

土地註冊處 - 申請查冊票退款

The Land Registry – Application for Refund of Search Ticket

本人申請退回查冊票。

I apply for refund of search tickets.

本人已細閱並明白背頁/附屬的「收集個人資料聲明」。

I have read and understand the “Personal Information Collection Statement” printed overleaf / attached.

抬頭人姓名 Name of Payee :

電話 Telephone :

地址 Address :

簽署 Signature :

註： 1. 申請人應以正楷填寫這部分。

Notes : Applicant should complete this section in BLOCK letter.

2. 退款支票會在三星期內以郵遞方式寄出。

Refund cheque will be sent by post within three weeks.

茲證明收妥下列作廢/不適用的查冊票：

This is to acknowledge the receipt of the following obsolete/unused search ticket(s) :

查冊表格 Form Number	編號 Serial Number	面值 Face Value (\$)	數量 Quantity	金額 Amount(\$)
總額 Total				

組別 Section :

檔案編號 Reference :

土地註冊處處長

電話 Tel :

() (代行)

日期 Date :

for Land Registrar

正本 Original : 交回財務部 To FSD

副本 I Duplicate : 交回申請人 To Applicant

副本 II Triplicate : 由所屬辦事處保存 Office Copy
LR/SSS/11

收集個人資料聲明

收集目的

1. 土地註冊處將會把所收集的個人資料用於以下目的：
 - 1.1 處理與土地註冊處提供服務有關的事宜及執行有關的職能；
 - 1.2 方便進行聯絡；以及
 - 1.3 製備與土地註冊處服務有關的統計資料。

你明白提供個人資料是必須的。倘若你不提供所要求的資料，本處可能無法提供所要求的服務。

請勿提供任何沒有明確規定必須提交的個人資料（包括關乎第三者的個人資料）。如於本表格或與其有關而存檔的文件中包含任何第三者的資料，本處將視作你已獲該第三者同意披露該等資料，以用於上述目的。

個人資料的披露

2. 你明白為達到上文第一段中所述明的目的而有需要時，你所提供的個人資料可能會披露或轉交予相關人士。該等個人資料亦可能會在《個人資料（私隱）條例》（第 486 章）許可下披露或轉交予執法機關。

查閱個人資料

3. 你明白根據《個人資料（私隱）條例》（第 486 章）第 18 和第 22 條及附表 1 第 6 原則，你有權要求查閱及更正本處所持有你的個人資料。本處可根據該條例就處理該等要求收取費用。任何該等要求可向本處的個人資料（私隱）主任提出（地址：香港金鐘道 66 號金鐘道政府合署 28 樓土地註冊處）。

PERSONAL INFORMATION COLLECTION STATEMENT

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.