

Handling Dripping Air Conditioners

Best Practice Guide

Code No.: G25/2025



PROPERTY MANAGEMENT SERVICES AUTHORITY

Best Practice Guide on Handling Dripping Air Conditioners

Guide No.: G25/2025

Effective Date: 16 October 2025

Preamble

Pursuant to section 44¹ of the Property Management Services Ordinance (Cap. 626) (“PMSO”), the Property Management Services Authority (“PMSA”) issued this Best Practice Guide (“Guide”) for enabling licensees² to more effectively address the issue of dripping from air conditioners in private residential properties. While licensees are encouraged to use their best endeavours to follow the Guide, failure to comply with the Guide will, however, not be regarded as a disciplinary offence referred to in section 4 of the PMSO.

Background

2. A licensed property management company (“PMC”) may, from time to time, be involved in handling air conditioner dripping issues in private properties when providing property management services (“PMSs”) for its clients³. Air conditioner dripping may not only cause nuisance to others but also affect environmental hygiene and even pose safety hazard. This Guide aims to assist licensed PMCs and their licensed property management practitioners⁴ (“PMPs”) to handle air conditioner dripping issue more effectively and professionally, thereby reducing nuisance caused to the environment and others.

¹ Section 44 of the PMSO provides: “The Authority may do anything it considers appropriate for it to do for, or in relation to, the performance of its functions.”

² The term “licensee” means the holder of the following licence: a PMC licence; a PMP (Tier 1) licence; a PMP (Tier 2) licence; a provisional PMP (Tier 1) licence; or a provisional PMP (Tier 2) licence.

³ The term “client” has the same meaning as defined in section 16 of the PMSO, i.e. “in relation to a property for which a licensed PMC provides PMSs, means - (a) the owners’ organization of the property; and (b) the owners of the property who pay or are liable to pay the management expenses in respect of the services”.

⁴ According to Section 2 of the PMSO, licensed PMP means (a) a licensed PMP (Tier 1); or (b) a licensed PMP (Tier 2).

Relevant Laws and Regulations

Public Health and Municipal Services Ordinance (Cap. 132)

3. According to Section 12(1)(g) (refer to **Annex 1**) and Section 127 (refer to **Annex 2**) of the Public Health and Municipal Services Ordinance (Cap. 132) (“PHMSO”), if the discharge of wastewater from the ventilation system (including air conditioners⁵) of any premises is in a manner as to be a nuisance, the Authority (i.e., the Director of Food and Environmental Hygiene)⁶ may deal with the nuisance summarily.

4. According to Section 127 of the PHMSO, the Food and Environmental Hygiene Department (“FEHD”) may issue “Nuisance Notice” and “Nuisance Order” to the person causing the nuisance or to the occupier or owner of the relevant premises, requiring the nuisance to be abated within a specified period of time. Any person who fails to comply with the “Nuisance Notice” commits an offence and, upon conviction, is liable to a fine of up to HK\$25,000; if the offence continues, a daily fine of HK\$450 may be imposed. Furthermore, if the nuisance persists after the person has been convicted for failing to comply with the “Nuisance Notice”, the FEHD may apply to the court for a “Nuisance Order”, requiring the person to comply with the order within a specified period of time. Failure to comply with the “Nuisance Order” is also an offence punishable upon conviction by a fine of up to HK\$50,000, with a daily fine of HK\$600 if the offence continues⁷.

Common Law Duty of Care

5. The owner of a property has a common law duty of care for the property. If dripping from the air conditioner installed in the property causes nuisance to a third party, the owner may be held liable for relevant civil legal responsibilities. Therefore, the owner has to properly maintain the air conditioner in the property to prevent any

⁵ Under Section 2 of the PHMSO, ventilating system means a system which is either mechanical or electrical, or both, for introducing or exhausting air, and also means an air-conditioning plant which contains a device for reducing or increasing the temperature of the air in any building, or any part thereof, below or above the temperature of the external air.

⁶ Under Section 3 of the PHMSO, the relevant Authority refers to the Director of Food and Environmental Hygiene.

⁷ See Sections 127(3) and 127(7) of and Schedule 9 to the PHMSO

nuisance caused to others and the environment due to dripping.

Deed of Mutual Covenant (“DMC”) of a property

6. The DMC of a property is a legal document which is binding on all owners of the property and stipulates clearly the rights, interests and obligations of owners, the PMC, etc. regarding the supervision, repair, maintenance and management of private areas, common parts and facilities, etc. within the property.

