|  |  |
| --- | --- |
| L:\Common\logo icon and images\LR logo.gif | **THE LAND REGISTRY** |
| **APPLICATION FOR SUBSCRIPTION TO PROPERTY ALERT** |

|  |
| --- |
| 1. **Subscriber’s Particulars** *(Please put a “✓” in the appropriate box.)*
 |
| Subscriber’s Name [Note (i)] | (English) | : |       |
|  | (Chinese) | : |       |
| Type of Subscriber  | : | [ ]  New Applicant [ ]  Current Subscriber (Account No.       -       - EAL) |
| \*HKID Card No./Company Registration No./Other identification document *(please specify)* No. [Note (ii) & (iii)] | : |  |       |
| Type and Document No. of additional identity proof [Note (iv) & (v)] | : |  |       |
| Postal Correspondence Address | : |       |
|  |  |       |
| Contact Phone No. | : |       | Contact Person *(optional)* | : |       |
|  |  |

|  |  |
| --- | --- |
| **Part B** | **Subscription Details** [Note (vi)] *(Please put a “✓” in the appropriate box.)* |
| **Subscription Details** | **Property 1** |
| 1 | Subscription Period & Fee |  |
| 1. For New Application / New Order *(fee per land register)*
 | [ ]  One-off Subscription (HK$380) [Note (vii)] [ ]  24-Month Subscription (HK$250) |
| 1. For Service Renewal [Note (v)]

*(fee per land register)* | [ ]  24 Months (HK$160)(Current Order No. : EAL       )(Verification Code :       ) |
| Subscription Service Starting Date |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| From |       | / |       | / |       | (DD/MM/YYYY) |

 |
| 2 | Address of the property [Note (viii)]1. For Building Unit/Shop/Carpark
 | Block:       Floor:       Flat/Shop/Carpark No.:       House / Building / Street No.:       Street Name :       Development / Building Name:       [ ] H.K. [ ] KLN [ ] N.T. |
| 1. For Lot
 | Lot Type:       Lot No:        |
| 3 | Property Reference Number (PRN) [Note (viii)] *(if known)* of the land register being selected |       |
| 4 | Property Alert Email Address (for receiving Property Alert notifications and correspondence from the Land Registry) [Note (ix)] |       |

*\* Delete whichever is inappropriate.*

|  |  |
| --- | --- |
| **Subscription Details** | **Property 1** |
| 5 | Property Alert Supplementary Email Address (for authorized recipient to receive copy of Property Alert notifications and correspondence from the Land Registry) [Note (ix)] *(optional)* |       |
| 6 | Hong Kong Mobile Phone Number (for receiving SMS reminder) [Note (x)] *(optional)* |       |
| 7 | Subscribe more than one property [Note (vi)]*(where applicable)* | See attached Additional Order Sheet(s): Sheet No(s).       to       |
| 8 | **GRAND TOTAL** of Subscription Fees Payable |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| One-off Subscription | (HK$380 x |       | Order(s)) |  |
| 24-Month Subscription | (HK$250 x |       | Order(s)) |  |
| Service Renewal (24 Months) | (HK$160 x |       | Order(s)) |  |
| **Total : HK$**  |  |  |  |

 |
| 9 | Payment Method [Note (xi) to (xiii)] | [ ]  Cash [ ]  \*Cheque/Bank Draft (No.       ) [ ]  EPS |
| [ ]  MasterCard [ ]  VISA [ ]  Octopus [ ]  Faster Payment System (FPS) |
| [ ]  PPS/Credit Card/Mobile Payment/e-Cheque *(for online submission only)* |
| 10 | Consolidate Property Alert notifications and *(where applicable)* SMS reminders [Note (xiv)]  | [ ]  Yes [ ]  No |
| 11 | Language for email and *(where applicable)* SMS reminder [Note (xv)]  | [ ]  English [ ]  Chinese |

