

THE LAND REGISTRY
Application for Owner's Properties Information Check

The Land Registrar,

Application made by an individual owner

I, _____ (name of applicant), hereby apply for information on properties currently registered in my name solely or jointly with others as owner(s) in the Land Registry records. I enclose a copy of my *Hong Kong Identity Card / identity document.

Application made by a person on behalf of an individual owner See Explanatory Note 4

I, _____ (name of applicant), hereby apply for information on properties currently registered in the name of _____ (name of the individual owner) solely or jointly with others as owner(s) in the Land Registry records. I enclose a copy of the * Hong Kong Identity Card / identity document of the individual owner and the relevant supporting document(s).

Application made by a person on behalf of a corporate owner See Explanatory Note 5

I, _____ (name of applicant), hereby apply for information on properties currently registered in the name of _____ (name of the corporate owner) solely or jointly with others as owner(s) in the Land Registry records. I enclose a copy of the certificate of incorporation / registration of the corporate owner and the relevant supporting document(s).

Application made by a person for information on properties currently registered in the name of a deceased person as owner See Explanatory Note 6

I, _____ (name of applicant), hereby apply for information on properties currently registered in the name of _____ (name of the deceased person) solely or jointly with others as owner(s) in the Land Registry records. I enclose a copy of the* Hong Kong Identity Card / identity document of the deceased person and the relevant supporting document(s).

I understand and agree that the information to be provided by the Land Registry will be subject to the following terms and conditions:-

- (1) The property search will be conducted by checking against the Land Registry records collected, maintained and compiled from documents presented to the Land Registry mainly by private solicitors or government departments for registration purposes. Any particulars of an instrument not registered will not be reflected in the property search and the property search may 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 relying on or making use of the information supplied by the Land Registry.
- (2) 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) The original conveyancing documents are the best evidence of title. Without examining these documents, there may be title problems no matter what the Land Registry records may show.

- (4) I shall pay in advance to the Land Registry the fee for checking its records and compiling the information for me. The fee payable is HK\$1,400 per owner's name against which records are to be checked.
- (5) The information on properties with registered owner's name that is identical to the name of * the individual owner / the corporate owner / the deceased person but with different or no identification document number shown in the relevant documents registered in the Land Registry will not be disclosed to me.
- (6) The fee paid will not be refunded even if the application is rejected by the Land Registry or withdrawn by me, or if no property is found to be registered under the name of * the individual owner / the corporate owner / the deceased person, or if no information can be released to me.

(* Delete whichever is inappropriate.)

I have read and understand the attached "Explanatory Notes" and "Personal Information Collection Statement" and also confirm that all information provided is true and correct.

Name of Applicant : _____ Signature of Applicant : _____

Hong Kong Identity Card No. / Identity Document (please specify) No. : _____

Address : _____

Tel. No. : _____ Date : _____

Other Information:

For Official Use Only Fee paid : _____

Application received and checked by : _____ Date : _____

Reply sent by : _____ Date : _____

Remarks :