Duties of Owners

7. An owner of a property owns undivided shares of the land on which the building is erected, and also co-owns with other owners the common parts and facilities (including air conditioners⁸ in the common area) of the property; hence owners / owners’ corporation⁹ (“OC”) have the duty to properly repair and maintain the air conditioners in the common parts of the property to ensure they remain in good condition, so as to avoid causing nuisance to others and the environment due to poor maintenance. However, dripping from air conditioners installed in a private unit should be the responsibility of the individual owner.

General Duties of Licensed PMC

8. A licensed PMC, in respect of the property for which it provides management services, should remind owners/residents to regularly inspect and properly maintain the air conditioners, the drip trays, the connected drainage pipes and the related facilities in their private property to prevent dripping air conditioners. If any dripping issue is found, the owner/resident should promptly engage a professional to identify the source of the dripping and properly address the issue in order to reduce nuisance and safety hazard caused to others and maintain environmental hygiene¹⁰.

⁸ See Section 10 of Schedule 1 to the Building Management Ordinance (Cap. 344) (“BMO”). “Common Parts” of a property include air conditioning apparatus.

⁹ An OC is a body corporate set up under the BMO. It has the legal status to represent all owners in managing the common parts of the property.

¹⁰ Refer to “Letting Water Drip from Air-conditioners is an Offence Check and Maintain Your Air-conditioners Regularly” (pamphlet) :

(https://www.fehd.gov.hk/english/pleasant_environment/library/aircon/CheckMaintainAC.pdf)

9. A licensed PMC should, as far as reasonably practicable, especially during the summer, conduct timely inspection of the property to detect dripping air conditioner at an early stage. They may assist in handling disputes among neighbours caused by air conditioner dripping issue and follow up promptly to address the problem.

Handling Procedure for Air Conditioner Dripping Issue

10. Upon receiving a complaint concerning dripping air conditioner in a private unit of the property, a licensed PMC may go through the procedure outlined below for follow-up and handling (see **Annex 3**¹¹ for details)¹² :

Investigation into the cause of dripping air conditioner

10.1 A licensed PMC should obtain detailed information from the complainant about the dripping issue and the period concerned, including the time, frequency, exact location, and severity of the dripping, and properly record the relevant details for subsequent follow-up. Afterwards, the licensed PMC should send its staff to investigate the dripping at the scene, observing possible source of the dripping from the exterior wall or common area of the property. If necessary, with the consent of the relevant owners/residents, arrange for personnel to enter the suspected unit with the air conditioner causing dripping, operate the air conditioner for testing, observe whether dripping occurs, and document the inspection process through photograph or video recording.

Reminding the owner/resident of the concerned unit to take corrective action

10.2 If it is confirmed that the air conditioner is dripping, the licensed PMC should verbally remind the concerned owner/resident, as far as reasonably practicable, to complete repair within 7 days¹³ to rectify the

¹¹ For details, please see the FEHD webpage below :

(https://www.fehd.gov.hk/english/events/files/Powerpoint_for_the_Scheme_2024.pdf)

¹² Licensees should also refer to the Code of Conduct and the relevant Best Practice Guide on “Complaint Handling Mechanism of Property Management Companies” issued by the PMSA :

(<https://www.pmsa.org.hk/en/regulatory-framework/codes-of-conduct>)

¹³ Calculated in calendar days.

dripping issue. If dripping continues after verbal reminder, a written reminder letter (see **Annex 4**) should be issued to the concerned owner/resident, urging correction of the problem within 7 days¹⁴.

If the air conditioner dripping issue is resolved

- 10.3 The licensed PMC should notify the complainant that the issue has been rectified.

If the air conditioner dripping issue continues

- 10.4 The licensed PMC may consider taking further action in accordance with applicable laws and regulations, including the DMC.

Referring to the FEHD and providing information for follow-up

- 10.5 Upon obtaining the complainant's consent, the licensed PMC may refer the case to the FEHD for follow-up. The licensed PMC should complete the "Inspection Report Form" (see **Annex 5**¹⁵) and submit it together with relevant photo or video (if any)¹⁶ to the FEHD as evidence for subsequent investigation and enforcement action. The licensed PMC should properly maintain the related record.
- 10.6 After the above referral made by the licensed PMC, the FEHD will send officer to inspect the dripping air conditioner at the scene and collect evidence. Depending on the situation, the FEHD may issue a "Nuisance Notice"¹⁷ to the owner/resident of the unit causing the dripping. If the person concerned fails to comply with the said notice, the FEHD may consider applying to the court for a "Nuisance Order"¹⁸ against the person.

