



THE LAND REGISTRY

PROPERTY ALERT - APPLICATION FOR CHANGE OF PARTICULARS

Part A Particulars of Subscriber's Account

Account No. : _____ - _____ - EAL

Account Name : _____

Verification Code ^[Note (i)(a)&(b) & (ii)] : _____

*HKID Card No./Company Registration No./
Other identification document (*please specify*) : _____
No. ^[Note (i) & (iii)]

Type and Document No. of the additional : _____
identity proof ^[Note (i)(c)]

Intended Date of Change ^[Note (iv)] : Starting from _____ / _____ / _____ (DD/MM/YYYY)

Part B Change of Particulars

(Please put an "X" in the appropriate box and (where applicable) fill in the new particulars that are intended to replace the existing particulars.)

(1) Account Information

Postal Correspondence Address : _____

Contact Telephone No. : _____

Fax No. : _____

Contact Person (*Mr/Ms) : _____

Language for Email ^[Note (v)] : English Chinese

To consolidate Property Alert notifications ^[Note (vi)] : Yes No

(2) Subscription Details ^[Note (vii)]

(Relating to Order No.: EAL _____ ; Property Reference Number (PRN): _____)

Property Alert Email Address:
Email address for receiving Property Alert notifications and correspondence : _____
from the Land Registry

Email address for receiving a reminder : _____
of Property Alert notifications ^[Note (viii)]

(3) Early Termination of Service ^[Note (vii)]

(Relating to Order No.: EAL _____ ; Property Reference Number (PRN): _____)

Reason : Change of property ownership
 Others (*please specify*) : _____

(For items (2) and (3) of Part B) (Please put an "X" in the box below if applicable.)

See Additional Change Request Sheet No(s). ^[Note (ix)] : _____ to _____ attached

* Delete whichever is inappropriate.

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

- In Person
 By Post/Courier Service

Part D Declaration

1. I/We understand that the “**Terms and Conditions for Subscription to the Property Alert**” (LR/EAL/1 (T&C) of 01/2019 Edition) now governing the existing Subscriber’s account is applicable to the change(s) to be made as requested by me/us in this application form, and I/we agree to be bound by it.

2. *(For application submitted by post/courier service without providing the Verification Code in Part A above)*

I/We enclose a copy of the Hong Kong Identity Card / Certificate of Incorporation / identification document and an additional identity proof stated in Part A above.

(For application submitted by the Subscriber’s authorized representative without providing the Verification Code in Part A above)

(a) I/We enclose a copy of the Hong Kong Identity Card / Certificate of Incorporation / identification document stated in Part A above.

(b) 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 (i)]

3. I/We have read and understand the “**Personal Information Collection Statement**” attached to this application form and agree to be bound by it. ^[Note (x)]

4. *(For change of Property Alert Email Address only)*

(a) I/We understand that for testing of the validity of the given new email address(es) and as a privacy protection measure, upon updating of the information in the computer system by the Land Registry, a verification email will be sent to both the new Property Alert Email Address and the previous one being replaced. If I/we do not receive the verification emails latest by the time of 3 calendar days after the intended date of change specified in Part A above, 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.

(b) By providing the email address(es) in Part B of this application form and (where applicable) of the attached Additional Change Request 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.

5. *(For early termination of service only)* I/We understand that as stipulated in the “Terms and Conditions for Subscription to the Property Alert” (LR/EAL/1 (T&C) of 01/2019 Edition), no refund of any part of the subscription fee will be made to me/us by the Land Registry.

6. I/We confirm that all information provided by me/us in this application form and (where applicable) the attached Additional Change Request Sheet(s) is true and correct. Please make the changes as stated in Part B of this application form and (where applicable) of the attached Additional Change Request Sheet(s).

(For individual owner)

Subscriber’s Signature : _____

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

(For corporate owner)

Signature(s) of Subscriber's
Director(s) and Company Chop : _____

Full Name(s) of the Director(s)
(in block letters) : _____ Date of Application : _____

Notes:

(i) (a) If you have a Verification Code mentioned in Note (ii) 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 (i)(c) 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.

