LAND REGISTRY IRIS ONLINE SERVICES
APPLICATION FOR SUBSCRIBER ACCOUNT

I. Particulars of Applicant

Name of Subscriber: _____

Business Address : _____

Telephone Number : _____

Fax Number : _____ E-mail: _____

*Business Registration / Passport / HKID Card /
Other Identification Document (please specify) Number: _____

Name of Contact Person: *(Mr./Miss/Mrs./Ms) _____

Business Type:

☐ 1. Accountant Firm ☐ 2. Bank ☐ 3. Finance/Investment Co.

☐ 4. Media & Publishers ☐ 5. Real Estate Developer ☐ 6. Real Estate Broker & Agent

☐ 7. Search Co. ☐ 8. Solicitors Firm ☐ 9. Surveyors Firm/Valuation Consultant

☐ 10. Public Utility ☐ 11. Quasi Government Organisation ☐ 12. Others

Bank Account for Auto-Pay :

Name of Bank: _____ Account Number: _____

Name of Account Holder : _____

Login Method: ☐ Normal Login (without Digital Certificate)

☐ Login with Digital Certificate (Hongkong Post CA e-Cert. Subscriber Reference Number: _____)

☐ Login with Digital Certificate (Digi-Sign CA ID-Cert. Subscriber Reference Number: _____)

II. Application and Mode of Payment

I/We hereby apply for an IRIS Online Services Subscriber Account.

☐ I/We enclose a *Cheque / Bank Draft Number _____ payable to "The Government of the Hong Kong Special Administrative Region" or "The Land Registry" for HK$ _____ for the following fees and deposit :-

☐ I/We pay HK$ _____ by *PPS / Faster Payment System (FPS) / Credit Card / Mobile Payment / e-Cheque (*for online submission only)*

for the following fees and deposit :-

☐ fee for application HK$1,500 ☐ # deposit HK$ _____

☐ fee for supplementary Login ID (x HK$750 each)

III. Declaration

1. I/We have read the attached "Terms and Conditions" and "Personal Information Collection Statement" relating to the IRIS Online Services and agree to be bound by them.
2. I/We understand that the land records kept by the Land Registry ("LR records") under the Land Registration Ordinance (Cap.128) contain personal data and the LR Records are kept and made available to members of the public to prevent secret and fraudulent conveyances, and to provide means whereby the title to real and immovable property may be easily traced and ascertained. I/We confirm that I/we do not intend to use and will not use the personal data contained in the LR records obtained through the IRIS Online Services in contravention of the Personal Data (Privacy) Ordinance (Cap 486), or for purposes not related to the purposes for which the LR records are kept and made available to the public.
3. I/We confirm that the data given in Section I are correct.
4. I/We understand that if my/our application is unsuccessful, all fees and deposit paid under this application will be refunded to me/us without interest.

Individual Subscriber

Subscriber's Signature: _____

Organisation Subscriber

Subscriber's Authorised Signature and Chop: _____ Title of Signatory (e.g. partner, director): _____

Full Name of Signatory: _____ Date : _____

** Delete whichever is not applicable*

☐ Please put a tick " √" inside the box where appropriate

 # Please refer to Note 2 of "How to Subscribe" (LR/OLS/3) for calculation of deposit amount

Notes:

1. Please return the completed application form to the Search Services Help Desk, Land Registry, Room 1031, 10/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong.

2. **For application sent in by post**, please do **not** enclose cash and 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.

3. Please note that the IRIS Online Services Subscriber Account is intended for frequent users and charges incurred are settled by monthly autopay. Ad hoc users can make online searches and order land documents through Internet and pay by credit card, FPS or PPS.

FOR OFFICE USE ONLY

Approved by : _____ Approval Date : _____

IRIS Online Services Subscriber Account Number : _____

IRIS Login ID : _____

IRIS Supplementary Login ID : _____

Remarks (if any): -

TERMS AND CONDITIONS
(for Subscriber of IRIS Online Services)

Services to be Provided by IRIS Online Services

1. Upon approval of the Subscriber's application by the Land Registry, there shall constitute an agreement between the Land Registry and the Subscriber (hereinafter called "**this Agreement**") that certain online services as defined in Clause 3 below (hereinafter called "**IRIS Online Services**") will be available to the Subscriber on the terms and conditions contained in this Agreement. This Agreement comprises the following documents, namely, the Subscriber's Application Form, this Terms and Conditions, and Personal Information Collection Statement.

