

土地註冊處 — 申請退回查冊票
The Land Registry - Application for Refund of Search Ticket

填寫此表格前，請注意印於背頁「關於個人資料的說明」。

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

本人申請退回查冊票。

I apply for refund of search tickets.

抬頭人姓名 Name of Payee #:

電話 Tel #:

地址 Address #:

簽署 Signature #:

註： 1. 申請人應以正楷填寫這部分。

Notes: Applicant should complete this section in BLOCK letter.

2. 退款支票會在三星期內以郵遞方式寄出。

Refund cheque will be sent by post within three weeks.

茲證明收妥下列作廢/不適用的查冊票：

This is to acknowledge the receipt of the following obsolete/unused search ticket(s):

查冊表格 Form No.	編號 Serial No.	面值 Face Value (\$)	數量 Quantity	金額 Amount (\$)
總額 Total				

組別 Section:

檔案編號 Reference:

電話 Tel:

日期 Date:

土地註冊處處長

(代行)

for Land Registrar

你填寫的個人資料只作申請退回作廢/不適用查冊票之用。

The personal data provided will only be used for the purpose of application for refund of obsolete/unused search ticket(s).

正本 Original : 交回財務部 To FSD

副本 I Duplicate : 交回申請人 To Applicant

副本 II Triplicate : 由所屬辦事處保存 Office Copy

關於個人資料的說明

- 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：
 - 處理與土地註冊處提供服務有關的事務；
 - 方便你與本處聯絡；及
 - 制備與土地註冊處服務有關的統計資料。
- 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。
- 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。
- 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。
- 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

- 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:-
 - to carry out activities relating to the provision of services by the Land Registry;
 - to facilitate communication between you and the Land Registry; and
 - to produce statistics relating to the Land Registry's services.
- 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"].
- 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.
- 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.
- 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.