(b) 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.

(c) 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 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 bills, 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. Upon receipt of your application by post/courier service, a verification email will be sent to your Property Alert Email Address on our record in respect of the selected land register to confirm our receipt of your application for change of particulars by post/courier. **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.**

(ii) Since the launch of the e-Alert Service in July 2015, subscribers 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, 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.

(iii) You are required to fill in the identification document number if the Verification Code is not provided in Part A of this application form. If the identification document number is different from that provided in the application form for subscription to the Property Alert, additional supporting document is required to be produced for our verification.

(iv) (a) This application form should be delivered to the Land Registry not less than 7 calendar days before the intended date of change specified in the form. The Land Registry is not obliged to act on your request for

changes before the expiry of 7 calendar days after actual receipt of this application form.

- (b) Subject to Note (iv)(c) below, if the intended date of change falls on a holiday/non-working day or amid successive holidays/non-working days of the Land Registry, the Land Registry shall have a sole discretion to effect the requested changes within 2 working days *either before or after* the intended date of change or the period of successive holidays/non-working days.
- (c) For an application for early termination of service, if the intended date of termination of service falls on a holiday/non-working day or amid successive holidays/non-working days of the Land Registry, the Land Registry shall have a sole discretion to effect the requested termination of service within 2 working days *after* the intended date of termination of service or the period of successive holidays/non-working days.
- (v) Upon updating of the information in the computer system 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.
- (vi) 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.
- (vii) If you wish to change the subscription details or terminate the service of an order, you are required to provide the Order No. and the PRN of the land register being selected.
- (viii) You may provide an 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.
- (ix) If you wish to change the subscription details or terminate the service of more than one order, you should complete and sign an Additional Change Request Sheet marked Annex I for the additional order(s) and attach it to this application form.
- (x) This application form must be returned with the "Personal Information Collection Statement" attached to it. Failure to do so may result in the rejection of your application.

Enquiry Hotline : 3105 0000

FOR OFFICE USE ONLY

Verified by : (Name) _____ (Post) _____ Date : _____
Updated by : (Name) _____ (Post) _____ Date : _____
Submission Method : *In Person by Subscriber/Subscriber's Representative (CC/TPSO/TWSO/YLSO) /
By Post/Courier Service

* *Delete whichever is inappropriate.*



THE LAND REGISTRY

**PROPERTY ALERT – APPLICATION FOR CHANGE OF PARTICULARS
(Additional Change Request Sheet)**

(To be attached to and form part of the Application for Change of Particulars)

Additional Sheet No. _____

Part A Particulars of Subscriber's Account

Account No. : _____ - _____ - EAL

Account Name : _____

Intended Date of Change : Starting from _____ / _____ / _____ (DD/MM/YYYY)

Part B Change of Particulars *(Please put an "X" in the appropriate box and (where applicable) fill in the new particulars that are intended to replace the existing particulars.)*
(1) Subscription Details

(Relating to Order No.: EAL _____ ; Property Reference Number (PRN): _____)

Property Alert Email Address:
Email address for receiving Property
Alert notifications and correspondence :
from the Land Registry

Email address for receiving a reminder :
of Property Alert notifications

(Relating to Order No.: EAL _____ ; Property Reference Number (PRN): _____)

Property Alert Email Address:
Email address for receiving Property
Alert notifications and correspondence :
from the Land Registry

Email address for receiving a reminder :
of Property Alert notifications

(2) Early Termination of Service

(Relating to Order No.: EAL _____ ; Property Reference Number (PRN): _____)

Reason : Change of property ownership
 Others (*please specify*) : _____

(Relating to Order No.: EAL _____ ; Property Reference Number (PRN): _____)

Reason : Change of property ownership
 Others (*please specify*) : _____

(For individual owner)

Subscriber's Signature : _____

Full Name of Subscriber

(*in block letters*) : _____ Date of Application : _____

(For corporate owner)

Signature(s) of Subscriber's
Director(s) and Company Chop : _____

Full Name(s) of the Director(s) (*in
block letters*) : _____ Date of Application : _____