



THE LAND REGISTRY

APPLICATION FOR SUBSCRIPTION TO PROPERTY ALERT

Part A 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 | |
| | (a) <u>For New Application / New Order</u> (fee per land register) | <input type="checkbox"/> One-off Subscription (HK\$380) ^[Note (vii)] <input type="checkbox"/> 24-Month Subscription (HK\$250) |
| | (b) <u>For Service Renewal</u> ^[Note (v)] (fee per land register) | <input type="checkbox"/> 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)] | |
| | (a) <u>For Building Unit/Shop/Carpark</u> | Block: _____ Floor: _____ Flat/Shop/Carpark No.: _____ House / Building / Street No.: _____ Street Name : _____ Development / Building Name: _____ <input type="checkbox"/> H.K. <input type="checkbox"/> KLN <input type="checkbox"/> N.T. |
| | (b) <u>For Lot</u> | 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.

6. 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.
7. 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 : _____ Date of Application : _____
(in block letters)

(For corporate owner)

Signature(s) of Subscriber's : _____

Director(s) and Company Chop : _____

Full Name(s) of Director(s) : _____ Date of Application : _____
(in block letters)

Source of knowing Property Alert (optional):

- | | | |
|--|---|--|
| <input type="checkbox"/> Land Registry Website | <input type="checkbox"/> Solicitors' Firm | <input type="checkbox"/> Land Registry Information / Service Counter Staff |
| <input type="checkbox"/> Publicity Materials / Mass Media | <input type="checkbox"/> Friend / Relative | <input type="checkbox"/> Land Registry Customer Service Hotline |
| (<input type="checkbox"/> Poster/Banner <input type="checkbox"/> Leaflet <input type="checkbox"/> TV <input type="checkbox"/> Radio) | | |
| <input type="checkbox"/> Press Release | <input type="checkbox"/> Others (please specify): _____ | |

Notes:

- (i) 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.
- (ii) 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.
- (iii) 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.
- (iv) **(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.

- (v) **(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 06/2024 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.
- (vi) 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.
- (vii) The one-off subscription will be valid as long as there is no change of property ownership and service renewal is not required.
- (viii) 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.
- (ix) 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.
- (x) 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.
- (xi) 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.
- (xii) 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”.
- (xiii) 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.
- (xiv) 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.
- (xv) 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.*



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. _____

Part A Subscriber's Particulars

Subscriber's Name (English) : _____

(Chinese) : _____

Part B Subscription Details (Please put a "✓" in the appropriate box.)

| Subscription Details | | Property _____ |
|----------------------|--|---|
| 1 | Subscription Period & Fee | |
| | (a) <u>For New Application / New Order</u> (fee per land register) | <input type="checkbox"/> One-off Subscription (HK\$380) <input type="checkbox"/> 24-Month Subscription (HK\$250) |
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| | (b) <u>For Lot</u> | 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) | |