

THE LAND REGISTRY

Application for Owner's Properties Information Check

The Land Registrar,

Application made by the data subject

- I _____(name of applicant) hereby apply for the supply of information on properties currently owned by me solely [or jointly with other persons] as shown in the Land Registry records. I enclose a copy of my Hong Kong Identity Card.

Application made by a person authorized by the data subject ^{See Note 4}

- I _____(name of applicant), am authorized by _____(name of the data subject) to obtain information on properties currently owned by * him / her solely [or jointly with other persons] as shown in the Land Registry records. For proof of my authorization, I enclose a copy of the Hong Kong Identity Card of the authorizing person and the relevant authorization document.

Application made by a person authorized by a limited company ^{See Note 5}

- I _____(name of applicant), am authorized by _____(name of limited company) to obtain information on properties currently owned by the company solely [or jointly with others] as shown in the Land Registry records. For proof of my authorization, I enclose a copy of the company's certificate of incorporation / registration and the relevant authorization document.

I understand that the information to be provided by you will be subject to the following limitations:-

- (1) The information will be obtained by checking an index of records collected, maintained and compiled from documents presented to the Land Registry by private solicitors or government departments for other purposes. It may therefore 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 making use of the information.
- (2) I understand that 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) I understand that the original conveyancing documents are the best evidence of title. Without these documents, there may be title problems no matter what the Land Registry records may show.
- (4) I agree to pay in advance to the Land Registry the fee for checking its records and compiling

the information for me. I understand that the fee payable is HK\$1,000 per name against which records are to be checked.

- (5) I understand that to avoid infringing on the privacy of other individuals, the Land Registry can only release to me information on properties registered under a name that could be positively identified to be * myself / the authorizing person.
- (6) I understand and agree that information on properties with registered owner's name that is identical to * mine / the authorizing person but with different or no Hong Kong Identity Card number 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 * myself / the authorizing person.
- (7) I understand that the fee paid will not be refunded even if no property is found to be registered under * my name / the name of the authorizing person / the name of limited company or if no information could be released to me.

(* Delete whichever is inappropriate)

I have read and understand the attached Explanatory Notes.

Name of Applicant: _____ Signature of Applicant : _____

Hong Kong Identity Card No. : _____ Date : _____

Address: _____

Tel. No. : _____

Other Information

For Official use only

Fee Paid : _____

Application checked and received by : _____

Date : _____

Reply sent by : _____

Date : _____

Remarks :

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Explanatory Notes

1. Land Registry records are neither collected nor maintained for the purpose of providing to an applicant information on properties registered under his name. If an applicant is desirous of obtaining the information, the Land Registry is prepared to check its index of records collected, maintained and compiled from documents presented to the Land Registry by private solicitors or government departments for other purposes and prepare a list of properties registered under his name for him on payment of a fee. **The applicant is only entitled to information on properties under his own name.** Documentary proof of his identity is required.
2. The original conveyancing documents, normally kept by the property owner, are the best evidence of title. If he does not have the original conveyancing documents, there may be title problem no matter what the Land Registry record may show.
3. If the applicant wishes to be provided with information on properties registered under his alias, he is required to produce the relevant identity document to prove that he is the person he claims to be.
4. Under Section 18(1) of the Personal Data (Privacy) Ordinance (Cap. 486) ("the PDPO"), a "relevant person" may obtain information on properties registered under an individual's name. 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 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 claims to be a "relevant person" will be required to prove his claim to the satisfaction of the Land Registrar before his application can be entertained. The applicant will normally be required to produce a properly executed authorization document with a copy of the Hong Kong Identity Card of the authorizing person. The applicant is also required to produce a statutory declaration that he has been so authorized. 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 company to obtain information on properties registered under that company's name will be required to prove his claim to the satisfaction of the Land Registrar before his application can be entertained. The applicant will normally be required to produce a copy of the company's certificate of

incorporation / registration and a properly executed authorization document. In case of doubt, the Land Registrar will not provide the information.

6. The application should normally be processed and completed within 40 days after receiving the application. If processing of the application cannot be completed within this period or the Land Registry has valid grounds to refuse to produce the required information, notification of such matter will be given to the applicant within the same 40 days period.
7. The applicant should submit the application to our Customer Centre on 19/F at Queensway Government Offices or any one of New Territories search offices.
8. The applicant should submit an application form, duly completed and signed, with his Hong Kong Identity Card for checking by the Registry staff prior to accepting the application. If the applicant wished to submit an application on behalf of someone else, please refer to paragraph 4 for details.
9. A corporate application should complete the application form in the name of the company. The application should be submitted by a duly authorized person, with proof of his identity and the authorization with a copy of the company's certificate of incorporation / registration.
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 name.

If you have questions over the above, please contact our staff at Customer Centre on 19/F at Queensway Government Offices, any one of New Territories search offices direct or our Customer Service Hotline at 3105 0000.