

LAND REGISTRY IRIS ONLINE SERVICES
APPLICATION FOR SUBSCRIBER ACCOUNT

I. Particulars of Applicant

Subscriber's Name : _____

Business address : _____

Telephone No. : _____ Courier Service Provider/Membership No. _____

Fax No. : _____ Email address : _____

*Business Registration/ Company Registration / Personal ID/ Passport No. : _____

Contact Person * (Mr//Mrs/Ms/Miss): _____

Business Type:

- | | | |
|---------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> 1. Accountant Firm | <input type="checkbox"/> 2. Bank | <input type="checkbox"/> 3. Finance/Investment Co. |
| <input type="checkbox"/> 4. Newspaper & Publisher | <input type="checkbox"/> 5. Real Estate Developer | <input type="checkbox"/> 6. Real Estate Broker & Agent |
| <input type="checkbox"/> 7. Search Co. | <input type="checkbox"/> 8. Solicitors Firm | <input type="checkbox"/> 9. Surveyors Firm/Valuation Consultant |
| <input type="checkbox"/> 10. Public Utility | <input type="checkbox"/> 11. Quasi Government Organisation | <input type="checkbox"/> 12. Others |

Bank Account for Auto-Pay :

Name of Bank: _____ Account No.: _____

Name of Account Holder : _____

Login Method: Normal Login (without e-Certificate)

Login with e-Certificate (Hongkong Post CA e-Cert. Subscriber Reference No. _____)

II. Application and Mode of Payment

I hereby apply for an IRIS Online Services Subscriber Account. I enclose a *cheque / bank cashier order No. _____ payable to "The Government of the Hong Kong Special Administrative Region" or "The Land Registry" for HK\$ _____ for the following fees and deposit :-

- | | |
|---------------------------------------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> fee for application HK\$1,000 | <input type="checkbox"/> # deposit HK\$ _____ |
| <input type="checkbox"/> fee for supplementary Login ID (_____ x HK\$500 each) | |

III. Declaration

- I have read the attached "Terms and Conditions" and "Personal Information Collection Statement" relating to the IRIS Online Services and agree to be bound by them.
- I confirm that the data given in Section I are correct.
- I understand that if my application is unsuccessful, all fees and deposit paid under this application will be refunded to me without interest.

Subscriber's Authorised Signature and Chop: _____ Title of Signatory (e.g. partner, director): _____

Full Name of Signatory: _____ Date : _____

Please return to : **The Land Registry, Search Services Help Desk, 20/F., Queensway Government Offices, Hong Kong.**

Please note that the IRIS Online Services Subscriber Account is intended for frequent users and charges incurred are settled by monthly autopay. Ad hoc users can make online searches and order land documents through Internet and pay by Visa, Mastercard or PPS.

* Delete whichever is not applicable Please put a tick "√" inside the box where appropriate
Please refer to Note 2 of "How to Subscribe" (LR/OLS/3) for calculation of deposit amount

FOR OFFICE USE ONLY

Approved by : _____ Approval Date : _____

IRIS Online Services Subscriber Account No. : _____

IRIS Login ID : _____

IRIS Supplementary Login ID : _____

Remarks (if any) :-

TERMS AND CONDITIONS
(for Subscriber of IRIS Online Services)

Services to be Provided by IRIS Online Services

1. Upon approval of the Subscriber's application by the Land Registry, certain online services as defined in Clause 2 below (hereinafter called "**IRIS Online Services**") will be available to the Subscriber on the terms and conditions set out in this Agreement. This Agreement comprises of the following documents, namely, the Subscriber's Application Form, this Terms and Conditions, and the Notes of Personal Data.

2. The Subscriber may have access to the online services provided by the Land Registry's Integrated Registration Information System ("**IRIS**") through the Internet. Subject to various payments mentioned in this Agreement, the following IRIS Online Services will be available to the Subscriber which enable him -

2.1 to view on browser selected computerised land registers, certain classes of imaged instruments and plans, and unposted memorial information kept and maintained by the Land Registry;

2.2 to download or to order delivery by various means (including by fax, by post, by e-mail and counter collection) of the selected computerised land registers, the imaged instruments and plans, and the unposted memorial information; and

2.3 to have other types of services from time to time announced by the Land Registry.

Subject to change without prior notice, the daily operation hours of the IRIS Online Services station will be between 07:30 hour and 03:30 hour next day including Sunday and public holidays. In particular the Land Registry may from time to time prescribe different closing hours for different types of services to be a time earlier than the close of operation of the services station in each day. Details of the current operation and closing hours of different types of services may be found at the Land Registry's website at <http://www.landreg.gov.hk>. Different classes of products and services may be restricted to different classes of users at the absolute discretion of the Land Registry.