2. The heading of each clause in this Terms and Conditions is added merely for the sake of reference. It does not affect the interpretation or construction of that clause.

3. The Subscriber may have access to the online services provided by the Land Registry's Integrated Registration Information System ("**IRIS**") through the Internet. Subject to various payments mentioned in this Agreement and compliance with all provisions in this Terms and Conditions and any other directions displayed on the screen layout, the following IRIS Online Services will be available to the Subscriber which enable him –

3.1 to view on browser the selected land registers, imaged instruments and plans, and unposted memorial information kept and maintained by the Land Registry ("**land records**");

3.2 to download or to order delivery by various means (including by fax, by post, by e-mail and counter collection) of copies of the selected land records ; and

3.3 to have other types of services from time to time announced by the Land Registry.

4. If the Subscriber needs to gain access to the IRIS Online Services through the Internet, he shall at his own costs make his own arrangements with the Internet, mobile or other telecommunication service providers for the connection and disconnection in respect of such access to the IRIS Online Services. The Subscriber shall also at his own costs make arrangement for the necessary computer hardware, software, communications link, equipment and devices as may be required for the access to the IRIS Online Services.

5. Different types of products and services provided by the IRIS Online Services may be restricted to different classes of users at the absolute discretion of the Land Registry. Subject to any change without prior notice, the daily operation and service hours of the IRIS Online Services shall be published by the Land Registry from time to time on the websites at http://www.landreg.gov.hk and http://www.iris.gov.hk. The Land Registry may from time to time prescribe different closing hours for different types of services to be a time earlier than the close of operation of the service website at http://www.iris.gov.hk in each day.

Subscriber Account, Deposit, Fee, Login ID, Password, etc.

6. Prior to the IRIS Online Services being available, the Subscriber shall -

6.1 pay the Land Registry -

6.1.1 a non-refundable application fee HK$1,500.00 in consideration of which an account ("**Subscriber Account**") will be opened and maintained by the Land Registry for the Subscriber and a login identity number relating to that Subscriber Account ("**Login ID**") will be allotted to the Subscriber pursuant to this Agreement.

6.1.2 (if applicable) additional non-refundable administrative fee of HK$750.00 for each supplementary Login ID requested by the Subscriber in relation to his Subscriber Account.

6.1.3 a non-interest bearing deposit ("**the Deposit**") at HK$500.00 or at such other minimum level of deposit as the

Land Registry may from time to time decide.

6.2 open a bank account ("**the Bank Account**") with a bank approved by the Land Registry, and submit to the Land Registry a duly signed and completed **direct debit authorisation** so as to enable the Land Registry to collect payment by auto-pay (i.e. by direct debit of the Bank Account) in respect of any fees chargeable to any Subscriber Account of the Subscriber in connection with the use of the IRIS Online Services.

7. Opening of additional Subscriber Account by the same person or company under different account name or description may be made by separate Application Form coupled with payment of the application fee, administrative fee and Deposit as stipulated in Clause 6.1.

8. Fees and charges payable on various types of services provided by the IRIS Online Services shall be at such rates from time to time published by the Land Registry on the websites at http://www.landreg.gov.hk and http://www.iris.gov.hk. All fees and charges are subject to change without prior notice.

9. Fees and charges will be charged to the Subscriber Account once the Subscriber through his user or deemed authorised user (see Clauses 13 to 15 below) has confirmed the order for service in the IRIS. All fees and charges chargeable to any product or service of the IRIS Online Services are in Hong Kong currency unless otherwise stated or shown. All transactions relating to the IRIS Online Services shall be made in Hong Kong currency.

10. The Land Registry will issue an online monthly statement to the Subscriber on each Subscriber Account setting out the types of services rendered and the service fees charged under each Login ID of that Subscriber Account in the preceding month. In the absence of fraud, the monthly statement shall be final unless any error or omission is notified by one party to the other within 14 days of the service of the statement to the Subscriber.

11. If any fees payable by the Subscriber is not fully settled by his auto-pay Bank Account, the Land Registry may immediately apply the Deposit to settle the outstanding amount without any prior notice to the Subscriber.

12. The Deposit is not transferrable or assignable except as provided in this Agreement. The Land Registry may demand additional Deposit from time to time commensurate with the quantity and value of past transactions conducted by the Subscriber. Unused balance of the Deposit will be refunded to the Subscriber without interest upon termination of this Agreement after deduction of all just claims by the Land Registry.

