign the agreement (the "Agreement") at ----- **Appendix 1** to confirm your acceptance of the pre-requisite conditions in Clause 3.2 of the Guide and other conditions applicable to your application.

.../2

Upon receipt of the signed Agreement, the Commissioner for Heritage's Office ("CHO") will issue a letter confirming that you can proceed with the selection and employment of a consultant through a tendering exercise in accordance with Clauses 3.3.12 and 3.3.15 of the Guide. The appointed consultant shall assist you to conduct a technical assessment on the Declared Monument / Graded Historic Building[#] and prepare a conservation proposal for the maintenance works for submission in the Stage 2 technical assessment.

You are required to complete the selection and employment of consultant within **6 months** from the date of this approval-in-principle ("**Validity Period**"). This approval-in-principle will automatically lapse after the Validity Period. Any application for extension of the Validity Period will only be considered with full written justification submitted to CHO before its expiry date. CHO retains the full discretion to decide whether an extension of the Validity Period will be granted.

CHO would like to reiterate that no reimbursement of any expenditure, including but not limited to any consultancy fee incurred, will be paid if you fail to submit a Stage 2 technical assessment application or your application does not pass the Stage 2 technical assessment.

Yours faithfully,

(XXXXXXXXXX)

for Commissioner for Heritage
Development Bureau

Encl.
Appendix 1 – The Agreement

c.c.(w/e)
Chief Property Services Manager/1, ArchSD
Senior Architect(Antiquities & Monuments)1, AMO
Senior Structural Engineer/ Heritage, BD

[#] To delete as appropriate

To: The Government of the Hong Kong Special Administrative Region (the
“Government”)
c/o
Commissioner for Heritage’s Office
Development Bureau
Unit 701B, 7/F, Empire Centre,
68 Mody Road, Tsim Sha Tsui East,
Kowloon, Hong Kong

Attn: Commissioner for Heritage

Dear Sir/Madam,

**Financial Assistance for Maintenance Scheme on Built Heritage
 (“FAS”)
 (For Government-owned Declared Monument and Graded Historic Buildings
 leased to Non-profit-making Organisations)**

**Maintenance Works to
 [Name and Address of the Declared Monument / Graded Historic Building]**

The Agreement

This refers to the approval-in-principle letter ref. [reference no.] of [date]
 from the Commissioner for Heritage’s Office (“CHO”).

In consideration of the CHO agreeing to consider our application for Stage
 2 technical assessment, [I / we] agree to comply with the following conditions:

- (i) to allow the public access to the Declared Monument / Graded Historic
 Building[#] during those time and at those areas as stated in Part IV(i) of our
 application (Form 1a) within the Specific Period;
- (ii) to complete the Maintenance Works within the term of the tenancy
 agreement and to pay in full the costs for the Maintenance Works,
 including but limited not to the consultancy fee and construction costs of
 the maintenance works including all applications for payment
 reimbursement within the validity period of the tenancy agreement;
- (iii) to comply with Clauses 3.3.12 and 3.3.15 in the Guide to Application and
 the Guidelines on Consultant Selection for the Maintenance Scheme
 regarding the selection and appointment of consultant;

.../2

- (iv) to submit brief report with photos to CHO each year within the Specific Period demonstrating that the requirements on public access and valid tenancy agreement as required in Clauses (i) & (ii) above have been duly complied with;
- (v) to be responsible for all the expenses, including the cost for procuring public liability insurance, incurred in provision of public access as stated in Clause (i) above;
- (vi) to refund to the Government the whole or part of the Grant, to be determined by the sole discretion of the CHO that [I / we] have received and to indemnify the Government for loss, damage or any administrative or other cost incurred, if [I / we] breach any provision of this Agreement;
- (vii) to agree with CHO / Antiquities and Monuments Office for installing an information sign(s) in the Declared Monument / Graded Historic Building to highlight the heritage value of the Declared Monument / Graded Historic Building at the most appropriate location(s). The cost of the information sign(s) is reimbursable;
- (viii) to indemnify the Government for any loss, cost and / or damage incurred as a result of [I / we] withdrawing the application at any time;
- (ix) to obtain approval from the landlord and all other necessary parties, including but not limited to any Government department, with proof of document prior to the carrying out of the Maintenance Works; and
- (x) **[Addition condition/s required subject to necessity of each application.]#**

Name of Non-profit-making Organisation

Name of Authorised Representative

Post Title

Telephone Number

Signature of Authorised Representative

Date

.....

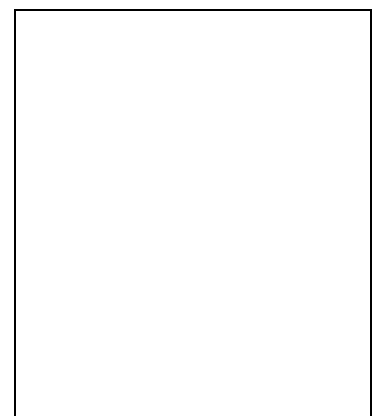
.....