¹⁴ Calculated in calendar days.

¹⁵ For details, please see the FEHD webpage below :

(https://www.fehd.gov.hk/english/events/files/Powerpoint_for_the_Scheme_2024.pdf)

¹⁶ If legal proceedings arise regarding the related air conditioner dripping case, staff of the licensed PMC may be subpoenaed to testify in court about their knowledge of the case.

¹⁷ See Section 127(1) of the PHMSO

¹⁸ See Section 127(4) of the PHMSO

Providing assistance to the FEHD

11. For handling air conditioner dripping issues, licensed PMCs should actively participate in FEHD's "Scheme of Participation by Property Management Agents in Tackling Dripping Air-conditioners"¹⁹. Through enhanced interaction and cooperation among owners/residents, they can assist in identifying the source of the dripping and remind the relevant owners/residents to timely rectify the issue, thereby reducing cases where owners/residents are prosecuted by the FEHD for failing to rectify the dripping problem in a timely manner. Moreover, after the FEHD issues a "Nuisance Notice"²⁰ to the owners/residents concerned, licensed PMCs may assist in verifying whether the issue has been rectified, so as to shorten the FEHD's investigation time and streamline its enforcement process.

12. To further promote the above scheme, the FEHD will consider giving priority to organize seminars at properties participating in the scheme, providing PMPs and residents with information related to air conditioner dripping issues and offer assistance on methods and technologies to identify the source of dripping. PMCs interested in joining the scheme may contact the respective FEHD District Environmental Hygiene Offices²¹.

- END -

If there is any inconsistency between the Chinese version and the English version of this Guide, the Chinese version shall prevail.

If there are any amendments to any laws or regulations mentioned in this Guide, licensees have to act in accordance with the revised provisions.

¹⁹ The FEHD implements the "Scheme of Participation by Property Management Agents in Tackling Dripping Air-conditioners" inviting PMCs of private estates to assist in handling air conditioner dripping issues during the summer (May to November). For details of the scheme, please refer to the FEHD webpage below :

(https://www.fehd.gov.hk/english/events/scheme_of_participation_by_property_management_agents.html)

²⁰ See footnote 17

²¹ Opening hours, addresses and contact numbers of District Environmental Hygiene Offices :

(https://www.fehd.gov.hk/english/district_offices/districtoffices/district_offices.html)

Public Health and Municipal Services Ordinance (Cap. 132)

12. Nuisances which may be dealt with summarily

- (1) The following matters shall, subject as hereinafter provided, be nuisances which may be dealt with summarily under section 127—
- (a) any premises (including any cemetery) or vessel in such a state as to be a nuisance or injurious or dangerous to health;
 - (b) any pool, well, ditch, gutter, watercourse, drain, sewer, water tank or container, cesspool, pond, pit, sanitary convenience, soil, waste or rainwater pipe, dust bin or refuse container or other like place or thing so foul, or in such a state, as to be a nuisance or injurious or dangerous to health;
 - (c) any accumulation or deposit (including any dead body) which is a nuisance or injurious or dangerous to health;
 - (d) any animal or bird kept in such a place, or in such a manner, as to be a nuisance or injurious or dangerous to health;
 - (e) the emission of dust, fumes or effluvia from any premises in such a manner as to be a nuisance;
 - (f) the emission of dust from any building under construction or demolition in such a manner as to be a nuisance;
 - (g) the emission of air either above or below the temperature of the external air, or the discharge of water, whether waste or otherwise, from the ventilating system in any premises in such a manner as to be a nuisance.
 - (h) *(Repealed 75 of 1988 s. 40)*

...

