



**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 Order Form

(for Government Department's Consultant/Contractor Only)

(This form will be annexed to and form part of the Undertakings by Consultant/Contractor on the Use of Digital Map from Land Information Centre, Survey and Mapping Office, Lands Department. Please read the attached Guidelines 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 Digital Map

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

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

3. Hardware and Software Configuration of the Computer for using the Digital Map

Hardware (OS Platform) : _____

Software (Application Software) : _____

LAN Environment (LAN or Standalone) : _____

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

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

Total number 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. GeoCom (GeoCommunity Database)

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

District	District	District

h. Digital Orthophoto

DOP5000 Territory-wise base (Please tick ONE format only)

ECW Format	
MrSID Generation 3	

DOP5000 Tile base in TIFF format (Fill in the tile no. required below)

Total number of sheets :			

i. Others (If the below space is not enough, please complete your listing on separate sheets)

j. **Data Dictionary** (Please tick ONE format per digital map only)

Data Dictionary for :	Arc/Info	DWG/DXF	DGN
B1000			
B5000			
B10000			
B20000			
C1000			

5. **Data Format Required** (Please tick ONE format per product only, not applicable for grey box)

Product	E00 (ARCINFO Export, Windows Platform)	ASCII (Delimited Text)	DWG	DXF	DGN (MicroStation SE or above)	Raster Tiff (in LZW compression)	XLS (MS Excel)	MDB (MS Access)
			(AutoCAD 2000 or above)					
B1000								
B5000								
B10000								
B20000								
C1000								
BG1000								
RG1000								
SG1000								
GeoCom								
Others								

Annex: Guidelines to Government Department Requesting on Behalf of Consultants/Contractors for Digital Map from Land Information Centre, Survey and Mapping Office, Lands Department

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

Part A : Procedures for Supply of Digital Map to Consultants/Contractors employed by Government Departments (except for Civil Engineering and Development Department, Drainage Services Department and Highways Department)

Step 1 The Government Department shall inform its Consultants/Contractors to:-

- (i) Complete Digital Map Order Form (SMF-0094)
- (ii) Complete the form of “Undertakings by Consultant/Contractor on the Use of Digital Map from Land Information Centre, Survey and Mapping Office, Lands Department” (SMF-0096).
- (iii) Submit a digital file (Microsoft Excel 2002 or later versions) storing the Sheet Numbers for processing when the total number of sheets requested is greater than 30 in SMF-0094.
- (iv) Return SMF-0094, SMF-0096 and the digital file (if applicable) to the Government Department.

Step 2 The Government Department shall:-

- (i) Complete the form of “Undertakings by Government Department for Provision of Digital Map from Land Information Centre, Survey and Mapping Office, Lands Department to Consultant/Contractor” (SMF-0095).
- (ii) Return SMF-0094, SMF-0095, SMF-0096 with a plan showing the project area (if applicable) and the digital file of sheet list (if applicable) to Land Information Centre, Survey and Mapping Office, Lands Department for processing.

(Note: The Digital Map provided to the Consultant/Contractor would be prepared with reference to the coverage of the project area.)

Step 3

- (i) Upon completion of the Contract/Agreement, the Government Department shall request the Consultants/Contractors to complete the form of “Confirmation by Government’s Consultant/Contractor on the Cessation of the Use of Digital Map from Land Information Centre, Survey and Mapping Office, Lands Department” (SMF-0097) and return it to Land Information Centre, Survey and Mapping Office, Lands Department.
- (ii) The Government Department shall inform Land Information Centre, Survey and Mapping Office, Lands Department of any extension period for using the digital map by its Consultants/Contractors. When the project is eventually completed, the Government Department shall complete Step 3(i).

Part B: Procedures for Supply of Digital Map to Consultants/Contractors employed by Civil Engineering and Development Department, Drainage Services Department and Highways Department (Secondary Map Distributor, “SMD”)

Step 1 The SMD shall inform its Consultants/Contractors to:-

- (i) Complete Digital Map Order Form (SMF-0094).
- (ii) Complete the form of “Undertakings by Consultant/Contractor on the Use of Digital Map from Land Information Centre, Survey and Mapping Office, Lands Department” (SMF-0096).
- (iii) Submit a digital file (Microsoft Excel 2002 or later versions) storing the Sheet Numbers for processing when the total number of sheets requested is greater than 30 in SMF-0094.
- (iv) Return SMF-0094, SMF-0096 and the digital file (if applicable) to the SMD.

Step 2

- (i) When the requested digital map is already available in the SMD, the SMD shall directly prepare the digital map for its Consultants/Contractors.
- (ii) When the requested digital map is not available in the SMD, the SMD shall forward the completed SMF-0094 to Land Information Centre, Survey and Mapping Office, Lands Department for data preparation.

(Note: The Digital Map provided to the Consultant/Contractor would be prepared with reference to the coverage of the project area.)

Step 3

- (i) Upon completion of the Contract/Agreement, the Consultant/Contractor shall complete and submit the form of “Confirmation by Government’s Consultant/Contractor on the Cessation of the Use of Digital Map from Land Information Centre, Survey and Mapping Office, Lands Department” (SMF-0097) to the SMD for record.
- (ii) The Consultant/Contractor shall inform the SMD via the Government Department’s project representative of any extension period for using the digital map. When the project is eventually completed, the Consultant/Contractor shall complete Step 3(i).
- (iii) The SMD shall complete and send the form of “Record of Confirmation of Digital Map Erasure by Government Employed Consultant/Contractor” (SMF-0198) to Land Information Centre, Survey and Mapping Office, Lands Department to confirm data erasure within one month after completion of Step 3(i).

Notes:

All the completed forms mentioned in Part B above shall be kept by the SMD for 7 years.