Login Method

13. Normal Login: If the Subscriber has selected the method of normal login (i.e. without Digital Certificate) in his Application Form, a unique password will be allotted to him for each Login ID. Access to the IRIS Online Services will be allowed only if both the unique Login ID and the password of the Subscriber Account have been keyed in. Any user who has keyed in both the unique Login ID and the password of the Subscriber Account shall be deemed to be an authorised user of the Subscriber with authority to use the IRIS Online Services chargeable to the Subscriber Account, and the Subscriber shall be liable for all acts or omissions of himself and such user for all purposes of this Agreement.

14. Login with Digital Certificate: If the Subscriber has selected the method of login with Digital Certificate in his Application Form for each Login ID, the user's identity will be verified by the Digital Certificate issued by the recognized Certification Authorities in Hong Kong under the Electronic Transactions Ordinance (Cap. 553) (currently the Postmaster General (Hongkong Post Certification Authority) and Digi-Sign Certification Services Limited) and registered with the Land Registry. Access to the IRIS Online Services will be allowed only if both the unique Login ID of the Subscriber Account and the password of the Digital Certificate have been keyed in. Any user who has keyed in both the unique Login ID of the Subscriber Account and the password of the relevant Digital Certificate shall be deemed to be an authorised user of the Subscriber with authority to use the IRIS Online Services chargeable to the Subscriber Account, and the Subscriber shall be liable for all acts or omissions of himself and such user for all purposes of this Agreement.

15. Login with iAM Smart: In addition to the Subscriber's selection to login with password or Digital Certificate, the Subscriber may choose to link a user's iAM Smart account to a Login ID of the IRIS Online Services, whereby the user's identity

will be verified with the iAM Smart Mobile App launched by the Government of the Hong Kong Special Administrative Region ("**HKSAR**"). Access to the IRIS Online Services will be allowed only if the Login ID has been linked to the user's iAM Smart account and the user's identity has been authenticated with his iAM Smart account. The supervisor Login ID of the Subscriber Account may, through IRIS, enable or disable the other Login ID(s) of the Subscriber Account to be linked to a user's iAM Smart account. Any user whose Login ID has been linked to the user's iAM Smart account and who has authenticated his identity with his iAM Smart account shall be deemed to be an authorised user of the Subscriber with authority to use the IRIS Online Services chargeable to the Subscriber Account, and the Subscriber shall be liable for all acts or omissions of himself and such user for all purposes of this Agreement.

16. The Subscriber shall take appropriate measures to protect the secrecy of the Login ID(s) and password(s) allotted by the Land Registry. The Subscriber must not allow any person to share the use of the same Login ID. If concurrent access to the IRIS Online Services with the same Login ID is detected by the IRIS, the current use or operation on the screen of all concurrent access will be stopped or cancelled or otherwise blocked immediately without any prior warning and the Land Registry shall not be held responsible for any such interruption.

17. The land records kept by the Land Registry contain personal data. For each time the Subscriber through his user or deemed authorised user logs in the Subscriber Account to access the IRIS Online Services and obtain land records (whether to be viewed on browser or downloaded or delivered by other means) that contain personal data, the Subscriber shall make and submit a confirmation statement regarding restriction on the use of personal data contained in the land records in such terms as shown on the "Personal Information Collection Statement and Customer Confirmation Statement" page of the IRIS Online Services. If the Subscriber has selected normal login as referred to in Clause 13 hereof or login with Digital Certificate as referred to in Clause 14 hereof, the user shall fill in his name and his Hong Kong Identity Card number or passport number (with the issuing country or authority). If the Subscriber has selected login with iAM Smart as referred to in Clause 15 hereof, the user shall fill in his name or authorise his iAM Smart account to provide his name to the IRIS Online Services. The user shall, as the Subscriber or on behalf of the Subscriber (if he is not the Subscriber), make and submit the confirmation statement by clicking on a "Confirm and Accept" button below the confirmation statement as shown on the "Personal Information Collection

Statement and Customer Confirmation Statement" page. It is obligatory for the user to supply the personal data as required for using the IRIS Online Services. If the information is not provided, the Land Registry may refuse the request for ordering any product or service provided by the IRIS Online Services.

