



**Land Information Centre (LIC)
 Survey and Mapping Office (SMO)
 Lands Department
 The Government of the Hong Kong
 Special Administrative Region**

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Digital Map Data Order Form

(for Government Department's Consultant/Contractor Only)

(This Form will be annexed to and form part of the Undertakings by Consultant/Contractor for the Use of Digital Map Data from the Land Information Centre, Survey and Mapping Office, Lands Department. Please read the attached Guideline prior to completing this form.)

1. Consultant / Contractor

a. **Name of Company**

b. **Address**

c. **Name of Contact Person**

d. **Telephone No.** _____ **Fax. No.** _____

E-mail Address _____

2. Intended Uses of the Data

(If the following space is not enough, please complete the description on separate sheets)

Note : The information collected in the Digital Map Data Order Form will be used for the purpose of processing your request only.

3. Description of the Computer Configuration for using the Data

a. **Hardware and Software Configuration**

Hardware (OS Platform) : _____

d. B20000 (1:20 000 Digital Topographic Map Database)

Tick the Sheet required in the box below: (Refer to the Sheet Index of B20000 for the Sheet Numbers)

Sheet No.	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	Total
Required																		

e. C1000 (1:1 000 Digital Land Boundary Database)

Fill in the Sheet No. of the sheets required below: (Refer to the Sheet Index of C1000 for the Sheet Numbers)

Total No. of sheets :			

f. G1000 (Geo-Reference Database)

Fill in the Sheet No. of the sheets required below: (Refer to the Sheet Index of G1000 for the Sheet Numbers)

BG1000	RG1000	SG1000
Total :	Total :	Total :

g. GeoCommunity Database (GeoCom)

Fill in the District required below: (Refer to the 18 Districts in the District Council Electoral Boundaries)

District	District	District

h. Digital Orthophoto

Territory-wise base (Please tick ONE format only)

	ECW Format	Mr.SID Format
DOP 10000		
DOP 5000		

**GUIDELINES TO GOVERNMENT DEPARTMENT
REQUESTING ON BEHALF OF CONSULTANTS/CONTRACTORS
FOR DIGITAL MAP DATA FROM LAND INFORMATION CENTRE,
SURVEY AND MAPPING OFFICE, LANDS DEPARTMENT**

(when supply of Digital Map Data free of charge to the Consultants/Contractors by Government Department is essential)

Step 1 The Government Department should inform the Consultants/Contractors to:-

- (i) Complete Digital Map Data Order Form.
- (ii) Complete the Form: “Undertakings by Consultant/Contractor on the Use of Digital Map Data from Land Information Centre, Survey And Mapping Office, Lands Department”.
- (iii) Return the above two Forms to the Government Department

Step 2 **For Civil Engineering Development Department, Drainage Services Department and Highways Department Only**

- (i) Return the two Forms as listed in Step 1 (i) and (ii) above together with a plan (if applicable) showing the project area to the Land Information Centre, Survey & Mapping Office, Lands Department for data preparation.

- (Notes : 1. The data provided to the Consultants/Contractors would be prepared with reference to the project/study area.
2. The digital topographic maps in DGN format shall be provided by the department directly.)

For Other Government Departments

- (i) Complete the Form: “Undertakings by Government Department for Provision of Digital Map Data from Land Information Centre, Survey and Mapping Office, Lands Department to Consultants/Contractors”.
- (ii) Return the three Forms as listed in Step 1 (i) and (ii) and Step 2 (i) above together with a plan (if applicable) showing the project area to the Land Information Centre, Survey & Mapping Office, Lands Department for data preparation.

(Note: The data provided to the Consultants/Contractors would be prepared with reference to the project/study area.)

Step 3 Upon the completion of the Contract/Agreement, the Government Department shall request the Consultants/Contractors to complete the “Confirmation by Government Consultant/ Contractor on the Cessation of the Use of Digital Map Data from the Land Information Centre, Survey and Mapping Office, Lands Department” Form and return it to the Land Information Centre, Survey & Mapping Office, Lands Department.