

Land Registry

土地註冊處

Personal Data Holding/Access/Correction* Request Form

要求持有 / 查閱 / 改正個人資料表格

Requestor's Personal Particulars 申請人的個人資料

Name 姓名	Mr./Mrs./Miss/Ms 先生 / 太太 / 小姐 / 女士 *
Hong Kong Identity Card No. 香港身分證號碼	
Office/Home Address 辦事處 / 住所地址	
Office/ Home Telephone No. 辦事處/住所電話號碼	
Fax No. 傳真號碼	

*Please delete as appropriate 請刪去不適用者

Personal data to which the request relates 與要求有關的個人資料

(attach additional sheets if necessary 如有需要,可另頁書寫)

Name & HKID No. of Data Subject 資料當事人的姓名和香港身分證號碼 (if different from that of requestor 如資料當事人並非提出要求者):
Details of Request 所提出要求的詳情:

Signature 簽署: _____

Date 日期: _____

Please refer to the explanatory notes overleaf for completing this form.

請參考背頁的填寫表格註釋。

Notes :

1. The information provided will be used for processing data holding/access/correction requests. The provision of personal data for processing this request is voluntary. However, if you do not provide sufficient information, we may not be able to process your request.
2. Please direct your request by mail to the Personal Data Privacy Officer of the Department at 28/F, Queensway Government Offices, 66 Queensway, Hong Kong or by fax at no. 25960281.
3. A charge may be made for data access requests, reflecting the costs of reproducing the records concerned. The Department will advise you in advance of any such charge to be levied.
4. If the request is made by an individual other than the data subject, an authorization letter signed by the data subject, as well as copies of the data subject's HKID card and the requestor's HKID card, should be enclosed with this request form.
5. You may be asked to provide additional information to help us process your request.

註釋：

1. 在本表格填寫的資料，將用作處理你要求持有/查閱/改正資料的申請。就這項要求提供個人資料屬自願性質，但假如你提供的資料不夠詳盡，我們未必能夠處理你的要求。
2. 請以郵寄方式把你的要求送交香港金鐘道66號金鐘道政府合署28樓土地註冊處的個人資料(私隱)主任，或以傳真方式(傳真號碼2596 0281)送遞。
3. 你須就查閱資料的要求繳交費用，金額為複製有關紀錄的成本，你會預早獲知收費金額。
4. 要求如非由資料當事人提出，則本表格應連同資料當事人簽署的授權書，以及資料當事人和提出要求者的香港身份證副本一併提交。
5. 我們可能要求你提供補充資料，協助我們處理有關要求。