



土地註冊處 - 登記用戶資料更改表格  
The Land Registry - Change of Account Particulars Form

填妥後，請將此表格傳真(2523 0065)至土地註冊處或以簡便回郵寄回本處。  
After completion, please send this form to the Land Registry by fax (2523 0065) or by Freepost.

服務種類* Service Type*	<input type="radio"/> 「綜合註冊資訊系統」網上服務# IRIS Online Services#	<input type="radio"/> 遞交契約服務 Deeds Lodgement Services	<input type="radio"/> 電腦註冊摘要日誌/按揭註冊摘要月誌服務 MDB/MMIM Services
帳戶號碼 Account Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
帳戶名稱 Name of Account	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>更改事項 Change of Particulars (只填寫須要更新的資料 Complete only those particulars to be updated)</b>			
通訊地址 Correspondence Address	<input type="text"/>	<input type="text"/>	<input type="text"/>
電話號碼 Telephone Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
傳真號碼 Fax Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
通訊電郵地址 Email for Correspondence	<input type="text"/>	<input type="text"/>	<input type="text"/>
派遞日誌/月誌電郵地址 Email Address for Delivery of MDB/MMIM	<input type="text"/>	<input type="text"/>	<input type="text"/>
聯絡人 Name of Contact Person	<input type="text"/>	<input type="text"/>	<input type="text"/>
傳遞公司/會員編號 Courier Service Provider/Membership Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
其他 Others	<input type="text"/>	<input type="text"/>	<input type="text"/>

\* 請在適當的圓圈內加上「✓」號。Please tick the appropriate circle.

# 請勿向任何人士透露你的登入密碼。Please do not disclose your login password to any person.

本人已細閱並明白附屬的「收集個人資料聲明」。I have read and understand the "Personal Information Collection Statement" attached.

簽署及公司蓋印 Signature and Company Chop: \_\_\_\_\_

日期 Date: \_\_\_\_\_

姓名 Name: \_\_\_\_\_

電話號碼 Telephone Number: \_\_\_\_\_

(只供本處使用 For Official Use Only)					
Verified by:		Date:		Updated by:	

## 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 28th Floor, Queensway Government Offices, 66 Queensway, Hong Kong.

郵費由持牌人支付  
POSTAGE WILL BE  
PAID BY LICENSEE

土地註冊處  
客戶服務經理  
香港簡便回郵 10 號

Customer Service Manager  
The Land Registry  
Freepost No. 10  
Hong Kong

如在本港郵寄  
毋須貼上郵票  
NO POSTAGE STAMP  
NECESSARY  
IF POSTED IN  
HONG KONG