



# THE LAND REGISTRY

## APPLICATION FOR SUBSCRIPTION TO THE PROPERTY ALERT

### **Part A** **Subscriber's Particulars**

Subscriber's Name (English) : \_\_\_\_\_

[Note (i)] (Chinese) : \_\_\_\_\_

\*HKID Card No./Company Registration No./ \_\_\_\_\_

Other identification document (please specify) No. [Note (ii) & (xvi)] : \_\_\_\_\_

Type and document number of additional identity proof (please specify) [Note (iii) & (iv)] : \_\_\_\_\_

Postal Correspondence Address : \_\_\_\_\_

Contact Telephone No. : \_\_\_\_\_ Fax No. (optional) : \_\_\_\_\_

Contact Person (\*Mr/Ms) : \_\_\_\_\_  
(optional) : \_\_\_\_\_

### **Part B** **Service Details** (Please put a "✓" in the appropriate box.)

1. Type of Subscriber

- New Applicant
- Current Subscriber (Account No. : \_\_\_\_\_ - \_\_\_\_\_ - EAL)

2. Type of Subscription

- New Application / New Order [Note (iii)]
- Service Renewal [Note (iv)]  
(Current Order No. : EAL \_\_\_\_\_ ) (Verification Code [Note (v)] : \_\_\_\_\_ )

3. Subscription Period & Subscription Fee

(a) For New Application / New Order (fee per land register)

- One-off Subscription (HK\$580) [Note (vi)]
- 24 months (HK\$250)

(b) For Service Renewal (fee per land register)

- 24 months (HK\$160)

4. Subscription Service Starting Date : From \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (DD/MM/YYYY)

5.  See Additional Order Sheet No(s). [Note (vii)] : \_\_\_\_\_ to \_\_\_\_\_ attached

6. Language for email and (where applicable) SMS reminder [Note (ix)] :  English  Chinese

7. To consolidate Property Alert notifications [Note (x)] :  Yes  No

8. **GRAND TOTAL of Subscription Fees Payable : HK\$** \_\_\_\_\_

9. Payment Method [Note (xi) to (xiii)]

- Cash  \*Cheque/Bank Draft (No. \_\_\_\_\_)  EPS  MasterCard  VISA
- Octopus  Faster Payment System (FPS)  e-Cheque (for online submission only)

\* Delete whichever is inappropriate.

**Part C** **Application Delivery Method** <sup>[Note (iii) & (iv)]</sup> (Please put a “✓” in the appropriate box.)

- By Post/Courier Service  
 In Person  
 Online Submission of the online form at [www.landreg.gov.hk/en/pforms/form.htm#pa](http://www.landreg.gov.hk/en/pforms/form.htm#pa)

**Part D** **Subscription Details** <sup>[Note (vii)]</sup>

1. Address of the property <sup>[Note (viii)]</sup> : *[Please provide the address details of the property concerned as appropriate.]*  
(Please use Additional Order Sheet if necessary)

**(For Building Unit/Shop/Carpark)**

Block No.: \_\_\_\_\_ Floor No.: \_\_\_\_\_ Flat/Shop/Carpark No.: \_\_\_\_\_

House / Building / Street No.: \_\_\_\_\_

Street Name: \_\_\_\_\_

Development/Building Name: \_\_\_\_\_

: **(For Village / Small House)**

Floor No.: \_\_\_\_\_

House / Building / Street No.: \_\_\_\_\_

Street Name: \_\_\_\_\_

Development/Building Name: \_\_\_\_\_

Lot Type: \_\_\_\_\_ Lot No.: \_\_\_\_\_

**(For Lot)**

Lot Type: \_\_\_\_\_ Lot No.: \_\_\_\_\_

2. Property Reference Number(s) (PRN(s)) <sup>[Note (viii) & (xiv)]</sup> (if known) of the land register(s) being selected :  
(Please use Additional Order Sheet if necessary)

3. Property Alert Email Address (Email address for receiving Property Alert notifications and correspondence from the Land Registry) <sup>[Note (xv)]</sup> :

