

土地註冊處  
THE LAND REGISTRY

查閱土地文件正本申請表  
Application for Inspection of Original Land Documents

第一部分 **Part One** (由申請人填寫 *To be completed by the applicant*):

1. 客戶名稱  
Customer Name: \_\_\_\_\_
2. 聯絡電話  
Contact Telephone No.: \_\_\_\_\_
3. 查閱土地文件類別 Document Type :  
\*政府租契 Government Lease / 批地條件 Conditions / 新批土地契約 New Grant /  
集體政府租契 Block Government Lease
4. 地段類別 Lot Type : \_\_\_\_\_ 地段號碼 Lot No. : \_\_\_\_\_  
\*Conditions / New Grant No. \_\_\_\_\_
5. 地區代號 District Code : \_\_\_\_\_  
UB=市區 Urban, TW=荃灣 Tsuen Wan, YL=元朗 Yuen Long, ST=沙田 Shatin, SK=西貢 Sai Kung, TM=屯門 Tuen Mun, IS=離島 Islands, TP=大埔 Tai Po and N=北區 North

日期及時間 Date & Time: \_\_\_\_\_

第二部分 **Part Two** (由查冊辦事處填寫 *To be completed by Search Office*):

\*閣下的申請已傳真至位於沙田的土地註冊處檔案室。該處職員會直接聯絡閣下。

\*Your application has been faxed to the Land Registry Archive located at Sha Tin for processing and the staff will contact you direct.

簽署 Signature: \_\_\_\_\_

負責人員 Officer Name: \_\_\_\_\_

日期及時間 Date & Time: \_\_\_\_\_

Note: (1) 此項服務祇在土地註冊處檔案室提供 This service is only available at Land Registry Archive.  
(Address: Sha Tin Government Offices, Room 901, 9/F, No. 1 Sheung Wo Che Road, Sha Tin. 沙田上禾輦路  
1號沙田政府合署9樓901室。服務時間 Service Hours : 9 a m – 12:30 p m 和 and 2 p m – 5 p m )  
(2) \*請刪去不適用者 Please delete as inappropriate