



# THE LAND REGISTRY

## PROPERTY ALERT - APPLICATION FOR CHANGE OF PARTICULARS

### **Part A** Particulars of Subscriber Account

Account No. : \_\_\_\_\_ - \_\_\_\_\_ - EAL

Account Name : \_\_\_\_\_

Verification Code <sup>[Note (i)(a)]</sup>  
& (b) & (ii) : \_\_\_\_\_

\*HKID Card No./Company Registration No./  
Other identification document (*please specify*) : \_\_\_\_\_  
No. <sup>[Note (i) & (iii)]</sup>

Type and Document No. of the additional  
identity proof <sup>[Note (i)(c)]</sup> : \_\_\_\_\_

Intended Date of Change <sup>[Note (iv)]</sup> : Starting from \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (DD/MM/YYYY)

### **Part B** Change of Particulars

(Please put a "✓" in the appropriate box and (where applicable) fill in the new particulars that are intended to replace the existing particulars.)

#### (1) Account Information

- Postal Correspondence Address : \_\_\_\_\_
- Contact Telephone No. : \_\_\_\_\_
- Fax No. : \_\_\_\_\_
- Contact Person (\*Mr/Ms) : \_\_\_\_\_
- Language for email and  
(where applicable) SMS  
reminder <sup>[Note (v)]</sup> :  English  Chinese
- To consolidate Property Alert  
notifications <sup>[Note (vi)]</sup> :  Yes  No

#### (2) Subscription Details <sup>[Note (vii)]</sup>

( Relating to Order No.: EAL \_\_\_\_\_ ; Property Reference Number (PRN): \_\_\_\_\_ )

- Property Alert Email Address** (Email address for receiving Property Alert notifications and correspondence from the Land Registry) : \_\_\_\_\_ (Change)
- Property Alert Supplementary Email Address** (Email address of authorized recipient for receiving copy of Property Alert notifications and correspondence from the Land Registry) : \_\_\_\_\_ (Add/Change/Remove\*)
- Mobile Phone Number for receiving SMS reminder** (Hong Kong mobile phone number only) <sup>[Note (viii)]</sup> : \_\_\_\_\_ (Add/Change/Remove\*)
- Email address for receiving a reminder of Property Alert notifications** (Only applicable to subscriber who has previously provided email address for receiving such reminder) <sup>[Note (ix)]</sup> : \_\_\_\_\_ (Change/Remove\*)

**(3) Early Termination of Service** <sup>[Note (vii)]</sup>

( Relating to Order No.: EAL \_\_\_\_\_ ; Property Reference Number (PRN): \_\_\_\_\_ )

Reason :  Change of property ownership

Others (please specify) : \_\_\_\_\_

*(For items (2) and (3) of Part B) (Please put a “✓” in the box below if applicable.)*

See Additional Change Request Sheet No(s). <sup>[Note (x)]</sup> : \_\_\_\_\_ to \_\_\_\_\_ attached

\* Delete whichever is inappropriate.

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

In Person

By Post/Courier Service

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 Declaration**

1. I/We understand that the “**Terms and Conditions for Subscription to the Property Alert**” (LR/EAL/1 (T&C) of 07/2022 Edition) now governing the existing Subscriber Account is applicable to the change(s) to be made as requested by me/us in this application form, and I/we agree to be bound by it.

2. *(For application submitted by post/courier service or online without providing the Verification Code in Part A above)*

I/We enclose a copy of the Hong Kong Identity Card / Certificate of Incorporation / identification document and the additional identity proof stated in Part A above.

*(For application submitted by the Subscriber’s authorized representative without providing the Verification Code in Part A above)*

(a) I/We enclose a copy of the Hong Kong Identity Card / Certificate of Incorporation / identification document stated in Part A above.

(b) 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 (i)]</sup>

3. I/We have read and understand the “**Personal Information Collection Statement**” attached to this application form and agree to be bound by it. <sup>[Note (xi)]</sup>

4. *(For change of Property Alert Email Address or change / addition / removal of Property Alert Supplementary Email Address or change / addition / removal of Mobile Phone Number for receiving SMS reminder only)*

(a) I/We understand that for testing of the validity of the given new email address(es) and (where applicable) new mobile phone number and as a privacy protection measure, upon updating of the information in the computer system by the Land Registry, a verification email and/or (where applicable) a verification SMS will be sent to both the new email address(es) and (where applicable) new mobile phone number and the previous one(s) being replaced. If I/we and/or (where applicable) the authorized recipient do/does not receive the verification emails and/or (where applicable) the verification SMS latest by the time of 3 calendar days after the intended date of change specified in Part A above, I/we should immediately notify the Land Registry in writing by email, by fax or by post quoting the relevant PRN or the Subscriber Account number for a double-check.

(b) (Where applicable) By providing the Property Alert Supplementary Email Address in Part B of this application form and (where applicable) of the attached Additional Change Request 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.