4. Property Alert Supplementary Email Address (Email address of authorized recipient for receiving copy of Property Alert notifications and correspondence from the Land Registry) <sup>[Note (xv)]</sup> :  
(optional)

5. Mobile Phone Number for receiving SMS reminder (Hong Kong mobile phone number only) :  
<sup>[Note (xvii)]</sup>  
(optional)

---

## **Part E    Declaration**

1. ***(For individual owner)*** I, \_\_\_\_\_ (name of the individual owner), confirm that I am 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 D of this application form and (where applicable) Part C of the attached Additional Order Sheet(s).
2. ***(For corporate owner)*** We confirm that \_\_\_\_\_ (name of the corporate owner) is 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 D of this application form and (where applicable) Part C of the attached Additional Order Sheet(s).
3. ***(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 identity proof stated in Part A above. <sup>[Note (xvi)]</sup>
4. ***(For application submitted by the Subscriber's authorized representative)***  
I/We hereby authorize \_\_\_\_\_ (name of the authorized representative) to submit this application form for me/us. The completed authorization form duly signed by me/us is attached to this application form. <sup>[Note (iii)]</sup>
5. I/We have read and understand the **“Terms and Conditions for Subscription to the Property Alert” (LR/EAL/1 (T&C) of 07/2022 Edition)** and agree to be bound by it.
6. I/We have read and understand the **“Personal Information Collection Statement” (LR/EAL/1 (PICS) of 07/2022 Edition)** and agree to be bound by it.
7. I/We understand that for testing of the validity of the given email address(es) and (where applicable) mobile phone number and as a privacy protection measure, upon approval of my/our application by the Land Registry, a verification email and (where applicable) a verification SMS will be sent to the Property Alert Email Address, (where applicable) Property Alert Supplementary Email Address of the authorized recipient and (where applicable) the mobile phone number given in Part D of this application form and (where applicable) Part C of the attached Additional Order Sheet(s). If I/we/the authorized recipient do/does not receive the verification email(s) and/or (where applicable) the verification SMS within 3 calendar days from the date of the Customer Payment Receipt issued for this application, I/we should immediately notify the Land Registry in writing by email, by fax or by post quoting the address(es) of the relevant property(ies) or PRN(s) or the Subscriber Account number for a double-check.
8. (Where applicable) By providing the Property Alert Supplementary Email Address in Part D of this application form and (where applicable) Part C 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.
9. By providing the Property Alert Email Address, (where applicable) Property Alert Supplementary Email Address and (where applicable) mobile phone number for receiving SMS reminder in Part D of this application form and (where applicable) Part C of the attached Additional Order Sheet(s), I/we acknowledge and consent to that for the purposes of sending SMS reminder, the mobile phone number provided by me/us will be passed to the SMS service provider of the Land Registry and that the notice, message, information or data to be delivered by the Land Registry under the Property Alert will be disclosed to the holder(s) of the email account(s) of such email address(es)/mobile phone number and that the Land Registry may act on the assumption that they are for my/our/(where applicable) my/our authorized recipient's own use.
10. 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.
11. I/We hereby apply for subscription to the Property Alert in respect of the land register(s) of the property(ies) specified in Part D of this application form and (where applicable) Part C of the attached Additional Order Sheet(s) <sup>[Note (viii)]</sup>. 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) (in block letters) : \_\_\_\_\_ Date of Application : \_\_\_\_\_

**Source of knowing the 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 <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 D of this application form and (where applicable) Part C of the attached Additional Order Sheet(s) as shown on the land register 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) **(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 on 19/F, Queensway Government Offices or any of our New Territories Search Offices. Examples of the additional document for identity proof may include travel documents issued by the HKSAR Government, foreign passports or travel documents issued by foreign competent authorities, 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 sent in by post, please 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.**

**For application in person,** please visit our Customer Centre on 19/F, Queensway Government Offices or any of our New Territories Search Offices and produce your identification document for verification to our satisfaction. If the application is submitted by a representative, your representative is required to produce his/her identification document for our verification together with an authorization form marked Annex II (for individual owner)/Annex III (for corporate owner) duly signed by you. Your representative is also required to make a statutory declaration marked Annex IV (for authorization by an individual owner)/Annex V (for authorization by a corporate owner) to support your application.

