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| L:\Common\logo icon and images\LR logo.gif | | | | | | | | | | | | **土地註冊處** | | | | | | | | | | | | | | | | | | | | | | | |
| **｢物業把關易｣ - 更改資料申請表** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **用戶帳戶資料** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 帳戶編號 | | | | | | | | | | | | | | | : |  | | | | | | | | | | | | | | | | | | | | | | - | |  | | | | | | - | | EAL | | | | | | | | | | | | | |
| 帳戶姓名/名稱 | | | | | | | | | | | | | | | : |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 認證碼[註(i)(b)] | | | | | | | | | | | | | | | : |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \*香港身分證號碼/公司註冊編號/  其他身分證明文件*(請註明)*號碼[註(i)&(ii)] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | : | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 附加身分證明文件類別及號碼[註(i)(a)] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | : | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 預定更改日期 | | | | | | | | | | | | | | | : | 由 | | | |  | | | | | 年 | |  | | | | | | | | 月 | | | |  | | | | | | 日開始 | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **更改事項** | | | | | | | | | | *(請在適當的方格內加上「✓」號及(如適用)填寫需取代現有資料的新資料)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | **帳戶資料** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | 郵遞通訊地址 | | | | | | | | | | | | | | | | | | | | : | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | 聯絡電話號碼 | | | | | | | | | | | | | | | | | | | | : | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | 傳真號碼 | | | | | | | | | | | | | | | | | | | | : | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | 聯絡人(\*先生/女士) | | | | | | | | | | | | | | | | | | | | : | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | 電郵及(如適用)提示短訊語言  [註(iii)] | | | | | | | | | | | | | | | | | | | | : | |  | | 英文 | | | | | | | | | | | | | |  | 中文 | | | | | | | | | | | | | | |
|  |  | | | 合併物業把關易通知書及(如適用)提示短訊[註(iv)] | | | | | | | | | | | | | | | | | | | | : | |  | | 是 | | | | | | | | | | | | | |  | 否 | | | | | | | | | | | | | | | | | |
|  | **訂購詳情**[註(v)] | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | ( | | 關於訂單編號 | | | | | | | | | | : | | EAL | | | |  | | | | | | | | | | | | | | | | | | ; | | | | 物業參考編號(PRN) | | | | | | | | | | | | : | |  | | ) | | | | |
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|  |  | | | **物業把關易電郵地址**(供收取物業把關易通知書及土地註冊處通訊) | | | | | | | | | | | | | | | | | | | | | | | | | | : | | | | | | | | (更改) | | | | | | | | | | | | | | | | | | | |
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|  |  | | | **物業把關易附加電郵地址**(供授權收件人收取物業把關易通知書及土地註冊處通訊的副本) | | | | | | | | | | | | | | | | | | | | | | | | | | : | | | | | | | | (\*新增/更改/移除) | | | | | | | | | | | | | | | | | | | |
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|  |  | | | **香港流動電話號碼**(供接收提示短訊) | | | | | | | | | | | | | | | | | | | | | | | | | | : | | | | | | | | (\*新增/更改/移除) | | | | | | | | | | | | | | | | | | | |
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|  | **提早終止服務**[註(v)] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | ( | | 關於訂單編號 | | | | | | | | | | : | | EAL | | | |  | | | | | | | | | | | | | | | | | | ; | | | | 物業參考編號(PRN) | | | | | | | | | | | | : | |  | | | | ) | | | | |
|  |  | | | 原因 | | : | | |  | | | 物業業權已改變 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | |  | | | 其他*(請註明)* | | | | | | | | | | : | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *\*請刪去不適用者* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *(請在適當的方格內加上「✓」號)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | 請參閱夾附的申請更改資料附加頁[註(vi)] | | | | | | | | | | | | | | | | | | | | | | | | | | | | : | | | 第 | | | |  | | | | | | | 至 | |  | | | | 頁 | | | | | | | | |
