



THE LAND REGISTRY

APPLICATION FOR SUBSCRIPTION TO THE PROPERTY ALERT

Part A **Subscriber's Particulars**

Subscriber's Name (English) : _____

[Note (i)] (Chinese) : _____

*HKID Card No./Company Registration No./

Other identification document (please specify) No. [Note (ii) & (xv)] : _____

Type and document number of additional identity proof : _____
(please specify) [Note (iii) & (iv)]

Postal Correspondence Address : _____

Contact Telephone No. : _____ Fax No. (optional) : _____

Contact Person (*Mr/Ms) : _____
(optional)

Part B **Service Details** (Please put an "X" in the appropriate box.)

1. Type of Subscriber

New Applicant

Current Subscriber (Account No. : _____ - _____ - EAL)

2. Type of Subscription

New Application / New Order [Note (iii)]

Service Renewal [Note (iv)]

(Current Order No. : EAL _____) (Verification Code [Note (v)] : _____)

3. Subscription Period & Subscription Fee

(a) For New Application / New Order (fee per land register)

One-off Subscription (HK\$580) [Note (vi)] 24 months (HK\$250)

(b) For Service Renewal (fee per land register)

24 months (HK\$160)

4. Subscription Service Starting Date : From _____ / _____ / _____ (DD/MM/YYYY)

5. See Additional Order Sheet No(s). [Note (vii)] : _____ to _____ attached

6. Language for email [Note (viii)] : English Chinese

7. To consolidate Property Alert notifications [Note (ix)] : Yes No

8. **GRAND TOTAL of Subscription Fees Payable : HK\$** _____

9. Payment Method [Note (x) to (xii)]

Cash *Cheque/Bank Draft (No. _____) EPS MasterCard VISA

* Delete whichever is inappropriate.

Part C Application Delivery Method ^[Note (iii) & (iv)] (Please put an “X” in the appropriate box.)

- In Person
 By Post/Courier Service

Part D Subscription Details ^[Note (vii)]

1. Property Reference Number(s) (PRN(s)) of the land register(s) being selected. (Please use Additional Order Sheet if necessary) ^[Note (xiii)]
2. **Property Alert Email Address:**
Email address for receiving Property Alert notifications and correspondence from the Land Registry ^[Note (xiv)]
3. Email address for receiving a reminder of Property Alert notifications (optional) : ^[Note (xiv)]

Part E Declaration

1. (For individual owner) I, _____ (name of the individual owner), confirm that I am the current owner as shown on the land register(s) maintained by the Land Registry as specified in Part D of this application form and (where applicable) Part C of the attached Additional Order Sheet(s).
2. (For corporate owner) We confirm that _____ (name of the corporate owner) is the current owner as shown on the land register(s) maintained by the Land Registry as specified in Part D of this application form and (where applicable) Part C of the attached Additional Order Sheet(s).
3. (For new application / new order)
I/We enclose a copy of the Hong Kong Identity Card / Certificate of Incorporation / identification document and (where applicable) an additional identity proof stated in Part A above. ^[Note (xv)]
4. (For application submitted by the Subscriber’s authorized representative)
I/We hereby authorize _____ (name of the authorized representative) to submit this application form for me/us. The completed authorization form duly signed by me/us is attached to this application form. ^[Note (iii)]
5. I/We have read and understand the “Terms and Conditions for Subscription to the Property Alert” (LR/EAL/1 (T&C) of 01/2019 Edition) and agree to be bound by it.
6. I/We have read and understand the “Personal Information Collection Statement” (LR/EAL/1 (PICS) of 01/2019 Edition) and agree to be bound by it.
7. I/We understand that for testing of the validity of the given email address(es) and as a privacy protection measure, upon approval of my/our application by the Land Registry, a verification email will be sent to the Property Alert Email Address(es) given in Part D of this application form and (where applicable) Part C of the attached Additional Order Sheet(s). If I/we do not receive the verification email(s) within 3 calendar days from the date of the payment receipt issued for this application, I/we should immediately notify the Land Registry in writing by email, by fax or by post quoting the relevant PRN or the Subscriber’s account number for a double-check.
8. By providing the email address(es) in Part D of this application form and (where applicable) Part C of the attached Additional Order Sheet(s), I/we acknowledge and consent to that the notice, information or data to be delivered by the Land Registry under the Property Alert may be disclosed to the email account holder(s) of such email address(es) and that the Land Registry may act on the assumption that they are for my/our own use.
9. I/We confirm that all information provided by me/us in this application form and (where applicable) the attached Additional Order Sheet(s) is true and correct.
10. I/We hereby apply for subscription to the Property Alert in respect of the land register(s) specified in Part D of this application form and (where applicable) Part C of the attached Additional Order Sheet(s). I/We understand that if my/our application is unsuccessful, the subscription fee(s) paid as specified in Part B above will be refunded to me/us without interest.