**For online application,** please complete the online form at [www.landreg.gov.hk/en/pforms/form.htm#pa](http://www.landreg.gov.hk/en/pforms/form.htm#pa) and submit your application together with copy of your identification document and an additional document for identity proof. Examples of the additional document for identity proof are stated in this Note (iii) above. Online application will only be accepted if it is made by the registered owner, and any application submitted by the registered owner's authorized representative will not be accepted. For application by corporate owner, the completed online form should be digitally signed with the applicant's organizational digital certificate.

- (iv) **(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 07/2022 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 either be submitted by post/courier service or online together with copy of your identification document and an additional document for identity proof or in person according to the same procedure applicable to a new application/new order as stated in Note (iii) above.
- (b) If you have a Verification Code mentioned in Note (v) below and a correct and valid Verification Code is provided in this application form, your application can be sent in by post/courier service, online submission or through personal delivery by your representative, in which case the requirement of production of identification document, additional document for identity proof, authorization form and statutory declaration as stated in Note (iii) above is dispensed with. For application sent in by post, please 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.
- (c) If an incorrect or invalid Verification Code is given in this application form, it will be rejected and you will be notified to submit a fresh application. Request for checking accuracy or correction of a wrong code number given in this application form will not be entertained.
- (d) With effect from 14 June 2019, the subscribers will no longer be given the option to receive a reminder of Property Alert notifications through an additional email address provided by the subscribers to the Land Registry. For subscribers who had applied for such reminder service before 14 June 2019, such service will continue to be provided for the remainder of the current subscription period but such reminder will be issued only at the absolute discretion of the Land Registry without any legal obligation to do so. For the avoidance of doubt, such reminder service will not be provided after renewal of the current subscription.
- (v) Since the launch of the e-Alert Service in July 2015, subscribers had been given an option to apply for a unique Verification Code relating to their Subscriber Account to enable them to make application by post/courier service or online for service renewal or change of particulars. With effect from 28 January 2019, subscribers will no longer be given the option to apply for a Verification Code and no new Verification Code will be issued. If you are a current subscriber and a Verification Code has been assigned to you, you may continue to use the Verification Code in making application for service renewal or change of particulars and you shall take all possible measures to prevent abuse or leakage of the Verification Code, and shall bear the risk of all adverse consequences due to any abuse or leakage.
- (vi) The One-off Subscription is valid as long as there is no change of property ownership and service renewal is not required.
- (vii) If you wish to make subscription in respect of land register(s) for more than one property, you should complete and sign Additional Order Sheet(s) marked Annex I for additional land register(s) and attach it/them to this application form.
- (viii) The Property Alert is a notification service provided by the Land Registry to a subscriber in respect of the land register maintained by the Land Registry of a particular land property. The Subscriber must be the current owner of that property as shown on the land register and is required to provide the Land Registry with the address of that property or the PRN of the land register in relation to that property in Part D of this application form and (where applicable) Part C of the attached Additional Order Sheet(s). If the address of the property provided does not match with any address of property shown on the land registers maintained by the Land Registry, additional information or supporting document will be required to be produced for clarification to our satisfaction. Upon approval of your application, the Property Alert will be provided in respect of the land register of the property selected by you with its address (as shown on the related register) and the PRN of that register specified in the Customer Payment Receipt issued to you.
- (ix) Upon approval of your application by the Land Registry, 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 07/2022 Edition) to the Land Registry.
- (x) 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.
- (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. For online application, payment should be made by e-Cheque.
- (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) The PRN is available from the land register. It will also be displayed after inputting the address/lot information in the "Search Land Register" and "Search PRN" screens of the self-service terminals installed at our Customer Centre and the New Territories Search Offices and the IRIS Online Services at [www.iris.gov.hk](http://www.iris.gov.hk).
- (xv) You are required to provide only one Property Alert Email Address in Part D of this application form and (where applicable) Part C 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, but such copy of notifications and other correspondence will be issued only at the absolute discretion of the Land Registry without any legal obligation to do so. 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.
- (xvi) 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. Such copy(ies) will be destroyed after expiry of the subscription period.
- (xvii) 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 D of this application form and (where applicable) Part C of the attached Additional Order Sheet(s) for each land register being selected, but such reminder will be issued only at the absolute discretion of the Land Registry without any legal obligation to do so. 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. You are required to check with your mobile service provider to obtain information on the availability and charges of roaming service relating to your place of travel before leaving Hong Kong. You may not be able to receive SMS reminder outside Hong Kong in the absence of roaming service. The Land Registry shall in no event be liable for any costs, charges, losses or expenses of any kind arising or resulting from your use of the SMS reminder service.

