

備存土地紀錄以供市民查閱旨在防止秘密及有欺詐成分的物業轉易，以及提供容易追溯和確定土地財產及不動產業權的方法。土地紀錄內載的資料不得用於與土地紀錄的宗旨無關之目的，使用所提供的資料須符合《個人資料（私隱）條例》的規定。

The land records are kept and made available to members of the public to prevent secret and fraudulent conveyances, and to provide means whereby the titles to real and immovable property may be easily traced and ascertained. The information contained in the land records shall not be used for purposes that are not related to the purposes of the land records. The use of information provided is subject to the provisions in the Personal Data (Privacy) Ordinance.

土地註冊處  
**THE LAND REGISTRY**

查閱批地文件正本申請表  
**Application for Inspection of Original Land Grant Documents**

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

本人已細閱並明白背頁/附屬的「收集個人資料聲明」。

I have read and understand the “Personal Information Collection Statement” printed overleaf / attached.

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 : \_\_\_\_\_

4. 地段類別

Lot Type : \_\_\_\_\_

地段號碼

Lot No. : \_\_\_\_\_

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 (由土地註冊處檔案室填寫 To be completed by Land Registry Archive):**

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.
- (2) 土地註冊處檔案室地址: 沙田上禾輦路 1 號沙田政府合署 9 樓 901 室 Land Registry Archive Address: Sha Tin Government Offices, Room 901, 9/F, No. 1 Sheung Wo Che Road, Sha Tin. 服務時間 Service Hours: 9am-12:30pm 和 and 2pm-5pm 傳真號碼 Fax No.: 2699 7732 電話號碼 Telephone No.: 2158 6434
- (3) \*請刪去不適用者 Please delete as inappropiate

## 收集個人資料聲明

### 1. 收集目的

土地註冊處將會把本表格所收集的個人資料用於以下目的:-

- (a) 處理與提供土地註冊處服務有關的事宜；
- (b) 方便進行聯絡；以及
- (c) 製備與土地註冊處服務有關的統計資料。

你明白提供個人資料與否純屬自願。倘若你不提供本表格所要求的資料，本處可能無法提供所要求的服務。

**請勿**提供任何沒有明確規定必須提交的個人資料(包括關乎第三者的個人資料)。如本表格或所提交的任何與其有關的文件中包含任何第三者的資料，本處將視作你已獲該第三者同意披露該等資料，以用於上述目的。

### 2. 獲轉交資料人士的類別

你明白為達到上文第一段中所述明目的而有需要時，你在本表格內所提供的個人資料可能會披露或轉交予相關人士。

### 3. 查閱個人資料

你明白根據《個人資料(私隱)條例》(第 486 章) 第 18 和第 22 條，以及附表 1 第 6 原則，你有權要求查閱及更正本處所持有你的個人資料。根據該條例，本處有權就處理該等要求收取費用。任何該等要求可向本處的個人資料(私隱)主任提出(地址：香港金鐘道 66 號金鐘道政府合署 28 樓土地註冊處)。

## 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;
- (b) to facilitate communications; and
- (c) to produce statistics relating to the Land Registry's services.

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 above.

### 2. Classes of Transferees

You understand that the personal data provided in this form may be disclosed or transferred to parties relevant 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 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 at 28<sup>th</sup> Floor, Queensway Government Offices, 66 Queensway, Hong Kong.