

土地註冊處  
THE LAND REGISTRY

查閱批地文件正本要求表格  
Inspection of Original Land Grant Documents Request Form

**第一部分 Part One (由客戶填寫 To be completed by the customer):**

1. 客戶姓名/名稱  
Customer Name: \_\_\_\_\_
2. 聯絡電話  
Contact Telephone No.: \_\_\_\_\_
3. 文件類別 Document Type:  
\*政府租契 Government Lease / 批地條件 Conditions / 新批地條件 New Grant /  
集體政府租契 Block Government Lease
4. 地段類別 Lot Type: \_\_\_\_\_ 地段編號 Lot No.: \_\_\_\_\_  
\*批地條件或新批地條件編號  
\*Conditions / New Grant No.: \_\_\_\_\_
5. 地區代號 District Code: \_\_\_\_\_  
UB=市區 Urban, TW=荃灣 Tsuen Wan, YL=元朗 Yuen Long,  
ST=沙田 Sha Tin, SK=西貢 Sai Kung, TM=屯門 Tuen Mun,  
IS=離島 Islands, TP=大埔 Tai Po and N=北區 North
6. 預約日期及時間 Appointment Date & Time: \_\_\_\_\_

此項查閱服務只在土地註冊處檔案室提供。

This inspection service is only available at the Land Registry Archive.

土地註冊處檔案室地址: 沙田上禾輦路 1 號沙田政府合署 9 樓 901 室

Land Registry Archive Address: Room 901, 9/F, Sha Tin Government Offices, No. 1 Sheung Wo Che Road, Sha Tin

服務時間 Service Hours: 9 am - 12:30 pm and 2 pm - 5 pm

傳真號碼 Fax No.: 2699 7732

電話號碼 Telephone No.: 2158 6434

\*請刪去不適用者 Please delete whichever is inappropriate.

**第二部分 Part Two (由客戶於土地註冊處檔案室查閱文件時填寫 / To be completed upon inspection at the Land Registry Archive by the customer):**

**客戶確認聲明 CONFIRMATION STATEMENT BY CUSTOMER**

- ☐ 本人／我們明白土地註冊處根據《土地註冊條例》(第 128 章)備存的土地紀錄(「土地紀錄」)載有個人資料，而備存和供公眾人士查閱土地紀錄是為了防止秘密及有欺詐成分的物業轉易，以及提供容易追溯和確定土地財產及不動產業權的方法。本人／我們確認本人／我們無意及不會在違反《個人資料(私隱)條例》(第 486 章)的情況下使用從是次查閱獲取的土地紀錄所載的個人資料；或將該等個人資料用於與備存及供公眾人士查閱土地紀錄的宗旨無關之目的。  
I/We understand that the land records kept by the Land Registry ("LR records") under the Land Registration Ordinance (Cap. 128) contain personal data and the LR records are kept and made available to members of the public to prevent secret and fraudulent conveyances, and to provide means whereby the title to real and immovable property may be easily traced and ascertained. I/We confirm that I/we do not intend to use and will not use the personal data contained in the LR records obtained from this inspection in contravention of the Personal Data (Privacy) Ordinance (Cap. 486), or for purposes not related to the purposes for which the LR records are kept and made available to the public.
- ☐ 本人／我們並確認本人／我們已閱讀及明白本表格所載重要事項、條款及條件(查閱批地文件正本適用)和收集個人資料聲明的內容，並同意受其約束。  
I/We also confirm that I/we have read and understand the contents of the Important Notes, the Terms and Conditions (For Inspection of Original Land Grant Documents) and the Personal Information Collection Statement contained in this form and agree to be bound by them.

**個人客戶專用 (For Individual Customer Only)**

簽署

Signature:

客戶姓名

Customer Name:

身分證明文件號碼

Identification Document No.:

查閱日期

Date of Inspection:

**機構客戶專用 (For Organisation Customer Only)**

機構名稱

Organisation Name:

公司編號／商業登記號碼／成立地方

Company No./Business Registration No./

Place of Incorporation:

獲授權人士姓名

Name of Authorised Person:

獲授權人士的身分證明文件號碼

Identification Document No. of Authorised Person:

獲授權人士簽署及機構印章

Signature of Authorised Person &

Organisation Chop:

查閱日期

Date of Inspection:

附註：你必須在上面方格內加上 √ 號及簽署確認聲明，否則你查閱批地文件正本的要求可能被拒絕。  
Note: You must put a √ in the boxes above and sign the confirmation statement, otherwise your request for inspection of original land grant documents may be refused.