3. If the Subscriber needs to gain access to the IRIS Online Services through an Internet service provider, he shall at his own cost make his own arrangements with the Internet or other telecommunication service provider for the connection and disconnection of such access to the IRIS Online Services.

Subscriber Account, Deposit, Fee, Login ID, Password, etc.

4. *(This clause does not apply to DAS subscribers who have successfully applied for the transfer of their previous DAS Accounts to be new IRIS Online Services Subscriber Accounts)* Prior to IRIS Online Services being available, the Subscriber shall -

4.1 pay the Land Registry -

4.1.1 a non-refundable application fee HK\$1,000.00 in consideration of which an account ("**Subscriber Account**") will be opened and maintained by the Land Registry for the Subscriber and a login identity number relating to that Subscriber Account ("**Login ID**") will be allotted to the Subscriber pursuant to this Agreement.

4.1.2 (if applicable) additional non-refundable administrative fee of HK\$500.00 for each supplementary Login ID requested by the Subscriber in relation to his Subscriber Account.

4.1.3 a non-interest bearing deposit ("**the Deposit**") at HK\$500.00 or at such other minimum level of deposit as the Land Registry may from time to time decide.

4.2 open a bank account ("**the Bank Account**") with a bank approved by the Land Registry, and submit to the Land Registry a duly signed and completed **direct debit authorisation** so as to enable the Land Registry to collect payment by auto-pay (i.e. by direct debit of the Bank Account) in respect of any fees chargeable to any Subscriber Account of the Subscriber in connection with the use of the IRIS Online Services.

5. Opening of additional Subscriber Account by the same person or

company under different account name or description may be made by separate Application Form coupled with payment of the application fee, administrative fee and Deposit as stipulated in Clause 4.1.

6. Fees and charges payable on various types of services provided by the IRIS Online Services shall be at such rates from time to time published by the Land Registry at the websites at <http://www.landreg.gov.hk> and at <http://www.iris.gov.hk>. All fees and charges are subject to change without prior notice.

7. Fees and charges will be charged to the Subscriber Account once the Subscriber or his authorised user has confirmed the order for service in the IRIS. All fees and charges chargeable to any product or service of the IRIS Online Services are in Hong Kong currency unless otherwise stated or shown. All transactions relating to the IRIS Online Services shall be made in Hong Kong currency.

8. The Land Registry will issue online monthly statement to the Subscriber on each Subscriber Account setting out the types of services rendered and the service fees charged under each Login ID and supplementary Login ID of that Subscriber Account in the preceding month. In the absence of fraud, the monthly statement shall be final unless any error or omission is notified by one party to the other within 14 days of the service of the statement to the Subscriber.

9. If any fees payable by the Subscriber is not fully settled by his auto-pay Bank Account, the Land Registry may immediately apply the Deposit to settle the outstanding amount without any prior notice to the Subscriber.

10. The Deposit is not transferrable or assignable except as provided in this Agreement. The Land Registry may demand additional Deposit from time to time commensurate with the quantity and value of past transactions conducted by the Subscriber. Unused balance of the Deposit will be refunded to the Subscriber without interest upon termination of this Agreement after deduction of all just claims by the Land Registry.

Login Method

11. Normal Login: If the Subscriber has selected the method of normal login (i.e. without e-Certificate) in his Application Form, a unique password will be allotted to him for each Login ID. Access to the IRIS Online Services will be allowed only if both the unique Login ID and the password of the Subscriber Account have been keyed in by the Subscriber. Any user who has keyed in both the unique Login ID and the password of the Subscriber Account shall be deemed to be an authorised user of the Subscriber with authority to use the IRIS Online Services chargeable to the Subscriber Account, and the Subscriber shall be liable for all acts or omissions of himself or such user for all purposes of this Agreement.

12. Login with e-Certificate: If the Subscriber has selected the method of login with e-Certificate, his identity will be verified by the password of his e-Certificate issued by Hongkong Post CA and registered with Land Registry. Access to the IRIS Online Services will be allowed only if both the unique Login ID and the password of his e-Certificate have been keyed in by the Subscriber. Any user who has keyed in both the unique Login ID and the password of the Subscriber's e-Certificate shall be deemed to be an authorised user of the Subscriber with authority to use the IRIS Online Services chargeable to the Subscriber Account, and the Subscriber shall be liable for all acts or omissions of himself or such user for all purposes of this Agreement.