Public Health and Municipal Services Ordinance (Cap. 132)

127. Provisions for securing abatement of nuisances which may be dealt with summarily

- (1) The Authority, if satisfied of the existence of a nuisance to which this section applies, may cause a notice in the form of Form C specified in the Seventh Schedule (referred to in this section as a ***nuisance notice***) to be served on the person by reason of whose act, default or sufferance the nuisance arose or continues, or, if that person cannot be found, on the occupier or owner of the premises or vessel on which the nuisance exists, requiring him to abate the nuisance within the period specified in the notice, and to do such things as may be necessary for that purpose, and the notice may, if the Authority thinks fit, specify any works to be executed for the purpose aforesaid:

Provided that, where the nuisance arises from any want or defect in any premises or vessel of a structural character and where the premises or vessel are or is unoccupied, the nuisance notice shall be served on the owner thereof.

The Authority may also, by notice under the foregoing provisions of this subsection or by further notice, require the person on whom the notice is served to do what is necessary for preventing the recurrence of the nuisance to which the notice relates and, if the Authority thinks it desirable, specify any works to be executed for that purpose, and a notice containing such a requirement may, notwithstanding that the nuisance to which it relates may for the time being have been abated, be served if the Authority considers that the nuisance is likely to recur on the same premises or in the same vessel.

- (2) Where—
- (a) the person by reason of whose act, default or sufferance the nuisance arose or continues; and
 - (b) the owner and the occupier of the premises or vessel on which the nuisance exists,
- cannot be found or ascertained, the Authority may abate the nuisance and do what is necessary to prevent a recurrence thereof, and may recover the cost from any such person who may thereafter be found or ascertained.

- (3) Where a nuisance notice is served on any person, then if either—
- (a) the nuisance to which the notice relates arose by reason of the wilful act or default of that person; or
 - (b) that person fails to comply with any of the requirements of the notice within the period specified therein,
- he shall (whether or not an order under the provisions of subsection (4) has been made in respect of him) be guilty of an offence.
- (4) Where a nuisance notice is served on any person, then if—
- (a) that person fails to comply with any of the requirements of the notice within the period specified therein; or
 - (b) the nuisance to which the order relates, although abated since the service of the notice, is, in the opinion of the Authority, likely to recur on the same premises or vessel,
- the Authority may make a complaint to the court and the court hearing the complaint may make a summary order in the form of Form D prescribed in the Seventh Schedule (in this section referred to as a ***nuisance order***).

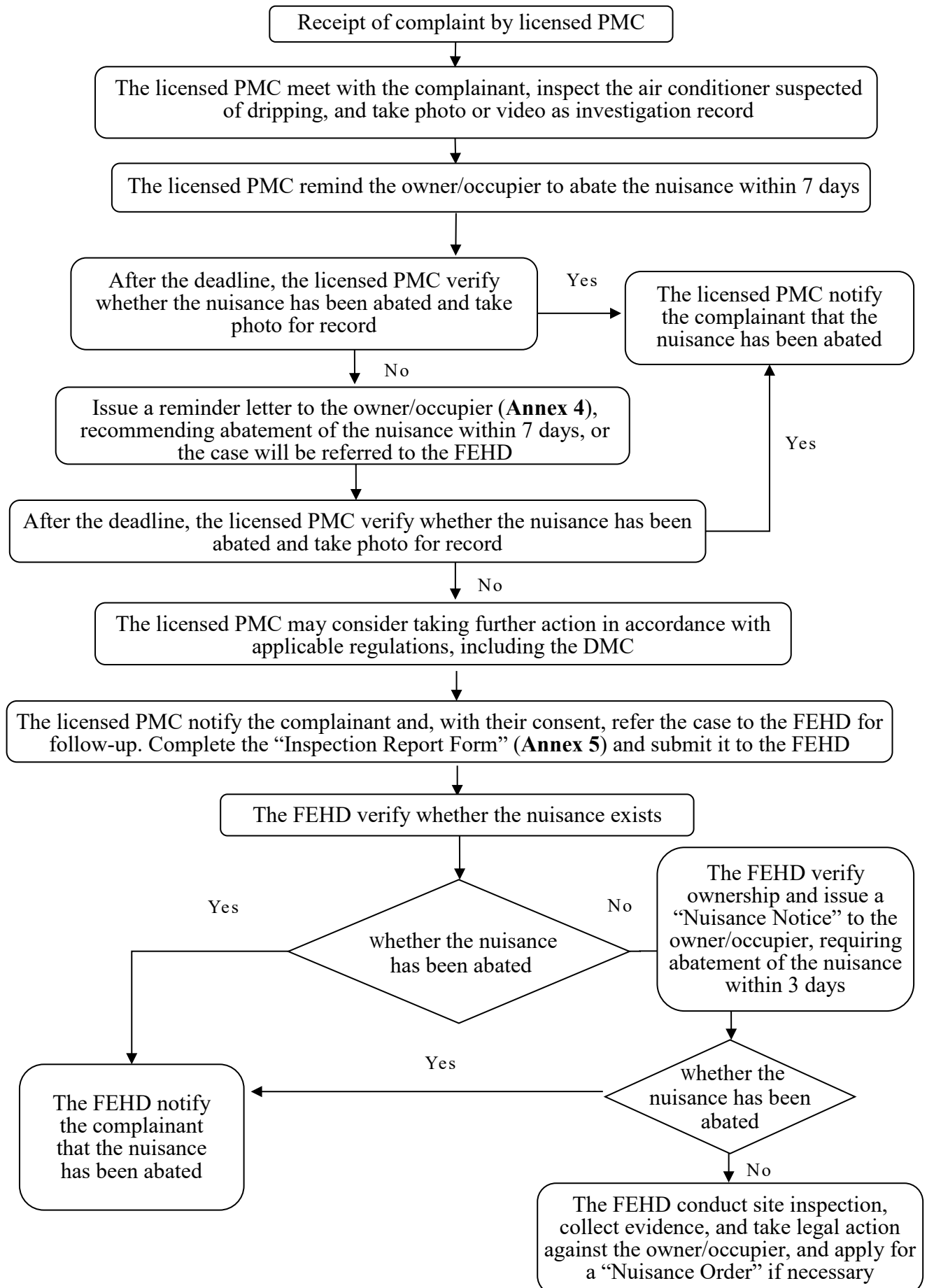
...

