## **Form 1 – Self-Certification of Compliance**

## **Provision of Sales Office and Show Flats**

## **and Related Marketing Activities under Lease**Notes(1)&(2)

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| |  |  | | --- | --- | | **To:** | **\*District Lands Office/#\_\_\_\_\_\_\_\_\_\_/ #\_\_\_\_\_\_\_\_\_\_ Section of Lands Department** | | |
| **Section I** | |
| Lot Number (No.) | #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(“the Lot”) |
| Address | #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date | #\_\_\_\_\_\_\_\_\_\_\_\_ *(dd/mm/yyyy)* |

| **Section II** |
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| I, #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby confirm that I am \* an Authorized Person/ a Registered Professional Surveyor (General Practice) / a Registered Professional Surveyor (Building Surveying)/ a Registered Architect registered under the Buildings Ordinance (Cap. 123) / Surveyors Registration Ordinance (Cap. 417) / Architects Registration Ordinance (Cap. 408) (Registration No. #\_\_\_\_\_\_\_\_\_\_), appointed or authorized by the owner(s) of the Lot, to act on his/their behalf to submit a Self-Certification of Compliance (“SCC”) pursuant to Lands Department (“LandsD”) Lands Administration Office Practice Note No. 5/2022 (“LAO PN No. 5/2022”) for application for an approval under Special Condition No. #\_\_\_\_\_\_\_ of the lease \*to use part(s) of the building(s) on the lot / to erect on parts of the lot separate temporary structure(s) / to use parts of the building(s) on the lot and erect on parts of the lot separate temporary structure(s) (the location and gross floor area of which are indicated on the General Building Plans approved by LandsD on #\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as attached hereto) with a gross floor area of #\_\_\_\_\_\_\_m² ( “the Premises”)   1. for the purposes of occupation and use as a sales office and show flat(s) and related marketing activities to facilitate the sale of the building or buildings or any part thereof to be erected on the Lot in accordance with the lease (“the Purposes”); and 2. on a temporary basis for the period from #\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the date of application for issuance of a Certificate of Compliance for the Lot (“CC”) by the owner(s) of the Lot (“the Period”).   I hereby certify that the Premises for the Purposes complies with all lease conditions and warrant that upon the expiration or sooner determination of the Period for which the Premises may be used for the Purposes or the withdrawal or revocation of any approval given based on this SCC, the Premises shall cease to be so used, and shall in all respect be subject to all the General and Special Conditions contained in the lease including any user and maximum gross floor area restrictions; and that any temporary structure(s) erected shall be demolished and removed by and at the expense of the owner(s) of the Lot. |

| **Section III** |
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| The following documents are attached hereto:   |  |  | | --- | --- | |  | One set of certified copy of full land search register of the Lot and the lease pertaining to the Lot; | |  | A copy of Consent letter dated #\_\_\_\_\_\_\_\_\_\_\_\_\_\_ issued by LandsD under the LandsD Consent Scheme for the development; and | |  | A plan showing the gross floor area and location of the Premises by indicating on the relevant portion of the General Building Plans approved by LandsD on #\_\_\_\_\_\_\_\_\_\_\_\_\_\_. | |

| **Section IV** |
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| I hereby declare that all the information in this Form together with the plans and drawings attached are true and complete, and agree that if the same are not true and complete, any approval based on this SCC, if given, will be deemed to have been withdrawn.  I hereby acknowledge that the Director of Lands (“the Director”) is not obliged to keep the content of this Form, its attachments/enclosures or any documents submitted in support of or in relation to the application in this Form confidential, particularly in circumstances when the Director considers that disclosure is in the public interest and/ or it would be reasonable for the Director to accede to requests from third parties with interest over the Lot for access to this Form. This acknowledgement applies irrespective of whether the consent in the following paragraph is given or not. |

| **Section IV (cont’d)** | |
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|  | Insofar as consent is required under any statutory, regulatory or other provisions, I hereby consent and/or have procured consent from the relevant intellectual property rights owner that the Director may, after issue of the CC, disclose the content of this Form, all attachments/enclosures and any documents submitted in support of or in relation to the application in this Form to any third party including members of the public upon request of any such third party, media or otherwise, or on LandsD’s own accord. |

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| **Section V** | | |
| Signature  *(signed by the \* Authorized Person/ Registered Professional Surveyor (General Practice) / Registered Professional Surveyor (Building Surveying)/ Registered Architect*  *with valid registration chop affixed)* | #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  |  | |
| Name of *\* Authorized Person/ Registered Professional Surveyor (General Practice) / Registered Professional Surveyor (Building Surveying)/ Registered Architect* | #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Registration No. | #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Date | #\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(dd/mm/yyyy)* | |
| **Notes:** | | |
| 1. This Form shall be used in conjunction with **Form 2** for submission of a SCC on provision of sales office and show flats under lease pursuant to LAO PN No. 5/2022. 2. All references to “lease” in this Form shall include Conditions of Sale / Grant / Exchange, etc. as the case may be. | | |

#Fill in as appropriate.

\* Delete as appropriate.

□ Tick the box as appropriate.

*Personal Information Collection Statement*

*PLEASE READ THE FOLLOWING*

*BEFORE COMPLETING THIS FORM*

*1. The information provided in this Form including all attachments/ enclosures and any documents submitted in support of or in relation to the application in this Form will be used by LandsD for the purposes of considering and processing the application in this Form on the provision of sales office and show flats and for other purposes related to such submission.*

*2. The provision of the personal data in this Form is obligatory. The application in this Form on the provision of sales office and show flats will not be processed if you fail to provide all the information as requested.*

*3. The information provided in this Form including all attachments/ enclosures and any documents submitted in support of or in relation to the application in this Form may be disclosed to other Government Bureaux / Departments for the purposes mentioned in paragraph 1 above.*

*4. You have the right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486). Such right of access includes the right to obtain a copy of the personal data provided in this Form on payment of the applicable charge.*

*5. Enquiries on the personal data collected, including the request for access to and correction of the data, should be addressed to the Departmental Personal Data Controlling Officer of Lands Department, 20/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong.*