Suspension of Service for Insufficient Deposit

18. If any outstanding order or request for service placed by the Subscriber remains unpaid, the Land Registry may suspend services to the Subscriber without prior notice until the Subscriber has fully settled the outstanding fees and charges and replenish the Deposit up to the minimum level of deposit currently required.

Non-refund Policy

19. The Land Registry adopts a general policy that all fees and charges paid by a Subscriber or charged to a Subscriber Account for any product or service provided under the IRIS Online Services are non-refundable. In case a user is not satisfied with the product or service, remedy is restricted to a replacement of the product or service only.

Limitation on Total Value or Quantity of Orders

20. The Land Registry may from time to time without prior notice impose a limit on the total value or the total quantity of each order or orders from a Subscriber at any one time or for any interval of time. Such limitation may be built in the IRIS without being shown on any screen layout. All orders placed by the Subscriber shall be subject to such limitation.

Suspension or Rejection of Order

21. The Land Registry may without any prior notice reject or cancel any request for order or suspend the provision of the IRIS Online Services, including but not limited to the suspension or execution of any order whenever the IRIS detects any actual or suspected automatic retrieval or downloading of data or any sign, message or signal indicating that the hardware or software of the IRIS and its connected system, network, equipment or device might be exposing to any risk of being adversely affected, disturbed or damaged, whether it is physically or

functionally, directly or indirectly, or temporarily or permanently

No Warranty on Accuracy of Information Obtained from External Sources and Used for Lot Register Searches

22. For search of land register of a lot ("lot register") which can only be identified by its lot number and which cannot be located in the IRIS by means of its street address only, the Land Registry may make use of information obtained from external sources (such as the Rating and Valuation Department) to identify the relevant lot register matching with the address as provided by you. This is entirely an extra free service provided to customers with a view to facilitating searches. The information from external sources might not be free from error or omission and the lot register thus identified might not be the one intended to be searched by you. No warranty, express or implied, is given by the Land Registry that the information from the external sources, the use of any such information by the Land Registry and the matching procedure are free from any error or omission. Before you act on a land search obtained from such matching procedure, you must check carefully against your other sources of information to ensure that the lot register identified is the one wanted by you. The Land Registry will not accept any liability or responsibility for any loss or damages, whatsoever and howsoever arising, due to any error or omission of the information obtained from external sources, or in the use of such information and the matching procedure. The Land Registry may edit the whole or any part of the existing information from external sources, or suspend the matching procedure, at any time in its absolute discretion without giving any reason or prior notice to you.

Restriction on Use of Product and Service Provided

23. Unless otherwise indicated, the software, data or documentation of any product or service provided by the IRIS Online Services or any part thereof shall be subject to the copyright and other intellectual property rights of the Government of the HKSAR. Except with the prior written consent of the Land Registry, the Subscriber shall not sell or for any gain, profit or reward, lend, lease or licence any product or service obtained by the Subscriber from the IRIS Online Services (including any data therein) or any part thereof in any form or by any means or copy or reproduce or edit any such product or service or any part thereof (including any data therein) in any form from which products may be derived for such sale, lending, leasing or licensing.

24. The Subscriber shall not use the IRIS Online Services or any product or service obtained thereunder or any part thereof for any activity which is unlawful or illegal. In particular, they shall not be used for any activity or purpose in violation of any provisions of the Personal Data (Privacy) Ordinance (Cap. 486) or the Copyright Ordinance (Cap. 528). Any attempt to manipulate the data of any product or service obtained from the IRIS Online Services or any part thereof, such as building new search keys on the land records other than those search keys provided by the IRIS Online Services, is prohibited. Breach of this term shall lead to the termination of this Agreement.

25. If the Subscriber through his user or deemed authorised user (see Clauses 13 to 15 above) makes access to the IRIS Online Services from a place outside Hong Kong, the Subscriber shall be responsible for ensuring that the product or service ordered from the IRIS Online Services may be lawfully transmitted or delivered to the destination named by the Subscriber, and that all necessary import/export declaration or tax procedure has already been cleared for the Subscriber as well as for the sender of the product or the supplier of the service. The Subscriber shall keep the Land Registry fully indemnified and no harm against all adverse consequences and all loss or damages arising out of any breach of this condition.

