

THE LAND REGISTRY
Application for Owner's Properties Information Check

The Land Registrar,

Application made by an individual owner

- I, _____ (name of applicant), hereby apply for information on properties currently registered in my name solely or jointly with others as owner(s) in the Land Registry records. I enclose a copy of my * Hong Kong Identity Card / identity document.

Application made by a person on behalf of an individual owner See Explanatory Note 4

- I, _____ (name of applicant), hereby apply for information on properties currently registered in the name of _____ (name of the individual owner) solely or jointly with others as owner(s) in the Land Registry records. I enclose a copy of the * Hong Kong Identity Card / identity document of the individual owner and the relevant supporting document(s).

Application made by a person on behalf of a corporate owner See Explanatory Note 5

- I, _____ (name of applicant), hereby apply for information on properties currently registered in the name of _____ (name of the corporate owner) solely or jointly with others as owner(s) in the Land Registry records. I enclose a copy of the certificate of incorporation / registration of the corporate owner and the relevant supporting document(s).

Application made by a person for information on properties currently registered in the name of a deceased person as owner See Explanatory Note 6

- I, _____ (name of applicant), hereby apply for information on properties currently registered in the name of _____ (name of the deceased person) solely or jointly with others as owner(s) in the Land Registry records. I enclose a copy of the * Hong Kong Identity Card / identity document of the deceased person and the relevant supporting document(s).

I understand and agree that the information to be provided by the Land Registry will be subject to the following terms and conditions:-

- (1) The property search will be conducted by checking against the Land Registry records collected, maintained and compiled from documents presented to the Land Registry mainly by private solicitors or government departments for registration purposes. Any particulars of an instrument not registered will not be reflected in the property search and the property search may not be exhaustive or error-free. I undertake not to claim against the Land Registrar for any loss/damages arising from or incidental to or otherwise incurred or suffered by me as a result of relying on or making use of the information supplied by the Land Registry.
- (2) The information is supplied for reference only and its accuracy may need to be verified by me by conducting further land searches, or by examining the original conveyancing documents normally kept by the property owner, or through other means. I fully understand that the Land Registry does not accept any liability arising from the supply of the information.
- (3) The original conveyancing documents are the best evidence of title. Without examining these documents, there may be title problems no matter what the Land Registry records may show.
- (4) I shall pay in advance to the Land Registry the fee for checking its records and compiling the

information for me. The fee payable is HK\$1,000 per owner's name against which records are to be checked.

- (5) To avoid infringing on the privacy of other property owners, the Land Registry will only release to me information on properties registered under a name that can be positively identified to be * the individual owner / the corporate owner / the deceased person.
- (6) The information on properties with registered owner's name that is identical to the name of * the individual owner / the deceased person but with different or no Hong Kong Identity Card number / identity document number shown in the relevant documents registered in the Land Registry will not be disclosed to me as this may infringe on the privacy of the individual concerned who cannot be positively identified to be the same person as * the individual owner / the deceased person.
- (7) The fee paid will not be refunded even if the application is rejected by the Land Registry or withdrawn by me, or if no property is found to be registered under the name of * the individual owner / the corporate owner / the deceased person, or if no information can be released to me.

(Delete whichever is inappropriate.)*

I have read and understand the attached "Explanatory Notes" and "Notes About Your Personal Data".

Name of Applicant : _____ Signature of Applicant : _____

Hong Kong Identity Card No. / Identity Document (please specify) No. : _____

Address : _____

Tel. No. : _____ Date : _____

Other Information:

For Official Use Only

Fee paid : _____

Application received and checked by : _____

Date : _____

Reply sent by : _____

Date : _____

Remarks :

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Explanatory Notes

1. If an applicant is desirous of obtaining the information and subject to compliance with the requirements set out herein, the Land Registry will check its records collected, maintained and compiled from documents presented to the Land Registry mainly by private solicitors or government departments for registration purposes and prepare a list of properties registered under the name of the individual owner / the corporate owner / the deceased person on payment of a fee. The applicant will only be provided with information on properties under the name of the individual owner / the corporate owner / the deceased person. Documentary proof of the identity of the applicant is required.
2. The original conveyancing documents, normally kept by the property owner, are the best evidence of title. Without examining these documents, there may be title problem no matter what the Land Registry records may show.
3. If the applicant wishes to be provided with information on properties registered under the alias of the individual owner / the deceased person, he/she is required to produce the relevant identity document to support the application.
4. Under section 18(1) of the Personal Data (Privacy) Ordinance (Cap. 486) ("the PDPO"), a "relevant person" may make a data request on behalf of an individual. Under Section 2(1) of the PDPO, a "relevant person" in relation to that individual means (a) where the individual is a minor, a person who has parental responsibility for the minor; (b) where the individual is incapable of managing his/her own affairs, a person who has been appointed by the court to manage those affairs; or (c) in any other case, a person authorized in writing by the individual to make a data access request on behalf of the individual. An applicant who makes an application on behalf of an individual owner will need to be qualified as a "relevant person" defined under section 2(1) of the PDPO and will be required to produce documentary proof of the same to the satisfaction of the Land Registrar before his/her application can be entertained. An applicant under item (a) in the definition of "relevant person" will be required to produce documents to prove that he/she is a parent of the minor or has parental responsibility for the minor together with a copy of the Hong Kong Identity Card / identity document of the minor. An applicant under item (b) in the definition of "relevant person" will be required to produce a sealed copy / certified copy of the court order appointing him/her to manage the affairs of the incapable person together with a copy of the Hong Kong Identity Card / identity document of the incapable person. An applicant under item (c) in the definition of "relevant person" will be required to produce a properly executed authorization document (Annex I) together with a copy of the Hong Kong Identity Card / identity document of the individual owner and a statutory declaration that he/she has been so authorized (Annex II). In case of doubt, the Land Registrar will not provide the information as this may infringe on the privacy of the individual concerned.