13. The Subscriber shall take appropriate measures to protect the secrecy of his Login ID and password. The Subscriber must not allow two or more persons to access the IRIS Online Services concurrently with the same Login ID. If concurrent access to the IRIS Online Services with the same Login ID is detected by the system, the current use or operation on the screen of all concurrent users will be stopped or cancelled or otherwise blocked immediately without any prior warning.

Suspension of Service for Insufficient Deposit

14. If any outstanding order or request for service placed by the Subscriber remains unpaid, the Land Registry may suspend services to the Subscriber without prior notice until the Subscriber has fully settled the outstanding fees and charges and replenish the Deposit up to the minimum level of deposit currently required.

Non-refund Policy

15. The Land Registry adopts a general policy that all fees and charges paid by a Subscriber or charged to a Subscriber Account for any product or service provided under IRIS Online Services are non-refundable. Remedy is restricted to a replacement of the product or service only.

Limitation on Total Value or Quantity of Orders

16. The Land Registry may from time to time without prior notice impose a limit on the total value or the total quantity of each order or orders from a Subscriber at any one time or at any interval of time. Such limitation may be built in the IRIS without being shown on a screen layout. All orders placed by the Subscriber shall be subject to such limitation.

Termination of Agreement

17. The Land Registry may terminate this Agreement and the IRIS Online Services to the Subscriber in any one of the following ways :-

17.1 By Notice: Without assigning any reason, by giving not less than 30 days' notice in writing to the Subscriber.

17.2 Non-active Account: By giving not less than 14 days' notice in writing if the Subscriber Account has remained inactive for more than 12 months.

17.3 For Breach: If there is a breach of any term or condition of this Agreement on the part of the Subscriber, forthwith by notice in writing stating the nature of breach ("**LR Notice of Breach**"). In any dispute of termination of agreement arising out of a LR Notice of Breach, the Land Registry may, in addition or in substitution, rely on any other breach of this Agreement in fact committed by the Subscriber before or after the issue of such notice notwithstanding that breach was not stated in the LR Notice of Breach.

18. The Subscriber may terminate this Agreement at any time by giving not less than 30 days' notice in writing to the Land Registry.

19. Termination of this Agreement pursuant to Clause 17 or 18 shall not prejudice any rights or claims which have accrued to the Land Registry against the Subscriber by reason of any other or any antecedent breach of this Agreement by the Subscriber, and vice versa. Upon termination of this Agreement, all fees paid are non-refundable, but the unused Deposit will be refunded according to Clause 10.

Restriction on Use of Product and Service Provided

20. Unless express permission or licence is given in writing by the Land Registry, the Land Registry always retains its proprietary interest and copyright in the software, data or documentation of any product or service provided by the IRIS Online Services. All products and services obtained by the Subscriber from the IRIS Online Services shall not be stored or used for any purposes other than the Subscriber's own use. The Subscriber shall not lend, lease, license or re-sell any product or service obtained from the IRIS Online Services, nor shall the Subscriber copy or transmit any such product or service for the use by any other person if such use is not forming part of the Subscriber's own use.

21. The Subscriber shall not use the IRIS Online Services or any product or service obtained thereunder for any activity which is unlawful or illegal, or which is objectionable as determined by the Land Registry absolutely. In particular, they shall not be used for any activity or purpose in violation of any provisions of the Personal Data (Privacy) Ordinance (Cap.486) ["**PDPO**"] or the Copyright Ordinance (Cap.528).

22. If the Subscriber makes access to the IRIS Online Services himself or through an user outside Hong Kong, the Subscriber shall ensure that the product or service ordered from the IRIS Online Services may be lawfully transmitted or delivered to the destination named by the Subscriber or the user, and that all necessary import/export declaration or tax procedure has already been cleared for the Subscriber, the user as well as for the sender of the product or the supplier of the service. The Subscriber shall keep the Land Registry fully indemnified and

no harm against all adverse consequences and all loss or damages arising out of any breach of this condition.