- (7) (a) Any person who fails without reasonable excuse to comply with, or knowingly contravenes, a nuisance order shall be guilty of an offence.
- (b) Without prejudice to the provisions of paragraph (a), where a nuisance order has not been complied with, the Authority may abate the nuisance and may do whatever may be necessary in execution of the order, and may recover any expenses reasonably incurred thereby from the person against whom the order was made.

...

Procedures for licensed Property Management Company (PMC) to handle complaints about dripping air conditioner

Annex 3



Note: Staff of the PMCs may be required to act as court witnesses for the FEHD should the case be ultimately brought to court

Ref.:

(Date)

[Address]

Dear Sir/Madam,

Dripping Air-conditioner

We are writing to inform you that we have received a complaint on ____ (Date) ____ about a sanitary nuisance suspected to be caused by a dripping air-conditioner installed within your premises. After investigation, we found that the air-conditioner installed at ____ (location) ____ of your premises has been dripping in such a state as to be a nuisance.

To provide a comfortable living environment and prevent nuisance caused by dripping air-conditioner, you are requested to rectify the situation within seven days from the service of this notice, failing which we will refer the case to the Food and Environmental Hygiene Department (“FEHD”) in writing for follow-up action. The FEHD may, pursuant to Section 127(1) of the Public Health and Municipal Services Ordinance (Cap. 132), serve a Nuisance Notice on the person responsible for the nuisance, requiring the person to abate the nuisance within three days from the service of the Notice. Non-compliance of the Notice is an offence liable to a maximum fine of \$25,000 plus a daily fine of \$450.

For enquiries, please contact XX Property Management Company, Mr/Ms XXX on XXXX XXXX.

Yours faithfully,

(XXX)

XX Property Management Company

URGENT
急 件

檔號：

來函檔號：

致：食物環境衛生署
(經辦人：)

To : Food and Environmental Hygiene Department
(Attn.:)

傳真號碼 Fax No.:

冷氣機滴水 - 檢查報告表格
DRIPPING AIR-CONDITIONER – INSPECTION REPORT FORM

(有關在本表格所填報的個人資料，請參閱第〔x〕頁的附註)
(Please see the note on page 〔x〕 concerning the personal data provided in this Report Form)

1. 檢查日期及時間 Date and time of inspection

(a) 日期 Date: (b) 時間 Time:

2. 檢查結果 Result of inspection

- (a) ☐ 投訴屬實 (詳情列於第 3 段。請為每個涉案單位填寫獨立的檢查報告表格)
Complaint justified (Details at para. 3. Please provide separate Inspection Report Form for each premises from which dripping from air-conditioner was detected)
- (b) ☐ 投訴不成立 Complaint unjustified
- (c) ☐ 未能確定滴水源頭 (詳情列於第 4 段)
Unable to confirm source of dripping (Details at para. 4)

3. 目擊冷氣機滴水詳情 (只適用於第 2(a)段)

Details of the dripping air-conditioner witnessed (Applicable to para. 2(a) only)

(a) 日期 Date: (b) 時間 Time:

(c) 涉案處所地址 Address of the premises implicated:

(d) 涉案冷氣機滴水構成的妨擾 (例如：引致積水情況、弄濕途人、造成噪音滋擾等)
Nuisance caused by the dripping air-conditioner (e.g. leading to accumulation of water, wetting passers-by, causing noise nuisance, etc.)