**Enquiry Hotline : 3105 0000**

**FOR OFFICE USE ONLY**

Approved By : (Name) \_\_\_\_\_ (Post) \_\_\_\_\_ Approval Date : \_\_\_\_\_  
Account No. : \_\_\_\_\_ - \_\_\_\_\_ - EAL  
Account Name : \_\_\_\_\_  
Submission Method : \*By Post/Courier Service/Online Submission/In Person by Subscriber/Subscriber's Representative (CC/TPSO/TWSO/YLSO)  
Order No. : EAL \_\_\_\_\_ (\*New Application / New Order / Service Renewal)  
Subscription Period : From \_\_\_\_\_ To \_\_\_\_\_ ( 24 Months) or  
From \_\_\_\_\_ (One-off Subscription)  
Order No. : EAL \_\_\_\_\_ (\*New Application / New Order / Service Renewal)  
Subscription Period : From \_\_\_\_\_ To \_\_\_\_\_ ( 24 Months) or  
From \_\_\_\_\_ (One-off Subscription)  
Order No. : EAL \_\_\_\_\_ (\*New Application / New Order / Service Renewal)  
Subscription Period : From \_\_\_\_\_ To \_\_\_\_\_ ( 24 Months) or  
From \_\_\_\_\_ (One-off Subscription)

*\* Delete whichever is inappropriate.*



# THE LAND REGISTRY

## APPLICATION FOR SUBSCRIPTION TO THE 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** **Service Details** (Please put a "✓" in the appropriate box.)

1. Type of Subscription

New Application / New Order

Service Renewal (Current Order No. : EAL \_\_\_\_\_ )

2. Subscription Period & Subscription Fee

(a) For New Application / New Order (fee per land register)

One-off Subscription (HK\$580)<sup>[Note (vi)]</sup>       24 months (HK\$250)

(b) For Service Renewal (fee per land register)

24 months (HK\$160)

3. Subscription Service Starting Date : From \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (DD/MM/YYYY)

### **Part C** **Subscription Details**

1. Address of the property

[Please provide the address details of the property concerned as appropriate.]

**(For Building Unit/Shop/Carpark)**

Block No.: \_\_\_\_\_ Floor No.: \_\_\_\_\_ Flat/Shop/Carpark No.: \_\_\_\_\_

House / Building / Street No.: \_\_\_\_\_

Street Name: \_\_\_\_\_

Development/Building Name: \_\_\_\_\_

: **(For Village / Small House)**

Floor No.: \_\_\_\_\_

House / Building / Street No.: \_\_\_\_\_

Street Name: \_\_\_\_\_

Development/Building Name: \_\_\_\_\_

Lot Type: \_\_\_\_\_ Lot No.: \_\_\_\_\_

**(For Lot)**

Lot Type: \_\_\_\_\_ Lot No.: \_\_\_\_\_

2. Property Reference Number(s) (PRN(s)) (if known) of the land register(s) being selected :

3. Property Alert Email Address (Email address for receiving Property Alert notifications and correspondence from the Land Registry) :

4. Property Alert Supplementary Email Address (Email address of authorized recipient for receiving copy of Property Alert notifications and correspondence from the Land Registry) :  
*(optional)*

5. Mobile Phone Number for receiving SMS reminder (Hong Kong mobile phone number only) :  
*(optional)*

***(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 :

*(Please fill in Additional Order Sheet(s) for additional land register(s) you wish to subscribe under this application.)*