| 1. **聲明** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | 本人/本法團明白，現時規限現有用戶帳戶的**「訂購｢物業把關易｣的條款及條件」(LR/EAL/1 (T&C) 01/2023版本)** 適用於本人/本法團在本申請表內所要求更改的事項，並同意受其約束。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | ***(適用於以郵寄、速遞或在網上遞交並在以上甲部未有提供認證碼的申請****(個人業主透過網上遞交申請除外)****)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | 本人/本法團現附上在以上甲部所填報的香港身分證/公司註冊證明書/身分證明文件的副本及附加身分證明文件的副本。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | ***(適用於在以上甲部未有提供認證碼的法團業主親身遞交的申請)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | 本法團現授權 | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | (獲授權代表姓名) | | | | | | | | | | | |
|  | | 代表本法團遞交本申請表。現隨本申請表附上本法團已妥為填寫及簽署的授權書。[註(i)] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | 本人/本法團已細閱及明白**「收集個人資料聲明」**(LR/EAL (PICS) 06/2023版本)，並同意受其約束。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | (如適用)就本人/本法團在本申請表乙部及(如適用)夾附的申請更改資料附加頁乙部所提供的物業把關易附加電郵地址，本人/本法團授權及指示土地註冊處把發送予本人/本法團的物業把關易通知書及其他通訊的副本抄送至物業把關易附加電郵地址。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. 66 | | ***(只適用於提早終止服務)*** 本人/本法團明白，「訂購**｢**物業把關易**｣**的條款及條件」(LR/EAL/1 (T&C) 01/2023版本)訂明，土地註冊處不會退還任何部分的訂購費用予本人/本法團。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 6. | | 本人/本法團確認本人/本法團在本申請表及(如適用)夾附的申請更改資料附加頁上所填報的所有資料均屬真實正確。請按本人/本法團在本申請表乙部及(如適用)夾附的申請更改資料附加頁乙部所載明的事項作出更改。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| ***(個人業主適用)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 用戶簽署 | | | | | | | | | | | | | | | | | : |  | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 用戶姓名(*正楷)* | | | | | | | | | | | | | | | | | : |  | | | | | | | | | | | | | | | | 申請日期 | | | | | | | | | | : | | |  | | | | | | | | |  | | | | | | |
| ***(法團業主適用)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 用戶董事簽署及公司印章 | | | | | | | | | | | | | | | | | : |  | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 董事姓名(*正楷)* | | | | | | | | | | | | | | | | | : |  | | | | | | | | | | | | | | | | 申請日期 | | | | | | | | | | : | | |  | | | | | | | | |  | | | | | | |
| **備註**:   1. (a) 你可以親身或以郵寄、速遞或在網上遞交申請。   你可以**親臨本處**的客戶服務中心或任何一間新界查冊中心遞交申請，並須出示你的身分證明文件，以令本處信納。如申請經由貴法團的代表遞交，該代表須出示其身分證明文件供本處核實，並須提交一份已由貴法團妥為簽署的授權書，即附件II。該代表亦須作出一項法定聲明，即附件III，以支持貴法團的申請。  **如以郵寄或速遞方式遞交申請**，請連同身分證明文件副本及附加身分證明文件副本一併遞交到本處的客戶服務中心或任何一間新界查冊中心。附加身分證明文件例子包括由香港特別行政區政府簽發的旅行證件、由香港以外的政府機關簽發的護照或旅行證件、商業登記證（法團業主適用）、公共服務賬單、徵收差餉及/或地租通知書、稅單、銀行賬單等。其他附加身分證明文件將會按個別情況處理。如以郵遞方式寄交申請，請確保為郵件支付足夠郵資，以免申請未能成功送達本處。郵資不足的郵件會由香港郵政處理，本處不會代為繳付相關附加費。  **法團業主如欲在網上遞交申請**，請填妥網上表格及使用由香港郵政核證機關或電子核證服務有限公司發出的機構數碼證書簽署表格，並連同公司註冊證明書副本及附加身分證明文件副本一併遞交。有關附加身分證明文件的例子可參閱上文所述。**個人業主如欲在網上遞交申請**，請填妥網上表格並使用「智方便+」或由香港郵政核證機關或電子核證服務有限公司發出的數碼證書簽署網上表格，可無須提交上述的身分證明文件及附加身分證明文件副本。  當本處收到你經郵寄、速遞或網上遞交的申請後，本處會發送一封確認電郵至你的物業把關易電郵地址，以確認本處收到你的更改資料申請。  (b) 如你已領有認證碼並在本申請表內提供正確及有效的認證 碼，可無須提交以上第(i)(a)項中所述的身分證明文件、附加身分證明文件、(如適用)授權書及法定聲明。   1. 如你在本申請表甲部未有提供認證碼，便須填寫身分證明文件號碼。如該身分證明文件號碼與你在訂購｢物業把關易｣申請表內所提供的不同，你須提供附加證明文件供本處核實。 2. 於本處電腦系統更新資料後，你所選擇的電郵及(如適用)提示短訊的通訊語言將適用於同一申請的所有訂單。 3. 若你於同一申請內選定多於一個土地登記冊，並指定使用同一個物業把關易電郵地址和(如適用)同一個物業把關易附加電郵地址收取物業把關易通知書及本處通訊及/或(如適用)同一個流動電話號碼接收提示短訊，你可選擇將所有同日發出與此等土地登記冊有關的同一類別的物業把關易通知書、通訊及訊息合併於一封電郵通知書內及(如適用)一個提示短訊內。 4. 如欲更改一份訂單的訂購詳情或終止其服務，你須提供相關的訂單編號及被選定的土地登記冊的物業參考編號。 5. 如欲更改多於一份訂單的訂購詳情或終止其服務，你須就每份訂單填妥一份申請更改資料附加頁(即附件I)，並將其夾附於本申請表內。   **查詢熱線 : 3105 0000** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **只供土地註冊處填寫** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 批核人員 | | | | | : | | (姓名) | | | | | | |  | | | | | | | | | (職位) | | | | | | | |  | | | | | | | | | | | | | | | | 日期 | | | : | |  | | | | | | |
| 更新人員 | | | | | : | | (姓名) | | | | | | |  | | | | | | | | | (職位) | | | | | | | |  | | | | | | | | | | | | | | | | 日期 | | | : | |  | | | | | | |
| 遞交方式 | | | | | : | | | \*郵寄/速遞/網上/親身遞交(CC/TPSO/TWSO/YLSO) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *\*請刪去不適用者* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

