

# Checklist on Procedural Propriety on Building Management published

The Home Affairs Department (HAD) published today (February 22) the Checklist on Procedural Propriety on Building Management.

The Checklist tabulates the requirements and best practices related to the convening of a general meeting of an owners' corporation (OC). The content of the Checklist includes the relevant requirements and best practices under (i) the Building Management Ordinance (Cap. 344) (BMO), (ii) the revised Codes of Practice under the BMO, and (iii) the Administrative Guidelines on Best Practices on Building Management, with a view to assisting compliance by Management Committees (MCs) of OCs, Deed of Mutual Covenant (DMC) managers and property management companies (PMCs).

For easy reference by MCs of OCs, DMC managers and PMCs, the Checklist is compiled according to the procedures of convening and conducting a general meeting of an OC, including the ways to give notice of meeting and the content of the notice, the procedures relevant to proxy instruments, matters to take note of when presiding at and conducting a general meeting and actions after the conclusion of a general meeting.

The HAD encourages MCs of OCs, DMC managers and PMCs to adopt the Checklist. If the best practices contained in the Checklist cannot be complied with, the MC Chairman, DMC manager or PMC should state the reasons on the Checklist. The MC Chairman, DMC manager or PMC should also display in a prominent place in the building the completed Checklist before the meeting and the updated Checklist after the meeting to increase transparency.

The HAD also encourages MCs of OCs, DMC managers and PMCs to provide a copy of the completed Checklist to the District Building Management Liaison Teams of the District Offices to share their experience and views in adopting the best practices contained in the Checklist.

The Checklist can be downloaded from the [dedicated homepage](#) on building management of the HAD.