Application for Owner's Properties Information Check

Explanatory Notes

1. If an applicant is desirous of obtaining the information and subject to compliance with the requirements set out herein, the Land Registry will check its records collected, maintained and compiled from documents presented to the Land Registry mainly by private solicitors or government departments for registration purposes and prepare a list of properties registered under the name of the individual owner / the corporate owner / the deceased person on payment of a fee. The applicant will only be provided with information on properties under the name of the individual owner / the corporate owner / the deceased person that can be positively identified to be the individual owner / the corporate owner / the deceased person under search with reference to the identification document number provided. Documentary proof of the identity of the applicant is required.
2. The original conveyancing documents, normally kept by the property owner, are the best evidence of title. Without examining these documents, there may be title problem no matter what the Land Registry records may show.
3. If the applicant wishes to be provided with information on properties registered under the alias of the individual owner / the deceased person, he/she is required to produce the relevant identity document to support the application.
4. Under section 18(1) of the Personal Data (Privacy) Ordinance (Cap. 486) ("the PDPO"), a "relevant person" may make a data request on behalf of an individual. Under Sections 2(1) and 17A 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/her 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 makes an application on behalf of an individual owner will need to be qualified as a "relevant person" defined under sections 2(1) and 17A of the PDPO and will be required to produce documentary proof of the same to the satisfaction of the Land Registrar before his/her application can be entertained. An applicant under item (a) in the definition of "relevant person" will be required to produce documents to prove that he/she is a parent of the minor or has parental responsibility for the minor together with a copy of the Hong Kong Identity Card / identity document of the minor. An applicant under item (b) in the definition of "relevant person" will be required to produce a sealed copy / certified copy of the court order appointing him/her to manage the affairs of the incapable person together with a copy of the Hong Kong Identity Card / identity document of the incapable person. An applicant under item (c) in the definition of "relevant person" will be required to produce a properly executed authorization document (Annex I) together with a copy of the Hong Kong Identity Card / identity document of the individual owner and a statutory declaration that he/she has been so authorized (Annex II). 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 corporate owner to obtain information on properties registered under the name of the corporate owner will be required to prove his/her authorization to the satisfaction of the Land Registrar before his/her application can be entertained. The applicant will be required to produce the certificate of incorporation / registration of the corporate owner together with a properly executed authorization document (Annex III) and a statutory declaration that he/she has been so authorized (Annex IV). In case of doubt, the Land Registrar will not provide the information.
6. An applicant who intends to apply for information on properties currently registered in the name of a deceased person will be required to produce the Hong Kong Identity Card / identity document and death certificate of the deceased person, documentary proof of his/her capacity (being the deceased person's spouse, parent, son/daughter, grandparent, grandchild, personal representative or intending personal representative) to make the application and such other documents as may be required by the Land Registrar before his/her application can be entertained. The applicant in the capacity of the deceased person's intending personal representative is also required to produce a statutory declaration that he/she is entitled to take out the representation in respect of the deceased person's estate (Annex V). In case of doubt, the Land Registrar will not provide the information.
7. The application should normally be processed and completed within 30 days after receiving the application and the application fee. If processing of the application cannot be completed within this period or the Land Registry decides not to proceed with the application, the applicant will be notified within the same 30-day period.
8. The applicant should submit the application to the Customer Centre of the Land Registry on 19th Floor, Queensway Government Offices or any one of the New Territories search offices in person.
9. The applicant should submit an application form, duly completed and signed, and produce his/her Hong Kong Identity Card / identity document for checking by the Land Registry staff. An applicant who makes an application on behalf of another individual owner / a corporate owner or for information on properties currently registered in the name of a deceased person as owner should refer to paragraphs 4 - 6 for the supporting documents required to be submitted with the application.
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\$1,400 per owner's name. The fee paid will not be refunded even if the application is rejected by the Land Registry or withdrawn by the applicant, or if no property is found to be registered under the name of the individual owner / the corporate owner / the deceased person, or if no information could be released to the applicant.

11. Prior to 3 January 1995, owners' identification numbers were not required to be included in the memorials although they might be recorded in the instruments and therefore the identification numbers of owners registered before 3 January 1995 might not be recorded in the Integrated Registration Information System (IRIS) database.
12. Owners' names in Chinese were not captured and stored until the implementation of the IRIS on 12 February 2005. Application for information on properties registered under the Chinese name of the individual owner / the corporate owner / the deceased person may not be able to retrieve the ownership information for those instruments registered before 12 February 2005.

For enquiries, please contact the Land Registry staff at the Customer Centre on 19th Floor, Queensway Government Offices or any one of the New Territories search offices or call the Customer Service Hotline at 3105 0000.

It is an offence under the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong) to offer any advantages (e.g. money, gift, etc.) to an employee of the Land Registry as an inducement to or reward for facilitating or expediting the processing of application in connection with the OPIC service.

Application for Owner's Properties Information Check

**Authorization
(by an individual owner)**

I, _____ (name of the individual owner), holder of * Hong Kong Identity Card No. / Identity Document (please specify) No. _____, hereby authorize _____ (name of the authorized person), holder of * Hong Kong Identity Card No. / Identity Document (please specify) No. _____, to make an application to the Land Registry for information on properties currently registered in my name solely or jointly with others as owner(s).

I acknowledge that the Land Registry shall not be responsible for any claims, liabilities, loss and damages which may arise from the misuse or unauthorized disclosure of the information obtained by the authorized person from the Land Registry.