(For individual owner)

Subscriber's Signature : _____
Full Name of Subscriber : _____ Date of Application : _____
(in block letters)

(For corporate owner)

Signature(s) of Subscriber's Director(s) and Company Chop : _____
Full Name(s) of the Director(s) : _____ Date of Application : _____
(in block letters)

Notes:

- (i) The Subscriber must be the current owner of the property as shown on the land register maintained by the Land Registry. If there is any discrepancy in the name between the proof of identity and the land register concerned, additional supporting document is required to be produced to our satisfaction.
- (ii) If the identification document number provided is different from that contained in the registered instrument under which the Subscriber acquired the property concerned, additional supporting document is required to be produced to our satisfaction.
- (iii) **(For new application/new order)** You can submit the application in person or **by post/courier service**.
For application in person, please visit our Customer Centre on 19/F, Queensway Government Offices or any of our New Territories Search Offices and produce your identification document for verification to our satisfaction. If the application is submitted by a representative, your representative is required to produce his/her identification document for our verification together with an authorization form marked Annex II (for individual owner)/Annex III (for corporate owner) duly signed by you. Your representative is also required to make a statutory declaration marked Annex IV (for authorization by an individual owner)/Annex V (for authorization by a corporate owner) to support your application.
For application by post/courier service, please submit your application together with copy of your identification document and an additional document for identity proof to our Customer Centre on 19/F Queensway Government Offices or any of our New Territories Search Offices. Examples of the additional document for identity proof may include travel documents issued by the HKSAR Government, foreign passports or travel documents issued by foreign competent authorities, Business Registration Certificate (*for corporate owner*); utilities bill, Demand for Rates and/or Government Rent, tax return and bank statement; etc. As for other types of identity proofs, they shall be considered on a case-by-case basis. **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.**
- (iv) **(For service renewal)** Application for renewal of subscription must be made in the same form used for new application (Form LR/EAL/1 (AF) of 01/2019 Edition) and delivered to the Land Registry not less than 7 calendar days before the expiry of the current subscription period.
 - (a) Your application can either be submitted in person or by post/courier service together with copy of your identification document and an additional document for identity proof according to the same procedure applicable to a new application/new order as stated in Note (iii) above.
 - (b) If you have a Verification Code mentioned in Note (v) below and a correct and valid Verification Code is provided in this application form, your application can be sent in by post/courier service or through personal delivery by your representative, in which case the requirement of production of identification document, additional identity proof, authorization form and statutory declaration as stated in Note (iii) above is dispensed with. 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.
 - (c) If an incorrect or invalid Verification Code is given in this application form, it will be rejected and you will be notified to submit a fresh application. Request for checking accuracy or correction of a wrong code number given in this application form will not be entertained.
- (v) Since the launch of the e-Alert Service in July 2015, the subscriber had been given an option to apply for a unique Verification Code relating to his Subscriber's Account to enable him to make application by post or courier service for service renewal or change of particulars. With effect from 28 January 2019, the subscribers will no longer be given the option to apply for a Verification Code and no new Verification Code will be issued. If you are a current subscriber and

a Verification Code has been assigned to you, you may continue to use the Verification code in making application for service renewal or change of particulars and you shall take all possible measures to prevent abuse or leakage of the Verification Code, and shall bear the risk of all adverse consequences due to any abuse or leakage.