Exemption Clause

26. To the extent permitted by law, the Land Registry shall not be responsible to the Subscriber or any third party for any loss or damages, whatsoever and howsoever, arising out of or in connection with his access to the IRIS Online Services. Without limiting the generality of the foregoing statement, the Land Registry shall not be responsible for any loss or damages arising out of or in connection with the following: -

26.1 any breakdown, suspension, non-function, mal-function, or any other fault or interruption of operation of the IRIS and its connected system, network, equipment or device;

26.2 any error, omission, inaccuracy or deficiency of data arising out of or in connection with the processing or transmission of data via the IRIS or its connected system, network, equipment or device;

26.3 any suspension or delay in execution of any order or provision of any service under the IRIS Online Services; and

26.4 any damage caused to the hardware or software of the Subscriber's network, computer, modem, telephone system, equipment, mobile phone or other devices as a result of the Subscriber's access to the IRIS Online Services.

27. The IRIS is an electronic information system with connection to various networks provided by third parties. The Land Registry shall be under no obligation to assist any Subscriber to trace or locate the source of any of his complaint or alleged problem relating to the design or operation of the hardware or software of the IRIS and its connection system, network, equipment and device, nor shall the Subscriber be entitled to check or inspect any of them for such or other purposes (including any litigation purposes connecting with it).

28. The Land Registry gives no warranty that any product or service ordered by the Subscriber shall be delivered in time or on time for any specific purpose or purposes of his need.

Termination of Agreement

29. The Land Registry may terminate this Agreement and the IRIS Online Services to the Subscriber in any one of the following ways :-

29.1 By Notice: Without assigning any reason, by giving not less than 30 days' notice in writing to the Subscriber.

29.2 Non-active Account: By giving not less than 14 days' notice in writing if the Subscriber Account has remained inactive for more than 12 consecutive months.

29.3 For Breach: If there is a breach of any term or condition of this Agreement on the part of the Subscriber, forthwith by notice in writing stating the nature of breach (**"LR Notice of Breach**"). In any dispute of termination of agreement arising out of a LR Notice of Breach, the Land

Registry may, in addition or in substitution, rely on any other breach of this Agreement in fact committed by the Subscriber before or after the issue of such notice notwithstanding that breach was not stated in the LR Notice of Breach.

30. The Subscriber may terminate this Agreement at any time by giving not less than 30 days' notice in writing to the Land Registry.

31. Termination of this Agreement pursuant to Clause 29 or 30 shall not prejudice any rights or claims which have accrued to the Land Registry against the Subscriber by reason of any other or any antecedent breach of this Agreement by the Subscriber, and vice versa. Upon termination of this Agreement, all fees paid are non-refundable, but the unused Deposit will be refunded according to Clause 12.

Notification of Change of Terms and Conditions

32. If the Land Registry proposes any change to the terms and conditions of this Agreement, the Land Registry shall give to the Subscriber not less than 7 days' notice to such effect. The Subscriber who continues access to the IRIS Online Services and makes order for any product or service after the expiry of such notice shall be deemed to have accepted such change by conduct and so bound by it.

Non-Assignability of Rights and Benefits

33. The Subscriber's rights and benefits under this Agreement are personal to the Subscriber and are not assignable or transferrable. Nothing in this clause shall exonerate any user of the Subscriber Account from his individual liability in respect of any tort or other unlawful or illegal activities committed by him in relation to or in connection with the use of the IRIS Online Services.

Service of Notice and Change of Particulars

34. Unless a specific mode of service is stipulated in this Agreement, any notice or document required to be given by the Land Registry to the Subscriber under this Agreement may be sent by ordinary post to the Subscriber's last known address on records, or by fax or electronic means addressed to the Subscriber's fax number or e-mail address last known on records.

35. The Subscriber shall notify the Land Registry in writing immediately upon any change of the particulars set out in Part 1 of the Subscriber's Application Form.

Applicable Law and Jurisdiction of Court

36. This Agreement (including any change thereof) shall be governed by and construed according to the laws of the HKSAR. Any disputes between the parties arising out of this Agreement shall be submitted to the adjudication by a court or tribunal of competent jurisdiction of the HKSAR.

Personal Information Collection Statement

Purpose of Collection

1. The personal data collected will be used by the Land Registry for the following purposes:-

1.1 to carry out activities and the Land Registry's functions relating to the provision of services by the Land Registry;

1.2 to facilitate communications; and

1.3 to produce statistics relating to the Land Registry's services.

You understand that the provision of personal data is obligatory. If you fail to provide information as required, 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.

