

How to Conduct Searches of Land Records?



THE LAND REGISTRY

Securing Your Property, Supporting an Open Market



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Introduction

This leaflet describes the procedures for customers to follow in conducting searches of land records and obtaining copies of land records.



Search of Land Records

Land records are kept by the Land Registry primarily for the purpose of facilitating property transactions. For every land transaction, it is important to ascertain who the registered owner of the property is and what incumbrances, if any, are registered against it. A land search will provide the searcher with the information.

At the Land Registry's Customer Centre and the New Territories Search Offices (NTSOs), customers can conduct searches of land registers and place orders for copies of land records for properties anywhere in the territory. The addresses, telephone numbers and service hours of the Customer Centre and respective NTSOs are provided in the loose-leaf on "Information of the Land Registry's Offices" attached to this leaflet. Service for inspection of original Government Leases and Block Government Leases is available by appointment.



Types of Land Records

The following land records are available for public searches:

1. Land Register

A register showing the ownership particulars of each property and any incumbrances registered against the property, e.g. Legal Charge, Agreement for Sale and Purchase, Court Order, etc.

2. Memorial

In the form specified by the Land Registrar, it contains the essential particulars of the accompanying document lodged for registration.

3. Memorial Day Book

A record of all the memorials of the relating documents lodged for registration each day with the essential particulars of each memorial.

4. Government Lease

A lease of land granted by the Government including any instrument whereby the term of a lease may be extended or the provisions thereof varied, and any agreement for a Government Lease such as New Grant, Conditions of Sale, Conditions of Grant, Conditions of Exchange, etc.

5. Block Government Lease

A lease issued for a Demarcation District/Survey District or a block of lots. It contains the lease conditions and a schedule showing the name of owner, area, class, annual rent, etc. of each lot.



Types of Searches

To search a land record is to inspect and/or obtain a copy of the land record. Depending on the mode in which the record concerned is kept, a search produces:

1. Land Register

A computer printout in A4 size containing the information in the Land Register of the property concerned.

2. Land Document

An imaged copy.

3. Land Record in Paper Form

The paper record for inspection and copying, if required.

In addition to the Land Register, customers are also advised to check the Unposted Memorial List by using the Integrated Registration Information System (IRIS) Online Services via the Internet or the self-service search terminals installed at the Customer Centre and the NTSOs to find out if there are any instruments lodged for registration but for one reason or another, entries of the same have not yet been made in the Land Register.



Modes of Searches

A. In-person Search at the Land Registry Customer Centre and NTSOs

1. Search of Land Registers and Request for Copies of Land Documents

- (1) All search counters at the Customer Centre and NTSOs provide one-stop counter search and self-service search services for land registers and copies of land documents.
- (2) Customers are required to provide the following information and other requirements e.g. plain or certified copy, coloured plan, etc. to any search counter or enter the information and requirements at a self-service search terminal:

Type of Land Record	Information to be provided
Land Register	Address/Lot Number/Property Reference Number (PRN)
Memorial/Document	Memorial Number
Government Lease/Block Government Lease	Lot Type and/or Lot Number
Conditions of Grant/	Conditions Number/
Sale/Exchange/New Grant, etc.	New Grant Number

- (3) If the requested record is found, a customer pay statement will be printed. Customers should check if the details of their request and their identification information are correctly shown on the pay statement. For counter search, customers have to produce the related identification documents for checking by the Land Registry staff and confirm/acknowledge the purposes of keeping land records, the contents of the Personal Information Collection Statement, the terms and conditions for counter search services and compliance with the Personal Data (Privacy) Ordinance (Cap. 486) by signing on the customer pay statements before payment of the search fees.
- (4) For counter search, customers may settle payment by cash / cheque / EPS / credit card (VISA or Mastercard) / Octopus / FPS. For self-service search, customers may choose payment by credit card (VISA / Mastercard / UnionPay / JCB) / PPS / Octopus / FPS. A customer payment receipt will be printed for customers' retention.

- (5) The requested record will, in most cases, be printed from the printers at the search counters and the self-service search terminals. However, in some cases, e.g. request for a certified copy, the record will be printed by printers at the back office. For the latter cases, customers will be notified of when the requested record will be available for collection. Customers will need to present the customer payment receipt for collection of the requested record.

2. Inspection of Original Land Grant Documents

The following land grant documents are available for inspection by appointment via the e-Booking Service or with our search staff at the Customer Centre or any of the NTSOs:

- Government Lease including Conditions and New Grant
- Block Government Lease

- (1) Customers are required to fill in a request form with the following information:

(a) Government Lease
Demarcation District/Survey District Number and the Lot Number of the property concerned, or Conditions Number/New Grant Number

(b) Block Government Lease
Demarcation District/Survey District Number or lot description of the Block Government Lease

- (2) If the requested record is available, customers will be informed to go to our Land Registry Archive in Sha Tin for payment and inspection. Customers may settle payment by cash / cheque / credit card (VISA or Mastercard) / Octopus / FPS. A customer payment receipt will be printed for customers' retention.

- (3) After payment, the requested record will be presented for inspection.

- (4) After inspection, customers should return the land record intact to our staff.

3. Inspection of Memorial Day Book and Request for a copy of an Entry in a Memorial Day Book

- (1) Customers can inspect any Memorial Day Book of the last 90 days and obtain copy of any entry therein through the counter search service or the self-service search terminals at the Customer Centre and NTSOs. For Memorial Day Book dated on or after 12 February 2005 and prior to the last 90 days, customers can obtain a copy of an entry at the search counters in the Customer Centre and NTSOs.
- (2) To obtain a copy of an entry in a Memorial Day Book prior to 12 February 2005, customers should go to the following offices:

Office	Related Districts
Queensway Customer Centre	Hong Kong Island, Kowloon and Islands district
Tai Po Search Office	North, Sai Kung, Sha Tin and Tai Po districts
Tsuen Wan Search Office	Tsuen Wan and Tuen Mun districts
Yuen Long Search Office	Yuen Long district

B. Online Search Services

Search services are also available through the IRIS Online Services (www.iris.gov.hk), which operates every day from 07:30 hour to 03:30 hour next day.