Exemption Clause

23. To the extent permitted by law, the Land Registry shall not be responsible to the Subscriber or any third party for any loss or damages, whatsoever and howsoever, arising out of or in connection with his access to the IRIS Online Services. Without limiting the generality of the foregoing statement, the Land Registry shall not be responsible for any loss or damages arising out of or in connection with the followings: -

23.1 any breakdown, suspension, non-function, mal-function, or any other fault or interruption of operation of the IRIS and its connected system, network, equipment or device;

23.2 any error, omission, inaccuracy or deficiency of data arising out of or in connection with the processing or transmission of data via the IRIS or its connected system, network, equipment or device;

23.3 any suspension or delay in execution of any order or provision of any service under the IRIS Online Services; and

23.4 any damage caused to the hardware or software of the Subscriber's network, computer, modem, telephone system, equipment or other device as a result of the Subscriber's access to the IRIS Online Services.

24. The Land Registry gives no warranty that any product or service ordered by the Subscriber shall be delivered in time or on time for any specific purpose or purposes of his need.

25. The IRIS is an electronic information system with connection to various networks provided by third parties. The Land Registry shall be under no obligation to assist any Subscriber or user to trace or locate the source of any of his complaint or alleged problem relating to the design or operation of the hardware or software of the IRIS and its connection system, network, equipment

and device, nor shall the Subscriber or user be entitled to check or inspect any of them for such or other purposes (including any litigation purposes connecting with it).

Notification of Change of Terms and Conditions

26. If the Land Registry proposes any change to this Terms and Conditions, the Land Registry shall give to the Subscriber not less than 7 days' notice to such effect. The Subscriber who continues access to the IRIS Online Services and makes order for any product or service after the expiry of such notice shall be deemed to have accepted such change by conduct and so bound by it.

Non-Assignability of Rights and Benefits

27. The Subscriber's rights and benefits under this Agreement are personal to the Subscriber and are not assignable or transferrable.

Service of Notice and Change of Particulars

28. Unless a specific mode of service is stipulated in this Agreement, any notice or document required to be given by the Land Registry to the Subscriber under this Agreement may be sent by ordinary post to the Subscriber's last known address on records, or by fax or electronic means addressed to the Subscriber's fax number or e-mail address last known on records.

29. The Subscriber shall notify the Land Registry in writing immediately upon any change of the particulars set out in Part 1 of the Subscriber's Application Form.

Applicable Language

30. All negotiation or processing of orders or transactions under the IRIS Online Services will be conducted in a medium of English or Chinese or both, and all data, characters, symbols or signals of any foreign languages entered or transmitted into the IRIS relating to the IRIS Online Services may be read and

interpreted on that basis.

31. Unless the context otherwise requires, words and expressions importing masculine gender shall be interpreted as including neuter or feminine gender and vice versa; and words and expressions in the singular shall include the plural and vice versa.

Applicable Law and Jurisdiction of Court

32. This Agreement (including any change thereof) shall be governed by and construed according to the laws of HKSAR. Any disputes between the parties arising out of this Agreement shall be submitted to the adjudication by a court or tribunal of competent jurisdiction of HKSAR.

PERSONAL INFORMATION COLLECTION STATEMENT

1. Purpose of Collection

The personal data collected in this form will be used by the Land Registry for the following purposes :-

- (a) to carry out activities relating to the provision of services by the Land Registry;
- (b) to facilitate communications; and
- (c) to produce statistics relating to the Land Registry's services.

You understand that the provision of your personal data is voluntary. If you fail to provide information as required in this form, the Land Registry may not be able to provide the requested service.

Please do NOT provide any personal data (including personal data relating to third parties) which are not specifically required to be submitted. Where information of any third party is included in this form or any document(s) filed in relation to it, the Land Registry will treat that you have obtained consent from such third party to disclose such information for the purposes above.

2. Classes of Transferees

You understand that the personal data provided in this form may be disclosed or transferred to parties relevant where such disclosure or transfer is necessary for any purposes as stated in paragraph 1 above.

3. Access to Personal Data

You understand that pursuant to Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap. 486) (“**PDPO**”), you have the right to request access to and correction of your personal data held by the Land Registry. Under PDPO, the Land Registry is entitled to charge a fee to process the said request. Any such request shall be made to the Personal Data (Privacy) Officer of the Land Registry at 28th Floor, Queensway Government Offices, 66 Queensway, Hong Kong.

LAND REGISTRY IRIS ONLINE SERVICES
 土地註冊處「綜合註冊資訊系統」網上服務

Autopay Facility for Payment of IRIS Online Services Fees
 利用自動轉賬系統繳交「綜合註冊資訊系統」網上服務費

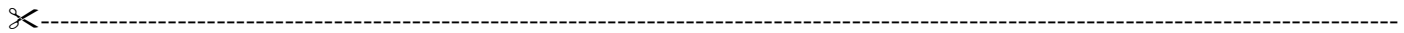
Important Notes

- (1) For payment made by direct bank debit, no receipts will be issued by the Land Registry.
- (2) IRIS Online Services Subscribers are responsible for notifying the Land Registry of any change which invalidates the direct debit authorisation.
- (3) Please complete this direct debit authorisation and return it to the Land Registry.
- (4) For enquiries on completion of the Direct Debit Authorization, please call our Customer Service Hotline at 3105 0000.