*\* Delete whichever is inappropriate.*

|  |
| --- |
| **Part C Declaration** |
|  | I/We,  |       | (name of individual/corporate owner), confirm |
|  | that I am/we are the current owner as shown on the land register(s) maintained by the Land Registry in respect of the property(ies) as specified in Part B of this application form and (where applicable) Part B of the attached Additional Order Sheet(s). |
|  | ***(For new application / new order)***  |
|  | I/We enclose a copy of the Hong Kong Identity Card / Certificate of Incorporation / identification document and (where applicable) the additional document for identity proof stated in Part A above. [Note (iii)] |
|  | ***(For application submitted by corporate owner in person)***  |
|  | We hereby authorize |       | (name of authorized representative)  |
|  | to submit this application form for us. The completed authorization form duly signed by us is attached to this application form. [Note (iv)] |
|  | I/We have read and understand the **“Terms and Conditions for Subscription to Property Alert” (LR/EAL/1 (T&C) of 01/2023 Edition)** and the **“Personal Information Collection Statement” (LR/EAL (PICS) of 06/2023 Edition)** and agree to be bound by them. |
|  | (Where applicable) By providing the Property Alert Supplementary Email Address in Part B of this application form and (where applicable) Part B of the attached Additional Order Sheet(s), I/we hereby authorize and instruct the Land Registry to make a copy of all Property Alert notifications and other correspondence issued to me/us to the Property Alert Supplementary Email Address. |
|  | I/We confirm that all information provided by me/us in this application form and (where applicable) the attached Additional Order Sheet(s) is true and correct. |
|  | I/We hereby apply for subscription to Property Alert in respect of the land register(s) of the property(ies) specified in Part B of this application form and (where applicable) Part B of the attached Additional Order Sheet(s) [Note (vi)]. I/We understand that if my/our application is unsuccessful, the subscription fee(s) paid as specified in Part B above will be refunded to me/us without interest. |
| ***(For individual owner)*** |
| Subscriber’s Signature  | : |  |  |
| Full Name of Subscriber*(in block letters)* | : |       | Date of Application | : |       |
| ***(For corporate owner)*** |
| Signature(s) of Subscriber’s Director(s) and Company Chop | : |  |  |
| Full Name(s) of Director(s) *(in block letters)* | : |       | Date of Application | : |       |
|  |
|

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Source of knowing Property Alert *(optional)*:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | [ ]  Land Registry Website | [ ]  Solicitors’ Firm | [ ]  Land Registry Information / Service Counter Staff |
|  | [ ]  Publicity Materials / Mass Media | [ ]  Friend / Relative | [ ]  Land Registry Customer Service Hotline |
|  | ([ ]  Poster/Banner [ ]  Leaflet [ ]  TV [ ]  Radio ) |  |  |
|  | [ ]  Press Release  | [ ]  Others *(please specify)*: |  |  |

 |

**Notes**: |
| 1. The Subscriber must be the current owner of the property(ies) as specified in Part B of this application form and (where applicable) Part B of the attached Additional Order Sheet(s) as shown on the land register(s) maintained by the Land Registry. If there is any discrepancy in the name between the proof of identity and the land register concerned, additional supporting document is required to be produced to our satisfaction.
2. If the identification document number provided is different from that contained in the registered instrument under which the Subscriber acquired the property concerned, additional supporting document is required to be produced to our satisfaction.
3. Provision of a copy of identification document and (where applicable) an additional document for identity proof is required for every new application or new order (except for online application digitally signed with iAM Smart+ or digital certificate issued by the Hongkong Post Certification Authority or Digi-Sign Certification Services Limited and submitted by individual owner). Such copy(ies) will be destroyed after expiry of the subscription period.
4. ***(For new application/new order)*** You can submit the application by post/courier service, in person or online.

**For application by post/courier service**, please submit your application together with copy of your identification document and an additional document for identity proof to our Customer Centre or any of our New Territories Search Offices. Examples of the additional document for identity proof include travel documents issued by the HKSAR Government, passports or travel documents issued by a government authority outside Hong Kong, Business Registration Certificate (for corporate owner), utility bill, Demand for Rates and/or Government Rent, tax return, bank statement, etc. As for other types of identity proof, they shall be considered on a case-by-case basis. For application by post, please ensure that sufficient postage is paid to avoid unsuccessful delivery. Any underpaid mails will be handled by the Hongkong Post and the Land Registry will not settle the relevant surcharge payments for underpaid mails. **For application in person**, please visit our Customer Centre or any of our New Territories Search Offices and produce your identification document for verification to our satisfaction. If the application is submitted by the representative of a corporate owner, your representative is required to produce his/her identification document for our verification together with an authorization form marked Annex II duly signed by you. Your representative is also required to make a statutory declaration marked Annex III to support your application.**For online application by corporate owner**, please complete the online form, digitally sign the form with your organizational digital certificate issued by the Hongkong Post Certification Authority or Digi-Sign Certification Services Limited and submit your application together with copy of your certificate of incorporation and an additional document for identity proof, examples of which are stated above. **For online application by individual owner**, please complete the online form and digitally sign the form with iAM Smart+ or digital certificate issued by the Hongkong Post Certification Authority or Digi-Sign Certification Services Limited. The provision of copy of your identification document and an additional document for identity proof as stated above may be dispensed with.1. ***(For service renewal)*** Application for renewal of subscription should be made in the same form used for new application (Form LR/EAL/1 (AF) of 06/2023 Edition) and delivered to the Land Registry not less than 7 calendar days before the expiry of the current subscription period.

