土 地 註 冊 處
THE LAND REGISTRY

查 閱 存 放 於 土 地 註 冊 處 的 圖 則 要 求 表 格
Inspection of Plans Deposited in the Land Registry Request Form

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

本 人 已 細 閱 及 明 白 本 表 格 所 載 的 「 收 集 個 人 資 料 聲 明 」 ， 並 同 意 受 其 約 束 。

I have read and understand the "Personal Information Collection Statement" contained in this form and agree to be bound by it.

1. 客戶姓名/名稱
   Customer Name: * _____

2. 聯絡電話
   Contact Telephone No.: * _____

3. 存放於土地註冊處的圖則
   Plan deposited in the Land Registry

   *圖則編號/存放編號 (如適用)
   *Plan No./Deposit No. (if applicable): _____

   圖則內容 (例如公眾遊樂場地、項目名稱等)
   Plan Subject (e.g. public pleasure ground, project title, etc.): _____

   日期及時間 Date & Time: * _____ * _____

第二部分 Part Two (由客戶服務中心填寫 To be completed by Customer Centre):

1. 存放編號 Deposit No.: _____

2. 應繳費用(如適用) Fees payable (if applicable): _____

3. 收據號碼 Receipt No.: _____

簽署 Signature: _____

負責人員 Handling Officer: _____

日期及時間 Date & Time: _____

備註： (1)此 項 服 務 只 在 金 鐘 道 政 府 合 署 十 九 樓 客 戶 服 務 中 心 提 供 。

Note: This service is only available at the Customer Centre on 19/F, Queensway Government Offices.

(2)如 有 查 詢 或 預 約 服 務 ， 請 致 電 2867 5818 與 本 處 職 員 聯 絡 。 客 戶 服 務 中 心 傳 真 號 碼 ： 3114 7030。

For enquiries or making appointment, please contact our staff on 2867 5818. Fax No. of Customer Centre: 3114 7030.

(3) 請刪去不適用者 Please delete whichever is inappropriate.

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.