.....

.....

.....

.....



To delete as appropriate

Official Seal

Annex V(b)

Sample Letter

Selection of Consultancy for Maintenance Works

香港特別行政區政府

The Government of the Hong Kong Special Administrative Region

發展局
文物保育專員辦事處
香港九龍尖東麼地道 68 號
帝國中心 7 樓 701B 室



Commissioner for Heritage's Office
Development Bureau
Unit 701B, 7/F
Empire Centre, 68 Mody Road
Tsim Sha Tsui East
Kowloon, Hong Kong

本局檔號 Our reference : [Ref. no.]
來函檔號 Your reference :
電話號碼 Tel No. : 2906 1523
傳真號碼 Fax No. : 2906 1574

[Date]

[Applicant name and Postal Address]

Dear Sir,

Financial Assistance for Maintenance Scheme on Built Heritage ("FAS")

(For Privately-owned Graded Historic Buildings)
(For Government-owned Declared Monuments and Graded Historic Buildings
leased to Non-profit-making Organisations)#

Selection of Consultancy for Maintenance Works to
[Name and Address of the Declared Monument / Graded Historic Building]

Thanks for your signed Agreement of [date] regarding the Declared Monument / Graded Historic Building#. According to Clause 3.3.11 of the Guide to Application for Financial Assistance for the Maintenance Scheme on Built Heritage (the "Guide"), we are pleased to inform you that you can proceed with the selection and employment of a consultant through a tendering exercise in accordance with Clause 4.3 and the Guidelines on Consultant Selection for the FAS.

In accordance with Clause 4.3.2 of the Guide, you are required to submit a tender report with recommendation to Commissioner for Heritage's Office ("CHO") and obtain the CHO approval prior to awarding the contract of consultancy services for the proposed maintenance works in the captioned application. Thereafter, you shall submit the Technical Assessment Form (Form 2 / Form 2a#) in accordance with Clause 3.3.18 of the Guide.

Please note that the validity period of the Approval-in-Principle will end on [date]. You are required to complete all selection and employment of consultant before the said expiry date.

.../2

In addition, you are reminded that no reimbursement, including but not limited to any consultancy fee incurred, will be paid if you fail to submit an application for Stage 2 technical assessment or fail to obtain formal approval in Stage 2 technical assessment.

You may formally write to CHO to withdraw the captioned application at any time before any payment of financial assistance under the FAS has been made. Please note that CHO reserves the right to demand you for reimbursement of any administrative cost incurred by the Government as appropriate due to the withdrawal.

Yours faithfully,

(XXXXXXXXXX)
for Commissioner for Heritage
Development Bureau

c.c.

Chief Property Services Manager/1, ArchSD
Senior Architect(Antiquities & Monuments)1, AMO
Senior Structural Engineer/ Heritage, BD

To delete as appropriate

香港特別行政區政府

The Government of the Hong Kong Special Administrative Region

發展局
文物保育專員辦事處
香港九龍尖東麼地道 68 號
帝國中心 7 樓 701B 室



Commissioner for Heritage's Office
Development Bureau
Unit 701B, 7/F
Empire Centre, 68 Mody Road
Tsim Sha Tsui East
Kowloon, Hong Kong

本局檔號 Our reference : [Ref. no.]
來函檔號 Your reference :
電話號碼 Tel No. : 2906 1523
傳真號碼 Fax No. : 2906 1574

[Date]

[Applicant name and Postal Address]

Dear Sirs,

**Financial Assistance for Maintenance Scheme on Built Heritage
("FAS")**

**(For Privately-owned Graded Historic Buildings)
(For Government-owned Declared Monuments and Graded Historic Buildings
leased to Non-profit-making Organisations)#**

Conditional Approval for Maintenance Works to

[Name and Address of the Declared Monument / Graded Historic Building]

With respect to our Letter of Approval-in-principle of [date], your signed Agreement of [date] and your subsequent Technical Assessment Form (Form 2 / Form 2a#) submission of [date] for the captioned subject, we are pleased to inform you that your application to apply for a grant of [Total Amount of application] including both consultancy fee and works estimate for carrying out the maintenance works to the Declared Monument / Graded Historic Building# has been conditionally approved.

2. In accordance with Clause 3.3.23 of the Guide to Application, we attach an "Undertaking" in **Appendix 1** for your signature please. Please return the duly completed and signed Undertaking to Commissioner for Heritage's Office, Development Bureau at Unit 701B, 7/F, Empire Centre, 68 Mody Road, Tsim Sha Tsui East, Kowloon, Hong Kong within three (3) weeks from the date of this letter (i.e. **on or before [Due date]**).