Signature of the individual owner

Dated the _____ day of _____

(* Delete whichever is inappropriate.)

Application for Owner's Properties Information Check

**Statutory Declaration
(by a person authorized by an individual owner)**

I, _____ (name of the declarant) of

_____ (address),
solemnly and sincerely declare that I have been authorized by _____
(name of the individual owner), holder of * Hong Kong Identity Card No. / Identity
Document (please specify) No. _____, in writing to make an application
to the Land Registry for information on properties currently registered in the
name of the said _____ (name of the individual owner) solely or
jointly with others as owner(s).

And I make this solemn declaration conscientiously believing the same to be true and by virtue
of the Oaths and Declarations Ordinance (Cap. 11).

Signature of the declarant

Declared at the Land Registry in Hong Kong
on this _____ day of _____

Before me,

()
Commissioner for Oaths

(* Delete whichever is inappropriate.)

Application for Owner's Properties Information Check

**Authorization
(by a corporate owner)**

We, _____ (name of the corporate owner),
hereby authorize _____ (name of the authorized
person), holder of * Hong Kong Identity Card No. / Identity Document (please specify)
No. _____, to make an application to the Land
Registry for information on properties currently registered in the name of the said
_____ (name of the corporate owner)
solely or jointly with others as owner(s).

We acknowledge that the Land Registry shall not be responsible for any claims, liabilities, loss
and damages which may arise from the misuse or unauthorized disclosure of the information
obtained by the authorized person from the Land Registry.

Chop and authorized signature(s)
of the corporate owner

Dated the _____ day of _____

(* Delete whichever is inappropriate.)

Application for Owner's Properties Information Check

**Statutory Declaration
(by a person authorized by a corporate owner)**

I, _____ (name of the declarant) of

_____ (address),

solemnly and sincerely declare that I have been authorized by

_____ (name of the corporate owner) in writing to make an application to the Land Registry for information on properties currently registered in the name of the said

_____ (name of the corporate owner) solely or jointly with others as owner(s).

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Ordinance (Cap. 11).

Signature of the declarant

Declared at the Land Registry in Hong Kong
on this _____ day of _____

Before me,

()

Commissioner for Oaths

(* Delete whichever is inappropriate.)

Application for Owner's Properties Information Check

**Statutory Declaration
(by the intending personal representative of a deceased person)**

I, _____ (name of the declarant) of

_____ (address),
solemnly and sincerely declare that I am the intending personal representative of
_____ (name of the deceased person) who
was holder of * Hong Kong Identity Card No. / Identity Document (please specify)
No. _____. I intend to make an application to the Land
Registry for information on properties currently registered in the name of the said
_____ (name of the
deceased person) solely or jointly with others as owner(s) and I declare that I am entitled to
take out the representation in respect of the deceased person's estate.

And I make this solemn declaration conscientiously believing the same to be true and by
virtue of the Oaths and Declarations Ordinance (Cap. 11).

Declared at the Land Registry in Hong Kong
on this _____ day of _____

Signature of the declarant

Before me,

()
Commissioner for Oaths

(* Delete whichever is inappropriate.)

PERSONAL INFORMATION COLLECTION STATEMENT

1. Purpose of Collection

The personal data collected 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; and
- (b) to facilitate communication.

You understand that the provision of your personal data is voluntary. If you fail to provide information as required in this form, the Land Registry may not be able to provide the requested service.

Please do NOT provide any personal data (including personal data relating to third parties) which are not specifically required to be submitted. Where information of any third party is included in this form or any document(s) filed in relation to it, the Land Registry will treat that you have obtained consent from such third party to disclose such information for the purposes stated above.

2. Classes of Transferees

You understand that the personal data provided in this form may be disclosed or transferred to relevant parties where such disclosure or transfer is necessary for the purposes as stated in paragraph 1 above.

3. Access to Personal Data

You understand that pursuant to Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap. 486) (“PDPO”), you have the right to request access to and correction of your personal data held by the Land Registry. Under the PDPO, the Land Registry is entitled to charge a fee to process the said request. Any such request shall be made to the Personal Data (Privacy) Officer of the Land Registry, 28th Floor, Queensway Government Offices, 66 Queensway, Hong Kong.