Disclosure of Personal Data

2. You understand that the personal data provided may be disclosed or transferred to relevant parties where such disclosure or transfer is necessary for the purposes as stated in paragraph 1 above. Such personal data may also be disclosed or transferred to law enforcement agencies as permitted under the Personal Data (Privacy) Ordinance (Cap. 486) ("PDPO").

Access to Personal Data

3. You understand that pursuant to Sections 18 and 22 and Principle 6 of

Schedule 1 to the PDPO, you have the right to request access to and correction of your personal data held by the Land Registry. The Land Registry may charge a fee to process the said request in accordance with the PDPO. 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.

LAND REGISTRY IRIS ONLINE SERVICES
土地註冊處「綜合註冊資訊系統」網上服務

Autopay Facility for Payment of IRIS Online Services Fees
利用自動轉賬系統繳交「綜合註冊資訊系統」網上服務費

Important Notes
(1) For payment made by direct bank debit, no receipts will be issued by the Land Registry.
(2) IRIS Online Services Subscribers are responsible for notifying the Land Registry of any change which invalidates the direct debit authorisation.
(3) Please complete this direct debit authorisation and return it to the Land Registry.
(4) For enquiries on completion of the Direct Debit Authorisation, please call our Customer Service Hotline at 3105 0000.

注意事項
(1) 以銀行直接付款方式繳費，土地註冊處將不發收據。
(2) 如有任何變更令這份直接付款授權書失效，「綜合註冊資訊系統」網上服務的登記用戶須通知土地註冊處。
(3) 請填妥這份直接付款授權書，並交回土地註冊處。
(4) 如有任何查詢，請致電我們的客戶服務熱線 3105 0000。

Please tear off here 請沿虛線撕下

✂----------

DIRECT DEBIT AUTHORISATION 直接付款授權書

Date 日期 _____

Name of Party to be Credited *(The Beneficiary)* 收款之一方（受益人）	Bank No.銀行編號	Branch No.分行編號	Account Number 賬戶號碼
THE LAND REGISTRY	0 0 4	6 0 0	8 8 0 2 1 5 0 0 1

I/We hereby authorise my/our below named Bank to effect transfers from my/our account to that of the above named beneficiary in accordance with such instructions as my/our Bank may receive from the beneficiary and/or its banker from time to time.
I/We agree that my/our Bank shall not be obliged to ascertain whether or not notice of any such transfer has been given to me/us.
I/We jointly and severally accept full responsibility for any overdraft (or increase in existing overdraft) on my/our account which may arise as a result of any such transfer(s).
I/We agree that should there be insufficient funds in my/our account to meet any transfer hereby authorised, my/our Bank shall be entitled, at its discretion, not to effect such transfer in which event the Bank may make the usual charge and that it may cancel this authorisation at any time on one week's written notice.
This authorisation shall have effect until further notice.
I/We agree that any notice of cancellation or variation of this authorisation which I/We may give to my/our Bank shall be given at least two working days prior to the date on which such cancellation/variation is to take effect.
I/We have read and understand the "Personal Information Collection Statement" printed overleaf.
本人/吾等現授權本人/吾等之下述銀行，（根據受益人或其往來銀行不時給予本人/吾等銀行之指示）自本人/吾等之賬戶內轉賬予上述受益人。
本人/吾等同意本人/吾等之銀行毋須證實該等轉賬通知是否已交予本人/吾等。
如因該等轉賬而令本人/吾等之賬戶出現透支（或令現時之透支增加），本人/吾等願共同及各別承擔全部責任。
本人/吾等同意本人/吾等之賬戶並無足夠款項支付該等授權轉賬，本人/吾等之銀行有權不予轉賬，且銀行可收取慣常之收費，並可隨時以一星期書面通知取消本授權書。
本授權書將繼續生效直至另行通知為止。
本人/吾等同意，本人/吾等取消或更改本授權書之任何通知，須於取消/更改生效日最少兩個工作天之前交予本人/吾等之銀行。
本人/吾等已閱讀及明瞭背頁的「收集個人資料聲明」。

My/Our Bank Name and Branch 本人/吾等之銀行及分行之名稱	Bank No.銀行編號	Branch No.分行編號	My/Our Account No.本人/吾等之賬戶號碼
#My/Our Name(s) recorded on Statement/Passbook 本人/吾等在結單/存摺上所記錄之名稱			Contact Tel No.聯絡電話號碼
My/Our Address as recorded on Statement/Passbook 本人/吾等在結單/存摺上所記錄之地址			
#Name of Debtor*(if other than Account Holder)* 債務人之姓名（若非賬戶持有人）	⌘My/Our Signature(s)本人/吾等之簽名		
⌘Debtor's Reference 債務人參考			