.../2

3. Upon receipt of your signed Undertaking, we will issue a formal approval to you. If we do not receive the signed Undertaking by [due date], we shall assume you have chosen to withdraw the Application.

Yours faithfully,

(XXXXXXXX)

for Commissioner for Heritage
Development Bureau

Encl.

Appendix 1 – The Undertaking

c.c.(w/e)

Chief Property Services Manager/1, ArchSD

Senior Architect(Antiquities & Monuments)1, AMO

Senior Structural Engineer/ Heritage, BD

To delete as appropriate

To: The Government of the Hong Kong Special Administrative Region (the
“**Government**”)
c/o
Commissioner for Heritage’s Office
Development Bureau
Unit 701B, 7/F, Empire Centre,
68 Mody Road, Tsim Sha Tsui East,
Kowloon, Hong Kong

Attn: Commissioner for Heritage

Dear Sir/Madam,

**Financial Assistance for Maintenance Scheme on Built Heritage
 (“FAS”)**

**(For Privately-owned Graded Historic Buildings)
(For Government-owned Declared Monuments and Graded Historic Buildings
leased to Non-profit-making Organisations)#**

**Maintenance Works to
[Name and Address of the Declared Monument / Graded Historic Building]**

The Undertaking

This refers to the conditional approval letter ref. [reference no.] of [date]
from Commissioner for Heritage’s Office (“CHO”).

In consideration of the financial assistance (the “**Grant**”) provided by the
Government for [me/us] (“**Grantee**”) to carry out the maintenance works to the
Declared Monument / Graded Historic Building# as described in the Application Form
(Form 1 / Form 1a#) of [date of application form] (the “**Application**”) and the
Technical Assessment Form (Form 2 / Form 2 a#) of [date of Technical Assessment
form] (the “**Technical Assessment**”) to CHO (the “**Maintenance Works**”), [I / we]
undertake that [I / we] shall:

- (i) use the Grant solely for the Maintenance Works and the associated
consultancy fees including any fee for statutory submissions required
by relevant government departments as stated in the Application Form
(Form 1 / Form 1a#) and Technical Assessment Form (Form 2 / Form
2a#);
- (ii) verify whether the Maintenance Works would require statutory
submissions to Buildings Department and / or other relevant
government departments and obtain the relevant approvals and
consents from these departments as necessary;

- (iii) engage registered general building contractor / specialist contractor for the Maintenance Works and have the Maintenance Works carried out properly;
- (iv) submit progress report to CHO and Antiquities and Monuments Office (“AMO”) within three (3) months from the date of commencement of the Maintenance Works and thereafter on a quarterly basis (or at other interval as directed by CHO) up to the date of completion of Maintenance Works;
- (v) submit a final report to CHO and AMO within one (1) month (or such period as agreed by CHO) from completion of the Maintenance Works;
- (vi) submit promptly an ad-hoc progress report as well as all financial statements and such other information as CHO and / or AMO may require in connection with the Maintenance Works to CHO and AMO upon demand;
- (vii) allow staff of CHO and AMO or any person(s) authorised by CHO access to the Declared Monument / Graded Historic Building[#] to inspect the Maintenance Works during their execution and after their completion, and for other purposes related to the Maintenance Works as considered necessary by CHO;
- (viii) obtain approval from CHO in advance for any changes to the scope of the Maintenance Works;
- (ix) submit a statement of account with originals or certified copies of all bills, invoices, cash memos and receipts duly certified by the Grantee and such other information as CHO and AMO may require within one (1) month of the completion of the Maintenance Works;
- (x) allow staff of CHO and AMO or any person(s) authorised by CHO in writing to audit, examine, enquire into and have unhindered access to our records and accounts and to explain any matters relating to the receipt, expenditure or custody of any money for the Maintenance Works;
- (xi) prohibit from applying for or accepting financial assistance for the same Maintenance Works from sources other than those already disclosed in the Application Form (Form 1 / Form 1a[#]);
- (xii) observe that this Undertaking signed by the Grantee with the Government is not meant to be an employment contract;
- (xiii) repay any over certification of interim payment, if any, to the Government and agree the Government to deduct the reimbursement

amount if the works were not carried out in accordance to the conservation proposal;

