



## 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)(b)]</sup> : \_\_\_\_\_

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

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

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) Account Information**

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

☐ Contact Phone No. : \_\_\_\_\_

☐ Fax No. : \_\_\_\_\_

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

☐ Language for email and (where applicable) SMS reminder <sup>[Note (iii)]</sup> : ☐ English ☐ Chinese

☐ Consolidate Property Alert notifications and (where applicable) SMS reminders <sup>[Note (iv)]</sup> : ☐ Yes ☐ No

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

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

☐ **Property Alert Email Address** (for receiving Property Alert notifications and correspondence from the Land Registry) (Change) : \_\_\_\_\_

☐ **Property Alert Supplementary Email Address** (for authorized recipient to receive copy of Property Alert notifications and correspondence from the Land Registry) (\*Add/Change/Remove) : \_\_\_\_\_

☐ **Hong Kong Mobile Phone Number** (for receiving SMS reminder) (\*Add/Change/Remove) : \_\_\_\_\_

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

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

Reason : ☐ Change of property ownership

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

\* Delete whichever is inappropriate.

(Please put a “✓” in the box below if applicable.)

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

### **Part C Declaration**

1. I/We understand that the “**Terms and Conditions for Subscription to Property Alert**” (LR/EAL/1 (T&C) of **01/2023 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 Verification Code in Part A above (except for online application submitted by individual owner))**  
I/We enclose a copy of the Hong Kong Identity Card / Certificate of Incorporation / identification document and the additional document for identity proof stated in Part A above.  
  
**(For application by corporate owner without providing Verification Code in Part A above)**  
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. <sup>[Note (i)]</sup>
3. I/We have read and understand the “**Personal Information Collection Statement**” (LR/EAL (PICS) of **06/2023 Edition**) and agree to be bound by it.
4. (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.
5. **(For early termination of service only)** I/We understand that as stipulated in the “Terms and Conditions for Subscription to Property Alert” (LR/EAL/1 (T&C) of 01/2023 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) You can submit the application in person, by post/courier service or online.

**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 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 proof 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 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.

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.

- (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 (i)(a) above may be dispensed with.
- (ii) You are required to fill in the identification document number if 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 Property Alert, additional supporting document is required to be produced for our verification.
- (iii) 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.
- (iv) 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.
- (v) If you wish to change the subscription details or terminate the service of an order, you are required to provide the relevant Order No. and the PRN of the land register being selected.
- (vi) If you wish to change the subscription details or terminate the service of more than one order, you should complete an Additional Change Request Sheet marked Annex I for each additional order and attach it/them to this application form.

**Enquiry Hotline : 3105 0000**

---

**FOR OFFICE USE ONLY**

Verified by : (Name) \_\_\_\_\_ (Post) \_\_\_\_\_ Date : \_\_\_\_\_  
 Updated by : (Name) \_\_\_\_\_ (Post) \_\_\_\_\_ Date : \_\_\_\_\_

Submission : \* By Post / Courier Service / Online Submission / In Person (CC/TPSO/TWSO/YLSO)  
 Method :

\* Delete whichever is inappropriate.

## **PERSONAL INFORMATION COLLECTION STATEMENT**

*(For Subscription to Property Alert and 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

### Annex I

#### 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** (for (Change)  
receiving Property Alert notifications and  
correspondence from the Land Registry) :

☐ **Property Alert Supplementary Email Address** (\*Add/Change/Remove)  
(for authorized recipient to  
receive copy of Property Alert :  
notifications and correspondence from  
the Land Registry)

☐ **Hong Kong Mobile Phone Number** (for (\*Add/Change/Remove)  
receiving SMS reminder)  
:

###### **(2) Early Termination of Service**

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

Reason : ☐ Change of property ownership

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

\* Delete whichever is inappropriate.