For Bank User Only ➢ 此欄由銀行填寫	Remarks 備註	Signature Verified 核實簽名

 # Please write in block letters. 請以正楷填寫。
⌘ *NOTES 附註 ：*
1. *Please ensure that you sign the form in the usual way that you would sign on your Bank Account. 請確保貴戶在此授權書內之簽名，與銀行賬戶所簽者完全相同。*
2. *In the box marked "Debtor's Reference", the Land Registry will fill in the IRIS Online Services Subscriber Account Number. 在債務人參考欄內，土地註冊處將填寫「綜合註冊資訊系統」網上服務的登記用戶賬戶編號。*

Land Registry
August 2018

LR/OLS/2

PERSONAL INFORMATION COLLECTION STATEMENT

Purpose of Collection

1. The personal data collected will be used by the Land Registry for the following purposes:-

1.1 to carry out activities and the Land Registry's functions relating to the provision of services by the Land Registry;
1.2 to facilitate communications; and
1.3 to produce statistics relating to the Land Registry's services.

You understand that the provision of personal data is obligatory. If you fail to provide information as required, 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.

Disclosure of Personal Data

2. You understand that the personal data provided may be disclosed or transferred to relevant parties where such disclosure or transfer is necessary for the purposes as stated in paragraph 1 above. Such personal data may also be disclosed or transferred to law enforcement agencies as permitted under the Personal Data (Privacy) Ordinance (Cap.486) ("PDPO").

Access to Personal Data

3. You understand that pursuant to Sections 18 and 22 and Principle 6 of Schedule 1 to the **PDPO**, you have the right to request access to and correction of your personal data held by the Land Registry. The Land Registry may charge a fee to process the said request in accordance with the PDPO. 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.

收集個人資料聲明

收集目的

1. 土地註冊處將會把所收集的個人資料用於以下目的:-

1.1 處理與土地註冊處提供服務有關的事宜及執行有關的職能；

1.2 方便進行聯絡；以及

1.3 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是必須的。倘若你不提供所要求的資料，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)。如於本表格或與其有關而存檔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。

個人資料的披露

2. 你明白為達到上文第一段中所述明的目的而有需要時，你所提供的個人資料可能會披露或轉交予相關人士。該等個人資料亦可能會在《個人資料(私隱)條例》(第 486 章)許可下披露或轉交予執法機關。

查閱個人資料

3. 你明白根據《個人資料(私隱)條例》(第 486 章) 第 18 和第 22 條及附表 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。本處可根據該條例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)。

IRIS ONLINE SERVICES

HOW TO SUBSCRIBE

(1) You are required to complete the application form (**LR/OLS/1**) and the direct debit authorisation form (**LR/OLS/2**) and send the completed forms together with payment for the following fees and deposit to the Land Registry:

- application fee (HK$1,500)
- fee for Supplementary Login ID (HK$750 each)
- deposit (minimum HK$500)

(2) The deposit serves as a guarantee to the Land Registry that fees of services rendered to the subscriber through the IRIS Online Services can be recovered. The amount of deposit payable is calculated based on 2 months' usage estimated by the subscriber.

Example:

Search of land register / Ordering of land document per month
= 200 land registers / 50 land documents

Deposit payable = HK$25 per land register × 200 × 2 months +
HK$100 per land document × 50 × 2 months
= HK$20,000

(3) The applicant will receive the application result via email.

(4) For enquiries, please call the Customer Service Hotline on (852) 3105 0000.

IRIS ONLINE SERVICES

A GUIDE TO SERVICES

I. Service Hours

(1) For Enquiry of Order Status / Status of Lodged Document, Search of Property Reference Number, Enquiry of Subscriber Information and Online Help
Every day from 7:30 am to 5 am the next day

(2) For Search of Land Register and Unposted Memorial List/Information and Ordering of Land Document
Every day from 7:30 am to 4 am the next day

(3) For Search of Land Register (Whole Building)
Every day from 7:30 am to 12:30 am the next day

II. Services Provided

(1) Search Land Register
- Information on "current" particulars or "historical and current" particulars of a property including documents pending registration.
- Nature: Plain copy and certified copy

(2) Search Land Register (Whole Building)
- Users can place bulk orders of land registers (e.g. all units of a building or multiple floors)
- Login with iAM Smart (or digital certificate) is required
- Nature: Plain copy
- Delivery Method: By Download (PDF format in zip file)

(3) Search Unposted Memorial List/Information
- The Unposted Memorial List contains documents which were lodged for registration but, for one reason or another, have not yet been posted to the relevant land registers with brief particulars of the documents (such as Memorial No., Lot No., address, nature of instrument and date of delivery).
- Users can select to search an unposted memorial in the Unposted Memorial List to obtain additional information (such as date of instrument, consideration, share of the lot, etc.).

