



**Departmental Administration Office
Lands Department**

Practice Note

Issue No. 1/2003

**Transfer from Land Registry to Lands Department
of the Commitment Transfer Registers
and Notifications for Land Exchange Entitlements (Letters A/B)**

As an initiative to enhance overall efficiency and to provide owners of Land Exchange Entitlements (LEEs), commonly known as Letters A/B, with a 'one-stop shop' service, the Land Registry will transfer the maintenance and storage of the Commitment Transfer Registers (CTRs) and Notifications for LEEs to the Lands Department with effect from 1 April 2003.

2. To prepare for the transfer, the search services for CTRs and Notifications at the 7 New Territories Land Registries, namely, Tsuen Wan, Tuen Mun, Yuen Long, North, Tai Po, Sha Tin and Sai Kung, has been suspended from 17 March 2003 to 31 March 2003. Starting from 1 April 2003, all CTRs and Notifications will be centralised at the Lands Department Headquarters. They will be available for search at the CTR Unit located at 21st Floor, North Point Government Offices, 333 Java Road, North Point, Hong Kong.

3. Starting from 1 April 2003, all notifications for LEEs should be sent to the CTR Unit of the Lands Department for registration at the above address.

4. Also starting from 1 April 2003, only the owner of LEEs or his authorized agent may inspect the CTRs or Notifications pertaining to LEEs registered in that owner's name. Copies or certified copies of the relevant CTRs or Notifications will be provided to the owner or his authorized agent upon payment of copying/certifying fees. Requests for inspection or provision of copies or certified copies of CTRs or Notifications by any other person will be considered upon that person producing written justification. The Director of Lands reserves the right not to permit inspection or provide copies or certified copies of the CTRs or Notification to that person at his discretion.

5. For enquiries, please contact Customer Relations Manager, Mr. Y C LI at 2231 3233 or Assistant Customer Relations Manager, Mr. Gary Lau at 2231 3290.

(Patrick L.C. LAU)
Director of Lands
24 March 2003