注意事項

- (1) 以銀行直接付款方式繳費，土地註冊處將不發收據。
- (2) 如有任何變更令這份直接付款授權書失效，「綜合註冊資訊系統」網上服務的登記用戶須通知土地註冊處。
- (3) 請填妥這份直接付款授權書，並交回土地註冊處。
- (4) 如有任何查詢，請致電我們的客戶服務熱線 3105 0000。

Please tear off here 請沿虛線撕下



DIRECT DEBIT AUTHORISATION 直接付款授權書

Date 日期 _____

Name of Party to be Credited (<i>The Beneficiary</i>) 收款之一方 (受益人)	Bank No. 銀行編號	Branch No. 分行編號	Account No. 賬戶號碼
THE LAND REGISTRY	0 0 4	6 0 0	8 8 0 2 1 5 0 0 1

I/We hereby authorise my/our below named Bank to effect transfers from my/our account to that of the above named beneficiary in accordance with such instructions as my/our Bank may receive from the beneficiary and/or its banker from time to time.

I/We agree that my/our Bank shall not be obliged to ascertain whether or not notice of any such transfer has been given to me/us.

I/We jointly and severally accept full responsibility for any overdraft (or increase in existing overdraft) on my/our account which may arise as a result of any such transfer(s).

I/We agree that should there be insufficient funds in my/our account to meet any transfer hereby authorised, my/our Bank shall be entitled, at its discretion, not to effect such transfer in which event the Bank may make the usual charge and that it may cancel this authorisation at any time on one week's written notice.

This authorisation shall have effect until further notice.

I/We agree that any notice of cancellation or variation of this authorisation which I/We may give to my/our Bank shall be given at least two working days prior to the date on which such cancellation/variation is to take effect.

I/We have read and understand the "Personal Information Collection Statement" printed overleaf.

本人/吾等現授權本人/吾等之下述銀行，(根據受益人或其往來銀行不時給予本人/吾等銀行之指示)自本人/吾等之賬戶內轉賬予上述受益人。

本人/吾等同意本人/吾等之銀行毋須證實該等轉賬通知是否已交予本人/吾等。

如因該等轉賬而令本人/吾等之賬戶出現透支(或令現時之透支增加)，本人/吾等願共同及各別承擔全部責任。

本人/吾等同意本人/吾等之賬戶並無足夠款項支付該等授權轉賬，本人/吾等之銀行有權不予轉賬，且銀行可收取慣常之收費，並可隨時以一星期書面通知取消。本授權書。本授權書將繼續生效直至另行通知為止。

本人/吾等同意，本人/吾等取消或更改本授權書之任何通知，須於取消/更改生效日最少兩個工作天之前交予本人/吾等之銀行。

本人/吾等已閱讀及明瞭背頁的「收集個人資料聲明」。

My/Our Bank Name and Branch 本人/吾等之銀行及分行之名稱	Bank No. 銀行編號	Branch No. 分行編號	My/Our Account No. 本人/吾等之賬戶號碼
#My/Our Name(s) recorded on Statement/Passbook 本人/吾等在結單/存摺上所記錄之名稱			Contact Tel No. 聯絡電話號碼
My/Our Address as recorded on Statement/Passbook 本人/吾等在結單/存摺上所記錄之地址			
#Name of Debtor (if other than Account Holder) 債務人之姓名 (若非賬戶持有人)	*My/Our Signature(s) 本人/吾等之簽名		
*Debtor's Reference 債務人參考			
For Bank User Only > 此欄由銀行填寫	Remarks 備註	Verified 核實簽名	

Please write in block letters. 請以正楷填寫。

* NOTES 附註 :

1. Please ensure that you sign the form in the usual way that you would sign on your Bank Account. 請確保貴戶在此授權書內之簽名，與銀行賬戶所簽者完全相同。
2. In the box marked "Debtor's Reference", the Land Registry will fill in the IRIS Online Services Subscriber Account Number. 在債務人參考欄內，土地註冊處將填寫「綜合註冊資訊系統」網上服務的登記用戶賬戶編號。

PERSONAL INFORMATION COLLECTION STATEMENT

1. Purpose of Collection

The personal data collected in this form will be used by the Land Registry for the following purposes :-

- (a) to carry out activities relating to the provision of services by the Land Registry;
- (b) to facilitate communications; and
- (c) to produce statistics relating to the Land Registry's services.