(4) Order Land Document
- Types of documents: Memorial, Government Lease, New Grant, Conditions and Block Government Lease
- Nature: Plain copy and certified copy

(5) Enquire Order Status
- Users can make online enquiry on the order status by payment transaction number or order number.

(6) Enquire Status of Lodged Document
- Users can make online enquiry on the status of documents lodged for registration by Memorial No.

(7) Search Property Reference Number

- Users can obtain the Property Reference Number of a property by inputting the address or lot details of the property.

(8) Enquire Subscriber Information

- Subscribers can enquire the account balance, transaction listing and monthly statements for the past 6 months.

(9) Online Help

- Online help with step by step guidance is available.

III. Delivery Methods

Users can choose the following delivery methods to receive the land records:

- View by browser
- By download
- By email
- By fax
- By mail
- By collection at counter

Delivery methods available may vary according to the order type, nature, colouring requirement, file size, no. of pages, etc.

IRIS ONLINE SERVICES

SERVICE CHARGES TO SUBSCRIBERS

(I) SUBSCRIPTION

- Application fee HK$1,500

- Deposit
  - ✧ Subscribers are required to tender a non-interest bearing deposit to serve as a guarantee to the Land Registry that fees of services rendered through the IRIS Online Services can be recovered.
  - ✧ The amount of deposit payable is calculated based on 2 months' usage estimated by the subscriber, the minimum amount payable being HK$500.

- Fee for Supplementary Login ID HK$750 each

(II) SEARCH AND COPYING FEES

- The search and copying fees payable are prescribed in the Land Registration Fees Regulations (Cap. 128B):
  - ✧ Search Land Register - Current (Containing current particulars of a property): HK$10 per register
  - ✧ Search Land Register - Full (Containing historical and current particulars of a property): HK$25 per register
  - ✧ Search Unposted Memorial Information: HK$10 per memorial
  - ✧ Copy of Memorial and document annexed thereto: HK$100 per memorial
  - ✧ Copy of Government Lease, Conditions or New Grant: HK$120 per document

IRIS ONLINE SERVICES

CLIENT WORKSTATION REQUIREMENT SPECIFICATIONS

For desktop computer:

You can use popular operating systems and Internet browsers to access the IRIS Online Services through desktop computers. Besides, you need the following facilities:

1. Internet browser setting:
   - Latest version of Transport Layer Security (TLS) enabled
   - JavaScript and Cookies enabled

2. Image viewer (supporting JPEG and TIFF CCITT fax 3 and CCITT fax 4 compression) for viewing document images

3. For subscribers using digital certificate login method:
   - Browsers supporting Javascript Web Cryptography API
   - Hongkong Post e-Cert (Organisational or Personal) or Digi-Sign ID-Cert (Organisational or Personal)

4. For subscribers using iAM Smart login method:
   - Registered for iAM Smart account
   - Mobile device bound with subscribers' iAM Smart account

For mobile device:

You can use popular mobile devices to access the IRIS Online Services. Besides, you need the following facilities:

1. Browser software and setting:
   - Latest Apple iOS or Android
   - Latest version of Transport Layer Security (TLS) enabled
   - Support HTML5

- JavaScript and Cookies enabled

2. Image viewer app (supporting JPEG and TIFF CCITT fax 3 and CCITT fax 4 compression) for viewing document images

3. For subscribers using digital certificate login method:
   - Browsers supporting Javascript Web Cryptography API
   - Hongkong Post e-Cert (Organisational or Personal) or Digi-Sign ID-Cert (Organisational or Personal)

4. For subscribers using iAM Smart login method:
   - Registered for iAM Smart account
   - Mobile device bound with subscribers' iAM Smart account

For technical support, please call the Customer Service Hotline on (852) 3105 0000.