- (vi) The One-off Subscription is valid as long as there is no change of property ownership and service renewal is not required.
- (vii) If you wish to make subscription for more than one land register, you should complete and sign Additional Order Sheet(s) marked Annex I for additional land register(s) and attach it/them to this application form.
- (viii) Upon approval of your application by the Land Registry, the option you have chosen (e.g. language for email) will be applied to all orders under your subscriber's account. Any request for changes during the subscription period should be made by submitting an application for change of particulars (Form LR/EAL/2 of 01/2019 Edition) to the Land Registry.
- (ix) If you have selected more than one land register and designated the same email address for receiving Property Alert notifications and correspondence from the Land Registry, you have an option to consolidate all Property Alert notifications and correspondence of the same type issued on the same day relating to these land registers in one email notification.
- (x) For application delivered by post/courier service, you may make payment by crossed cheque or bank draft. Do NOT send cash by post/courier service.
- (xi) For payment by crossed cheque or bank draft, it should be made payable to "The Government of the Hong Kong SAR" or "The Land Registry".
- (xii) For payment by personal cheque, the service may only be provided after the cheque is cleared and the subscription fee is actually received in full by the Land Registry, which normally takes about 3 working days.
- (xiii) The PRN is available from the land register. It will also be displayed after inputting the address/lot information in the electronic directory installed at the Information Counter of our Customer Centre, or the "Search Land Register" screen of the self-service terminals installed at our Customer Centre and the New Territories Search Offices, or the "Search Land Register" screen of the IRIS Online Services at www.iris.gov.hk.
- (xiv) (a) You are required to provide only one Property Alert Email Address in Part D of this application form and (where applicable) Part C of the attached Additional Order Sheet(s) for each land register being selected. If there is more than one selected land register, the several Property Alert Email Addresses provided by you for those land registers may be same or different.
 (b) You may provide an additional email address for receiving a reminder of Property Alert notifications for each land register being selected, but such reminder will be issued only at the sole discretion of the Land Registry without any legal obligation to do so.
- (xv) Provision of a copy of proof of identity and (where applicable) an additional identity proof is/are required for every new application or new order. Such copy(ies) will be destroyed after expiry of the subscription period.

Enquiry Hotline : 3105 0000

FOR OFFICE USE ONLY

Approved By	:	(Name) _____ (Post) _____	Approval Date : _____
Account No.	:	_____ - _____ - EAL	
Account Name	:	_____	
Submission Method	:	*In Person by Subscriber/Subscriber's Representative (CC/TPSO/TWSO/YLSO) / By Post/Courier Service	
Order No.	:	EAL _____	(*New Application / New Order / Service Renewal)
Subscription Period	:	From _____ To _____	(_____ Months) or From _____ (One-off Subscription)
Order No.	:	EAL _____	(*New Application / New Order / Service Renewal)
Subscription Period	:	From _____ To _____	(_____ Months) or From _____ (One-off Subscription)
Order No.	:	EAL _____	(*New Application / New Order / Service Renewal)
Subscription Period	:	From _____ To _____	(_____ Months) or From _____ (One-off Subscription)

* Delete whichever is inappropriate.



THE LAND REGISTRY

APPLICATION FOR SUBSCRIPTION TO THE PROPERTY ALERT (Additional Order Sheet)

(To be attached to and form part of the application form)

Additional Sheet No. _____

Part A **Subscriber's Particulars**

Subscriber's Name (English) : _____
(Chinese) : _____

Part B **Service Details** (Please put an "X" in the appropriate box.)

1. Type of Subscription

- New Application / New Order
- Service Renewal (Current Order No. : EAL _____)

2. Subscription Period & Subscription Fee

(a) For New Application / New Order (fee per land register)

- One-off Subscription (HK\$580)^[Note (vi)] 24 months (HK\$250)

(b) For Service Renewal (fee per land register)

- 24 months (HK\$160)

3. Subscription Service Starting Date : From _____ / _____ / _____ (DD/MM/YYYY)

Part C **Subscription Details**

1. Property Reference Number(s) (PRN(s)) of the land register(s) being selected : _____
2. **Property Alert Email Address:**
Email address for receiving Property Alert notifications and correspondence from the Land Registry : _____
3. Email address for receiving a reminder of Property Alert notifications (optional) : _____

(For individual owner)

Subscriber's Signature : _____
Full Name of Subscriber : _____ Date of Application : _____
(in block letters)

(For corporate owner)

Signature(s) of Subscriber's Director(s) and Company Chop : _____
Full Name(s) of the Director(s) : _____ Date of Application : _____
(in block letters)

(Please fill in Additional Order Sheet(s) for additional land register(s) you wish to subscribe under this application.)