

**LAND REGISTRY IRIS ONLINE SERVICES  
CLOSURE OF SUBSCRIBER ACCOUNT REQUEST FORM**

**I. Particulars of Subscriber**

Account Name : \_\_\_\_\_  
Account No. : \_\_\_\_\_  
Correspondence Address : \_\_\_\_\_  
Telephone No. : \_\_\_\_\_ Fax No. (Optional): \_\_\_\_\_  
Email Address (Optional) : \_\_\_\_\_  
Name of Contact Person : \*(Mr/Miss/Mrs/Ms) \_\_\_\_\_  
Intended Date of Account Closure <sup>[Note 1]</sup> : \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (DD/MM/YYYY)

**II. Reason(s) for Closure of Subscriber Account** (Please put a “✓” in the appropriate box(es).)

- ☐ Cessation of business  
☐ Land search service no longer required  
☐ Low usage of the service  
☐ Others (Please specify) : \_\_\_\_\_

**III. Feedback on the IRIS Online Services**

Your feedback will help us to improve our service:

\_\_\_\_\_  
\_\_\_\_\_

1. I/We hereby request the Land Registry to close the subscriber account stated in Part I above.
2. I/We understand that as stipulated in the “Terms and Conditions for Subscriber of IRIS Online Services”, the unused balance of the deposit will be refunded to me/us without interest after deduction of all just claims by the Land Registry.
3. I/We have read and understand the “Personal Information Collection Statement” contained in this form and agree to be bound by it.

**(For individual subscriber)**

Subscriber's Signature  
<sup>[Note 2]</sup>: \_\_\_\_\_

**(For organisation subscriber)**

Subscriber's Authorised  
Signature and Chop <sup>[Note 2]</sup>: \_\_\_\_\_

Title of Signatory  
(e.g. partner, director): \_\_\_\_\_

Full Name of Signatory: \_\_\_\_\_ Date: \_\_\_\_\_

\* Delete whichever is inappropriate.

**Notes:**

1. Not less than 30 days' notice in writing should be given to the Land Registry for closure of subscriber account.
2. The subscriber's signature (for individual subscriber) or authorised signature and company chop (for organisation subscriber) should tally with that on the application for subscriber account.
3. The cheque for refund will be made payable to the subscriber and sent by post to the correspondence address provided in this form.
4. Please return the completed form to the Search Services Help Desk of the Land Registry in person or by post (Unit 1202, 12/F, One Kowloon, 1 Wang Yuen Street, Kowloon Bay, Kowloon), by email (csa@landreg.gov.hk) or by fax (2523 0907). You may also submit the form online (www.landreg.gov.hk/en/pforms/form.htm). For enquiry, please call the Customer Service Hotline on 3105 0000 (press 2 > 1 after selecting language).

**FOR OFFICE USE ONLY**

Verified by: _____	Date: _____
Approved by: _____	Date: _____
Remarks (if any): _____	

## **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.