## **重要事項**

1. 你必須填寫第一及第二部分。
2. 個人客戶必須填寫其姓名及香港身分證號碼或護照號碼，以及出示相關個人身分證明文件予土地註冊處職員查核。提供護照資料時，請一併填寫發證國家或機關。

機構客戶必須填寫獲其授權人士的姓名及香港身分證號碼或護照號碼（提供護照資料時，請一併填寫發證國家或機關）、機構名稱及其公司編號或商業登記號碼（如非香港註冊公司，請填寫公司成立地方），並加蓋機構的印章。獲授權人士須出示相關個人身分證明文件及相關機構發出的職員證件或授權信予土地註冊處職員查核。

3. 你必須提供查閱批地文件正本服務所要求的個人資料。假如你未能提供所需資料，土地註冊處可拒絕你的要求。

## **條款及條件（查閱批地文件正本適用）**

1. 經繳費並同意遵守本條款及條件內所有條文、提交有關限制使用土地紀錄內的個人資料的確認聲明及遵從土地註冊處職員的其他指示後，你便可獲土地註冊處提供以下服務：

1.1 出示批地文件正本以供在土地註冊處內查閱。

### **收費**

2. 查閱批地文件正本服務的收費，以土地註冊處不時在其網頁（即 [www.landreg.gov.hk](http://www.landreg.gov.hk)）上所公布的為準。土地註冊處有權隨時更改各項收費而無須事先發出通知。
3. 你必須先悉數支付所需費用，你的查閱要求才會獲得接納。

### **不退款政策**

4. 已繳付的費用，概不退還。

### **限制使用查閱批地文件正本中獲取的資料**

5. 除另有說明外，從查閱批地文件正本中獲取的資料或其中任何部分均須受香港特別行政區政府所擁有的版權及其他知識產權規限。除非事先獲得土地註冊處的書面同意，你不得將從查閱批地文件正本中獲取的任何資料或其中任何部分，以任何形式或方法出售、或藉出借、出租或給予特許使用權以換取任何得益、利潤或報酬，或以任何形式複印、複製或編輯任何從查閱批地文件正本中獲取的資料或其中任何部分，從而另製產品出售、出借、出租或給予特許使用權之用。
6. 你不得把從查閱批地文件正本中獲取的任何資料或其中任何部分用於任何違法或非法的活動上，特別是不得用於違反《個人資料（私隱）條例》（第 486 章）或《版權條例》（第 528 章）任何條文的任何活動或目的。任何企圖操控從查閱批地文件正本中獲取的資料或其中任何部分，一律禁止。

### **適用的法律及法庭司法管轄權**

7. 本條款及條件須受香港特別行政區的法例規管和根據香港特別行政區的法例解釋。各方之間因本條款及條件引起的爭議，須訴諸香港特別行政區具司法管轄權的法院或審裁處裁決。

## **IMPORTANT NOTES**

1. You must complete Part One and Part Two.
2. Individual customer must fill in his/her name and Hong Kong Identity Card (“HKID Card”) number or passport number and produce the relevant personal identification document for checking by the Land Registry staff. For passport, please also state the issuing country or authority.

Organisation customer must fill in the name and HKID Card number or passport number of the authorised person (for passport, please also state the issuing country or authority), the organisation name and its Company Number or Business Registration Number (for companies not registered in Hong Kong, please specify the place of incorporation) and affix its organisation chop. The relevant personal identification document and the authorisation letter or staff card of the authorised person issued by the relevant organisation must also be produced for checking by the Land Registry staff.

3. It is obligatory for you to provide the personal data as required for the request for inspection of original land grant documents. If you do not provide the required information, the Land Registry may refuse your request.

## **TERMS AND CONDITIONS** **(FOR INSPECTION OF ORIGINAL LAND GRANT DOCUMENTS)**

1. Subject to payment and compliance with all provisions in this Terms and Conditions (“T&C”) and submission of a confirmation statement regarding restriction on the use of the personal data contained in the land records and any other directions provided by the Land Registry staff, the following service will be made available to you by the Land Registry,

1.1 production of original land grant document(s) for inspection in the Land Registry (“inspection”).

### **Fees Chargeable**

2. Fees and charges payable for inspection shall be at such rates from time to time published by the Land Registry website at [www.landreg.gov.hk](http://www.landreg.gov.hk). All fees and charges are subject to change without prior notice.
3. Fees and charges shall be fully paid before your request for inspection is accepted.

### **Non-refund Policy**

4. All fees and charges paid are non-refundable.

### **Restriction on Use of Data Obtained from the Inspection**

5. Unless otherwise indicated, the data obtained from the inspection or any part thereof shall be subject to the copyright and other intellectual property rights of the Government of the Hong Kong Special Administrative Region (“HKSAR”). Except with the prior written consent of the Land Registry, you shall not sell or for any gain, profit or reward, lend, lease or license any data you obtained from the inspection or any part thereof in any form or by any means, or copy or reproduce or edit any data you obtained from the inspection or any part thereof in any form from which products may be derived for such sale, lending, leasing or licensing.
6. You shall not use any data you obtained from the inspection or any part thereof for any activity which is unlawful or illegal. In particular, any data you obtained from the inspection or any part thereof shall not be used for any activity or purpose in violation of any provisions of the Personal Data (Privacy) Ordinance (Cap. 486) or the Copyright Ordinance (Cap. 528). Any attempt to manipulate the data you obtained from the inspection or any part thereof is prohibited.

### **Applicable Law and Jurisdiction of Court**

7. This T&C shall be governed by and construed according to the laws of the HKSAR. Any disputes between the parties arising out of this T&C shall be submitted to the adjudication by a court or tribunal of competent jurisdiction of the HKSAR.

## 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.