You understand that the provision of your personal data is voluntary. If you fail to provide information as required in this form, the Land Registry may not be able to provide the requested service.

Please do NOT provide any personal data (including personal data relating to third parties) which are not specifically required to be submitted. Where information of any third party is included in this form or any document(s) filed in relation to it, the Land Registry will treat that you have obtained consent from such third party to disclose such information for the purposes above.

2. Classes of Transferees

You understand that the personal data provided in this form may be disclosed or transferred to parties relevant where such disclosure or transfer is necessary for the purposes as stated in paragraph 1 above.

3. Access to Personal Data

You understand that pursuant to Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap. 486) ("PDPO"), you have the right to request access to and correction of your personal data held by the Land Registry. Under PDPO, the Land Registry is entitled to charge a fee to process the said request. Any such request shall be made to the Personal Data (Privacy) Officer of the Land Registry at 28th Floor, Queensway Government Offices, 66 Queensway, Hong Kong.

收集個人資料聲明

1. 收集目的

土地註冊處將會把本表格所收集的個人資料用於以下目的:-

- (a) 處理與提供土地註冊處服務有關的事宜；
- (b) 方便進行聯絡；以及
- (c) 製備與土地註冊處服務有關的統計資料。

你明白提供個人資料與否純屬自願。倘若你不提供本表格所要求的資料，本處可能無法提供所要求的服務。

請勿提供任何沒有明確規定必須提交的個人資料(包括關乎第三者的個人資料)。如本表格或所提交的任何與其有關的文件中包含任何第三者的資料，本處將視作你已獲該第三者同意披露該等資料，以用於上述目的。

2. 獲轉交資料人士的類別

你明白為達到上文第一段中所述明目的而有需要時，你在本表格內所提供的個人資料可能會披露或轉交予相關人士。

3. 查閱個人資料

你明白根據《個人資料(私隱)條例》(第 486 章) 第 18 和第 22 條，以及附表 1 第 6 原則，你有權要求查閱及更正本處所持有你的個人資料。根據該條例，本處有權就處理該等要求收取費用。任何該等要求可向本處的個人資料(私隱)主任提出(地址：香港金鐘道 66 號金鐘道政府合署 28 樓土地註冊處)。

LAND REGISTRY IRIS ONLINE SERVICES

HOW TO SUBSCRIBE

- (1) Customer shall complete an Application Form (LR/OLS/1) and a Direct Debit Authorization Form (LR/OLS/2) and send the completed forms together with payment for the following fees and deposit for each account to the Land Registry:

- fee for application HK\$1,000
- fee for Supplementary Login ID (HK\$500 each)
- deposit

- (2) The amount of initial deposit payable will be made with reference to the monthly search and ordering land records volume estimated by Applicant. The deposit is calculated on Applicant's 2-month usage, the minimum amount payable being HK\$500.

Example : Search / ordering land records volume per month = 200 searches / 50 orders

Fee per search / order of land record = HK\$25 / HK\$100

Deposit payable = HK\$25 × 200 (searches) × 2 (months) +
HK\$100 × 50 (orders) × 2 (months)

= HK\$20,000

- (3) The Land Registry will issue an approval letter which contains an **IRIS Online Services Subscriber Account Number, Login ID(s) and password(s)** to the successful applicant.

**FOR ENQUIRIES ON HOW TO SUBSCRIBE TO IRIS ONLINE SERVICES,
PLEASE CONTACT THE LAND REGISTRY CUSTOMER SERVICES HOTLINE
AT (852) 3105 0000**

LAND REGISTRY IRIS ONLINE SERVICES

A GUIDE TO SERVICES

I. Service Hours

- (1) For Enquiry of Search/Order Status, Subscriber Information and Online Help
Monday to Sunday (including public holidays) from 07:30 hour to 03:30 hour (next day).
- (2) For Search of Land Register, Unposted Memorial Information and Ordering Land Records
Monday to Sunday (including public holidays) from 07:30 hour to 02:30 hour (next day).