5. An applicant who claims to be authorized by a corporate owner to obtain information on properties registered under the name of the corporate owner will be required to prove his/her authorization to the satisfaction of the Land Registrar before his/her application can be entertained. The applicant will be required to produce the certificate of incorporation / registration of the corporate owner and a properly executed authorization document (Annex III). In case of doubt, the Land Registrar will not provide the information.
6. An applicant who intends to apply for information on properties currently registered in the name of a deceased person will be required to produce the Hong Kong Identity Card / identity document and death certificate of the deceased person, documentary proof of his/her capacity (being the deceased person's spouse, parent, son/daughter, grandparent, grandchild, personal representative or intending personal representative) to make the application and such other documents as may be required by the Land Registrar before his/her application can be entertained. The applicant in the capacity of the deceased person's intending personal representative is also required to produce a statutory declaration that he/she is entitled to take out the representation in respect of the deceased person's estate (Annex IV). In case of doubt, the Land Registrar will not provide the information.
7. The application should normally be processed and completed within 30 days after receiving the application and the application fee. If processing of the application cannot be completed within this period or the Land Registry decides not to proceed with the application, the applicant will be notified within the same 30-day period.
8. The applicant should submit the application to the Customer Centre of the Land Registry on 19th Floor, Queensway Government Offices or any one of the New Territories search offices in person.
9. The applicant should submit an application form, duly completed and signed, and produce his/her Hong Kong Identity Card / identity document for checking by the Land Registry staff. An applicant who makes an application on behalf of another individual owner / a corporate owner or for information on properties currently registered in the name of a deceased person as owner should refer to paragraphs 4 - 6 for the supporting documents required to be submitted with the application.
10. The fee payable for checking the records and compiling the property list must be settled before the search is carried out by the Land Registry. The fee payable is HK\$1,000 per owner's name. The fee paid will not be refunded even if the application is rejected by the Land Registry or withdrawn by the applicant, or if no property is found to be registered under the name of the individual owner / the corporate owner / the deceased person, or if no information could be released to the applicant.

For enquiries, please contact the Land Registry staff at the Customer Centre on 19th Floor, Queensway Government Offices or any one of the New Territories search offices or call the Customer Service Hotline at 3105 0000.

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**Authorization
(by an individual owner)**

I, _____ (name of the individual owner), holder of * Hong Kong Identity Card No. / Identity Document (please specify) No. _____, hereby authorize _____ (name of the authorized person), holder of * Hong Kong Identity Card No. / Identity Document (please specify) No. _____, to make an application to the Land Registry for information on properties currently registered in my name solely or jointly with others as owner(s).

Signature of the individual owner

Dated the _____ day of _____

(Delete whichever is inappropriate.)*

Application for Owner's Properties Information Check

**Authorization
(by a corporate owner)**

We, _____ (name of the corporate owner), hereby authorize _____ (name of the authorized person), holder of * Hong Kong Identity Card No. / Identity Document (please specify) No. _____, to make an application to the Land Registry for information on properties currently registered in the name of the said _____ (name of the corporate owner) solely or jointly with others as owner(s).

Chop and authorized signature(s)
of the corporate owner

Dated the day of

(Delete whichever is inappropriate.)*

NOTES ABOUT YOUR PERSONAL DATA

The phrase “personal data” used in this Notes shall have the same meaning as from time to time defined in the Personal Data (Privacy) Ordinance (Cap. 486) (“PDPO”).

1. Purpose of Collection

The personal data provided in this form will be used by the Land Registry for one/more of the following purposes:

- (a) to carry out activities relating to the provision of services by the Land Registry; and
- (b) to facilitate communications between you and the Land Registry.

You understand that the personal data provided in this form is voluntary. If you fail to provide sufficient information, the Land Registry may not be able to provide the requested service.

2. Classes of Transferees

You understand that the personal data provided in this form may be transferred to other government departments, bureaux and relevant organizations for any purposes as may be required, authorized or permitted by law.

3. Right of Access

You understand that pursuant to sections 18 and 22 and Principle 6 of Schedule 1 of PDPO, you have the right to request access to and correction of your personal data. Under PDPO, the Land Registry is entitled to charge a reasonable 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.