

**Land Registry**  
**土地註冊處**

**Data Correction Request Form**  
**要求改正資料表格**

*(In accordance with section 22(1) of the Personal Data (Privacy) Ordinance (Cap 486), where a data subject has been provided with a copy of his/her personal data after making a data access request and he/she considers that the data are inaccurate, he/she may make a request that the data user make the necessary correction to the data.)*

*(根據《個人資料(私隱)條例》(第 486 章)第 22(1)條，資料當事人在獲得資料使用者依從查閱資料要求而提供其個人資料的複本後，如認為該資料不準確，可提出要資料使用者對該資料作出所需的改正的要求。)*

**I. Particulars of the Data Subject making this data correction request**  
**提出改正資料要求的資料當事人的詳情**

Name in English 英文姓名		Name in Chinese (if any) 中文姓名(如有的話)	
Hong Kong Identity Card Number 香港身分證/ Other Identification Document Number 其他身分證明文件號碼			
Correspondence Address 通訊地址			
Day-time Contact Phone Number 日間聯絡電話號碼			

**II. Particulars of the Requestor (This part must be completed if this request is made by a Requestor other than the Data Subject)**  
**提出要求者的詳情 (如提出要求者並非資料當事人，必須填寫這部分)**

Name in English 英文姓名		Name in Chinese (if any) 中文姓名(如有的話)	
Hong Kong Identity Card Number 香港身分證/ Other Identification Document Number 其他身分證明文件號碼			
Correspondence Address 通訊地址			
Day-time Contact Phone Number 日間聯絡電話號碼			

**III. Personal data to which the request relates (attach additional sheets if necessary)**

**與改正資料要求有關的個人資料 (如有需要，可另頁書寫)**

Details of Request 改正資料要求的詳情：

Signature 簽署：

Date 日期：

**Notes 附註：**

1. The information provided will be used for processing data correction requests. The provision of personal data for processing this request is voluntary. However, if you do not provide sufficient information, we may not be able to process your request.  
在本表格提供的資料將用作處理你的改正資料要求。為處理有關要求而提供個人資料純屬自願，但如果提供的資料不足，本處未必能處理你的要求。
2. Please direct your request by mail to the Personal Data Privacy Officer of the Land Registry at 28/F, Queensway Government Offices, 66 Queensway, Hong Kong or by fax at no. 2596 0281. For application sent in by post, please ensure that sufficient postage is paid to avoid unsuccessful delivery of application. Any underpaid mails will be handled by the Hongkong Post and the Land Registry will not settle the relevant surcharge payments for underpaid mails.  
請以郵寄(地址：香港金鐘道 66 號金鐘道政府合署 28 樓)或傳真(號碼 2596 0281)方式，把本表格交予土地註冊處保障個人資料(私隱)主任。如以郵遞方式寄交本表格，請確保為郵件支付足夠郵資，以免申請未能成功送達本處。郵資不足的郵件會由香港郵政處理，本處不會代為繳付欠款及附加費。
3. If the request is made by an individual other than the data subject, an authorisation letter signed by the data subject (in form and content satisfactory to the Land Registry) with information/documentary evidence provided on proof of the identity of the data subject and proof of the requestor's status as a relevant person should be enclosed.  
有關要求如非由資料當事人提出，則應於本表格夾附資料當事人簽署的授權書(採用土地註冊處滿意的格式和內容)，以及能證實資料當事人的身分和提出要求者是相關人士的資料／證明文件。
4. You may be asked to provide additional information to help us process your request.  
本處可能要求你提供補充資料，以協助處理有關要求。