

**MEMORIAL of an instrument to be registered in the Land Registry  
under the Land Registration Ordinance**

依據土地註冊條例在土地註冊處註冊的文書之註冊摘要



Solicitors Code of lodging firm 交付文書律師行的律師代號	Please tick the appropriate box 請選擇合適方格					Other (please specify) 其他 (請註明) \$
	Registration Fee 註冊費用	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	\$210	\$230	\$450	\$1000	\$2000	
Nature and object of the instrument 文書的性質及目的						

Premises affected by the instrument 受文書影響的處所	Property Reference Number (if any) 物業參考編號(如有的話)
	Address (if applicable; including the address in the Chinese language, if known) 地址 (如適用, 包括所知悉的中文地址)
	Undivided Shares (if any) 所佔的不分割份數(如有的話)
	Lot Number(s) 地段編號

For Reference Only

Date of instrument 文書日期	Day 日 / Month 月 / Year 年	Consideration 代價		
Names of parties (including the names in the Chinese language, if known) 各方的姓名或名稱(包括所知悉的中文姓名或名稱)	In case of change of ownership, please specify Identification Numbers of parties (Identity Card No./Travel Document No./Company No./etc.) 如涉及業權轉變, 請註明各方的身分識別號碼(身分證號碼、旅行證件號碼、公司編號等)	Status of parties (Assignor/Assignee/etc.) 各方的身分(出讓人、受讓人等)	Respective shares in, and capacities in relation to, the premises 各方在處所的各別份數和身分	
Memorial number (including district code identifier, if applicable) of transaction satisfied 被償付的文書之註冊摘要編號 (包括地區標識代號, 如適用)		Stamp Office Instrument Reference No. 印花稅署文書編號	Stamp Duty 印花稅 \$	

On this.....day of.....20.....I (name).....  
 於 20.....年.....月.....日, 本人 (姓名).....  
 of (name of solicitors firm)..... Hong Kong, Solicitor  
 為 (律師行名稱)..... 的香港律師  
 hereby certify that the foregoing Memorial contains a just and true account of the several particulars therein set forth as required by the Land Registration Regulations.  
 在此核實上述註冊摘要, 是錄載其內所列各項詳情的確當真實敘述, 以符合《土地註冊規例》的規定。

## Remarks 備註

- (1) Registration of an instrument under the Land Registration Ordinance shall be effected by delivering into the Land Registry such instrument together with a memorial thereof in the form specified and provided by the Land Registrar and by compliance with the Ordinance and subsidiary legislation. 根據《土地註冊條例》(“該條例”)進行的文書註冊，須依照下述的規定達成：將該文書連同該文書的註冊摘要，以土地註冊處處長所指明和提供的表格交付土地註冊處，並須符合該條例及附屬法例的規定。
- (2) The purposes of the land records are to prevent secret and fraudulent conveyances, and to provide means whereby the titles to real and immovable property may be easily traced and ascertained. Any information, including personal data, contained in instruments and memorials lodged for registration will appear in the public land registers kept by the Land Registry. All documents are open for public search and inspection. Please ensure that all practicable steps are taken to comply with Principle 1(3) in Schedule 1 of the Personal Data (Privacy) Ordinance by informing the data subjects that upon registration of documents in the Land Registry the personal data contained therein will become open to public search and inspection. 土地紀錄的用途是防止秘密及有欺詐成分的物業轉易，以及提供容易追溯和確定土地財產及不動產業權的方法。交付註冊的文書和註冊摘要內載的任何資料，包括個人資料都會顯示在土地註冊處備存的公眾土地登記冊內。所有文件都公開給市民查閱。請確保採取所有切實可行的措施，以符合《個人資料(私隱)條例》附表1第1原則第3項的規定，即告知資料當事人文件一經在土地註冊處註冊，文件內載的個人資料即可公開供市民查閱。
- (3) Please specify in the memorial the solicitors code of the solicitor/solicitors firm by whom the instrument was delivered. The Land Registry will return the instrument to the solicitor/solicitors firm concerned in accordance with the code. 請在註冊摘要註明交付文書的律師/律師行的律師代號，土地註冊處會根據代號把文書交還有關的律師/律師行。
- (4) Address should include the name of the street and the number of the premises. 地址應包括街道名稱及物業門牌號數。
- (5) For plan that is larger than A3 size, please attach a copy to the memorial. 如圖則大於 A3 尺寸，請把圖則副本附於註冊摘要。
- (6) If space is insufficient, please show particulars with references on a separate sheet stapled onto this form. 如不夠空位填寫詳情，請另頁填寫並註明參照資料，然後把附頁與本表格釘在一起。