# Collection Schedule of Ordered Copies

| **(a) Walk-in Application at BIC** | | |
|---|---|---|
| **Collection in Person** | | |
| **No. of Copies (Sheets/ Electronic Copy)** | **Application Date** | **Collection Time*^** |
| 1-20 (Plan/ OP) or 1-150 (Document) | **Before 4:00 p.m.**, Mondays to Fridays | 1 hour after **paying copying fee** |
| | **After 4:00 p.m.**, Mondays to Fridays | After 10:00 a.m. on the **1st working day** after the application day |
| Over 20 (Plan/ OP) or 150 (Document) | Mondays to Fridays | To be notified by BIC via phone/ email |
| **Courier Delivery#** | | |
| **No. of Copies (Sheets/ Electronic Copy)** | **Application Date** | **Delivery Time#^** |
| 1-20 (Plan/ OP) or 1-150 (Document) | Mondays to Fridays | On the **2nd working day** after the application day (excluding application day) |
| Over 20 (Plan/ OP) or 150 (Document) | Mondays to Fridays | To be notified by BIC via phone/ email |

| **(b) Application via BRAVO System on the Internet** | | |
|---|---|---|
| **Collection in Person** | | |
| **No. of Copies (Sheets/ Electronic Copy)** | **Application Date** | **Collection Time*^** |
| 1-20 (Plan/ OP) or 1-150 (Document) | Mondays to Fridays | After 10:00 a.m. on the **2nd working day** after the application day (excluding application day) |
| | Saturdays / Sundays / Public Holidays | After 10:00 a.m. on the **3rd working day** after the application day (excluding application day) |
| Over 20 (Plan/ OP) or 150 (Document) | All days of the week | To be notified by BIC via phone/ email |
| **Courier Delivery#** | | |
| **No. of Copies (Sheets/ Electronic Copy)** | **Application Date** | **Delivery Time#^** |
| 1-20 (Plan/ OP) or 1-150 (Document) | Mondays to Fridays | On the **3rd working day** after the application day (excluding application day) |
| | Saturdays / Sundays / Public Holidays | On the **4th working day** after the application day (excluding application day) |
| Over 20 (Plan/ OP) or 150 (Document) | All days of the week | To be notified by BIC via phone/ email |

* Please collect the ordered copies within 1 month from the application day, otherwise they will be disposed of.

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^ The 'Collection Time' and 'Delivery Time' are not applicable when Typhoon Signal No. 8 or above or when a Black Rainstorm Warning Signal is issued by Hong Kong Observatory.