- (c) 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 B of this application form and (where applicable) of the attached Additional Change Request 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.
5. **(For early termination of service only)** I/We understand that as stipulated in the "Terms and Conditions for Subscription to the Property Alert" (LR/EAL/1 (T&C) of 07/2022 Edition), no refund of any part of the subscription fee will be made to me/us by the Land Registry.
6. I/We confirm that all information provided by me/us in this application form and (where applicable) the attached Additional Change Request Sheet(s) is true and correct. Please make the changes as stated in Part B of this application form and (where applicable) of the attached Additional Change Request Sheet(s).

**(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 : \_\_\_\_\_

**Notes:**

- (i) (a) If you have a Verification Code mentioned in Note (ii) 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 identity proof, authorization form and statutory declaration as stated in Note (i)(c) below 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.
- (b) 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.
- (c) You can submit the application in person, by post/courier service or online.

**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 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 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 (i)(c) 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.

Upon receipt of your application by post/courier service or online submission, a verification email will be sent to your Property Alert Email Address on our record in respect of the selected land register to confirm our receipt of your application for change of particulars.

- (ii) 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.
- (iii) You are required to fill in the identification document number if the Verification Code is not provided in Part A of this application form. If the identification document number is different from that provided in the application form for subscription to the Property Alert, additional supporting document is required to be produced for our verification.
- (iv) (a) This application form should be delivered to the Land Registry not less than 7 calendar days before the intended date of change specified in the form. The Land Registry is not obliged to act on your request for changes before the expiry of 7 calendar days after actual receipt of this application form.  
(b) Subject to Note (iv)(c) below, if the specified intended date of change falls on a holiday/non-working day or amid successive holidays/non-working days of the Land Registry, the Land Registry shall have the absolute discretion to effect the requested changes within 2 working days *either before or after* the specified intended date of change or the period of successive holidays/non-working days.  
(c) For an application for early termination of service, if the specified intended date of termination of service falls on a holiday/non-working day or amid successive holidays/non-working days of the Land Registry, the Land Registry shall have the absolute discretion to effect the requested termination of service within 2 working days *after* the specified intended date of termination of service or the period of successive holidays/non-working days.
- (v) Upon updating of the information in the computer system by the Land Registry, the language you have chosen for email and (where applicable) SMS reminder will be applied to all orders under the same application.
- (vi) If you have selected more than one land register under one application 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.
- (vii) If you wish to change the subscription details or terminate the service of an order, you are required to provide the Order No. and the PRN of the land register being selected.
- (viii) 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.
- (ix) With effect from 14 June 2019, subscribers will no longer be given the option to receive a reminder of Property Alert notifications through an additional email address provided by 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. Such subscribers may apply for change of the email address previously provided for receiving the reminder of Property Alert notifications. For the avoidance of doubt, such reminder service will not be provided after renewal of the current subscription.
- (x) If you wish to change the subscription details or terminate the service of more than one order, you should complete and sign an Additional Change Request Sheet marked Annex I for the additional order(s) and attach it to this application form.
- (xi) This application form must be returned with the "Personal Information Collection Statement" attached to it. Failure to do so may result in the rejection of your application.

**Enquiry Hotline : 3105 0000**

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**FOR OFFICE USE ONLY**

Verified by : (Name) \_\_\_\_\_ (Post) \_\_\_\_\_ Date : \_\_\_\_\_  
Updated by : (Name) \_\_\_\_\_ (Post) \_\_\_\_\_ Date : \_\_\_\_\_  
Submission Method : \*In Person by Subscriber/Subscriber's Representative (CC/TPSO/TWSO/YLSO) /  
By Post/Courier Service/Online Submission

\* Delete whichever is inappropriate.

## **PERSONAL INFORMATION COLLECTION STATEMENT**

*(To be attached to and form part of the Application for Change of Particulars)*

### 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.



## THE LAND REGISTRY

### PROPERTY ALERT – APPLICATION FOR CHANGE OF PARTICULARS (Additional Change Request Sheet)

(To be attached to and form part of the Application for Change of Particulars)

Additional Sheet No. \_\_\_\_\_

#### **Part A** Particulars of Subscriber Account

Account No. : \_\_\_\_\_ - \_\_\_\_\_ - EAL

Account Name : \_\_\_\_\_

Intended Date of Change : Starting from \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (DD/MM/YYYY)

#### **Part B** Change of Particulars

(Please put a “✓” in the appropriate box and (where applicable) fill in the new particulars that are intended to replace the existing particulars.)

##### (1) Subscription Details

( Relating to Order No.: EAL \_\_\_\_\_ ; Property Reference Number (PRN): \_\_\_\_\_ )

- Property Alert Email Address** (Email address for receiving Property Alert notifications and correspondence from the Land Registry) (Change) \_\_\_\_\_
- Property Alert Supplementary Email Address** (Email address of authorized recipient for receiving copy of Property Alert notifications and correspondence from the Land Registry) (Add/Change/Remove\*) \_\_\_\_\_
- Mobile Phone Number for receiving SMS reminder** (Hong Kong mobile phone number only) (Add/Change/Remove\*) \_\_\_\_\_
- Email address for receiving a reminder of Property Alert notifications** (Only applicable to subscriber who has previously provided email address for receiving such reminder) (Change/Remove\*) \_\_\_\_\_