II. Services Provided

- (1) Search of Land Register
 - Information on "current" particulars or "historical and current" particulars of a property including documents pending registration.
 - Nature: Plain copy and Certified copy
- (2) Search of Unposted Memorial Information
 - Documents which are lodged for registration but, for one reason or another, cannot be posted to the land register, are shown in the Unposted Memorial List with their brief information (Lot Number, Address, Memorial No., Nature of Instrument and Date of Delivery).
 - Subscribers can select to search any unposted memorial in the Unposted Memorial List. Additional information such as date of document, consideration, share of the lot, name of the lodging solicitors, etc. in respect of the selected unposted memorial will be shown.
- (3) Ordering Land Records
 - Types of Records: Imaged copies of Memorial, Government Lease, New Grant, Conditions and Block Government Lease
 - Nature: Plain copy and Certified copy
- (4) Enquiring Search / Order Status
 - Subscribers can enquire search / order status by transaction number, order number, order details, and order creation date and status.
- (5) Enquiring Subscriber Information
 - Subscribers can enquire the account balance, current statement and previous monthly statements.
- (6) Online Help
 - Online help with step by step guidance is available.

III. Delivery Methods

Users can choose the following delivery methods to receive the copies of land records:

- View by browser
- By download
- By email
- By fax
- By mail
- By collection over counters

Delivery methods may vary according to different types of land records ordered.

**FOR ENQUIRIES ON THE USE OF THE IRIS ONLINE SERVICES,
PLEASE CONTACT THE LAND REGISTRY CUSTOMER SERVICES HOTLINE
AT
TEL. NO. (852) 3105 0000**

LAND REGISTRY IRIS ONLINE SERVICES

SERVICE CHARGES TO SUBSCRIBERS

(I) SUBSCRIPTION

- Application fee for each account HK\$1,000

(II) OTHERS

(1) Deposit

- Subscribers are required to tender a non-interest bearing deposit to each subscriber's account to serve as a guarantee to the Land Registry that fees for services rendered through the IRIS Online Services can be recovered.
- The amount of initial deposit payable is calculated with reference to the search and ordering land records volume estimated by the subscribers, the minimum amount payable being HK\$500.

(2) Supplementary Login ID

- A fee of HK\$500 is payable to the Land Registry for each Supplementary Login ID requested.

(3) Search & Ordering Copies of Land Records

- The search fees payable are as prescribed in the Land Registration Fees Regulations under the Land Registration Ordinance, Chapter 128.
 - “Current” Particulars HK\$10.00 per land register
 - “Historical & Current” Particulars HK\$25.00 per land register
 - Unposted Memorial Information HK\$10.00 per memorial
- The fees for land records copies are also prescribed in the Land Registration Fees Regulations of the Land Registration Ordinance, Chapter 128.

(4) Training (Optional)

- A free copy of **IRIS ONLINE SERVICES USER GUIDE** in compact disc will be provided to the subscriber for reference.
- A demonstration and tutorial of the IRIS Online Services is available at the Land Registry's website (www.landreg.gov.hk).

(III) COMPUTER REQUIREMENT

- The cost of equipment depends on subscribers' existing facilities and their requirements.
- Please refer to Client Workstation Requirement Specifications (**LR/OLS/6**) for reference.

**FOR ENQUIRIES ON THE SERVICE CHARGES TO SUBSCRIBERS,
PLEASE CONTACT THE LAND REGISTRY CUSTOMER SERVICES HOTLINE
AT (852) 3105 0000**

Note : All charges quoted herein are at prevailing rate and are subject to revision.

LAND REGISTRY IRIS ONLINE SERVICES

CLIENT WORKSTATION REQUIREMENT SPECIFICATIONS

1. Recommended Configuration of Computer

CPU:	Intel P-III 550Mhz or above
RAM:	<ul style="list-style-type: none">▪ 128 MB (for orders delivered via fax/courier or viewing land register only);▪ 256 MB (for viewing imaged documents and colour plans - up to A3);▪ More than 256MB (for viewing of plans larger than A3)
Hard Drive:	<ul style="list-style-type: none">▪ 200 MB free for storing temporary files of search results (for browsing online);▪ More storage is required if the search results are to be kept
Operating System:	<ul style="list-style-type: none">▪ Windows 2000, Windows XP;▪ For viewing Chinese characters, traditional Chinese language should be supported by the Operating System. Chinese plug-in such as RichWin is not supported.

2. Connection

- 56Kbps dial-up connection is the minimum.
- Broadband connection (1.5Mbps or above) is recommended for downloading or browsing document images.

3. Accessories

- Modem is required if dial-up connection is used.
- Chinese input device is optional.
- Printer is optional.