- (xiv) comply with other conditions applicable to the Application;
- (xv) note that CHO reserves the right to refuse to process payment if Clause (ix) of this Undertaking is not complied with, suspend any payment and /or demand us to repay the Government the Grant we have received, together with all the administrative costs incurred by the Government, if this Undertaking has not been fully complied with;
- (xvi) agree that the Government may disclose information of the Application for necessary public information such as our name and contact information, the name and address of the Declared Monument / Graded Historic Building[#] and the approved amount of Grant;
- (xvii) provide contact details including our telephone number and / or email address for public notice in connection with the arrangement for public access to the Declared Monument /Graded Historic Building[#];
- (xviii) abide by and observe the conditions and requirements of the Guide To Application of the Maintenance Scheme on Built Heritage;
- (xix) prepare, supply and install information sign(s) in the Declared Monument / Graded Historic Building[#] to highlight the heritage value of the Declared Monument / Graded Historic Building[#] at the location(s) to be agreed between parties;
- (xx) The applicant and / or his representative handling the Maintenance Works tender should take necessary steps to avoid any conflict of interest with any prospective tenderers or tenderers by not putting himself in a position of obligation towards any of them; for example, by not accepting any favour or lavish or excessive entertainment, and not over-socialising with any of them; and
- (xxi) [Addition condition/s required subject to necessity of each application.]

Name of Owner/
Authorised
Representative^{△#}

.....

Post Title [△]

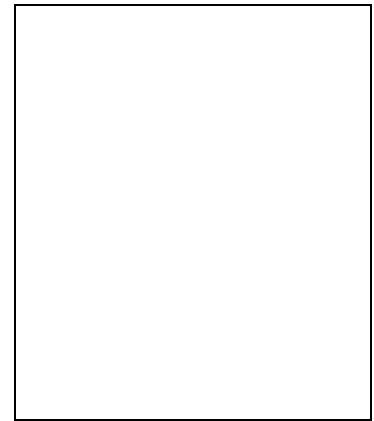
.....

Telephone Number

.....

Signature of Owner /
Authorised
Representative ^{△#}

.....



Date

.....

Official Seal [△]

- △ For company / non-profit-making organisation applicant only
- # To delete as appropriate

SAMPLE

Annex V(d)

Sample Letter

Formal Approval for Maintenance Works

香港特別行政區政府

The Government of the Hong Kong Special Administrative Region

發展局
文物保育專員辦事處

香港九龍尖東麼地道 68 號
帝國中心 7 樓 701B 室



Commissioner for Heritage's Office
Development Bureau

Unit 701B, 7/F
Empire Centre, 68 Mody Road
Tsim Sha Tsui East
Kowloon, Hong Kong

本局檔號 Our reference : [Ref. no.]
來函檔號 Your reference :
電話號碼 Tel No. : 2906 1523
傳真號碼 Fax No. : 2906 1574

[Date]

[Applicant name and Postal Address]

Dear Sirs,

Financial Assistance for Maintenance Scheme on Built Heritage ("FAS")

(For Privately-owned Graded Historic Buildings)
(For Government-owned Declared Monument and Graded Historic Buildings
leased to Non-profit-making Organisations)#

Formal Approval for Maintenance Works to [Name and Address of the / Declared Monument/Graded Historic Building]

We refer to your signed Agreement of [date] (the "Agreement") and the Undertaking of [date] (the "Undertaking") for the captioned subject.

We are pleased to inform you that your application Form 1/Form 1a# of [date] together with your application for Stage 2 Technical Assessment of [date] (the "Application") for a grant of [Total Amount of the Grant] (the "Grant") for carrying out the maintenance works at the Declared Monument / Graded Historic Building# (the "Maintenance Works") is now **formally approved** by the Government of the Hong Kong Special Administrative Region (the "Government").

Please note that the above amount of the Grant is based on the estimate in the approved proposal which should be taken as the upper limit of financial assistance to be provided by the Government for the Maintenance Works. You are reminded to take necessary steps to control the budget of the Maintenance Works, including but not limited to allowing provisional items in the tender documents.

.../2

You are advised to commence the Maintenance Works soonest possible. Should you fail to commence the Maintenance Works within one year from the date of this approval letter, or such other extended period agreed by the Government, this formal approval shall become void and no further reimbursement application will be accepted.

In accordance with Clause 3.3.25 of Guide to Application, please submit a programme showing all major activities related to the Maintenance Works to this office within one month from the date of this letter (i.e. on or before [date]) for approval.

This approval letter, together with the Application the Agreement and the Undertaking shall constitute a binding contract between you and the Government in respect of the Declared Monument / Graded Historic Building[#] under the FAS.

Yours faithfully,

(XXXXXXXXX)
for Commissioner for Heritage
Development Bureau

Encl.

- (i) Copy of signed Application Form (Form 1 / Form 1a[#]) and Technical Assessment (Form 2 / Form 2a[#])
- (ii) Copy of Signed Agreement
- (iii) Copy Signed Undertaking

c.c.(w/e)

Chief Property Services Manager/1, ArchSD
Senior Architect(Antiquities & Monuments)1, AMO
Senior Structural Engineer/ Heritage, BD

[#] To delete as appropriate