( Relating to Order No.: EAL \_\_\_\_\_ ; Property Reference Number (PRN): \_\_\_\_\_ )

- Property Alert Email Address** (Email address for receiving Property Alert notifications and correspondence from the Land Registry) (Change) \_\_\_\_\_
- Property Alert Supplementary Email Address** (Email address of authorized recipient for receiving copy of Property Alert notifications and correspondence from the Land Registry) (Add/Change/Remove\*) \_\_\_\_\_
- Mobile Phone Number for receiving SMS reminder** (Hong Kong mobile phone number only) (Add/Change/Remove\*) \_\_\_\_\_

**Email address for receiving a reminder of Property Alert notifications** (Only applicable to subscriber who has previously provided email address for receiving such reminder) : \_\_\_\_\_ (Change/Remove\*)

\* Delete whichever is inappropriate.

**(2) Early Termination of Service**

( Relating to Order No.: EAL \_\_\_\_\_ ; Property Reference Number (PRN): \_\_\_\_\_ )

Reason :  Change of property ownership

Others (*please specify*) : \_\_\_\_\_

( Relating to Order No.: EAL \_\_\_\_\_ ; Property Reference Number (PRN): \_\_\_\_\_ )

Reason :  Change of property ownership

Others (*please specify*) : \_\_\_\_\_

**(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 : \_\_\_\_\_

**PROPERTY ALERT – APPLICATION FOR CHANGE OF PARTICULARS**

**Authorization**

**(by an individual owner)**

I, \_\_\_\_\_ (name of the individual owner), holder of \* HKIC No. / Identification Document (*please specify*) No. \_\_\_\_\_ , hereby authorize \_\_\_\_\_ (name of the authorized person), holder of \*HKIC No. / Identification Document (*please specify*) No. \_\_\_\_\_ , on my behalf to submit to the Land Registry my application for change of particulars as stated in Part B of the application form and (where applicable) of the attached Additional Change Request Sheet(s).

\_\_\_\_\_  
Signature of the individual owner

Dated the \_\_\_\_\_ day of \_\_\_\_\_

*\* Delete whichever is inappropriate.*



**PROPERTY ALERT – APPLICATION FOR CHANGE OF PARTICULARS**

**Authorization**

**(by a corporate owner)**

We, \_\_\_\_\_ (name of the corporate owner), hereby authorize \_\_\_\_\_ (name of the authorized person), holder of \*HKIC No. / Identification Document (*please specify*) No. \_\_\_\_\_ , on our behalf to submit to the Land Registry our application for change of particulars as stated in Part B of the application form and (where applicable) of the attached Additional Change Request Sheet(s).

\_\_\_\_\_  
Chop and Signature(s) of Director(s)  
of the corporate owner

\_\_\_\_\_  
Name(s) of Director(s)  
of the corporate owner (*in block letters*)

Dated the \_\_\_\_\_ day of \_\_\_\_\_

\* *Delete whichever is inappropriate.*

**PROPERTY ALERT – APPLICATION FOR CHANGE OF PARTICULARS**

**Statutory Declaration**

**(by a person authorized by an individual owner)**

I, \_\_\_\_\_ (name of the declarant) of \_\_\_\_\_  
\_\_\_\_\_ (address),

solemnly and sincerely declare that I have been authorized by \_\_\_\_\_  
(name of the individual owner), holder of \*HKIC No. / Identification Document (*please specify*) No. \_\_\_\_\_, in writing on his/her behalf to  
\_\_\_\_\_ submit to the Land Registry his/her application for change of particulars as stated in Part B of the application form and (where applicable) of the attached Additional Change Request Sheet(s).

I hereby confirm that both the application for change of particulars and the authorization form were signed by \_\_\_\_\_ (name of the individual owner).

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Ordinance (Cap.11).

\_\_\_\_\_  
Signature of the declarant

Declared at the Land Registry in Hong Kong  
on this \_\_\_\_\_ day of \_\_\_\_\_

Before me,

\_\_\_\_\_  
( )

Commissioner for Oaths

*\* Delete whichever is inappropriate.*

**PROPERTY ALERT – APPLICATION FOR CHANGE OF PARTICULARS**

**Statutory Declaration**

**(by a person authorized by a corporate owner)**

I, \_\_\_\_\_ (name of the declarant) of \_\_\_\_\_  
\_\_\_\_\_ (address),

solemnly and sincerely declare that I have been authorized by \_\_\_\_\_  
(name of the corporate owner) in writing on its behalf to submit to the Land Registry its application  
for change of particulars as stated in Part B of the application form and (where applicable) of the  
attached Additional Change Request Sheet(s).

I hereby confirm that both the application for change of particulars and the authorization form  
were signed by \_\_\_\_\_  
(name of the corporate owner).

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the  
Oaths and Declarations Ordinance (Cap.11).

\_\_\_\_\_  
Signature of the declarant

Declared at the Land Registry in Hong Kong  
on this \_\_\_\_\_ day of \_\_\_\_\_

Before me,

\_\_\_\_\_  
( )

Commissioner for Oaths