4. Browser Software

- Microsoft Internet Explorer ¹ 5.5 ² or 6.0 ^{3, 4}
- 128 bits SSL enabled
- Java Plug-in version 1.5 to 1.6 (for subscribers requiring e-cert logon)

5. Other Relevant Information

- Hong Kong Supplementary Character Set (HKSCS) (<http://www.info.gov.hk/digital21/eng/hkscs/download.html>) support is required for viewing special Chinese characters commonly used in Hong Kong.
- Image Viewer (supporting JPEG and TIFF CCITT fax 3 and CCITT fax 4 compression) is required for viewing document images.
- Hongkong Post e-Cert (Personal or Organizational) is required for subscribers requiring e-cert logon.
- Fax machine is required for receiving search results by fax.
- Email software and email accounts are required for receiving search results by email.

**FOR ENQUIRIES ON TECHNICAL SUPPORT MATTERS, PLEASE CONTACT THE LAND REGISTRY
CUSTOMER SERVICES HOTLINE AT TEL. NO. (852) 3105 0000**

¹ With hotfix Q818529, Q330994, Q822925

² With Service Pack 2 and for these platforms: Windows 2000 SP4, Windows 2000 SP3

³ With Service Pack 1 and for these platforms: Windows XP SP1, Windows XP, Windows 2000 SP4, Windows 2000 SP3

⁴ With Service Pack 2 and for these platforms: Windows XP SP2

Enquiry Form for IRIS Online Services (OLS)

To: The Land Registry, Search Services Help Desk,
20/F, Queensway Government Offices, 66 Queensway, H.K.
(Fax No.: 2523 0907)

Date : _____

I Customer's Particulars

1. OLS Account Name / Customer Name : _____
2. OLS Account No. (for Subscriber Only) : _____ Login ID (optional) : _____
3. Contact Person (Mr./Miss/Mrs./Ms*) : _____ Telephone No. : _____
4. Fax No. (if any): _____ Ref. No. (optional): _____

II Payment Details (For Refund Application by Ad Hoc Users Only)

1. Payment Ref. No. (if any) : _____ Payment Transaction No.(if any) : _____
2. Payment Method : Visa (last 4 digits: _____) Mastercard (last 4 digits: _____) PPS

III Details:

1. Order Type : Search Land Register / Search Unposted Memorial Information / Order Land Document *
2. Property Address /
PRN / Document ID: _____
3. Date and Time of Order (if any) : _____
Transaction/Order*No(s) (if any) : _____
Delivery Method (if applicable) : Browser / Download / Email / Fax / Mail / Counter Collection at _____*
4. Problems:
 - Advice on how to search the land register
 - Clarification on information in the land register (please attach the register copy for our reference)
 - Unclear image / incomplete image / blank pages *
(Please attach a copy of the affected pages for our reference)
 - Wrong document (Please attach a copy of the first two pages for our reference)
 - Cannot receive the order, request for _____
 - Request for refund / replacement* (Amount of Fee claimed: HK\$ _____)
Reason : _____
 - Others : _____

I have read and understand the 'Personal Information Collection Statement' printed overleaf / attached.

* Deleted whichever is inappropriate.

tick 「✓」 whichever is appropriate.

Signature: _____

Full Name of Signatory: _____

** We will call back as soon as practicable **

PERSONAL INFORMATION COLLECTION STATEMENT

1. Purpose of Collection

The personal data collected in this form will be used by the Land Registry for the following purposes :-

- (a) to carry out activities relating to the provision of services by the Land Registry;
- (b) to facilitate communications; and
- (c) to produce statistics relating to the Land Registry's services.

You understand that the provision of your personal data is voluntary. If you fail to provide information as required in this form, the Land Registry may not be able to provide the requested service.

Please do NOT provide any personal data (including personal data relating to third parties) which are not specifically required to be submitted. Where information of any third party is included in this form or any document(s) filed in relation to it, the Land Registry will treat that you have obtained consent from such third party to disclose such information for the purposes above.

2. Classes of Transferees

You understand that the personal data provided in this form may be disclosed or transferred to parties relevant where such disclosure or transfer is necessary for any purposes as stated in paragraph 1 above.

3. Access to Personal Data

You understand that pursuant to Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap. 486) (“**PDPO**”), you have the right to request access to and correction of your personal data held by the Land Registry. Under PDPO, the Land Registry is entitled to charge a fee to process the said request. Any such request shall be made to the Personal Data (Privacy) Officer of the Land Registry at 28th Floor, Queensway Government Offices, 66 Queensway, Hong Kong.