(e) 滴水冷氣機位置、類型及牌子(☐ 夾附平面圖)

Location, type and brand name of the dripping air-conditioner (☐ layout plan attached):

安裝位置 Location		☐ 客廳 Sitting room	☐ 飯廳 Dining room	☐ 主人房 Master bed room	☐ 睡房 Bed room	☐ 睡房 Bed room	☐ 其他 (請註明) Others (Please specify)
類 型 Type	窗口式 Window-type						
	分體式 Split-type						
牌子 Brand Name							

(f) 天氣情況 Weather condition:

☐ 晴朗 Fine

☐ 陰天 Cloudy

☐ 雨天 Rainy

☐ 其他(請註明) Others (please specify) _____

(g) 觀察位置 Location of observation: _____
(例如: 在投訴人家中,平台,鄰居單位等) (e.g. at complainant's unit, podium, neighbouring unit, etc.)

(h) 觀察方法 Method of observation: ☐ 肉眼 Naked eye ☐ 望遠鏡 Aided with binoculars

(i) 相片為證 With photo(s) as evidence: ☐ 沒有 No ☐ 有 Yes; _____ 張 No.

(j) 曾發出口頭勸諭日期 Date of previous verbal advice given _____

4. 未能確定滴水源頭原因 (只適用於第 2(c)段)

Reasons for unable to confirm source of dripping (Applicable to para. 2(c) only)

(a) ☐ 涉案處所無人應門

No person from the implicated premises could be contacted

(b) ☐ 涉案處所住戶拒絕管理公司人員進行檢查

Occupier of the implicated premises refused to allow the management agent to conduct inspection

(c) ☐ 其他 (請註明)

Others (Please specify)

5. 投訴人資料 Particulars of complainant

(a) 姓名 (中文): _____ Name (English): _____

(b) 性別 Sex: ☐ 男 Male ☐ 女 Female

(c) 電話號碼 Tel. No.: _____ (d) 電郵地址 Email address: _____

(e) 聯絡地址 Correspondence address: _____

本檢查報告表格所提供之資料乃由本人自願提供，我知道如進行法律訴訟，我可能會被法庭傳召出庭，就我所知有關這宗投訴的事作證，我亦知道如果我沒有合理原因而拒絕或沒有出庭，法庭可能對我作出處罰。

The information provided in this Inspection Report Form has been made by me voluntarily. In the event of legal proceedings being taken, I am aware that I may be summoned by the court to testify what I know concerning the matter of the complaint. I am further aware that the court may impose penalty on me if I refuse or neglect to appear in court without reasonable cause.

我同意將我的個人資料向香港警務處刑事紀錄科披露，以查核我的刑事紀錄。所取得的紀錄或會在其後的法律訴訟中按照律政司制定的檢控程序向法院提交和向被告披露。

I give consent for my personal data to be disclosed to the Criminal Records Bureau of the Hong Kong Police Force for checking my criminal record. Any record found may be produced in the court and disclosed to the defendant in subsequent legal proceedings in compliance with the prosecution procedures of the Department of Justice.

投訴人簽署 Signature of Complainant

日期 Date

6. 證人資料 Particulars of witness

(a) 姓名 (中文): _____ Name (English): _____

(b) 持牌人號碼 (如有) Licence No. (if any) / 身分證號碼 (首 3 位數字或字母) HKID Card No. (First 3 digits or letters): _____ / _____

(c) 性別 Sex: ☐ 男 Male ☐ 女 Female

(d) 電話號碼 Tel. No.: _____ (e) 電郵地址 Email address: _____

(e) 管理公司名稱 Name of management company: _____

(f) 在管理公司的職位名稱 Position at the management company: _____

7. 跟進檢查結果 (只適用於第 2(a)段)

