

To : DBM
(Attn. : AO/MA)

Application for Refund of Post-IRIS Registration Fee

Requesting Party : _____
(Solicitors Firm)

Address : _____

Tel No. : _____ Contact Person : _____

Receipt No. : _____

Lodgement Batch No. : _____

Memorial No. : _____ Date of Delivery : _____

Nature of Instrument : _____

Premises Affected : _____

Excess Amount of Registration Fee Claimed : _____

Reason of Refund :

- The firm can produce a letter from the Inland Revenue Department certifying the value of the premises affected are below \$750,000, hence, a lesser amount of registration fee should have been charged.
- According to the Land Registration Fees Regulation Schedule, a lesser amount of registration fee should have been charged to the subject instrument.
- The instrument was subsequently not presented for registration though the registration fee of which has been paid.
- Others _____

Supporting Document(s) : _____
(if any)

Received & Checked by : _____ Date : _____

Recommended by : _____ Date : _____
(LRE/LRO II/LRO I*/)

Note : Before filling in this form, please note the "Notes about Personal Data" printed at the back of this form.

* Delete as appropriate

關於個人資料的說明

1. 在不損害第 2 段的原則下，土地註冊處會使用你在本表格所提供的個人資料作下列用途：
 - (a) 處理與土地註冊處提供服務有關的事務；
 - (b) 方便你與本處聯絡；及
 - (c) 制備與土地註冊處服務有關的統計資料。
2. 土地註冊處可向香港特區政府任何決策局、代理機構及部門或香港特區任何公共機構披露你在本表格所提供的個人資料，以作上文第 1 段所列的用途或《個人資料(私隱)條例》(第 486 章)《私隱條例》不禁止的任何其他用途。
3. 根據《私隱條例》第 18 及 22 條及附表 1 第 6 原則的規定，你有權查閱及改正你的個人資料。你的查閱資料權包括索取在本表格所提供的個人資料及其後對該表格內載的個人資料作出修訂或更正的通知書的副本。根據《私隱條例》的規定，本處有權就處理任何查閱資料的要求收取合理費用。
4. 本說明所述的‘個人資料’與《私隱條例》不時界定的‘個人資料’的定義相同。如果資料當事人是在世的人士或《私隱條例》適用的其他人士或法律實體，土地註冊處才須受本說明所載的個人資料政策及安排約束。
5. 有關透過本表格所收集的個人資料，包括要求查閱或改正資料的查詢，請與土地註冊處保障個人資料(私隱)主任聯絡，地址為香港金鐘道 66 號金鐘道政府合署 28 樓土地註冊處。

NOTES ABOUT PERSONAL DATA

1. Without prejudice to Paragraph 2, the personal data provided by you 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 communication between you and the Land Registry; and
 - (c) to produce statistics relating to the Land Registry's services.
2. The personal data provided by you in this form may be disclosed to any government bureau, agency and department of Hong Kong Special Administrative Region ["HKSAR"] or any public authority of HKSAR for the purposes mentioned in Paragraph 1 above or any other purposes not prohibited under the Personal Data (Privacy) Ordinance (Cap.486) ["PDPO"].
3. You have a right of access and correction with respect to your personal data according to Sections 18 and 22 and Principle 6 of Schedule 1 of the PDPO. Your right of access includes the right to obtain copy of the personal data provided in this form and its subsequent notice of amendment or correction. In accordance with the provisions of the PDPO the Land Registry has the right to charge a reasonable fee for the processing of any data access request.
4. The phrase 'personal data' used in this Notes shall have the same meaning as from time to time defined in the PDPO. The Land Registry shall be bound by the personal data policy and arrangements as stated in this Notes only if the data subject is a living person or such other person or legal entity to which the PDPO applies.
5. Enquiries concerning the personal data collected by means of this form including any request for access or correction shall be addressed to the Personal Data (Privacy) Officer of The Land Registry, 28th Floor, Queensway Government Offices, 66 Queensway, Hong Kong.