(a) Your application can be submitted by post/courier service, in person or online according to the same procedure applicable to a new application/new order as stated in Note (iv) above.(b) If you have a Verification Code and a correct and valid Verification Code is provided in this application form, the requirement of production of identification document, additional document for identity proof, (where applicable) authorization form and statutory declaration as stated in Note (iv) above may be dispensed with.1. If you wish to make subscription in respect of more than one land register, you should complete the Additional Order Sheet marked Annex I for additional land register(s) and attach it/them to this application form.
2. The one-off subscription will be valid as long as there is no change of property ownership and service renewal is not required.
3. Property Alert will be provided in respect of the land register of the property selected by you with its address (as shown on the relevant register) and the PRN of that register specified in the Customer Payment Receipt issued to you.
4. You are required to provide only one Property Alert Email Address in Part B of this application form and (where applicable) Part B of the attached Additional Order Sheet(s) for each land register being selected. You also have an option to provide one Property Alert Supplementary Email Address for your authorized recipient to receive copy of Property Alert notifications and other correspondence issued by the Land Registry for each land register being selected. If there is more than one selected land register, the several Property Alert Email Addresses and (where applicable) Property Alert Supplementary Email Addresses provided by you for those land registers may be same or different.
5. You have an option to provide one Hong Kong mobile phone number for receiving SMS reminder upon issuance of Property Alert notifications and correspondence by the Land Registry to the Property Alert Email Address in Part B of this application form and (where applicable) Part B of the attached Additional Order Sheet(s) for each land register being selected. If there is more than one selected land register, the several mobile phone numbers provided by you for those land registers may be same or different.
6. For application delivered by post/courier service, you may make payment by crossed cheque or bank draft. Do NOT send cash by post/courier service.
7. For payment by crossed cheque, bank draft or e-Cheque, it should be made payable to “The Government of the Hong Kong SAR” or “The Land Registry”.
8. For payment by personal cheque, the service may only be provided after the cheque is cleared and the subscription fee is actually received in full by the Land Registry, which normally takes about 3 working days.
9. If you have selected more than one land register in this application form and designated the same Property Alert Email Address and (where applicable) the same Property Alert Supplementary Email Address for receiving Property Alert notifications and correspondence from the Land Registry, and/or (where applicable) the same mobile phone number for receiving SMS reminder, you have an option to consolidate all Property Alert notifications, correspondence and messages of the same type issued on the same day relating to these land registers in one email notification and (where applicable) in one SMS reminder.
10. The language you have chosen for email and (where applicable) SMS reminder will be applied to all orders in this application form. Request for change of language during the subscription period should be made by submitting an application for change of particulars (Form LR/EAL/2 of 06/2023 Edition) to the Land Registry.

|  |  |
| --- | --- |
| **Enquiry Hotline :**  | **3105 0000** |
| **FOR OFFICE USE ONLY** |
| Approved By | : | (Name) |  | (Post) |  | Approval Date : |  |  |
| Submission Method | : | \*By Post/Courier Service/Online Submission/In Person (CC/TPSO/TWSO/YLSO) |
| *\* Delete whichever is inappropriate.* |

 |

**Annex I**

|  |  |
| --- | --- |
| L:\Common\logo icon and images\LR logo.gif | **THE LAND REGISTRY** |
| **APPLICATION FOR SUBSCRIPTION TO PROPERTY ALERT** **(Additional Order Sheet)***(To be attached to and form part of the application form)* |
| **Additional Sheet No.**  |       |
|  |
| 1. **Subscriber’s Particulars**
 |
| Subscriber’s Name  | (English) | : |       |
|  | (Chinese) | : |       |
|  |
| 1. **Subscription Details***(Please put a “✓” in the appropriate box.)*
 |

|  |  |
| --- | --- |
| **Subscription Details** | **Property**       |
| 1 | Subscription Period & Fee |  |
| 1. For New Application / New Order *(fee per land register)*
 | [ ]  One-off Subscription (HK$380)[ ]  24-Month Subscription (HK$250) |
| 1. For Service Renewal

*(fee per land register)* | [ ]  24 Months (HK$160)(Current Order No. : EAL       )(Verification Code :       ) |
| Subscription Service Starting Date  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| From |       | / |       | / |       | (DD/MM/YYYY) |

 |
| 2 | Address of the property 1. For Building Unit/Shop/Carpark
 | Block:       Floor:       Flat/Shop/Carpark No.:       House / Building / Street No.:       Street Name :       Development / Building Name:       [ ] H.K. [ ] KLN [ ] N.T. |
| 1. For Lot
 | Lot Type:       Lot No:        |
| 3 | Property Reference Number (PRN)*(if known)* of the land register being selected |       |
| 4 | Property Alert Email Address (for receiving Property Alert notifications and correspondence from the Land Registry) |       |
| 5 | Property Alert Supplementary Email Address (for authorized recipient to receive copy of Property Alert notifications and correspondence from the Land Registry) *(optional)* |       |
| 6 | Hong Kong Mobile Phone Number (for receiving SMS reminder) *(optional)* |       |