Result of follow-up inspection (Applicable to para. 2(a) only)

(a) 檢查日期 Date of inspection : _____ (b) 時間 Time: _____

(c) ☐ 涉案冷氣機仍然滴水構成妨擾 Nuisance caused by dripping air-conditioner still exists

(d) ☐ 冷氣機滴水妨擾已減除 Nuisance caused by dripping air-conditioner abated

(e) ☐ 管理公司未能於提交此報告前完成複查滴水情況 Follow-up inspection to the dripping air conditioner could not be conducted before returning the report form

8. 補充資料 Supplementary information

本檢查報告表格所提供之資料乃由本人自願提供，我知道如進行法律訴訟，我可能會被法庭傳召出庭，就我所知有關這宗投訴的事作證，我亦知道如果我沒有合理原因而拒絕或沒有出庭，法庭可能對我作出處罰。

The information provided in this Inspection Report Form has been made by me voluntarily. In the event of legal proceedings being taken, I am aware that I may be summoned by the court to testify what I know concerning the matter of the complaint. I am further aware that the court may impose penalty on me if I refuse or neglect to appear in court without reasonable cause.

我同意將我的個人資料向香港警務處刑事紀錄科披露，以查核我的刑事紀錄。所取得的紀錄或會在其後的法律訴訟中按照律政司制定的檢控程序向法庭提交和向被告披露。

I give consent for my personal data to be disclosed to the Criminal Records Bureau of the Hong Kong Police Force for checking my criminal record. Any record found may be produced in the court and disclosed to the defendant in subsequent legal proceedings in compliance with the prosecution procedures of the Department of Justice.

證人簽署 Signature of Witness

管理公司印章 Chop of Management
Company

日期 Date

備註 Remarks:

請在適當空格□內加上✓號 Please tick the appropriate box □

如食物環境衛生署接納投訴人及／或證人所提供的資料為屬實，將根據《公眾衛生及市政條例》(第 132 章) 第 127(1)條，對涉案業主/住戶發出「妨擾事故通知」，規定有關人士在通知送達日期起計三日內消除妨擾事故。

If the Food and Environmental Hygiene Department finds that the information provided in this statement is actionable, the Department will issue statutory "Nuisance Notice" to alleged owner/occupier in accordance with section 127(1) of the Public Health and Municipal Services Ordinance, Cap.132, requiring the responsible person to abate the nuisance within 3 days from the service of the notice.

附註 Note

在【冷氣機滴水-檢查報告表格】上所填報的個人資料

Personal data provided by means of the “Dripping Air-Conditioner–Inspection Report Form”

- (a) 食物環境衛生署（食環署）會使用在上述檢查報告表格填報的個人資料及其他詳情，作為調查報告表格內所舉報的違例事項。如證據充足，則會向引致妨擾事故人士發出法定妨擾事故通知。但若資料不足，則食環署恐怕不能採取有關的法定行動。在本檢查報告表格內所提供的個人資料，是你出於自願向食環署提供的。你不應該向任何未獲授權的人披露該等資料。

The personal data and other details provided by means of this Inspection Report Form will be used by the Food and Environmental Hygiene Department (the FEHD) for the purpose of investigation of the reported offence. If there is sufficient evidence available, issue of statutory nuisance notice will be taken against the author of nuisance. However, legal proceedings may not be taken in the absence of sufficient evidence. The personal data provided in this Inspection Report Form is given by you voluntarily to the FEHD. You should not disclose such information to any unauthorized person.

- (b) 根據《個人資料（私隱）條例》第 18 和 22 條及附表 1 第 6 原則的規定，你有權查閱及更改你在上述檢查報告表格內所填報的個人資料。

You have a right of access and correction with respect to the personal data stated in this Inspection Report Form in accordance with Section 18 and 22 of and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance.

- (c) 在上述檢查報告表格內所填報的個人資料，可能會交給法庭／其他政府部門及機構，以達致上文(a)項所述的目的。

The personal data provided in this Inspection Report Form may be disclosed to the court/other Government departments and agencies for the purposes mentioned in (a) above.

- (d) 倘對經由上述檢查報告表格取得的個人資料有任何疑問，包括要求查閱及更改資料等，可向食環署的分區辦事處提出：

Enquiries concerning the personal data provided in this Inspection Report Form, including request for access and correction should be addressed to district office of the FEHD.