**收集個人資料聲明**

*(適用於訂購｢物業把關易｣及申請更改資料)*

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)。

**附件I**

LR/EAL (PICS)

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| L:\Common\logo icon and images\LR logo.gif | | | | **土地註冊處** | | | | | | | | | | | |
| **｢物業把關易｣ - 更改資料申請表**  **(申請更改資料附加頁)**  *(屬更改資料申請表的一部分及須夾附於申請表內)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **附加頁第** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | **頁** | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **用戶帳戶資料** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 帳戶編號 | | | | | | | | | : | |  | | | | | | | | | | | | - | |  | | | | | - | EAL | | | | | | | | | | | | |
| 帳戶姓名/名稱 | | | | | | | | | : | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 預定更改日期 | | | | | | | | | : | | 由 | | | |  | | | 年 |  | | | | | | | 月 | | |  | | 日開始 | | | | | | | | | | | | |
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| 1. **更改事項** | | | | | | | | *(請在適當的方格內加上「✓」號及(如適用)填寫需取代現有資料的新資料)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | **訂購詳情** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | ( | 關於訂單編號 | | | | | | | : | | | EAL | | |  | | | | | | | ; | | | | 物業參考編號(PRN) | | | | | | | | : | |  | | | | | ) | |
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|  |  | | | | **物業把關易電郵地址**(供收取物業把關易通知書及土地註冊處通訊) | | | | | | | | | | | | | | | | : | | (更改) | | | | | | | | | | | | | | | | | | | | |
|  |  | | | |  | | | | | | | | | | | | | | | |  | |  | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | **物業把關易附加電郵地址**(供授權收件人收取物業把關易通知書及土地註冊處通訊的副本) | | | | | | | | | | | | | | | | : | | (\*新增/更改/移除) | | | | | | | | | | | | | | | | | | | | |
|  |  | | | |  | | | | | | | | | | | | | | | |  | |  | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | **香港流動電話號碼**(供接收提示短訊) | | | | | | | | | | | | | | | | : | | (\*新增/更改/移除) | | | | | | | | | | | | | | | | | | | | |
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|  | | **提早終止服務** | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | 原因 | | | | | : |  | | 物業業權已改變 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | | | |  | | 其他*(請註明)* | | | | | | | | | : |  | | | | | | | | | | | | | | | | | | | | | | | |
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*\*請刪去不適用者*

**附件II**

|  |  |  |  |  |  |  |  |
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| **｢物業把關易｣- 更改資料申請表**  **授權書**  **（由法團業主授權）** | | | | | | | |
| 本法團， | |  | | | （法團業主名稱）， | | |
| 現授權 |  | | | （獲授權人姓名），即 \*香港身分證/ | | | |
| 身分證明文件*(請註明)*號碼： | | |  | | | 持有人， | |
| 代表本法團向土地註冊處為本法團在申請表乙部及(如適用)夾附的申請更改 | | | | | | | |
| 資料附加頁乙部所載明的更改事項遞交申請。 | | | | | | | |
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| 法團業主董事簽署及印章 |

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|  |
| 法團業主董事姓名*(正楷)* |

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|  | 年 |  | 月 |  | 日 |

*\*請刪去不適用者*

**附件III**

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| **｢物業把關易｣- 更改資料申請表**  **法定聲明**  **(由獲法團業主授權的人士作出)** | | | | | |
| 本人 |  | | | （聲明人姓名），現居於 | |
|  | | | | | （地址）， |
| 謹以至誠鄭重聲明，本人已獲 | |  | | | |
| （法團業主名稱），以書面授權，代表其向土地註冊處為其 | | | | | |
| 在申請表乙部及(如適用)夾附的申請更改資料附加頁乙部所載明的更改事項 | | | | | |
| 遞交申請。 | | | | | |
|  | | | | | |
| 本人現確認更改資料申請表及授權書均由 | | |  | | |
| （法團業主名稱）所簽署。 | | | | | |
|  | | | | | |
| 本人謹憑藉《宣誓及聲明條例》（第11章）衷誠作出此項鄭重聲明，並確信其為真確無訛。 | | | | | |

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|  |
| 聲明人簽署 |

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| 此項聲明是於 | |  | 年 |  | 月 |  | | 日 |
| 在香港土地註冊處於本人面前作出 | | | | | | | | |
|  | | | | | | | | |
| （ |  | | | | | | ） | |
| 監誓員 | | | | | | | | |